



ACTIVITIES HANDBOOK

MILES CITY UNIFIED SCHOOL DISTRICT

2026-2027

Table of Contents

Activities Dress Code.....	2
Activity Tickets.....	3
Attendance and Activities.....	3
Award Naming Policy.....	3
Chain of Command	4
Communication to Parents.....	4
Contractual.....	4
Cowboy/Cowgirl Pride.....	5
Curfew.....	5
Disciplinary Policy.....	5
Duties of the Head Coach.....	5-6
Duties of the Assistant Coach.....	7
Equality.....	7
Equipment and Facilities.....	8
Equitable Funding.....	8
Expectations of Parents.....	8-9
Felony Offense.....	9
Fundraising Policy.....	9
Goals of the Activities Program.....	9
Head Lice.....	10
Home School Participation.....	10
Informational.....	10-11
Legal.....	11
Lettering Requirements.....	11
Locker Room Protocol.....	12
Maintenance of Facilities and Grounds.....	13
Meals.....	12
Miles City School District Athletic/Activity Rules.....	13
Purchasing Uniforms.....	13-14
Safety.....	14
Senior Night.....	14
Sponsored Activities.....	15
Sports Injuries and the Liability of the Coach.....	15-16
Sportsmanship Expectations - Miles City Community.....	16
Staff Expectations.....	16
Staff Evaluations.....	17
Statement of Philosophy.....	2
Student-Athlete Academic Expectations.....	17
Summer Programs, Camps and Clinics.....	17
Team Dinners.....	17
Training Rules.....	17-19
Transportation.....	19
Travel.....	19-20
Violations.....	20
Volunteer Coaching.....	20
Addendums (A,B).....	20
Addendum C.....	21
Addendum D.....	22
Addendum E.....	23

Statement of Philosophy

Activities are considered an integral part of the school's program of education, which provide experiences that will help students physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society.

Athletics and activities are an extension of the classroom, and while it is a goal of many to "win," the life lessons that our student-athletes will learn while participating in our activity programs is much more valuable than "winning", and as a result, they will be "winners" in life!

Our student-athletes will also excel in three areas - ranked in order of importance:

1. In the classroom
2. On the field, court, or mat
3. And in the community

Finally - we all have a role as stakeholders of the CCDHS Activities Department. Focusing on our role, and remembering that we are a unified group of people, will only enhance the experience our students have in their activity of choice, and as a result, WE will be more successful! The strength of the fist is greater than a finger on its own!

Kyle Pryor
Activities Director
Custer County District High School

Activities Dress Code

We expect all students to represent our school and city in the best possible manner. All students shall dress in accordance with the rules set forth by each individual coach/sponsor. It must be kept in mind that each participant is acting as an ambassador of CCDHS and Miles City. The coach will set codes of dress that will apply to home performances as well as to out of town trips. Unless caps/hats are part of the uniform or necessary for inclement weather, they are not to be worn to an event, during an event, or after an event. Some consideration by the coach/sponsor can be given on overnight trips so students can wear caps/hats at the motel. Some flexibility may be granted with administrative approval.

Activity Tickets

All CCDHS students may purchase an Activity Ticket. An Activity Ticket fee and additional participation fee will be charged for any students participating in any of the CCDHS activity programs. The Activity Ticket provides approximately \$150 worth of admissions and publications for the holder. The Activity Ticket must be presented at each activity for which the holder expects admission. The Activity Ticket does not cover admission into tournaments.

Students:

- High School Students \$75.00 + \$75.00 (For the entire year of participation)
- Middle School Students \$40.00 + \$60.00 (For the entire year of participation)
- Elementary Students \$30.00

**Note: HS & WMS students in an MHSA or traveling activity must purchase the activity ticket plus pay the extra participation fee. CCDHS Pep Band is a curricular activity so members will not be expected to pay the additional participation fee.*

Adults:

- CCDHS activities only - \$125.00
- WMS activities only - \$100.00
- CCDHS & WMS activities - \$150.00
- Senior Citizen Pass (65+ years): FREE with pass from Business Office

Tickets Prices:

- At the Gate-HS Activities:
 - Adult \$8.00
 - Students \$6.00
- At the Gate-MS Activities:
 - Adult \$5.00
 - Students \$3.00

Attendance and Activities

Any student who is absent, truant or AWOL from any class the day of their activity, if not school authorized or excused with medical documentation, forfeits his/her eligibility to compete in or perform in that day's scheduled school activity events. If students are attending practice, they are expected to be in school that day.

Award Naming Policy

Any award that either is to be renamed or becomes a new award for an activity, must be approved by a committee. The committee shall be made up of the Principal, a head coach from another activity, and a community representative. All committee members will be selected by the Activities Director.

Chain of Command

All complaints should follow the district's Uniform Complaint Procedure, District Policy 1700.

All areas of concern and complaint should proceed through the proper chain of command as outlined below:

1. Head Coach
2. Activities Director
3. Principal
4. Superintendent
5. Board of Trustees

Communication to Parents

The coach/advisor is expected to communicate problems, concerns, or special praise for their son or daughter to parents. This should be done by phone or face-to-face. In addition:

- Coaches should: inform parents, orally, and in writing, of practice hours and the schedule of games and tournaments.
- Coaches should: discuss with parents the various roles they might play in assisting in their son/daughter's success.
- Coaches should: at the proper time and place, be available to discuss a student's progress or standing on the team with his/her parent(s).
- Coaches should not: have contact with parents 24 hours before or after the game/event.

