



**SAGE CREEK**  
FOUNDATION

## **2025-2026 Out of Season Program Update**

### **Submitting a Request:**

Prior to submitting a request, reach out to the Athletic Director (Ms. Hauptert, [madeline.hauptert@carlsbadusd.net](mailto:madeline.hauptert@carlsbadusd.net)) to ensure facility availability.

Requests for an out of season program will be submitted to both the Athletic Director and the SCF Athletic Liaison. Requests for an out of season program must include the following documents:

- [2025 Out of Season Program Proposal Request Form](#)
- [2025 Out of Season Program Budget](#)
- **Independent Contractor Agreement (ICA for all coaches)** - once program is approved

Note: when using the above links make a copy of each before editing. Rename the document with Team/Season/Year.

Once a program is approved by the Athletic Director, a registration link will be posted on the SCF website for families to donate to the program.

Prior to starting the Program, Student Release of Liability Waivers must be collected and on file. [Release and Waiver of Liability](#)

### **Collecting funds for Out of Season Programs:**

Parents/Athletes will be able to pay/donate electronically through the Sage Creek Foundation website. Once the program is approved a link will be provided to the coach. If checks are collected, coaches will complete the SCF Deposit Form. The deposit and deposit form will be turned into the Athletic Director or dropped in the SCF safe located in the main office. It is strongly encouraged that coaches make a copy of the deposit form for the team records.

Note: A 3% processing fee will apply to all transactions made through the website. This fee covers credit card processing costs incurred by the foundation. Be sure to adjust program donation requests as appropriate.

**Note:** Stipends will only be paid to coaches listed on the original proposal. Coaches that are to receive a stipend must have a current ICA (Independent Contractor Agreement) and W9 on file.

Sage Creek Foundation Athletics Liaison email: [Athletics@sagecreekfoundation.org](mailto:Athletics@sagecreekfoundation.org)