

COACH'S HANDBOOK



R&L FUSION

Revised July, 2026

"If Coaches are determined to stay in the coaching profession, they will develop from year to year. This much is true, no coach has a monopoly on the knowledge of their game. There are no secrets in the game. The only secrets, if there are any, are good teaching of sound fundamentals, intelligent handling of players, a sound system of play, and the ability to instill in their players a desire to win." – Adolph Rupp

Welcome to the R&L Fusion Coaching Staff Handbook. It is our hope that you are excited to be part of our extra-curricular school experience and believe you have much to offer those involved in your program, as well as the other programs our school supports.

This handbook offers guidelines to assist you in beginning, supporting, and/or maintaining a quality program. Directly below this introduction, you will find our schools' mission statements, along with our athletic mission statement. With those driving forces in mind, policies have come into effect based on the needs of coaches, along with administrative concerns. Please use it frequently, adhering to the policies in place and enforcing those policies with your participants, as well. Feel free to make as many copies of the forms attached to the back as you need. Best wishes for a great season and on continuing to create a solid, successful program!

=====

The R&L Fusion co-op (Richey and Lambert Public Schools) will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status. (School Board Policy 3210)

Lambert High School Mission Statement

Lambert Public Schools will provide a safe nurturing environment in which teachers challenge students to reach their potential. Teachers expect students to become competent readers able to conduct research to acquire the skills necessary to contribute to society. Students will be challenged academically and socially in order to learn those skills necessary to lead a productive life.

Richey High School Mission Statement

The mission of Richey Public Schools is "Challenging students today to succeed in a changing world tomorrow."

Fusion Athletic Mission Statement

An important value of sports is the realization that life is reflected in the athletic endeavor.

Success is facilitated by

- 1) being well-prepared.
- 2) maintaining a positive attitude.
- 3) developing a dedication to a cause.
- 4) establishing high standards of conduct and attitude.

Furthermore, the fundamental purpose of athletic programs are to facilitate development of

- 1) Sportsmanship
- 2) Pride of accomplishment of a job done to the best of one's ability
- 3) A sense of belonging to a group
- 4) Social values derived from contact with students and adults from other communities
- 5) Healthy behaviors of participants.

Athletics prepare our young people for the challenges of adult life, but a great tradition for excellence in athletics is not built overnight. It takes the hard work of many people over a period of time. To participate in such a way that honor and respect come to our athletes, our schools, and our communities is a tradition. As a member of an interscholastic team, a student has responsibilities, as do the administration, coaches, parents, and community. The role of contributing to our athletic tradition will be a source of satisfaction to the students and to the school.

Section 1: COACHES CODE OF ETHICS:

The R&L Fusion Co-op supports their coaches and holds their position in high esteem, as we know coaches/advisors play a significant role in the overall success of activities programs.

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of drug, alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship and professionalism at all times, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, other departments within the district, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give students special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

- The coach shall follow the policies and procedures set forth by the R&L Fusion Co-op and the Richey and Lambert School Districts.

- I understand that my responsibilities as a coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach.

- I understand that many students participate in sports for numerous reasons, and that their number one reason is to have fun!

- I understand that as a coach I am obligated to honor the rules of the District, games, opponents, officials, teammates, staff, and myself, and to teach players to do the same.

Therefore, by participating as a Coach, I willingly agree to adhere to the following Codes of Conduct.

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Include all players in team activities without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, mental or physical disability, economic or social condition, marital status, or any other legally protected classification.
- Conduct myself with the highest degree of integrity and professionalism during and off season.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Encourage players to participate in other sports and activities to promote all aspects of their development.
- Allow reasonable, excused absences from practice.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each student and treat each player as an individual while demonstrating concern for their individual needs and well-being.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all players.
- Recognize that players may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with players.

I will do my best to provide a safe playing situation for my players.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sex based harassment, bullying, hazing, intimidation, assault and physical or emotional abuse.
- Correct and avoid unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the coach's care.

I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

Expected Behavior:

- Keeping basic first aid supplies available in all practice and game situations.
- Recognize and administer proper first aid to an injured player.
- Demonstrate concern for an injured player, notifying parents and cooperating with medical authorities.
- Protect the players' well-being by adhering to the concussion protocol, removing them from activity when injured and not returning them to activity if they are compromised by injury.

I will do my best to organize practices that are skill-based and properly prepare my team for competition, fun, and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied and productive. Practices need to be aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player, while also being mindful of development of the team(s) as a whole.
- Conduct practices of reasonable length and intensity appropriate for the age and conditioning of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teaching and demonstrating that it is our basic moral code to treat others, as we would like to be treated.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Using the influential position of coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all Co-op sports events.

Expected Behavior:

- Be alcohol and drug free at all team activities or in the presence of players.
- Refrain from the use of any type of tobacco products at all team activities or in the presence of players.
- Refrain from providing any type of alcohol, drug or tobacco products to any of the players.
- Encourage parents to refrain from the public use of tobacco products or alcohol at team activities.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
- Teaching and requiring compliance of these rules among players.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

I will remember that I am a sports coach and that the game is for children and not adults.

Expected Behavior:

- Maintain a positive, helpful and supportive attitude.
- Exercise authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory.
- Accept and adhere to all league rules and policies related to the participation of adults and youth.
- Allow and encourage the players to listen, learn and play hard within the rules.

The R&L Fusion Co—op and the Richey and Lambert School Districts reserve the right to take appropriate disciplinary action, up to termination of the contract, involving any coach in violation of this code of conduct.

JOB DESCRIPTIONS (HEAD, ASSISTANT, and VOLUNTEER COACHES):

Title: High School Head Coach (Program Director) Qualifications:

- 1) Possess current NFHS & MHSA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 2) Successful coaching experience.
- 3) Specialized preparation emphasizing the coaching of the respective sport.
- 4) Good physical health.
- 5) Knowledge of the care and preparation of athletic injuries and current first aid card.
- 6) Such alternatives to the above as the Co-op deems necessary and appropriate.
- 7) Pending hire will be determined by passing a background check.
- 8) All hiring will be done by the Co-op Committee and School Boards on an annual basis.

Reports to: Activities Director Supervises: Assistant coaches, players and managers

Job Goal: To develop a comprehensive program that will provide an opportunity for students to participate in wholesome and rewarding athletic experiences.

Performance Responsibilities:

- 1) To work closely with the Activities Director in program development and implementation.
- 2) To enforce MHSA and local administrative policies relating to athletics.
- 3) To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.
- 4) To monitor athletes academic progress and check on the eligibility of your players as per MHSA and local eligibility requirements.
- 5) To hold regular staff meetings during the season to assure program coordination.
- 6) To work closely with the Activities Director in scheduling contests and practices.
- 7) To secure a completed Parental Approval/Physical Form from each player before they are allowed to participate. Secure an emergency treatment form to be available at all events.
- 8) To inform players of training rules and to enforce them consistently and uniformly. Notify the Activities Director of any violation immediately.

- 9) To inform players of the accident insurance coverage and file an Accident Report with the Activities Director immediately following an injury.
- 10) To request Purchase Orders from the Co-op Clerk or AD, properly complete PO's, and return them with an itemized receipt in a timely manner.
- 11) Submit a written evaluation of program, personnel and recommendations for program improvement at the conclusion of each sports season as part of the end-of-season report.
- 12) Plan and implement a program to assist athletes in developing the knowledge, skills and attitudes necessary to successfully compete in interscholastic athletics.
- 13) Coordinate and supervise the total program.
- 14) Assist in preparing physical facilities for games and practices.
- 15) Be responsible for care and security of all equipment and submit an inventory to the Activities Director at the conclusion of the season.
- 16) Work closely with the Activities Director to minimize lost school time.
- 17) Assist college-bound athletes in obtaining college scholarships.
- 18) Instruct and supervise athletes/students during practices, games and trips.
- 19) Assist in supervising Co-op functions including Homecoming, etc
- 20) Develop, issue, and collect safety guidelines signed by athletes and their parents.
- 21) Secure and train student managers
- 22) Promote your sport and sportsmanship at pep rallies and through the news media.
- 23) Develop an itinerary for all overnight trips and give a copy to athletes and the Activities Director.
- 24) Improve professional development through reading, attending clinics, etc.
- 25) Notify instructional staff well in advance of taking students out of school.
- 26) Complete MHSA on-line rules clinic.
- 27) Review assistant coaches' job responsibilities with assistant coaches annually. Complete evaluation of assistant coaches for both high school and middle school staff.
- 28) To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.