Note: Playing time is earned. Playing time is not negotiable. We play to win the game - competitive programs/activities.

Note: Coaches may remove a player from the team at any time for conduct that is detrimental to the team.

Contractual

Coaches are under a contractual obligation to follow the rules and regulations of the school district, the Montana High School Association and legal system. They also have the obligation to provide a good role model, to represent the school positively, and to ensure the emotional and physical well-being of the participant. Those duties extend beyond the practice room and game field or court to all phases of trips, such as in restaurants, on buses, and in motels. Coaches are performing contractual duties from the time they leave the school on a trip until they release the participants after arrival home.

Other contractual duties include, but are not limited to, the following:

- Satisfying stated coaching requirements.
- Completing all necessary paperwork to ensure legal and safety expectations are being met.
- Attending all meetings and workshops as required.
- Exhibiting professional behavior at all times.
- Demonstrating sportsmanship, honesty, and ethical behaviors at all times.
- Effectively teaching the skills, techniques, and strategies of the activity.
- Reporting any form of abuse, harassment, and/or training rules violations to administration
- Certified staff must attend parent teacher conference times per the CBA; you may not hold practice during contractual times of these types.
- Team votes are not allowed to take place in any situation

Cowboy/Cowgirl Pride

Any great tradition is a long time in building; it takes the hard work of many young adults, the loyal support of parents and community, and the dedication of sponsors and coaches. As members of the *Cowboy/Cowgirl* activity group, students have inherited a tradition that is one of the finest in the state. The district believes in excellence and the total effort must be exerted to finish well. It is the striving, not necessarily the arriving, that brings out the best in a person. Students automatically assume a leadership role when they are involved in activities. The student body, the community, and other communities judge the school by our conduct and attitude, both at school and away. Accepting the role of leadership allows each individual to contribute to school spirit and community pride.

Curfew

Curfew will be set by the coach, consequences will be outlined by each program.

Exception: If a student-athlete is with a parent or guardian, for a reason deemed necessary by the administration (family function, medical, travel etc.) exceptions can be made to this rule.

Disciplinary Policy

Since representing our school is a privilege, we expect all students to live within the rules of conduct as established by the Board of Trustees, Superintendent, Principals, Activity Director and Supervisors. Any member of the activity program who becomes involved in the (1) theft, (2) disregard for school rules or regulations, (3) hazing/bullying, or (4) improper conduct while on activity trips or in the community shall be dealt with in accordance to the severity of his/her infraction. If a student's conduct is such that it warrants immediate discipline while on the road the parents shall be notified and the student may be sent home on the first available transportation at the student's/parent's expense. The action of a student while on a school sponsored or related trip shall be considered the same as though he/she was in the classroom. Behavior during the season that is considered detrimental to the reputation of the school or activity will be addressed in accordance with the specific activity guidelines and expectations.

Duties of the Head Coach

- Have a complete organizational plan for the total program. This plan is shared with the activities director and is part of the activities strategic planning process. The plan will include fundamentals, strategy, rules and safety techniques. It will also describe application of the program to various grade and team levels. The plan will include description of drills as well as various offenses and defenses. Make certain that a detailed daily practice plan is evidence at every level and in the hands of every assistant coach before and during practice.
- Provide leadership for assistant coaches and define the roles of those coaches. Supervise all assistant coaches and communicate with all coaches in the program, grades (7-12).
- Support other athletic/activities programs, i.e. attend their games/activities/concerts.
- Coaches participants in the skills necessary for the sport/activity assigned.
- Display professional and sportsmanlike behavior at all times.
- Submit a list of letterwinners to activities director immediately upon the end of season.
- Complete all MHSA and/or district required training (i.e. Coach's education, Concussion Testing, Background Check...)
- Organize and direct staff.

- Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
- Establishes a schedule of practices.
- Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly with disciplining participants.
- In addition to those established by MHSA and Board policy, establish performance criteria for eligibility.
- Responsible for the inventory of equipment and supplies.
- Responsible for making recommendations to the administration for equipment and supplies needed for the ensuing season.
- Hold an orientation meeting for all parents and athletes at the beginning of every season.
- Play an active role in the All Sports Banquet at the end of the year. Provide the activities director with a list of students being recognized.
- Organize and oversee the issue, collection, acquisition, and maintenance of all equipment.
- Cooperate with activities director to make arrangements for all team travel and transportation.
- Maintain a satisfactory competitive performance standard.
- Make sure all participants are academically, and legally eligible.
- Dress appropriately for practice and games.
- Works with the athletic director in scheduling intramural and interscholastic contests.
- In team activities, teaches/coaches the importance of teamwork.
- Supervises participants and assistant coaches.
- Holds a currently valid American Red Cross First Aid card (for those coaching athletics).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
- Ability to handle stressful situations.
- Allow parents and students to advocate for themselves, retaliation is considered grounds for removal
- Ability to maintain confidentiality of employment and students matters. High levels of confidentiality must be maintained with respect to student grades, classroom performance (academic and behavioral), and other personal information.
- Ability to perform duties with an awareness of all District requirements and Board policies.
- Ability to effectively manage time and responsibilities.
- MCC is not allowed to practice with CCDHS Activities
- Prior to entering locker rooms of the opposite sex...
 - Send someone of the same sex into the area for an OK
 - Always do a verbal check prior to entering
- Ability to maintain proper financial system - PO Orders prior to purchasing, itemized receipts when making purchases, returning all credit card receipts after away trips
- Hold a youth camp
- Mandatory Reporter of Bullying and or Harassment
- Reporting Training rule violations to administration

