

FORM C

R&L FUSION PRACTICE PLAN

DATE: _____

ABSENCES: _____

INJURIES: _____

ANNOUNCEMENTS: _____

PRACTICE GOALS: _____

SKILLS TO COVER: _____

TENTATIVE PRACTICE SCHEDULE:

TIME:	DRILL:	EXPLANATION:	NOTES:
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_____	_____	_____	_____
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(Use back for diagrams, etc)

Post-practice notes:

R&L Fusion

Richey Schools—PO Box 60, Richey, MT 59259---773-5523; fax 773-5554
Lambert Schools—PO Box 260, Lambert, MT 59243—774-3333; fax 774-3335

TRAVEL ITINERARY

GROUP _____

COACH _____ **CELL #** _____

PURPOSE OF TRAVEL _____

DESTINATION _____

TRANSPORTATION VIA _____
(AD will complete)

LODGING AT _____ **PHONE:** _____
(AD will complete) (AD will complete)

TENTATIVE ACTIVITY SCHEDULE:

DAY 1:

DAY 2:

DAY 3:

DAY 4:

DAY 5:

Form I

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TEAM RECORD AND SEASON SUMMARY

SPORT: _____ **LEVEL:** _____ **SCHOOL YR:** _____

Head Coach: _____ **Assistant Coach:** _____

Conference Record: _____ **Season Record:** _____ **Dist. Place:** _____ **Div. Place:** _____ **State Place:** _____

RECORD OF GAMES PLAYED OR PERFORMANCE OF TEAM/INDIVIDUALS:

REGULAR SEASON:

SEASON OPP. SCORE: SCORE: PLAYED AT: _____ **SEASON OPP. SCORE: SCORE: PLAYED AT:** _____

PLAYOFFS/DISTRICT TRNY GAME/PERFORMANCE RECORD:

SITE: _____
OPPONENT(S) AND SCORE(S): _____

PLACE: _____

PLAYOFFS/DIVISIONAL TRNY GAME/PERFORMANCE RECORD:

SITE: _____
OPPONENT(S) AND SCORE(S): _____

PLACE: _____

PLAYOFFS/STATE TRNY GAME/PERFORMANCE RECORD:

SITE: _____
OPPONENT(S) AND SCORE(S): _____

PLACE: _____

Form I (cont)

Brief description of season—team and individual accomplishments, etc.

Individual Awards or Accomplishments (All-Conference, Tourney Team, All-State, School Record, etc:

(Signature of Head coach)

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COACH'S REQUEST FOR SUPPLIES/EQUIPMENT

(Please complete one sheet/company and turn into AD upon season check-out)

ORDER FROM: _____ (Name of company or supplier)
_____ (Address)
_____ (City, State, zip)
_____ (phone) _____ (fax) _____ (email)

PLEASE ATTACH THE CATALOG AND/OR INTER-NET PRINTOUT FOR ORDER PURPOSES.

COACH REQUESTING: _____

DATE SUBMITTED TO AD: _____

PLEASE ORDER THE FOLLOWING ITEMS FOR _____
(Name of program)

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TTL AMOUNT

TOTAL REQUEST: _____

Form N

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UNIFORM/EQUIPMENT INVENTORY for PROGRAM: _____

Using the inventory given to you at the beginning of the season, please inventory your sports' stock upon your season's end, noting any changes to your inventory by crossing out what is incorrect and filling in the correct info.

The Co-op Clerk will add new inventory from your season, so you don't need to make those adjustments.

Sign and attach this page to the top of your Inventory and turn it into your AP, upon your season's end.