JOB DESCRIPTION Title: Assistant Coaches, Volunteer Coaches

Qualifications:

- 1) The ability to work with young athletes.
- 2) Knowledge of the fundamentals of the sport.
- 3) Dedication to the program and loyalty to the head coach.
- 4) Current first aid card.
- 5) Completion of NFHS & MHSA coaches' certification programs. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 6) Pending hire will be determined by passing a background check.
- 7) All hiring will be done by the co-op committee, and Richey and Lambert School Boards, on an annual basis.

Reports to: Head Coach and Activities Director

Supervises: Student athletes

Job Goal: To assist the Head Coach in developing a viable program.

Performance Responsibilities:

1. Assume full responsibility for the team you are to coach.
2. Instruct, prompt, and supervise student-athletes/students for whom you are responsible during practices, games and trips.
3. Inform student-athletes of scheduled practices and games.
4. Assume responsibility for the care of equipment issued to your team members.
5. File a completed Accident Report with the Activities Director for any injury to your team members.
6. Assume any additional responsibilities assigned by the head coach.

NUMBER OF COACHES PER SPORT.

Use the following as a guideline for coaches hired (in some circumstances, common sense may warrant additional coaching positions, as recommended by the Co-op Board, especially in consideration of sports when 12 or more athletes have committed to participating). Volunteer coaches may be involved in a program should the Head Coach of that particular sport/season find a need for additional assistance and then pending approval from the Co-op Committee (IE: the Head JH Football Coach needs additional help at practice to do a more complete job teaching fundamentals and has found a qualified and willing candidate who would prefer to volunteer):

High school Football, Volleyball, Basketball, Track- 2 coaches

Head High School Golf, Cross Country, Cheer (fall and winter, if offered)-1 coach

Head JH/Elem Football- 2 coaches (safety)

Head JH/Elem XC, VB, BB, Track- 1 coach unless the number of participants exceeds 12 players; one coach for every 12 participants, when necessary

3rd HS Track Assistant- depends on number of participants

All High School sports must have a minimum of 6 participants to have that sport for the year. Co-Ed sports of cross country, golf and track need a combined number of 6 or more. The co-op board may make exceptions to the number of participants if requested by the coach.

Section 2: PROGRAM POLICIES FOR COACHES

1. Working for the Co-op and School Districts:

A. TITLE IX AND NON-DISCRIMINATION POLICY (B.P. 5010) EQUAL EMPLOYMENT OPPORTUNITY AND

NON-DISCRIMINATION: The Co-op will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability, if otherwise able to perform essential functions of a other legally protected categories. The employment procedures of the Co-op and School Districts are in compliance with all appropriate State and Federal law. LEGAL REF: Constitution of State of Montana; 1972 Education Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 and 504; Age Discrimination Act of 1975; Vocational Education Guidelines

B. CRIMINAL RECORD CHECKS/FINGERPRINTING (PRIOR TO HIRE): (B.P. 5122) It is the policy of the Co-op that potential employees shall submit to a finger-print and background check investigation conducted prior to final hire.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Co-op, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. The District will pay costs associated with fingerprinting, and/or background investigations.

C. DRUG-FREE WORKPLACE DRUG FREE WORKPLACE (B.P. 5226) Because of the dangers of drug and alcohol in the workplace, all employees (including volunteers) of the Co-op are prohibited from:

1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a "medical marijuana" card.
2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

Reporting of the unlawful possession, use or distribution of illicit drugs or alcohol by employees is mandatory. Law enforcement officials will be notified. Violation of these standards of conduct will be considered grounds for disciplinary action up to and including termination action. Employees seeking assistance may contact their family physician, a local hospital, or a social service agency. A list of resources may be found in the telephone directory under "drug abuse information and treatment."

Employment will be terminated for employees convicted of a drug-related crime. **Legal Reference: 20 U.S.C.S. 3172 Safe and Drug-Free Schools and Communities Act**

D. GRIEVANCE PROCEDURE (BOARD POLICY 1700) As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration. The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism. Each employee is expected to follow established rules of conduct, policies, and practices.

Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure. An employee filing a grievance is required to follow the grievance procedure.

2. CO-OP COACHING CERTIFICATION/REQUIREMENTS:

A. MHSA CERTIFICATION REQUIREMENTS:

• All coaches are required to set up their coach's Arbiter account (AD must enroll coach and coach will receive an email after that in order to set up their coach account) and use them throughout their coaching career.

NHSF Coach Education Program: All coaches must be certified through the National High School Federation. All coaches (paid or volunteer) must complete the program prior to contact with students. Certification for the NFHS Program is good for **forever**, and the cost is \$35, paid by the Co-op. The test is found through the **coach's Arbiter account**.

- The MHSA will require a yearly veteran coaching workshop which will be based on yearly points of emphasis. This will be released by the MHSA prior to the fall season beginning and will be accessible through the coach's Arbiter account.

• NHSF Concussion Education: (Dylan Steigers Protection of Youth Athletes Act) All coaches (paid or volunteer) must complete the program prior to contact with students. Again, the program may be found at www.nhsflearn.com and is free

• MHSA Cultural Diversity: Coaches must view the Cultural Diversity training clinic found on www.mhsa.org. This is free.

• MHSA Sport Specific Rules clinic: All Head coaches must view the rules clinic specific to their sport. The clinic is found at www.mhsa.orgRules Clinic and this is free.

B. FIRST AID/ AED/ CPR/ COACHES CERTIFICATION: All coaches, paid and volunteer, are required to be certified in the following: CPR/ **AED** and First Aid Certification (renewed every 2 years). Coaches must also complete, by the fourth week of their season, other necessary paperwork, to include **FORM U**, as tracked by the Co-op Clerk.

C. MANDATORY MEETINGS: All mandatory meetings for coaches (all-conference, etc) are to be attended by the head coach, or, in the event the head coach is unable to attend, his/her assistant. Use **FORM G** for proper reimbursement and submit to the Co-op clerk ASAP.

D. COACHING STIPENDS: Coaches, other than those who are volunteers, are paid a stipend agreed upon by the School Boards. You will find a salary schedule at the back of this Handbook. You may choose to be paid after your season is completed and all

necessary paperwork is turned in, or you may choose to be paid twice (mid-season and end-of-season). Please note, the Co-op Committee and School Boards reserve the right to fairly pro-rate stipends should the season be canceled due to unforeseen circumstances.

3. OTHER COACHING POLICIES AND PROCEDURES:

A. ACCIDENT REPORT FORM AND PROCEDURE: All injuries are to be reported immediately to the coach/advisor/activity director regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the principal's office within one (1) school day of the accident.

B. ADMINISTERING MEDICINES TO STUDENTS: (SB Policy # 2151 and #3416) The Co-op recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students.

C. AWARDS/LETTERING CRITERIA: Each High School program, to include Pep Band, will be allowed 4 awards at the annual Awards Banquet to be held in the spring. Each head coach will decide WHAT the award is for and how the recipient is chosen. Elem/JH programs distribute participation certificates, with the exception of JH football, which will award the Ryan Evenson Memorial award. Coaches will determine participation awards, letters, bars, etc. and submit info to the Co-op Clerk no later than three weeks after their season ends. At that time, award submission is final **FORM I**

Unless Varsity coaches determine other lettering criteria prior to the season beginning and then clarify that with their players, the following shall be used:

- BOYS FOOTBALL: Participation in at least one down in one varsity game.
- GIRLS VOLLEYBALL: Must represent the Fusion at the District Tourney
- GIRLS BASKETBALL: Must represent the Fusion at the District Tourney
- BOYS BASKETBALL: Must represent the Fusion at the District Tourney
- GIRLS/BOYS TRACK: Must qualify for the Divisional meet
- GIRLS/BOYS GOLF: GIRLS/BOYS GOLF: And athlete may qualify if they accomplish one of the three things: 1) Place in the top 10 at a meet 2) Come within 10 strokes of qualifying for state: boys 110 (state is 100), girls 130 (state is 120) 3) Play in all sanctioned golf meets (excused for other sanctioned school related activities ie: music festival, BPA, etc)
- CHEERLEADING: Must be a Varsity cheerleader
- BOYS AND GIRLS CROSS COUNTRY: Must compete at the State Cross Country Meet
- PEP BAND: TBD by the Pep Band Instructors prior to the first day of school

D. BUILDING SECURITY: Coaches are to ensure that the school building/gym/locker rooms are secure and lights are off when they leave the building at the end for the day and when returning from away games.