- Mandatory Reporter of Suspected Child Abuse/Neglect (866) 820-KIDS (Consult MT DPHHS Guideline book for further information.)
- Reporter of Training Rules violations (to administration)

Duties of the Assistant Coach

- Acts under the direction of the head coach and assumes the functions and duties of head coach in his/her absence.
- Coaches participants in the skills necessary for the sport/activity
- Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
- Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants
- Responsible for the inventory of equipment.
- In team activities, teaches/coaches the importance of teamwork.
- Meets MHSA requirements (if applicable)
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to follow both oral and written directions and instructions of the head coach and/or athletic director.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and students matters. High levels of confidentiality must be maintained with respect to student grades, classroom performance (academic and behavioral), and other personal information.
- Ability to perform duties with an awareness of all District requirements and Board policies.
- Ability to effectively manage time and responsibilities.
- Prior to entering locker rooms of the opposite sex...
 - Send someone of the same sex into the area for an ok
 - Always do a verbal check prior to entering
- Mandatory Reporter of Bullying and or Harassment
- Mandatory Reporter of Suspected Child Abuse/Neglect (866) 820-KIDS (Consult MT DPHHS Guideline book for further information.)
- Reporter of Training Rules violations (to administration)

Equality

True equality is based not on the letter of the law but instead on the spirit of the philosophy. The best way to think of equality is that all programs, whether boys or girls, all deserve the same treatment. Our customers are “kids,” and the fact that they are male or female should make no difference in the type of program we provide for them. All staff members in the *Cowboy/Cowgirl* activities are expected to be well acquainted with the expectation of MHSA, Ridgeway, and Title IX. The Miles City Unified School

District is committed to adhering to the spirit as well as the letter of the law in regards to sex equality. To do so is in the best interest of “kids” as well as the “right” thing to do.

Equipment and Facilities

Coaches have a responsibility to protect their student-athletes from the hazards presented by defective equipment. The fitting of football equipment is an example of an area in which coaching responsibilities are present. Likewise, coaches have obligations in overseeing the use of equipment, apparatus, and areas, to assure proper and appropriate use made of them.

Coaches should be aware that they are expected, by the courts, to appropriately inspect the areas and facilities used in their activities. Once an unsafe condition has been noted, it must immediately be called to the attention of those responsible for correcting such conditions, the coach now has the obligation of protecting participants from the dangerous situations until it is corrected. This “protection” may include removing the activity from the area.

Equitable Funding

Outside resources must be allocated in a comparable fashion. To be considered comparable, the funds don’t necessarily have to be exactly equal in dollar amounts. “Comparable” means that the impact on the programs is fair and equitable. For example, a parent group might want to donate money to purchase new volleyball standards and a new wrestling mat for the local high school. The cost of those items will likely be different, but the ***impact*** on the programs could be considered comparable.

Expectation of Parents

Athletic events are learning experiences for student-athletes. A ticket to a contest is a privilege to observe athletic tests of skills, not to verbally assault others or be obnoxious. Audiences may forget that high school athletes have not reached mature physical performance, so errors can be expected. Moreover, audiences who learn the rules of the sport are less likely to criticize officials, players or coaches.

- Remember that you are at a contest to support and yell for your team and to enjoy the skill and competition, not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- Remember that a ticket to an interscholastic athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Refrain from taunting or making any kind of derogatory remarks to your opponents during the game.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.

- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterwards on or near the site of the event.
- Recognize and complement the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the role of good sportsmanship.
- Be a positive behavior role model through your own actions and by censuring those around you at events where behavior is unbecoming.
- Show respect for the opposing players, coaches, fans and support groups. Treat them as you would treat a guest in your own home.
- Keeping Activities In Perspectives.
- Emphasize that academics always come first.

Felony Offense

Any person in activities, who is convicted of or pleads no contest to a felony, or equal offense as a minor, will be eliminated from all activities, offices and organizations for a period of 180 school days or one year, whichever is greater.

Fundraising Policy

Any fundraiser, regardless of amount, must go before the School Board for pre-approval.

Goals of the Activities Program

1. To provide a positive image of school activities at all levels.
2. To strive for excellence that will produce winning and success within the bounds of good sportsmanship and mental health of the students involved.
3. To provide opportunities that will build a program where students may cope with problems and handle a variety of situations. The program should provide opportunities for:
 - a. Physical, mental and emotional growth development.
 - b. Acquisition and development of specific skills in specific activities.
 - c. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
 - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. A focus of interest on activities programs for the student body, faculty and community that will generate a feeling of unity.
 - f. Achievement of initial goals as set by the school, specific programs and the student.
4. To provide sufficient activities to meet the needs of a variety of student interests and abilities.
5. To provide students activities which offer the greatest benefits for the greatest number of students.
6. To create a desire to succeed and excel.
7. To provide for the students' worthy use of leisure time now and in the future.

Head Lice - Board Policy 3420

- In the interest of health and welfare of students enrolled in the District, no student will be permitted to attend classes with the general population if they are infested with head lice.
- To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The administrator, his/her designee, school nurse or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.
- The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs. Although eggs (nits) cannot spread to other children, they may hatch in 2-3 days and would immediately become communicable. A child may return to school after being successfully treated so that no live lice are present.
- Parents or guardians will be informed of lice infestation by a letter that explains the problem, lists the procedures for treatment and requirements for reentering school. Every attempt will be made to contact parents or guardians immediately upon discovery of head lice. Parents will be asked to come to school to pick up the student and begin treatment immediately.
- This policy also applies to all extracurricular activities and events.