****I have updated my inventory to the best of my knowledge and the attached pages show changes that need to be made.**

(Head Coach's Signature)

(Date)

R&L Fusion HEAD Coaches' End-of-Season Assessment: Form P

Name of Coach _____

Sport Assignment _____

Level _____

Date: _____

****Coach is complete based on self assessment of his/her performance, indicating mark with an "O"**

****A.D. will mark Coaches' Assessment with an "X". Upon completion, both parties will collaborate and discuss the season, the coaches' performance, both assessments, suggestions for improvement, and ideas for the future.**

NA

Critical
Problem

No Improvement
Needed

I. Professional and Personal Relationships:

1.1 Cooperation with AD's in regard to submitting participant lists, parent permission and physical slips, concussion checklist, year-end reports, program information relative to your sport.	1	2	3	4	5
1.2 Rapport with the athletic coaching staff.	1	2	3	4	5
1.3 Appropriate dress at practices and games.	1	2	3	4	5
1.4 Participation in a reasonable number of professional in-service meetings and/or workshops.	1	2	3	4	5
1.5 Public relations: Cooperation with newspapers, radio, T.V., Booster Clubs, parents and interested spectators.	1	2	3	4	5
1.6 Understanding and cooperation with rules and regulations as set forth by all governing agencies of your sport (Co-op, schools, MHSA, District, Division)	1	2	3	4	5
1.7 Preparation and attendance at Parent's night, banquets, pep assemblies, letters to colleges regarding players, and encouragement of students to enter sports for the benefits that can be obtained from participation.	1	2	3	4	5
1.8 Sideline conduct at games toward players, officials, and other workers.	1	2	3	4	5
Works cooperatively with co-op clerk & secretary in regard to paperwork, contracts, PO's, ordering, & other related items.	1	2	3	4	5

II. Coaching Performance:

2.1 Develops respect by example in appearance, manners, behavior, language, interest.	1	2	3	4	5
2.2 Supervision and administration of locker and training rooms.	1	2	3	4	5
2.3 Is well versed and knowledgeable in matters pertaining to sport.	1	2	3	4	5
2.4 Has individual and team discipline and control.	1	2	3	4	5
2.5 Prepares for daily practices with staff so maximum instruction is presented utilizing all opportunities for instruction and plans for contests (written practice plans).	1	2	3	4	5
2.5 Is organized.	1	2	3	4	5
2.6 Provides for individual as well as group instruction.	1	2	3	4	5
2.7 Helps other coaches become better coaches.	1	2	3	4	5
2.8 Develops integrity within the coaching staffs and among fellow coaches.	1	2	3	4	5
2.9 Is fair, understanding, tolerant, sympathetic and patient with team members.	1	2	3	4	5
2.10 Is innovative using new coaching techniques and ideas; in addition to using sound, already proven methods of coaching.	1	2	3	4	5
2.11 Is prompt in meeting team for practices and games.	1	2	3	4	5
2.12 Shows an interest in athletes in off-season activities and classroom efforts.	1	2	3	4	5
2.13 Provides leadership and attitudes that produce winners and winning efforts by participants.	1	2	3	4	5

III. Related Coaching Responsibilities:

3.1 Maintains safety, treats injuries, follows guidelines for return-to-play, has a current First Aide Card.	1	2	3	4	5
3.2 Care of equipment/uniforms, including issuing, inventory and storage.	1	2	3	4	5
3.3 Is cooperative in pre-season preparation, including putting out player/parent letter, holding a pre-season meeting, and the like.	1	2	3	4	5
3.4 Is cooperative in sharing the use of facilities.	1	2	3	4	5

3.5 Understands place in the line of authority in relationship to: 1. Head Coach--Athletic Director. 2. Head Coach--Assistant Coach.

1 2 3 4 5

3.6 Shows self-control and poise in all areas related to coaching responsibilities.

1 2 3 4 5

3.7 Displays enthusiasm and vitality in assignment as a coach.

1 2 3 4 5

3.8 Keeps Athletic Director informed events within the sport activity.

1 2 3 4 5

IV. Overall development of Players, Team(s), and Program:

4.1 Develops positive attitudes and sportsmanship in players

1 2 3 4 5

4.2 Works to develop and/or maintain rapport with and among players

1 2 3 4 5

4.3 Works to properly prepare athletes and team for competition

1 2 3 4 5

4.4 Maintains a competitive performance standard.

1 2 3 4 5

4.5 Sets goals for program development and works to develop and/or maintain program for longevity and success

1 2 3 4 5

4.6 Shows a willingness to establish goals for each season and to evaluate whether those goals have been met.

1 2 3 4 5

OVERALL POSITIVE COMMENTS:

AREAS TO WORK TO IMPROVE:

COACH'S SIGNATURE:

AD SIGNATURE:

DATE:

(FORM Q)

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END OF THE SEASON HEAD COACH'S CHECKOUT LIST

Be sure to complete the following tasks. Remember these must be taken care of 3 weeks after your season has concluded. Responsibility to completing these tasks well and on time will be reflected in your coach's evaluation. You will not receive your full coaching stipend until this has been completed and signed off on.