E. CELL PHONES/EMPLOYEE USE OF MOBILE DEVICES (Policy 5630 & 8123): There is an inherent risk of using any mobile device while driving. The Co-op recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in Districts sponsored activities. District

employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes. If an employee needs to use their mobile device for an emergency, the employee should pull over to a secure area and park the vehicle. Absolutely NO texting is allowed while operating a District owned vehicle.

Staff is encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals. A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except: during an emergency situation; to call for assistance if there is a mechanical breakdown or other mechanical problem; and/or when the school bus is parked. [Board Policy 8123] Failure to comply with the conditions set forth may result in disciplinary action.

F. CHILD ABUSE (MCA 41-3-201): Abused and Neglected Child Reporting (B.P. 5232) Recognizing the potential harmful effects of child abuse and neglect, The Co-op hereby supports those sections within the Montana Criminal Act, which are concerned with the reporting of suspected cases of child abuse and neglect. A Co-op employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the department of public health and human services 11 through the Child Abuse Hotline 1.866.820.5437.

An employee does not discharge the obligation to personally report by notifying the Superintendent or principal. Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. The law provides for all records concerning reporting of child abuse or neglect to be confidential and immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, unless the person acted in bad faith or with malicious purpose. (MCA 41-3-203)

Confidentiality: The school does not investigate suspected abuse; therefore, discussion of such matters is strictly prohibited. Student information should be kept in confidence and only discussed on a need to know basis. Staff should refrain from any discussion of student confidential information publicly. (MCA 41-3-205)

G. COLLEGE RECRUITING: Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents. Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director. When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

H. COMMENT PERIOD Form T: 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 **one** week after the last game played by the Fusion for that sport.
2. Concerns must be discussed with the coach and Athletic Director before submitting a comment form, and before the comment form will be considered by the Administrators.
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 Boards.

I. COMMUNICATIONS AND CONFLICT RESOLUTION: Procedure Concerns or problems within the program should follow the steps outlined below. R&L Grievance/Conflict Procedure Involving Coaching Staff, Players, and/or Parents-

R&L supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. R&L firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. We encourage athletes who are facing difficulties with a supervising coach to deal directly with the coach. If they are not comfortable or lack the confidence to deal with the situation without a parent present they are encouraged to meet with the coach with the parent present. Underlying assumptions:

1. Coach's decisions regarding athletic play time, game management, practice time and management are issues that will not be dealt with beyond a conversation with the coach.
2. Coaches are to provide a safe environment for the athlete.
3. Consistent communication between the coaches and athletes is expected. If this is not happening, this concern should be shared with the coach as soon as possible.
4. Coaches are not to be approached with concerns immediately following an athletic contest. We believe that time and space allows for better communication if difficulties have arisen.

The following grievance process should be followed in situations in which immediate resolution cannot be achieved:

1. After meeting with the coach and assuming a resolution cannot be achieved, the athlete or parents should request a meeting with the coach and the schools designated Athletic Director(s). The meeting should take place within a reasonable amount of time (10 business days)
2. If a satisfactory resolution cannot be achieved in a meeting outlined in #1, the athlete or parent may request a meeting with the appropriate Principal and/or Superintendent.
3. If a satisfactory resolution cannot be achieved in a meeting with the administration, the athlete or parent may complete and submit a grievance form and appeal to the Co-op Committee. The complaint will be heard at the next available meeting. Grievance forms are available at the school offices and in the handbook.
4. The decision of the Co-op Committee will be final.

Conflict Resolution

In resolving conflict with coaches, the following steps of communication will be followed by the administration, board, parent and athletes:

1. Player and Coach
2. Player & Parent - Coach
3. Player & Parent - Coach & Athletic Director
4. Player & Parent - Coach, Athletic Director & Principal
5. Player & Parent - Coach, Athletic Director, Principal, Superintendent, and Co-op Board

If any of the following situations occur, an athlete should contact the Athletic Director or Administration immediately and report the event in as much detail as possible:

1. Physical or emotional intimidation
2. Inappropriate sexual advances
3. Physical or verbal abuse

J. CLINIC OR STATE TOURNAMENT ATTENDANCE: Any coach/AD may elect to attend the Montana Coaches Association Clinic OR other administrative approved clinics. State Tournament attendance is encouraged as well.

A coach electing to attend the MCA Clinic- (contact Co-op secretary by July 1st if planning to attend) will have

- conference registration paid by the districts:
- three nights single occupancy lodging paid by the districts
- 4 days per diem @ the state approved rate paid by the schools.
- use of the school vehicle to attend with fuel paid by the districts

The co-op secretary will organize accommodations prior to the clinic, and the co-op clerk will take care of purchase orders and/or the credit card, etc.

K. CORPORAL PUNISHMENT: (Discipline and Punishment of Pupils M.C.A. 20-4-302): No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense

Discipline and Discharge: Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.

L. DRESS AND GROOMING: Dress for Activities Coaches/sponsors is hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole. Such standards and/or practices must be of a reasonable nature, appropriate to the group's activity and reflect positively on the image of the group and school. Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible)

Athletes'/Participant's Dress Code - While also following our School Handbook Dress Code Policies, all participants (coaches, managers, cheerleaders, players) need to dress appropriately for all day on game days: No blue jeans, T-shirts, sweatshirts, sweatpants, tank tops etc., are allowed.

Shirts should be button style shirts and a tie is preferred for the boys. Dressy quarter-zips are allowed for the boys, as long as a shirt and tie is worn underneath.

After the competition for the day is complete, athletes are allowed to dress back in their travel gear.

Those athletes attending all day tournaments/meets are allowed to wear their uniforms and travel gear.

Football Jerseys are allowed for football game day.

Clarification of acceptable dress may be obtained by contacting the Administration. Athletes who violate dress code on game days will need to change prior to getting on the bus to travel to away games, or prior to entering the competition area. If an athlete does not have a proper change of clothes at that time, they will change into their uniform/warmup until their competition is completed for the day/evening. Coaches will then further address this violation at the next practice, with possible reasonable consequences to follow. Continued violation of dress code may result in loss of playing time and possible release from the team.

M. EQUIPMENT: equipment for each sport will be stored in the respective gym storage areas. Coaches will maintain an inventory of equipment for each program to be turned in 3 weeks following that season's conclusion, during the end-of-season checkout with AD.

FORM N

N. EVALUATIONS: Each head coach, pep band advisor, and drill team coach will have an opportunity to be evaluated formally and informally by the AD's and potentially a Principal or Superintendent, depending on the AD's qualifications. Assistant coaches will be evaluated by their head coach, with informal evaluations done by the AD's. Full payment for all coaching positions will not be made until this procedure is complete. Elementary and Junior High coaches will be evaluated by the athletic directors and head coaches. A formal evaluation time will be scheduled by the AD's and advisor/coach(es) involved. A written evaluation will be available in a timely fashion following the formal evaluation. **FORM P**

No head coach may be terminated mid-contract without cause. If a mid-contract termination is performance related, the coach must have been notified of the specific deficiencies in his/her performance and given reasonable time to remedy the deficiencies. In the case of a serious breach of ethics, morale or professional conduct, no notice or opportunity for remediation is necessary.

Head coaches will be subject to yearly hire by the Co-op Committee and School Boards. The Co-op Committee and School Boards may consider the evaluation and input from the public prior to hiring. Public input may be accepted by the Committee and Boards on properly signed official forms (see Comment Form) and/or oral presentation to the Board.

If the ADs make a recommendation for the non-hire of a head coach, the Committee and Boards will act upon this recommendation prior to the position being posted as a vacancy. Nothing in this policy creates any right or expectation of continued employment for coaches past the term of their yearly individual coaching contracts.

Procedures and policies within this document will be reflected on evaluations of Head Coaches (Varsity, Junior High and Elementary). Use an End-of-season checklist to ensure you've completed responsibilities of your job. **FORM Q**

Superintendents will jointly evaluate Athletic Directors, Co-op Activity Clerk, and Co-op Secretary, Drill Team Coach, and Pep Band Directors, by May 15th of each year. **ALL Co-op positions will be evaluated.**

O. GIFTS: Gifts for athletes from any organization in all sports are prohibited.

P. HELMET POLICY: Football helmets must be numbered and checked out as recommended by MHSA in the event of a head and neck injury for proper documentation. Refer to Form L.