Home School Participation

We follow MHSA policy and Montana Legislature regarding home school participants and eligibility.

Informational

It is imperative that all coaches and advisors be good communicators and effectively relay information to various individuals and groups. This is necessitated not only by the legal duties as defined by the courts, but also by the fact that many problems can be eliminated early by making sure that all involved persons are aware of the expectations of the program.

The following constitute the main expectations in this area:

1. Participant Meeting - All coaches and advisors are expected to hold a meeting with all interested participants at the beginning of the season. The topics that are covered at the meeting should be communicated verbally and in writing. Copies of all program expectations are to be written out and handed out to the participants. Topics of discussions (and in writing) are program philosophy, program expectations, warning of inherent dangers, letter requirements, “cut” criteria and procedure (if applicable), schedule, training rules, equipment requirements, and all pre-season expectations such as physical, activity cards, etc. Copies of all the informational handouts should be given to the activities director.
2. Pre-Season Letters - if a pre-season letter is sent to participants copies of the letter should be given to the activities director.
3. Parent/Guardian Meeting - All coaches and advisors are required to hold a parent meeting at the beginning of the season. Topics should include philosophy of the program, program rules and expectations, warnings of inherent risks, letter requirements, schedule, “cut” criteria and procedure, and training rules. The coach should also talk to the parents about how and when the

parent should approach the coach if there is a concern or question. This information should be written out and handed to the parent as well as discussed verbally.

4. Program Promotion - The coach or advisor is expected to communicate game, contest, or event results to the news media. Coaches should call the media immediately following a home event regardless of whether the result was a win or a loss. Coaches will meet all the requirements of the local media to ensure proper coverage of all contests and additional stories. The coach/advisor is also expected to actively promote the program by attending booster club meetings.
5. Parent/Guardian Communication - The coach/advisor is expected to communicate with parents whenever there is a problem with, concern about, or special praise for their son or daughter. This should be done by phone or face to face.
6. Administrative Communication - The coach/advisor is expected to communicate at all times with the principal and activities director. Whenever a controversial situation arises, the coach/advisor should immediately inform the activities director and seek additional input as to how to handle the situation.

Legal

The court system has determined that the profession of coaching has some inherent, legal duties that must be met. Those duties are as follows:

1. Adequate General and Specific Supervision - Coaches must effectively carry out their supervisory duties at all times, including pre and post practice, practice, games and all trips from start to finish.
2. Knowledgeable and Responsible Planning - The coach must plan well and keep past practice plans on file.
3. Clear and Frequent Warning of Risks - The coach must warn participants of the inherent risks frequently, not just once at the start of the season.
4. Provision Of A Safe Environment - The coach must make sure that the practice and game fields and facilities do not present any dangers.
5. Fair Matching Of Participants - The coach must take into account age, weight, skill level, and any other important variables.
6. Knowledgeable Evaluation of Injuries - The coach must always handle injuries in a conservative manner and must not put athletes back in action too soon.
7. Appropriate Emergency Medical Procedures - The coach must be trained in handling the injuries common to the activity and have a written procedure for handling emergency medical situations.
8. Provide Fair And Equitable Rule/Regulations - Have the rules of the program in writing and make sure they are followed consistently and fairly.

Lettering Requirements

The head coach of each sport/activity will provide prior to the beginning of the season to all team members and parents, a copy of the requirements necessary to earn a letter in that particular activity.

Locker Room Protocol

PE lockers are to be used only for clothing, towels, uniforms, etc. No school books or other personal items are to be housed in these lockers. PE lockers are not an extension of their hallway locker.

CCDHS utilizes canine detectors to check school lockers, locker rooms, classrooms, parking lots and school property as well as staff physically checking lockers and school areas as necessary and appropriate. Trip chaperones are also permitted to check student's luggage and belongings when appropriate in order to ensure the health and safety of the students.

Note: if a student refuses to utilize the provided lock and/or permits another student(s) to use their locker, the assigned student will be held responsible for any contraband found or missing items.

A few common guidelines:

- Cell phones/devices/smartwatches with video/photography capabilities are not allowed in bathrooms or locker rooms.
- Use your assigned locker, not anybody else's.
- No one should turn off the lights in the locker room unless specifically directed by a coach.
- When student-athletes are in the locker room the door should remain open at all times unless otherwise specified by a coach.
- Have pride in your school—clean up after yourself and others to help keep the facilities clean.

Protocol for Locker Room Supervision:

1. A coach may be present in the locker room itself when a student-athlete is using the locker room and be able to see and observe the entire area for the entire time a student-athlete is in the locker room.
2. If a coach is not inside the locker room, a coach may provide supervision while remaining outside the door with the locker room door open at all times that student-athletes are in the locker room.
3. If an event does not require an athlete to be in the locker room until a designated time, the student-athlete is not permitted in the locker room until that time and when the coach is present.
4. In the event that the locker room is open for a different sport or activity, the student-athlete is not permitted to enter the locker room until his/her coach is present.
5. It is the responsibility of the head coach to ensure student participants are leaving the facilities clean and in good condition.

