

**WEST SHORE SCHOOL DISTRICT  
ATHLETIC AWARDS AND RECORDS REPORT**

**School (RLHS, CMS, etc.):**

**YEAR and SEASON:**

**SPORT and LEVEL (Varsity, J.V., Junior High, etc.) :**

**HEAD COACH'S NAME:**

**ASSIST. COACH'S NAMES:**

**CAPTAIN'S NAMES:**

- **This form is due to the athletic director within one week following the completion of the sport's regular season.**

\*It is the head coach's responsibility to ensure the validity of all information (spelling, completeness, etc.) and that District criteria are followed in these recommendations. Be sure that a student does not appear on two lists for the same sport for that season (i.e. Varsity and J.V.).

\*List all participants (including managers, trainers, statisticians, etc.) in alphabetical order starting with seniors, in the first column; then check (✓) one column as appropriate for the award the student has earned.

**ATHLETIC AWARDS**

**1. Basic guidelines**

- a. The athletic letter is not to be considered lightly and is to be earned.
- b. An individual may earn one letter per sport per level. A major certificate and attachment to the letter shall be awarded in subsequent years.
- c. The basic awards and award criteria shall be standardized at both high schools. Additional awards shall be at the prerogative of the individual school.
- d. It is the head coach's responsibility to comply with awards criteria, submit award recommendations to the athletic director via the Athletic Awards and Records Report, and present the awards to the participants.
- e. Any exceptions to the awards policy shall be approved by the athletic director and building principal. f. Any student-athlete whose season terminates prematurely due to quitting or expulsion from the squad shall forfeit his/her award.
- g. No athletic award shall be made to a student having an obligation to the school.

**2. Basic awards for players, cheerleaders, managers, trainers, statisticians.**

**a. Varsity**

- 1) Letter (6-7")
- 2) Recognition attachment
- 3) Award Certificate
- 4) Certificate of Participation

**b. Junior Varsity**

- 1) Letter (5-6")
- 2) Award Certificate
- 3) Certificate of Participation

**c. Junior High**

- 1) Award Certificate
- 2) Certificate of Participation

**3. Presentations**

**A. Varsity Awards**

- 1) First time letter winner - letter and Award Certificate
- 2) Subsequent letter winners - recognition attachment and Award Certificate
- 3) Non-letter winner - Certificate of Participation

**B. Junior Varsity Awards**

- 1) First time letter winner - letter and Award Certificate
- 2) Subsequent letter winners - Award Certificate
- 3) Non-letter winner - Certificate of Participation

**C. Junior High Awards**

- 1) Award Certificate (per criteria)
- 2) Certificate of Participation

Awards criteria by sport, all levels.  
The athlete must have participated in a minimum of:

- a.** Half the total number of quarters or periods during the regular season. Basketball, Field Hockey, Football, and Soccer.
- b.** Half the meets in the top 8 runners. Cross Country
- c.** Half the meets in the top 7 players. Golf
- d.** Half of the team's regular season contests. Baseball (except pitchers and batting practice catchers) Softball Swimming (or 16 points diving, or 35 points swimming) Tennis Track (or score 20 points) Volleyball Wrestling

Cheerleaders must successfully complete the season.

**\*The athletic director shall not issue a letter for later issuance by a coach for any athlete with an obligation; this includes the return of all school equipment or restitution thereof.**

Participant's Name	Grade Level	Varsity Letter & Certificate	Varsity Pin & Certificate	Meets Senior Award Criteria	J.V. Letter & Certificate	J.V. Pin & Certificate	Cert. of Partic.	Freshman Letter & Certificate	7/8 <sup>th</sup> grade letter & Cert.Part
HIGHLIGHT IF THIS PERSON OWES OBLIGATION (EQUIPMENT, UNIFORM, ETC.)		*1 <sup>st</sup> time for that sport	AFTER 1 <sup>st</sup> Varsity letter	Earned 2 varsity letters 1 in sr. year	*1 <sup>st</sup> time for that sport	After 1 <sup>st</sup> JV letter			
1.	12th								
2.	12th								
3.	12th								
4.	12th								
5.	12th								
6.	12th								
7.	11th								
8.	11th								
9.	10th								
10.	10th								
11.	10th								
12.	10th								
13.	10th								
14.	9th								
15.	9th								
16.	9th								
17.	9th								
18.	9th								
19.	9th								
20.	9th								
21.	9th								
22.	9th								
23.	9th								
24.	9th								
25.	9th								
26.	9th								
27.	9th								
28.	9th								
29.	9th								
30.	9th								
31.	9th								
32.	9th								
33.	9th								
34.	9th								
35.	9th								
		Varsity Letter	Varsity Pin &	Meets Senior	J.V.	J.V. Pin &	Cert.		

Participant's Name	Grade Level	& Certificate	Certificate	Award Criteria	Letter & Certificate	Certficiate	of Partic.	Freshman Letter & Certificate	7/8 <sup>th</sup> grade letter & Cert.Part
<b>HIGHLIGHT IF THIS PERSON OWES OBLIGATION (EQUIPMENT, UNIFORM, ETC.)</b>		*1 <sup>st</sup> time for that sport	AFTER 1 <sup>st</sup> Varsity letter	Earned 2 varsity letters 1 in sr. year	*1 <sup>st</sup> time for that sport	After 1 <sup>st</sup> JV letter			
36.	9th								
37.	9th								
38.	9th								
39.	9th								
40.	9th								
41.	9th								
42.	9th								
43.	9th								
44.	9th								
45.	9th								
46.	9th								
47.	9th								
48.	9th								
49.	9th								
50.	9th								
51.	9th								
52.	9th								
53.	9th								
54.	9th								
55.	9th								
56.	9th								
57.	9th								
58.	9th								
59.	9th								
60.	9th								
61.	9th								
62.	9th								