Q. KEYS, FOBS. AND ACCESS CARDS Keys will be issued upon hire. Staff must sign for your keys and a record is kept. Upon termination of employment, the keys are to be returned. If coaches/sponsors/advisors are returning for another year of employment with the Co-op, they may keep their keys over the summer months. Should the keys become lost or stolen, it must be reported to the office immediately.

Staff allowing unauthorized individuals access and/or use of their keys could be grounds for disciplinary action up to and including termination of employment. Keys are not to be loaned to anyone, particularly students. Should anyone other than authorized personnel desire a key, he/she should be sent to the principal.

R. LOCKER ROOMS/SCHOOL VEHICLES: Locker rooms are to be left in a neat, orderly manner after each practice and game. Coaches are to closely supervise the locker rooms to ensure that this is done. Coaches will verify that the Fusion locker room is clean and damage free after all games. Student athletes who have cell phones must turn them off prior to entering any locker room. The phones are to stay that way until the activity is over. Please be sure to tell your athletes about this at your first practice.

School vehicles should also be left in an orderly fashion. Coaches are responsible for returning vehicles neat and tidy.

S. MANAGERS: Managers for high school are encouraged to be in at least 7th grade. Eligibility, training rules, and dress code apply to managers, also. Managers must attend all practices and cannot participate in a sport and be a manager for another at the same time. Managers must be approved by the Head Coach of the sport.

T. ORDERING, PURCHASING, REQUISITIONS, PURCHASE ORDERS: All orders must be placed through the Activities Director on Purchase Orders, unless the AD/Admin/Co-op Clerk authorizes use of the co-op credit card. Itemized receipts are a MUST HAVE. Failure to follow procedures may result in the party placing the order being personally responsible.

U. PARTICIPANT AND PARENT MEETING: During the first week of the fall, winter, and spring sports beginning, the AD and Varsity coaches for sports falling within that time frame will have a meeting with participants and parents. The AD portion of the meeting need only to be attended one time throughout the year, but for each sport, the coaching portion of the meeting must be attended (ie: your daughter participates in volleyball and basketball for the 2026-27 school year. You attend the 2026 AD portion of the fall parent meeting, as well as the volleyball coach's portion. For the winter, you will only need to attend the 2026-27 basketball coach's portion).

A parent or adult representative from each family participating must be in attendance or will be sent documentation about what occurred at the meeting they missed. Administration from one of the co-op schools must be present at the meeting.

Elem/JH coaches, if unable to facilitate a parent meeting, shall send out a parent letter covering important rules/procedures set for their teams.

Items to be covered shall include the following:

1. The inherent risk of injury for the activity, to include concussion education.
2. Helmet disclaimer for signature and return to the coach and AD (football)
3. Insurance for athletes injured in activities is not covered by the school
4. Injuries/illness must be disclosed to the head coach ASAP and concussion protocol followed. Explanation of IMPACT testing and responsibilities/protocol in the event of a suspected or diagnosed concussion
6. Training Rules
7. Hazing Policy
8. Chain-of-command procedure for concerns about the program: parents discuss concerns with the head coach; then head coach and the ADs; the head coach, ADs and Supts; then head coach, ADs, Supts, and the Boards. Resolution of the issue may take place at any step in the process. It is recommended to document meetings which take place.

9. Co-op issues and/or changes new this year; general practice/game schedules

10. Coach/sport specific rules, guidelines, and suggestions

11. Time for parental/participant questions

V. PRACTICES: One of the most important components to a successful program is carefully planned and executed practices. Coaches, then, should prepare practices in advance and with care, including a logical sequence of drills and activities, an area to record absences/injuries/illnesses, documentation of any other pertinent events, and anything else a coach may find helpful at practice.

Past and present practice plans should be available to the AD upon request, as well as for record-keeping purposes. Use **FORM C** or develop one of your own to use for these purposes.

Structured/Scheduled practices will NOT be held when bus routes have to depart early or don't run due to road conditions.

W. PRACTICE LOGS: All HEAD coaches must turn in a practice log at the end of the season before receiving their final check. Safety of student athletes must be addressed and documented in practices, especially football.

X. SCHEDULING PRACTICE TIMES AND CONTESTS:

1. The Athletic Director shall work with the coach/sponsor/advisor in scheduling all practice times and M.H.S.A. contests. Every effort shall be made to keep prime time varsity scheduling for female and male activities equal. Under no circumstances is a coach/sponsor/advisor to schedule an event without prior knowledge and consent of the Athletic Director. This includes summer camps.

2. Facilities Use: When there is conflict in prime-time use of a facility, the AD/s will have those parties involved work out an equitable schedule for facility use. If this cannot be done, the Athletic Director will present the parties involved with an equitable schedule, which will be strictly adhered to. M.H.S.A. scheduled events take precedence over practice times.

3. Open Gym: Coaches/sponsors/advisors are to be cognizant of MHSA rules governing "practices", "contests", "open gyms", and "student eligibility" when promoting their activity, conducting off season programs for training and conditioning, or when holding open gyms to assure that violations do not occur.

Y. SEASON WRAP-UP AND COACH PAYMENT: Within three weeks of the end of each season, the head coach must close-out their season Refer to **FORM Q** for this process. Full coaching stipends will be paid when this process has been properly completed and signed off on. The AD's will work with the Head Coach to complete this process and will alert the Co-op Clerk when this process has been completed.

Z. SEASON SUMMARY: Each head coach, including JH and elementary positions, will complete the three sheet Season Summary Report **FORM I**, and submit it to their AD no later than three weeks after their season ends. Each head coach is encouraged to have a post-season meeting with their team, as well. Each program will determine its equipment and supply needs for the next season. Coach's requests for Supplies/Equipment **FORM K** will be submitted to their AD within 3 weeks of the season's end. Their AD will submit bid forms to suppliers for equipment and supplies, when necessary for bids, etc, and then when ordering/supply needs have been determined, will submit the order to the administration for approval. Occasionally, coaches may find they need emergency supplies or equipment. Keep in mind, all requests for purchasing must be directed to their AD first, in any case.

AA. SOCIAL MEDIA: School district staff (including volunteers) shall not socialize with students on social networking websites (during school or out-of-school) in a manner contrary to the language below. Staff are reminded that the same relationship, exchange,

interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. Specifically, the following forms of technology based interactivity or connectivity are expressly forbidden when used in a manner not related to the delivery of school athletic/activity services or district operations.

Sharing personal landline or cell phone numbers with students for athletic/activity purposes;

- Text messaging students for non- athletic/activity purposes;
- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking sites for non- athletic/activity purposes;
- Accepting the solicitation of students as friends or contacts on social networking sites for nonathletic/activity purposes;
- Creation of administratively approved and sanctioned "groups" on social networking sites that permit the broadcast of information without granting students access to staff member's personal information;
- Sharing with student's access information to personal websites or other media through which the staff member would share personal information and occurrences.

All school district employees who participate in social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material, including student academic or disciplinary records, on such websites is strictly prohibited in accordance with state and federal law and regulations and school district policy. Staff should contact the athletic director or administration if they would like to establish an athletic/activity related social media presence.

BB. SUPERVISION OF STUDENT-ATHLETES: Coaches/sponsors/advisors are responsible for the supervision of their student-athletes while engaged in school-sponsored practices, workouts and contests. This is particularly true of high-risk areas such as the weight room, whirlpool, etc. The coach/supervisor/advisor may be held liable for financial damages should an unsupervised student-athlete suffer an injury.

No coach/sponsor/advisor may leave their team/group unsupervised except as when in the case of an emergency and appropriate supervision arrangements have been made. While engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons. Coaches/sponsors/advisors should always be the last person to leave the facility after practice and when returning from away contests and competitions. Coaches/sponsors/advisors should never leave a student-athlete waiting for a ride after returning home from a contest or competition. Coaches/sponsors/advisors are responsible for assuring their area is locked and secured before leaving.

CC. TEAM MEALS: will be provided by the School Districts at all away games and postseason competitions. All meals will be purchased according to prudent decision making by the Coaches, along with assistance from an Administrator, when there is a question by the Coach.

DD. TOURNAMENTS/PLAY-OFFS/MEETS:

1. The AD's from both schools shall develop a plan and arrange for transportation and lodging for the team during the tournament season.