No student-athlete should be in the locker room without the above outlined supervision. If a student-athlete ignores the outlined protocols, disciplinary action may be taken. If any issues arise, the student-athlete should immediately bring it to the coaching staff's attention. This includes all types of abuse and sexual abuse.

Maintenance of Facilities and Grounds

Athletic facilities are the multiple responsibilities of the principal, activities director, and coaching staff. All requests for special maintenance work on any school district facility should be sent to the building principal.

Meals

Meals will not be provided by the district except for post season tournaments (i.e. Divisional tournaments and State tournaments) and one meal on overnight regular season trips. If the activity is on an overnight trip, the district will provide one meal only and the rest will be up to the individuals to provide for themselves. If coaches have fundraised money, they may use that money to purchase a meal.

Miles City Unified School District Athletic/Activity Rules

1. All activities will be conducted under the auspices of the Board of Trustees of Miles City Unified School District.
2. All activities will be governed by applicable rules of Miles City Unified School District and the Montana High School Association.

General Rules:

- a. All coaches must be administratively approved and must complete the district required in-service program. Volunteer coaches are required to have school board approval.
- b. No one other than authorized personnel shall be involved with a team before, after, or during a practice or game.
- c. Coaches, players, and other members of the activity are the only people allowed on any district provided transportation without special approval from the athletic director, principal, or superintendent.
- d. The athletic department will hold an information meeting for parents before the fall, winter, and spring sport seasons.
- e. The head coach/sponsor will provide travel lists for all activities to staff, administration, and bus drivers.
- f. Required to pass MHSA coaching program.

Purchasing Uniforms

1. High school uniforms shall meet NHFSA/MHSA standards including color, lettering, numbering, and cut. Middle School may have variations that do not interfere with the conduct and safety of the event.
2. Uniforms should be of sufficient quality to last a minimum of 5 years until the next rotation. This should include the knowledge of upcoming uniform rule changes. If possible, old uniforms should be moved down to the next level of the program (i.e. Varsity to JV to C Squad) to reduce uniform costs.
3. School uniforms shall be in the school colors of gold and navy blue with possible contract color for trim.
4. School uniforms shall use the name CUSTER COUNTY / COWBOYS / COWGIRLS to represent the school.

5. The Cowboy logo should be the only logo used on the uniform.
6. Middle School basketball uniform tops should be of a reversible nature in case of color conflicts at events.
7. The continued level of support for uniform purchases may be changed due to changing budget situations but will continue to follow the guidelines set forth by the Ridgeway Settlement and Title IX. Any other items and/or issues related to uniforms must be discussed with the administration before purchasing.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To participate in activities/athletics, the student/athlete must have on file in the Activities Director's office the following:

- A. Completed MHSA pre-participation physical exam (PPE) (valid for 2 years)
An interim history form is required during the off years when no physical examination is conducted and must be submitted to the school prior to the first practice.
- B. Concussion Form Signed (Signed by parent and student-athlete)
- C. Activity Ticket / Participation Fee

To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Senior Recognition Night

The honoring and celebration of our senior activity participants is an important part of the CCDHS Activity Department. We recognize that situations arise where a senior activity participant may be suspended from an activity for violations of the CCDHS School or Activity Handbook, or violation of team rules. If such case(s) arise, the senior and his or her parent(s)/guardian(s) will be allowed to participate in the senior night celebration, but the senior will not be allowed to suit up or be present on the sideline of the competition following the celebration.

Sponsored Activities

CCDHS

Fall

- Boys Football
- Girls Volleyball
- Boys and Girls Cross Country
- Boys and Girls Golf

Winter

- Boys Wrestling
- Girls Wrestling
- Boys Basketball
- Girls Basketball
- Speech and Debate

Spring

- Girls Softball
- Boys and Girls Track and Field
- Boys and Girls Tennis

Year Round

- Choir
- “Spirit Squad” Dance & Cheerleading
- FFA
- Pep Band

Washington Middle School Activities

Fall

- Football
- Girls Volleyball
- Cross Country
- Cheerleading

Winter

- Girls Basketball
- Wrestling
- Boys Basketball

Spring

- Track
- Tennis
- Golf

Sports Injuries and The Liability of the Coach

It is expected that a coach will not only know how to teach skills and techniques, he/she will also know:

- The Nature of human development, both physical and psychological, and the relationship of the activity to that development.
- The relationship of maturity and physical condition to appropriate progression of skills and activities.
- The current, best practices in first aid and emergency care of injured or ill;
- Enough about sports-equipment and facilities to be able to inspect them for defects or safety hazards.
- How to apply first aid and emergency care;
- The nature of adequate supervision, both general and specific; and
- Must be competent for the role he/she is performing.

Sportsmanship Expectations - Miles City Community

Any attendee ejected by mutual agreement of the Official and Administration from a regular season or MHSA tournament contest will incur a minimum three (3) game/event suspension from that team's games/events and all other MHSA games/events in the interim at any level of competition. If the ejection occurs with fewer than three (3) games/events remaining in the team's season, the suspension will carry over to the school's sports season which immediately follows.

An attendee ejected for a second time during a school year shall be suspended for a minimum of one (1) calendar year from all MHSA regular and postseason events. MHSA member schools may increase these minimum penalties at their discretion. The administration has the right to remove privileges from that fan(s) of attending any Miles City Unified School District sanctioned event indefinitely.

