

# Memorandum

**DATE:**

**TO:** Coach

**FROM:** Susie McNamara, Athletic Department Assistant

**RE:** Team Awards

**CC:**

As the end of the Sports Season approaches; it's time to award letters, numerals and special awards to your team athletes. Please review the attached roster of your team and cross out any student-athlete who has been dropped from the team roster.

Also, please mark the award they are to receive next to each student's name.

## TEAM AWARDS ARE TO BE GIVEN AS FOLLOWS:

**FRESHMAN:** Numerals (N)

**SOPHOMORE:** Minor Letter (M)

**JUNIOR:** Major-Letter (MJ) or Major-Minor Letter (MJ/Min)

**SENIOR:** Senior Plaque (P)

**Note:** Freshman or Sophomore athletes may receive a Major letter if they have started\* in a minimum of 75% of athletic contests and/or they meet any additional criteria that the coach requires.

### Swimming Requirement:

\*Started = Participation in regular season Varsity events must be non-exhibition and relay participation must be A-relay only.

Student-athlete is also eligible if both:

> Training 75% of season in Blue group

> Must have been a member of either/both the MCAC Varsity roster or/and Sectional roster.

### SPECIAL AWARD WINNERS (Please pick ONE athlete for each award.)

TEAM \_\_\_\_\_ LEVEL \_\_\_\_\_

LION AWARD \_\_\_\_\_

MOST VALUABLE \_\_\_\_\_

COACHES SIGNATURE \_\_\_\_\_

**Please return both this form and roster to Susie McNamara at least 2 weeks prior to your team's banquet or awards presentation. Please let me know the date of your banquet/awards' night (if you have not already done so), so that we can put it on our calendar and get invitations out.**