- All athletes who are out for a sport and have legitimately practiced and participated during the pre- and regular season will be allowed to travel to the District tournament as part of the tournament team. If a team advances to the Divisional and State competitions, only those athletes who are eligible to compete at those postseason events will be allowed to travel as part of the tournament team. Upon the Head Coach's discretion, up to two eligible alternates may also attend as part of the team.
- Cheerleaders DO accompany teams on tournament trips at school expense.
- Bands DO NOT accompany teams on tournament trips.
- The band will play at the District Tournament at the schools' expense as determined by the administrators.
- The band may play at the Divisional Tournament, as determined by the Administrators, as well as the Championship session, if the team plays, at the school expense.
- The band will play at home football playoff games.
- Band members are invited to take their instruments and play at the State Tournament at their own expense.

2. The AD's, in cooperation with the appropriate Head Coach and Superintendents, shall create a written plan considering the potential playing times for the team and "what if" scenarios, which will be published in each school's Weekly Bulletin and on-line as soon as possible.

3. The AD of the head coach's school will create a Tournament Packet for the head coach containing pertinent tournament information from the tournament manager, player passes, purchase orders as necessary, room assignments, etc.

4. The head coach will return all itemized receipts, attached to the white copy of each purchase order used, to the Co-op Clerk following the tournament/play-off game/meet. **See sample Form R**

5. Meals and lodging: It is the policy of the Co-op to provide meals for teams participating in tournaments. Athletic directors will assist coaches in determining meals and expenses. If a team must stay overnight to participate, the school shall provide lodging, as well. If at all possible, rooms will be secured where a continental breakfast is included in the room rate.

6. For each week a coach's respective team advances beyond the first round (ie: district tournament/1st round playoffs), each coach will receive an additional stipend as per the Co-op salary schedule.

EE. TRACKING OF HOURS WORKED: All coaches must keep track of their hours worked as a coach, and turn their hours on the attached calendars to the co-op clerk, when they check out at the end of their season.

FF. TRANSPORTATION:

1. Practice: The co-op will provide school-issued transportation to and from practice when it is out of town. Coaches must ride, unless prior permission has been obtained with the AD of your home school.

Any Volunteer that is transporting students must be cleared through policy. At no time are students to transport themselves to/from practice. All practice trips will be equalized as close as practical between the two schools.

2. Each school will be responsible for all costs for transporting the students to and from practice.

3. All additional transportation costs will be split 50/50.

4. All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration. Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.

5. Use of private vehicles for District business: The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the Administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver's license. A driver may only transport the number of students as there are seat belts in his/her vehicle

GG. TRAVEL POLICIES: The AD's will arrange all travel for athletic events to include practice and games. Leave times will be scheduled, along with tentative return time. Numbers involved and availability will dictate use of bus transportation or school van(s). Coaches must provide their AD with information regarding the need for travel for any other purposes in a timely fashion, so arrangements may be made. Please email AD's with the necessary information, so AD's may approve and, if necessary, plan. Athletes are expected to travel using transportation arranged by the Co-op with their team. Participants not returning with the school must have a Parent/Guardian sign the Passenger Manifest **Form S**. **Coaches will send a picture of the adjusted Passenger Manifest to an R&L Administrator prior to departing for home.**

In special situations, where participants must arrive at an event by other means than school transportation, that participant and their parent/guardian must obtain special permission by their Superintendent, at least 24 hours in advance (unless there are emergency circumstances) who, in turn, will alert the AD and proper advisor/coach of this situation.

Meals for those involved with the day activity will be provided at the schools' expense. Purchase orders must have all required information (See Sample PO), or the bill will be the financial responsibility of the coach. Please stay within the limit established by the athletic directors.

Coaches are to be sure transportation vehicle(s) are in good shape immediately upon return. Be sure all equipment, etc. is removed from the vehicle and properly and safely stored. Also, be sure all garbage is disposed of. If a coach is driving to a Fusion event, please adhere to the information in the Rules and Procedures Manual

A reminder: Athletes/Parents must sign off when not returning from an activity with school transportation **Form S**

HH. OVERNIGHT TRAVEL: The Coach/Advisor will create a travel itinerary with their AD at least 1 week prior to the trip, if at all possible. If approved by the Administration, a coach/advisor's immediate family may come on the trip. One room per family, however.

FORM E

- The final itinerary will be available to all parents.
- A list of persons, including adults, involved in the activity will be given to their AD immediately prior to departure
- Cell phone numbers shall be included on the itinerary.
- Meals will be provided for those traveling.

- A room Occupancy List will be prepared prior to departure. A copy will be given to the Co-op secretary and also sent to the motel.
- Rooms will be picked up and left in a neat, orderly fashion upon checkout. Coaches will inspect each room at that time. ANY DAMAGE requiring repair will be the responsibility of the students who shared the room.
- Students are participating in a school-sponsored activity, so all disciplinary rules of the Student Handbook and Board Policy are in effect. Advisors/coaches will have a copy of the student handbooks with them and enforce the rules as if in school.

II. TRAVEL TO AND FROM GAMES: Only coaches, players, managers, cheerleaders, and preapproved passengers (by permission of the Administration) are allowed to ride the bus to and from games. The Head Coach must complete a passenger list of those they are accountable to, for each trip, and who are traveling with the team. In the event parents take their athletes after the event or allow another adult to take them, the parent must sign their athlete out in the space provided on the Passenger Manifest. Coaches must keep those manifests on file through the conclusion of their season, in the event that information is needed.

On travel events that are co-ed the students must be separated by gender. (Example, boys in front, girls in the back of the bus and coaches in the middle) **Use Manifest and Release to Parents Form S**

JJ. UNIFORMS: Coaches will retain a written record of uniforms checked out to players. **FORM M**

Coaches will “check in” clean uniforms at the end of the season, and store them neatly and safely in the appropriate storage facility as determined by the athletic directors. Coaches will maintain an inventory of uniforms to be turned **prior to checking out with AD and within 3 weeks following the season’s conclusion FORM N**

Uniforms are on a rotating replacement plan of 5 years, or as determined by the Co-op Board. Football uniforms will be replaced as determined to be necessary.

KK. UNSUPERVISED CHILDREN AT PRACTICES: The coach has a demanding job of monitoring and teaching the student athletes, and the distraction of having children present at practices is a detriment to the job at hand and can be a liability to both the school and the coach.

LL. VOLUNTEER/CHAPERONE POLICY: Volunteer coaches in your program must be cleared by the Athletic Director. contingent upon successful completion of a background check per School Board Policy, #5122. Volunteer Coaches must abide by the same policies as paid coaches. Volunteer coaches are required to complete the coach’s certification program just as paid coaches are. The Montana High School Association (MHSA) has indicated that any post graduate participants that come in to help must be considered a volunteer coach. They will be expected to complete a coach’s certification in order to instruct or compete with participants in practice, and must complete the NFHS concussion course at their own expense. Individuals who volunteer to assist the School District during meets, tournaments, etc. will not be subjected to a background check with the understanding these volunteers would never be in a one on one situation with a student in an isolated environment. The District will provide volunteers with an Athletic Handbook, go over the expectations and require acknowledgement of the handbook.

MM. SPORTSMANSHIP PROGRAM: GYM/FIELD SPIRIT - LET’S HEAR IT! This program was adopted in the Winter of 2025 to emphasize the importance of sportsmanship in our home arenas. The goal is to allow administrators, coaches, officials, spectators, and participants to work together to promote good sportsmanship and healthy competition. Posters are displayed for all to see, announcements are made over the PA, and Admin have the ability to use a white card for anyone in attendance who is violating the mission of the program.

SECTION 3: RULES AND REGULATIONS FOR ATHLETES, WHICH COACHES NEED TO KNOW:

A. STUDENT PARTICIPATION: Before students are allowed to practice/compete, all will have completed and turned in the following forms:

1. A properly completed and signed MHSA physical form **FORM A** or **Interim Medical Form FORM A1**(ELEM/JH/HS athletics)
2. Student-Athlete & Parent/Legal Guardian **Sudden Cardiac Arrest/Concussion Statement FORM B1**

BEFORE STUDENTS ARE ALLOWED TO PARTICIPATE IN SANCTIONED ACTIVITIES, ALL STUDENT ATHLETES/PARTICIPANTS WILL

1. If participating in a HS sport, be eligible under all MHSA rules:

A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A homeschool student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)

2. 8th Grade Participation

The MHSA allows full 8th grade participation in all sanctioned Montana HS sports, with the exception of football. Individual schools are allowed local control, in order to adapt this rule to best meet the philosophies and needs of each District/Team.

The R&L Co-op believes in supporting healthy programs at all levels. For this reason, the co-op believes in the importance of 8th grade participation first at the normal junior high level, and then to assist in supporting the high school program, should it be needed.