Staff Expectations

All staff members in the Custer County Activities Program are expected to make the best interest of the participants the number one priority in their programs. In doing so, the coach or advisor should adhere to the following concepts:

1. Participants should always be treated with dignity and respect.
2. Treatment of participants should always be fair and consistent.
3. The program should be well organized and planned. Activities should have a direct relationship to the sport or other activities.
4. The program, participants and staff should have high standards regarding sportsmanship, honesty, integrity, and positive representation of the school and community.
5. The safety of the participant should be a high priority. The following rules must be emphasized, emergency medical procedures must be planned and followed, and the injury of a student must always be handled in a conservative manner.
6. It is a professional expectation that disputes or problems between coaches and players will not in any way affect the academic relationship between those persons in their role as student and teacher.

Staff Evaluations

The following procedure will be utilized by Custer County District High School and Washington Middle School to assess the performance of staff members accepting coaching/sponsoring assignments:

1. Head coaches will be evaluated by the activities director within three weeks of the completion of the season. A written evaluation will be provided and an evaluation conference held.
2. High School and Middle School assistant coaches will be evaluated by the head coach and athletic director within two weeks after the completion of the season.
3. If reassignment is to be made in the coaching staff, people affected by the reassignment should be notified prior to the last day of school. It is recognized that some changes may take place after the last day of school.
4. The instruments used to evaluate all extra-curricular staff are found within this policy.

Addendum A & B.

Student-Athlete/Activities Academic Expectations

Eligibility standards align with those set by the Montana High School Association. To be eligible to participate in a CCDHS activity, a student must have received a passing grade in at least five classes during the last preceding semester in which he/she was in attendance. If a student is assigned an “incomplete” or “condition” in a subject, he/she has not received a passing grade in the subject. The record at the end of the semester is final, and scholastic deficiencies may not be “made up” in any way. Students must also be passing all credited classes on a weekly basis for the current quarter. If they do not meet this eligibility requirement, they will have until the end of the day prior to the scheduled event within school hours of 4:00 pm. Overnight trips require 48 hours notice under the same parameters of the current week to regain eligibility. Grade reports are pulled by the CCDHS counselors on Monday morning of each week. If there are ineligible athletes or participants, the head coach will be notified by the Activities Director, and building administration will also be notified. Student-athletes and participants who are ineligible will be notified by their head coach.

Students participating in school-sponsored activities that require weekly eligibility checks must make up any assigned detention time in a timely manner. They will have up to two school days following the issued detention to complete it. Failure to make up detention time within this timeframe will result in ineligibility to participate in activities until detention time is cleared up.

Summer Programs, Camp and Clinics

Each CCDHS sponsored activity program has the discretion to determine whether they hold a summer program, camp, or clinic. It is the expectation of the activity department that all head coaches give

thorough consideration to holding a camp or clinic. Summer off-season programs are also determined at the discretion of the head coach, and strongly encouraged by the activity department.

Team Dinners

These are not sponsored by the school and must be potluck style. Gym lobby is available to rent at 5:30 pm for both male and female activities.

Training Rules

The board policy regarding chemical use supersedes the training rules and is in effect at all CCDHS activities or those in which a CCDHS team/group is participating. Regardless of the quantity, a student shall not use or have in possession a beverage containing alcohol, use tobacco, or use or consume, have in possession or sell, or give away marijuana or any substances defined by law as a drug. (Further definition involving use and consumption see in student handbook) All students involved in activities are expected to follow the drug and alcohol rules twenty-four (24) hours a day, every day, during the entire season of practices and contests. Any student who is involved in an activities program shall refrain from entering any establishment/residence whose primary business/purpose is the sale and/or service of alcoholic beverages or controlled chemicals. The penalties for violations of training rules shall apply.

The Miles City Unified School District has established the following policy for governing participation in the extra-curricular activities (This is defined as all MHSA sponsored sports, all CCDHS sponsored clubs (FFA, Key Club, and Pep Band/Choir (Postseason/Trips and Events)). The policy is in effect beginning with the first sports practice in August and ends the second Monday following the last day of school. Violations are cumulative over the course of a student-athletes career.

The player or participant will receive the regular penalty from being a student as outlined in the Student Handbook plus an additional consequence as defined below in order to participate in extra-curricular activity.

Drug/Alcohol use or possession or association with misconduct (for all activities defined above):

1. **1st Offense** - **Drugs/alcohol/tobacco** - 20 calendar day suspension from the current activity. Participants are still allowed to practice but not travel or compete.
2. **2nd offense** - The student will be removed from the current team activity. The student will be able to join the next activity for that school year. If the 20-day suspension is not over, it will carry over to the next activity. If violations continue, it will be at the coaches discretion to allow the student to participate in the future.

Drugs/Alcohol

The use of drugs or any form of beverages containing alcohol by a student, singly or in a group, in Custer County District High School is expressly forbidden and subject to testing. This policy covers all school functions on school premises, such as games, dances, practices, etc. or any trips attended by CCDHS

students when they are under school sponsorship whether or not the student is on a school bus or in private or public transportation. Use shall be defined as unlawfully manufacturing, dispensing, distributing, possessing, using or being under the influence of a controlled substance or misused OTC substance, including but not limited to alcohol and/or marijuana while on School District premises or while performing work for the District, including students possessing a “medical marijuana” card.

