# Banquets

Head coaches are responsible for making arrangements for banquets with the athletic department. Coaches and their staff are responsible for assisting in all set up and clean up as needed. An agenda should be written in advance and adhered to in order to ensure well-run and timely events. Banquet dates should be determined prior to the season and submitted to the athletic office for approval. Once approved, they should be communicated at the preseason parents' meeting. Respective division heads and the head of school should be informed of and invited to team banquets ahead of time. It is understandable that they cannot attend all of these events, but they should be aware of the event and an invitation to attend.

**Banquet Format**
Banquets are to be conducted as positive experiences for the team members and their families. Coaches are responsible for creating this atmosphere, especially when teams have not been successful or did not achieve preseason expectations. Care should always be given to graduating seniors, and any mention of future teams should be kept to a minimum.

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