As a result,

A. For the team sports of volleyball and basketball, Fusion 8th graders may fully participate at the high school level, as long as the following criteria are met:

1. 8th graders participate in their full JH season of their sport of choice
 - JH volleyball season runs from mid-August to mid-October, and then an 8th grader could move up to assist in finishing HS volleyball season
 - JH basketball season runs from mid-October to mid-December, and then an grader could move up to finish the HS basketball season

*Due to the timing of JH BB and JH VB seasons, an 8th grade girl would not be able to play both HS VB and HS BB, unfortunately.

2. The Head High School Coach is supportive of the 8th grader playing on the HS team.
3. They follow all MHSA and R&L Fusion Co-op rules and regulations.
4. In an extreme situation and to not penalize an 8th grader who has an advanced sport-specific skill set and maturity, as well as a high academic standing, the Co-op will allow participation immediately at the HS level, should the 8th grader make an informed decision with their parents/guardians and the HS coaches involved to apply for a waiver, with the intention of foregoing their JH season and potentially competing at the HS level only.

This application is available from the R&L AD, must be completed by the 8th grader, and then turned back into the AD one week prior to the first day of practice of the HS sport first impacted. The AD and the HS coaches involved will convene, consider the application,

and make a decision as to if the waiver will be granted, prior to the first day of the first HS practice.. The applicant and their parents/guardians will be notified as such.

B. For the more individual sports of cross country, golf, and track, 8th graders may fully participate at the high school level, as long as they apply for the HS season (applications available from the AD) and have been approved by the 1st day of HS practice. Once again, the applicant's advanced sport-specific skill set and maturity, as well as their high academic standing will be considered when granting a waiver for an 8th grader forgoing their JH season and moving up to compete at the HS level only.

C. 8th grade participation in a sport or activity which is co-oped with another school other than Richey or Lambert is not allowed at this point, unless approved by the Co-op Committee.

3, MHSA Age Rule – MHSA Section (7.1) No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

4. If participating in any R&L sport, be academically eligible under our co-op rules:

5th-12th grade students participating in extra-curricular activities must be passing all subjects. Eligibility will be determined on Monday of each week by 12:00 Noon. Eligibility will run from Wednesday to Wednesday. Students placed on the ineligible list are not allowed to participate in extracurricular activities until the next Wednesday regardless if they brought their grade up to a passing level. Students remain ineligible until they are passing all classes. Ineligible students are still expected to practice as usual. Ineligible students will not be allowed to travel to competitive events. Students will be given a 1 week grace period one time per year.

At the end of each quarter students will use their quarter grade to determine eligibility for the first two weeks of the new quarter. All students with D's and F's will be reported to administration and parents. Students will be placed on the ineligible list if

1. they have an F grade in any class.
2. they have 3 or more D's in any class.
3. they have 1 or 2 D's in a class. At that time they will be placed on the "warning" list.

They will still be eligible to participate in extracurricular activities,

B. ATHLETE'S CODE OF CONDUCT AND EXPECTATIONS:

Any student who wants to participate in any extra/intercurricular activities and who will not abide by the rules should not plan on participating.

1. Discrimination and Title IX: no student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries regarding discrimination on the basis of sex should be directed to the District's Title IX Coordinator, located in the Richey or Lambert School District Administration Office.

2. Attendance:

- a. PRACTICE/GAMES: All members of the Co-op athletic program are required to attend all practices and games as determined by the Coach. Athletes who miss practice and/or games for unexcused reasons may also be subject to consequences at the Head Coach's discretion.

- b. If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
- c. If you are absent from school for a limited number of periods for a medical, dental, optometrist, etc. appointment you can participate with approval from the Superintendent/Principal. A written excuse from the doctor is required
- d. You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.
- e. If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances. It is not in the best interest of our participants to be practicing when sick.
- f. If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
- g. School suspension means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the practice and/or games

C. CELL PHONE/OTHER ELECTRONIC EQUIPMENT USE BY STUDENTS:

Student possession and use of cellular phones and other electronic mobile devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein.

At no time, will any student operate a cell phone or other electronic mobile devices with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person. A reminder that phones are to be turned off and not in use AT ALL in the locker rooms.

Please be supportive of your teammates while watching games, and keep cell phone use to a minimum. Coaches have the authority to ask athletes to put phones away, or in the case that phones are being used in a disruptive or harmful way, to take them away completely. At that point, further disciplinary action may be necessary, as determined by the AD's and Administration. Students are encouraged to use their cell phones to arrange for transportation home after the bus has come back to the school(s).

D. INSURANCE AND INJURY: The School District requires that the parent, guardian, caretaker relative of students participating in school sponsored activities (co-curricular, extra-curricular, etc.) provide verification of their child's health insurance coverage status. The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (extra-curricular, co-curricular, etc.).

If the parent, guardian, caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in the school sponsored activities (extracurricular, co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the Co-op. Also, the Co-op does not provide student accident insurance coverage for students. Student accident insurance coverage may be purchased by parents through a private company for a fee. Student accident insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities. A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school. Please contact the coach or athletic director for additional information.

E. TRAINING RULES

Application of Eligibility/Training Rules - The application of the Chemical Use Eligibility Rules shall be in effect from the start of the first practice of the school-sponsored activity until the final contest of that school-sponsored activity is completed.

Eligibility shall be enforced on the following grade terms:

1. Grades 4-8
2. Grades 9-12

Students/Athletes should be aware that administration can and will conduct bag checks, locker checks, and breathalyzer tests based on reasonable suspicion that the bag or personal item contains items or substances that are not permitted by district or cooperative policy. Persons found in violation of Chemical Use Rules will be subject to the following penalties:

Chemical Use Ineligibility

Prohibited activities include, but are not limited to the following. Use, attempting to use, possessing, purchasing, selling, distributing, or assisting another person in the use, attempted use, possession, purchase, sale, or distribution of tobacco, tobacco products, electronic cigarettes, and/or look-alike drugs, alcohol, controlled substances, other illegal mood-altering and/or performance enhancing drugs or chemicals or any other substance use to obtain an altered mental state or "high". If it is determined by an Administrator/Coach that an athlete is in possession or is/has been using any illegal chemical at a school event or on school property this behavior may invoke a penalty of immediate suspension from the activity for the remainder of the season, as determined by Administration. Ineligibility will be

1. 1st confirmed violation- no participation in competition or performances for thirty calendar days.
2. 2nd and 3rd confirmed violations-no participation in competition or performances for sixty calendar days.
3. 4th confirmed violation- termination of eligibility in any/all extra-curricular activities for the remainder of junior high or high school, whichever grade term the violations occur in.

The suspended athlete will attend practice (and will ride the practice bus) during the suspension but will not play or ride the activity bus to games or events, nor will the student letter when postseason awards are determined.

Self-Reporting/Honesty Clause:

1st Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning, the student will serve half the suspension as listed above, so the suspension will be 15 days. The student will write a formal letter of apology to their team and coach and will read it aloud at the next practice.

2nd and 3rd Violation: if the Administration is notified by the student within 3 days of the infraction or if the student admits to the infraction during questioning, the student will serve half the suspension as listed above, so the suspension will be 30 days. The student will write a formal letter of apology to their team and coach and will read it aloud at the next practice.

4th Violation: Termination of eligibility in all co-curricular activities for 1 calendar year.

Penalties for Chemical Use Violations will carry over from year to year. E.g.: A violation during the freshman year is a first violation. During the sophomore year another violation is the second offense regardless of whether the athlete self-reports or not, and so on.

If the penalty of a Chemical Use Violation is not fully administered during his/her sport season, the remaining amount of the penalty will be applied to the next interscholastic sport season in which the athlete participates. This implies that the athlete will compete in the next sport for the entire season - no late starts or early completion unless there is a season-ending injury.

If an athlete finds themselves in this situation by misfortune, they must leave the situation immediately and when safe to do so. At that time, they must also let their parents/guardians know. Next they must contact their coach and/or AD immediately by phone or email, explaining the situation. If the Administration determines it necessary, a meeting may be held to gather and document further information.

Curfew

During the activity season, regular hours will be kept: 10:00 P.M. Sunday through Friday, 12:00 midnight on Saturday. Exceptions to this rule will be made for church or school functions or other activities excused by the coach.

Violation of Curfew and/or Attendance Rules:

First offense: Cannot compete in the next scheduled activity.

Second offense: Cannot compete in the next 3 scheduled activities.