Honesty is the best policy:

1. The corrective actions listed above are accumulated throughout all four years of high school.
2. Any student who has a violation of training rules and voluntarily turns himself-herself in and projects honesty in a discussion of the situation will receive a reduction of 50% (for drug/alcohol/tobacco) of the participation days required and 50% of the percentage of competitions that would be missed.
3. Voluntarily turning oneself in must precede the coach/sponsor/school investigating the student’s involvement.
4. The disciplinary time period may include Saturdays and Sundays of Thanksgiving, Christmas or Easter vacation periods which will not count in fulfilling the disciplinary obligation.
5. In the case of protest/appeal, the due process procedure will be followed as outlined in school district policy.

Transportation

All transportation must be scheduled through the activities director. The activities director will furnish transportation involved in the following:

- Transportation of athletic events
- Music events
- Club sponsors events
- School Field Trips

Out of town transportation for athletic teams is provided by the school district for coaches, players, and managers who are listed on the travel roster submitted to the principal's office by the head coach prior to any trip.

Students are to ride to all away events with the team on the team bus. Students are to return to the school on the team bus under the supervision of the coach unless they have been released to their parent/guardian via a sign out form signed by a parent and administrator at the location of the event. If the student is being released to anyone other than the parent/guardian, they will need to use the release form prior to the trip and make arrangements with administration. Violation of this rule can result in the student losing privilege to ride on further activity trips for the remainder of the year. [Travel Release Form](#)

Travel

We expect all students to ride on the bus to and from the activity with the activity group. A medical appointment or extenuating circumstances will be the only reason a student would travel to an activity site

on his/her own with his/her parent(s). In like manner, we expect all activity students to ride home on the bus. If the parents wish to transport their child home, they must sign out with the head coach BEFORE leaving the event. If the parent(s) wish for their child to be transported home by another person(s), they must gain prior approval with the Activities Director or Principal BEFORE leaving for the event. Permission WILL NOT be granted for any reason, if this request is made at the event or after the event concludes. We do not expect the coaches to make split-second decisions on transportation problems unless there is an emergency situation.

Hotel accommodations will be arranged for all overnight trips. Students will be assigned to rooms with four occupants, while coaches will be provided with double-occupancy rooms.

Note:

- If we lose out in an away postseason contest, we return home immediately. If the weather is not conducive to traveling and/or it is more than a four hour trip home and the estimated time of arrival is between the hours of 3:00-5:00 am, the option to stay the night would be allowable. The final decision will be made by the Activities Director, with consultation of the head coach and the bus driver.
- Students on away trips stay in same sex rooms, 4 to a room if possible.
- Students may not be roomed with a chaperone/coach.
- Rooming lists are to be sent one week prior to the event by the coach/sponsor.
- The administration and administrative staff booking the hotel will request a late checkout ahead of time. If a late checkout is NOT possible, then a request to hotel management for the option to consolidate into 2-3 rooms will take place, to avoid being charged for all rooms. If this is not possible, then the reservation will not be made until calling at minimum two other hotels, and asking for the above mentioned.

Violations

The district philosophy states that the coach/sponsor of an activity is the initial person responsible for imposing activity rules violations set forth by Miles City Unified School District. All violations are to be reported to the activities director immediately by the coach/sponsor of the activity. The coach/sponsor has the authority to apply additional rules and/penalties.

Volunteer Coaching

In this era of diminishing budgets, increased competitiveness and special skills there may arise an opportunity to utilize the talents and knowledge of individuals to help on a volunteer basis with our activity programs. Volunteer coach/assistant use is at the discretion of the head coach with the Activities Director and School Board's final approval, including a required, approved criminal background check. An individual that will volunteer for the entire season must meet all of the requirements of that of an assistant coach. If a district vehicle is transporting the team/coaches to the event, and there is an available seat, the volunteer coach(es) may ride in the district vehicle at the discretion of the head coach.

Addendum A - Evaluation: Head Coach

https://docs.google.com/document/d/1TqC_nNzmqJkufCNRTUIftXxltZcgcEYglMfic94acU/edit

Addendum B - Evaluation: Assistant / Middle School Coach

<https://docs.google.com/document/d/1tBy0gIRMoj1Rj7JXIyELH1narUH7Tz91WvYhAhI9ZHU/edit>

Addendum C - Athletics/Activities Comment Card

**Miles City Unified School District
Athletics/Activities Comment Form**

PROCESS FOR PLAYER/PARENTAL CONCERNS:

When a player/parent has a concern about their participation in an extracurricular program they should follow the steps listed in the attempt to resolve the concern. This should be done as soon as a concern arises so that it can be addressed in a timely manner. Waiting until the end of the season does not provide the coach/coaches an opportunity to address and make possible adjustments.

Be advised that playing time is at the discretion of the coaches based upon their assessment of the player's skills, safety, attitude and their performance during practices. Game tactics and strategies are also the prerogatives of the coaches.

Any attempt to bypass any of the steps will be referred back to the appropriate level.

Player should meet with the appropriate coach.

Player and parent meets with the appropriate coach.

Player and parent meets with the head coach. An appointment needs to be made through the athletic/activities director to be held outside of practice and not on a game day.

Player and parent meets with activities/athletic director.

Player and parent meets with building principal.

Player and parent meets with superintendent.

Player and parent meets with school board.

-

DATE:

NAME OF SUBMITTER:

ADDRESS:

PHONE:

WHAT IS YOUR COMMENT/CONCERN? (PLEASE BE SPECIFIC)

DO YOU HAVE ANY SUGGESTIONS TO ADDRESS YOUR CONCERN?

HAVE YOU TALKED TO THIS PERSON/THESE PEOPLE? WHEN?

WHAT WERE THE RESULTS OF YOUR CONVERSATION?