COACH'S NAME: _____

SPORT COACHED: _____ LEVEL: _____

DATE TURNED IN TO AD: _____

- _____ Collect and properly store cleaned uniforms. **FORM M**
- _____ Collect and properly store any equipment used.
- _____ Update uniform and equipment inventory. **FORM M, N**
- _____ Turn in season summary and scorebook to AD. **FORM I**
- _____ If applicable, have a post-season meeting with participants.
- _____ Determine awards and order them through AD (to include participation certificates as well). **FORM I**
- _____ Determine equipment and supply needs, and order them through AD. **FORM K**
- _____ Turn in all other requests—scouting mileage, etc. **VARIOUS FORMS**
- _____ Turn in hours logged during season.
- _____ Receive evaluation feedback and copy of evaluation from AD. **FORM P**

COACH'S SIGNATURE: _____

AD'S SIGNATURE: _____

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PASSENGER MANIFEST

A complete passenger list must be completed prior to departure to any away games. The list must include ALL passengers including the coaches and be approved by the administration of the school providing the transportation. This list shall also serve as the parent sign-out in the event a parent gives permission for their student to travel home by other means than the provided school transportation. The parent must provide their signature in the appropriate area by their student's name and when doing so, releases the co-op and both schools from the responsibility and liability of that student.

Coach completing this form: _____ Superintendent Approval _____

Date _____ Event _____ Total Passengers _____

PASSENGER

CONTACT PHONE #

PARENT RELEASE SIGNATURE**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

**** Signature reinforces the following disclaimer: I release Lambert Public Schools and Richey Public Schools and their coaching staff from any liability resulting in my taking my athlete into my custody following participations event referred to on this document.**

Fusion Athletics Comment Form

In an effort to provide continual improvement to the Richey/Lambert athletic cooperative the Co-op board has developed a policy and form for parents and/or student athletes to comment on the athletic program. The procedure of completing the form and submitting are as follows.

1. Comment period ends two weeks after the last game played by the Fusion for that sport.
2. Concerns must be discussed with the coach and Athletic Director before submitting comment form.
3. Comment form will not contain any derogatory language about any individuals and should provide constructive information.
4. Comment form must be signed and dated. Unsigned forms will not be considered.
5. Comments may or may not be utilized by the Co-op staff and board.

Comment Form for Co-op Athletics

Sport _____ Coach(es) _____

1. Some of the positive aspects I observed about the coach(es) for this sport was:

2. Some of the concerns I would like the Athletic Directors, Administrators, and Co-op Board to consider about the coach(es) of this program are as follows:

I _____ have followed the proper chain of command and have discussed my concerns with the coach(es) for this sport and the Athletic Directors and realize this comment form is a tool to help improve the Athletic Co-op and may or may not be utilized by the Co-op staff and board.

Signature Date

COACH'S HANDBOOK STATEMENT OF UNDERSTANDING

The R&L Fusion Coach's Handbook and Policy and Procedure Manual describe important information about the Richey/Lambert Athletic Co-op and I understand that I should consult the Superintendents regarding any questions not answered in the handbook. I have entered into my employment relationship with Richey and Lambert schools voluntarily and acknowledge that the specified length of my employment is stated in the signed contract.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook and policy and procedure manual may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Only the school boards of Richey and Lambert have the ability to adopt and revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook and policy and procedure manual are neither a contract of employment nor a legal document. I have received the handbook and policy and procedure manual and understand that it is my responsibility to read and comply with the policies contained in these documents and any revisions made to it.

EMPLOYEE'S NAME: (printed): _____

EMPLOYEES SIGNATURE: _____

DATE: _____