Coaches' Rules

Coaches/supervisors of extra-curricular activities may establish, publish, and enforce additional activity participation guidelines and training rules that must be followed by a student if he/she wishes to participate in that activity. In such cases, the guidelines/contracts must be approved by the Athletic Director and Administration prior to the first day of practice and must be presented to the team and the parents by the Parent's meeting.

Due Process

If a determination is made that a student has violated any training rule policy, the Athletic Director and Administration will make a determination of the consequences according to the policy listed in this handbook. If the consequence involves a suspension of more than 19 days, the AD will notify either the Richey or Lambert School Board Chairperson, or in the event of an athletic suspension, the Co-op Board Chairpersons, who will then recommend the discipline to be administered according to the policy listed in this handbook. Also at this time, the student and parent or guardian shall be notified of discipline that will be administered to the athlete and a Training Rule Report Form will be completed and filed.

A training rule violation is verified when the cooperative, after an investigation into the allegation, can substantiate the allegation based on the evidence collected. This can be a combination of

1. Admission by the student in question
2. Physical evidence such as surveillance footage or contraband
3. Witness statements

When all of the evidence is considered and the cooperative believes the allegation occurred, it will be considered a verified violation. The student in question will be given the opportunity to provide their account.

F. HAZING, BULLYING, HARASSMENT & INTIMIDATION: The Co-op will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. (School Board Policy #3226)

1. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages,

authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.

2. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.

3. Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDA, social media or the internet.

Reporting: All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

Exhaustion of Administrative Remedies: A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Retaliation: Retaliation against any employee or student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report is prohibited. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any events on district property, whether or not district sponsored, and to any school sponsored events regardless of locations.

Definitions:

- Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:
 - Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
 - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education
 - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education
- Creating an intimidating, hostile or offensive employment or educational environment:

- unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable; or
- An aggressive, harassing behavior in the work place or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

Student and parent/legal guardian due process: If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Co-op Committee.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Committee and Boards will consider the recommendation. Only the Boards can exclude a high school student from participation in extra- and/or co-curricular activities.

THE FOLLOWING PAGES ARE THE FORMS MENTIONED IN THE PRECEDING GUIDELINES AND POLICIES.

PLEASE FEEL FREE TO USE THESE AS TEMPLATES. COPY AS MANY OF THEM AS YOU NEED THROUGHOUT THE SEASON(S) IN WHICH YOU'RE INVOLVED.

Form A (Pre-participation Physical Examination)



MHSAA CONFIDENTIAL ATHLETIC PREPARTICIPATION PHYSICAL EXAMINATION

Students must have a preparticipation physical examination to participate in any sport. The examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. **Physical examinations conducted May 1 and thereafter are valid for the following two school years; Physical examinations conducted prior to May 1 are valid only for the remainder of that school year and the following school year. 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. All information is to remain confidential.**

HISTORY FORM

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Athlete Name: _____ Gender: _____ Grade: _____ Date of Birth: _____
 Home Address: _____ Phone Number: _____
 Parent/Guardian's Name: _____ Family Physician: _____
 Date of examination: _____ Current school: _____

List past and current medical conditions. _____

Have you ever had surgery? If yes, list all past surgical procedures. _____

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional). _____

Do you have any allergies? If yes, please list all your allergies (i.e. medicines, pollens, food, stinging insects). _____

Patient Health Questionnaire Version 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of ≥ 3 is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of the form. Circle questions if you don't know the answer.)		YES	NO	HEART HEALTH QUESTIONS ABOUT YOUR FAMILY		YES	NO
1. Do you have any concerns that you would like to discuss with your provider?				11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?			
2. Has a provider ever denied or restricted your participation in sports for any reason?				12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTs), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?			
3. Do you have any ongoing medical issues or recent illness?				13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?			
HEART HEALTH QUESTIONS ABOUT YOU		YES	NO	BONE AND JOINT QUESTIONS		YES	NO
4. Have you ever passed out or nearly passed out during or after exercise?				14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?			
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?				15. Do you have a bone, muscle, ligament, or joint injury that currently bothers you?			
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?				16. Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability?			
7. Has a doctor ever told you that you have any heart problems?				MEDICAL QUESTIONS		YES	NO
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.				17. Do you cough, wheeze, or have difficulty breathing during or after exercise?			
9. Do you get light-headed or feel shorter of breath than your friends during exercise?				18. Have you ever used an inhaler or taken asthma medicine?			
10. Have you ever had a seizure?				19. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?			

MEDICAL QUESTIONS (CONTINUED)	YES	NO	ADDITIONAL INFORMATION
20. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?			Explain any "Yes" responses to questions in the history sections below. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
21. Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?			
22. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?			
23. Have you ever become ill while exercising in the heat?			
24. Do you or does someone in your family have sickle cell trait or disease?			
25. Have you had or do you have any problems with your eyes or vision?			
26. Have you ever had an eating disorder?			
27. Have you had infectious mononucleosis (mono) within the last Month?			
FEMALES ONLY	YES	NO	
28. Have you ever had a menstrual period?			
29. How old were you when you had your first menstrual period?			
30. When was your most recent menstrual period?			
31. How many periods have you had in the past 12 months?			

Name of Athlete (typed or printed): _____

Signature of Athlete: _____

PARENT'S OR GUARDIAN'S PERMISSION AND RELEASE

I certify that the information provided by the student/parent(s) is accurate to the best of my knowledge. I hereby give my consent for the above student to engage in approved athletic activities as a representative of his/her school, except those indicated above by the licensed professional. I also give my permission for the team physician, athletic trainer, or other qualified personnel to have access to information provided here as well as to give first aid treatment to this student at an athletic event in case of injury. If emergency service involving medical action or treatment is required and the parents(s) or guardian(s) cannot be contacted, I hereby consent for the student named above to be given medical care by the doctor or hospital selected by the school.

Name of Parent/Guardian (typed or printed): _____

Signature of Parent/Guardian: _____

Date: _____ Address: _____ Insurance Company: _____

Parent's Home Phone: _____ Parent's Cell Phone: _____ Parent's Work Phone: _____

ALL INFORMATION IS TO REMAIN CONFIDENTIAL

Pre-participation physical (PPE) exams contain sensitive health information. It is highly recommended the following precautions are taken to protect this information:

- Securely store physicals and additional medical information in locked cabinets or secure digital systems with password protection to protect student privacy.
- Access should be limited to authorized personnel only (i.e. team physician, athletic trainer, school nurse, principal or athletic director).
- Adhere to relevant privacy laws and regulations, such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), to ensure that student data is handled appropriately.
- Follow the school district's policies and legal requirements regarding the retention period for sports physicals. Typically, records should be kept for 7 years post-graduation. Make sure that records are disposed of securely, shredding is recommended, when they are no longer needed.

While security is paramount, it is also important to ensure that authorized staff can access these records promptly when needed, such as in an emergency situation. The following strategies can help to achieve this while still maintaining privacy:

- Implement a system for quick retrieval while maintaining confidentiality.
- When collecting physicals, ideally a healthcare professional such as an athletic trainer or school nurse should review each form for pertinent medical history.
- Red flags should then be relayed to the athlete's head coach such as past or current medical conditions, allergies and medications. However, the coach should not have access to the entire physical form.
- If the physician listed any recommendations for further evaluation or treatment on the clearance form, ensure and document that these have been followed.
- The best practices in managing mental health information do not differ from the practices listed above when handling the PPE form. It is the responsibility of the physician administering the physical exam to review the answers, discuss and refer when necessary.

By implementing these measures, we can ensure that student sports physicals are managed in a manner that protects their privacy and meets compliance obligations.