ARE YOU SATISFIED WITH THE RESULTS?

WHAT OTHER ACTION(S) DO YOU FEEL MAY BE NECESSARY?

IF FURTHER ACTION IS NECESSARY, ARE YOU WILLING TO PARTICIPATE?

IF NOT, PLEASE EXPLAIN.

Addendum D - Uniform Rotation - (UPDATE Years / Activities)

Custer County District Unified School District - Uniform Rotation 2024-2029

The uniform rotation has been composed to meet requirements set forth by the Ridgeway Settlement with the Montana High School Association and to be compliant with Title IX of federal law. The purchase of uniforms will be based upon the impact to the particular program. This includes variables such as numbers required for the activity, type of uniform and special needs. If a team is in absolute need of a replacement set or new set, the decision can be made to purchase those uniforms. If a team fundraises for the uniforms per AD approval, the uniforms will be allowed.

Year represents the year the uniforms will be ordered. The uniform rotation is determined by the activities strategic planning committee.

Per our uniform agreement with Adidas, we must have all varsity level teams in an Adidas made uniform by December 31, 2024.

School Year	High School Team 1		Middle School Team
2026-2027	Softball Tennis		
2027-2028	Cross Country Track and Field		
2028-2029	Football Volleyball Golf Girls Basketball - Home Boys Basketball - Home		

Branding - “Ride for the Brand”

Official School Colors

Navy Blue: # 0C1649

Gold: # FFC500

Logo: TBD

Mascot: Cowboy/Cowgirl

Addendum E- Coaches Payment

Miles City Unified Public School District
Extra-Curricular Payment Request

This document is to be completed by the coach/advisor for each activity and submitted to the Activities Director for review. The Activities Director will sign off on this sheet and return it to the coach/advisor when all has been completed and verified, and the coach/advisor will then submit the completed form to the Payroll Clerk for payment to be made on the next regularly scheduled payday.

_____ has completed the season/year
Extra-Curricular Activity

☐ All uniforms have been washed, turned in, and stored appropriately

Coach/Advisor Signature

☐ All equipment has been inventoried _____
Coach/Advisor Signature

☐ All equipment has been stored in the appropriate place

Coach/Advisor Signature

☐ Compile a list of letters and awards _____
Coach/Advisor Signature

☐ Head coaches (CCDHS) have evaluated assistant coach(es)

Coach/Advisor Signature

☐ Exit interview/Self-Eval completed _____
Coach/Advisor Signature

I am requesting pay be submitted for: _____ *Coach/Advisor Name*

Program Coordinator Signature: _____ Date: _____ Received by
Payroll Clerk:
Date: _____ Time: _____ Signature of Clerk: _____

Addendum F- 8th Grade Participation

8th-Grade Athletic Participation

An 8th grade student can be considered for advancement to high school teams if the following criteria is met:

- 8th-grade students must meet all Custer County District High School and MHSA Eligibility requirements and pay HS activity fees.

Advancement Process:

1. The student must meet academic eligibility requirements.
2. The student must pay the required High School activity fee.
3. Parents are responsible for transportation to practice locations and bus drop-off and pick-up locations (at CCDHS).
4. The head coach may request 8th-grade participation if team numbers fall below the provided guidelines.
5. Coaches are not required to bring up 8th graders solely to meet guideline limits.
6. After the first official practice, the head coach may request 8th-grade participation within the next three practices.
7. If a team sport approves 8th-grade participants, a separate tryout will be held for the remaining roster spots.
8. Any 8th grader advancing to the High School level is eligible to compete at any level of competition, Sub-Varsity or Varsity.
9. 8th-grade students advancing to the high school level will have the opportunity to compete for any position, regardless of grade.

Practice Only Process:

1. Limited to Individual sports (Cross-Country, Golf, Wrestling, Track & Field, Tennis,)
2. Coaches may invite 8th-grade participants to participate in high school practices.
3. These participants are strictly limited to practice sessions and are not eligible to compete in any varsity or sub-varsity contests throughout the high school season.

Fall Sports

- **Cross Country:**
 - 9 Boys
 - 9 Girls
 - **Volleyball:** 22 Girls
 - **Golf:**
 - 6 Boys
 - 6 Girls
-

Winter Sports

- **Basketball:**
 - 21 Girls
 - 21 Boys
 - **Wrestling:**
 - 2 per weight class
-

Spring Sports

- **Track:**
 - 5 per event
- **Softball:**
 - 20 Girls
- **Tennis:**
 - 11 Girls
 - 11 Boys

Additional Note:

- **High school athletes will not be cut to make room for 8th graders.**

Eighth Grade Athletic Participation

Advancement Form

Print or type all information below

Sport: _____

Head Coach Making Request: _____

Current 9-12 Participation numbers: _____

Students Requested, include reasoning (Position, Scores, Measurements, Weight class):

Head Coach

Date

8th Grade Athletic Participation Approval

Your signature below indicates that you understand the rules and regulations related to this advancement form. Your 8th-grade student will have the opportunity to try out for the high school program: _____. There is no guarantee that your student-athlete will make the team and there is no guarantee of playing time if they are part of the team. It is the position of the high school that the head coach and their high school assistants decide the playing time or position for each program.

☐ High School Advancement

☐ Practice Only

Name Printed

Student Signature

Date

Parent/Guardian Signature

Date

Varsity Head Coach Signature

Date

Activities Director Signature

Date

CCDHS Principal Signature

Date

WMS Principal Signature

Date