PROVIDER'S PHYSICAL EXAMINATION FORM

Athlete Name: _____ Date of Birth: _____

EXAMINATION: TO BE FILLED OUT BY MEDICAL PROVIDER ONLY		
Height: _____ Weight: _____		
Pulse: _____ BP: _____ / _____ Vision: R 20/ _____ L 20/ _____ Corrected: ☐ Y ☐ N Pupils: ☐ Equal ☐ Unequal		
MEDICAL (Please initial)	NORMAL	ABNORMAL FINDINGS
Appearance (Marfan stigmata)		
Eyes/Ears/Nose/Throat (pupils equal, hearing)		
Lymph Nodes		
Heart (murmurs)		
Pulses (simultaneous femoral and radial)		
Lungs		
Abdomen		
Skin (HSV, MRSA, tinea corporis)		
Neurological		
Genitourinary (males only)		
MUSCULOSKELETAL (Please initial)	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder/Arm		
Elbow/Forearm		
Wrist/Hands/Fingers		
Hip/Thigh		
Knee		
Leg/Ankle		
Foot/Toes		
Functional (double-leg squat test, single-leg squat test, box drop or step drop test)		

Notes: _____

CLEARANCE

☐ Cleared without restriction

☐ Cleared with recommendations for further evaluation or treatment for: _____

☐ Not cleared for ☐ All sports ☐ Certain sports _____ Reason: _____

Recommendations: _____

Name of Physician/Medical Provider [print or type]: _____ Date: _____

Address: _____ Phone: _____

Signature of Physician/Medical Provider: _____

(Updated 4/26)

FORM A1 (INTERIM MEDICAL FORM)



INTERIM MEDICAL FORM

Students are required to have a preparticipation physical examination completed every two years prior to the first practice of any sport. The examination must be certified by a licensed medical professional acting within the scope and limitations of their practice. Physical exams conducted after May 1st are valid for the following two years. Physical exams conducted prior to May 1st are valid only for the remainder of that school year and the following year. An interim history form is required during the off years and must be submitted to the school prior to first practice.

Athlete Name: _____ Gender: _____ Grade: _____ Date of Birth: _____
Home Address: _____ Phone Number: _____
Parent/Guardian Name: _____ Current School: _____

MEDICAL HISTORY

Since last physical exam has this student?

	Yes	No
1. Had surgery?	☐	☐
2. Been hospitalized?	☐	☐
3. Had a serious illness?	☐	☐
4. Had an injury requiring a physician's care?	☐	☐
5. Been diagnosed with a concussion?	☐	☐
6. Started taking any new medications?	☐	☐
7. Developed any new allergies?	☐	☐
8. Developed any health problems?	☐	☐

Explain YES answers: _____

CONSENT FORM

1. I certify that the information provided above is accurate to the best of my knowledge. I also attest that the above student has been evaluated, treated and/or received clearance by an appropriate medical provider for any questions answered yes above and does not have any medical conditions that would restrict them from participating in athletics this school year.
2. I hereby give my consent for the above student to engage in approved athletic activities as a representative of their school. I also give my permission for the team physician, athletic trainer or other qualified personnel to have access to information provided here and may be disclosed to other school personnel involved in the medical care of this student.
3. I give my consent to necessary medical services, first aid and emergency medical care that may be required in the event of injury while at a school-sanctioned activity. If emergency medical treatment is required and the parent(s) or guardian cannot be contacted, I hereby consent for the above-named student to be given medical care by the doctor or hospital selected by the school.

Name of Athlete (Printed) _____ Athlete Signature _____

Name of Parent/Guardian (printed) _____

Parent or Guardian Signature _____ Date _____

The original copy of this form MUST be returned to the school.



SUDDEN CARDIAC ARREST (SCA) FACT SHEET For Parents & Student-Athletes

WHAT IS SUDDEN CARDIAC ARREST?

Sudden Cardiac Arrest (SCA) is a life-threatening emergency that occurs when the heart suddenly stops beating. It strikes people of all ages who may seem to be healthy, even children and teens. When SCA happens, the person collapses and doesn't respond or breathe normally. They may gasp or shake as if having a seizure, but their heart has stopped. SCA leads to death in minutes if the person does not get help right away. Survival depends on people nearby calling 911, starting CPR, and using an automated external defibrillator (AED) as soon as possible.

HOW COMMON IS SCA IN YOUNG ATHLETES?

As a leading cause of death in the U.S., most people are surprised to learn that SCA is also the #1 killer of student-athletes and the leading cause of death on school campuses. Studies show that 1 in 300 youth has an undetected heart condition that puts them at risk.

WARNING SIGNS – NEVER IGNORE

Report any of the following symptoms immediately to a coach, parent, or medical professional. Do not hide symptoms or play through them.

✓ Fainting, seizure, or convulsions during physical activity	✓ Pain or discomfort in arms, back, neck, jaw or stomach
✓ Fainting repeatedly or with excitement or startle	✓ Dizziness or lightheadedness during exertion
✓ Chest pain, tightness, or unusual pressure	✓ Feeling "not right" after physical activity
✓ Unexplained shortness of breath during activity	✓ Racing, fluttering, or irregular heartbeat
✓ Unusual or extreme fatigue with exercise	

RISK FACTORS – FAMILY HISTORY THAT MATTERS

Most heart conditions that cause SCA are inherited. Share any of the following with your health care provider and accurately complete your Pre-Participation Physical Evaluation form:

- ✓ Family history of known heart abnormalities or sudden death before age 50
- ✓ Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy (HCM), Arrhythmogenic Right Ventricular Dysplasia (ARVD), Wolff-Parkinson-White (WPW) Syndrome, Catecholaminergic Polymorphic Ventricular Tachycardia (CPVT), Marfan Syndrome
- ✓ Family members with known unexplained fainting, seizures, drowning or near-drowning, or car accidents
- ✓ Family members with a known structural heart abnormality, repaired or unrepaired
- ✓ Personal or family history of high blood pressure
- ✓ Use of cocaine, inhalants, "recreational" drugs, excessive energy drinks, diet pills or performance-enhancing supplements

WHAT CAUSES SCA?

SCA occurs because of a malfunction in the heart's electrical system or structure. The malfunction is caused by an abnormality the person is born with, and may have inherited, or a condition that develops as young hearts grow. A virus in the heart or a hard blow to the chest can also cause a malfunction that can lead to SCA.

WHAT SHOULD I DO?

FOR STUDENT-ATHLETES

- ✓ Tell a coach, parent, or athletic trainer immediately if you have symptoms
- ✓ Do not hide symptoms or continue to practice/play
- ✓ When in doubt, speak up and sit out
- ✓ If a teammate collapses: get help, call 911, bring the AED

FOR PARENTS / GUARDIANS

- ✓ Report concerning symptoms or family history to the school
- ✓ Do not allow participation without medical follow-up if symptoms are present
- ✓ Know your school's AED location and Emergency Action Plan
- ✓ Know the cardiac chain of survival — you may need it on the sidelines

CARDIAC CHAIN OF SURVIVAL – ACT IMMEDIATELY

1 RECOGNIZE Athlete unresponsive?	2 CALL 911 Activate EMS immediately	3 START CPR Hard & fast compressions, center of chest	4 USE AED As soon as available
---	---	---	--

REMOVAL & RETURN TO PLAY

Under Montana HB 869 (2025), a student-athlete who exhibits signs or symptoms of sudden cardiac arrest may be removed from participation by a coach, athletic trainer, or official. The student-athlete may not return until evaluated and cleared in writing by a licensed physician, physician assistant, or nurse practitioner.

MORE INFORMATION

American Heart Association: www.heart.org

Sudden Cardiac Arrest Foundation: www.sca-aware.org

MHSA Sports Medicine: mhsa.org/resources/sports-medicine



CONCUSSION FACT SHEET For Parents & Student-Athletes

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head, or by a hit to the body that causes the head and brain to move rapidly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes and sometimes damaging brain cells. You cannot see a concussion. Even a mild bump or "getting your bell rung" can be serious. Signs and symptoms can appear immediately or may not show up for hours or days after the injury.

SIGNS & SYMPTOMS

Signs Observed by Teammates, Parents and Coaches:

✓ Appears dazed or stunned, vacant facial expression	✓ Shows behavior or personality changes
✓ Moves clumsily or loses balance	✓ Confused about assignment or position or forgets plays
✓ Answers questions slowly	✓ Can't recall events before and/or after hit
✓ Loses consciousness (even briefly)	✓ Repeats questions or forgets instructions
✓ Seizures or convulsions	✓ Unsure of game, score or opponent
✓ Slurred speech	

Symptoms Reported by the Athlete:

✓ Headache or "pressure" in head	✓ Difficulty concentrating or remembering
✓ Nausea or vomiting	✓ Confusion
✓ Balance problems or dizziness	✓ Nervous, anxious, irritable, sad or more emotional
✓ Blurred, double or fuzzy vision	✓ Drowsiness or sleep disturbances
✓ Sensitivity to light or noise	✓ Numbness or tingling
✓ Feeling sluggish, hazy, foggy, or groggy	✓ Feeling mentally slowed down
✓ Not "feeling right"	✓ Fatigue or low energy

WHAT SHOULD I DO IF CONCUSSION SUSPECTED?

FOR STUDENT-ATHLETES

- ✓ Tell coaches and parents if you think you have a concussion — never ignore a bump or blow to the head
- ✓ Get medical evaluation before returning to play
- ✓ Give yourself time to get better — playing with a concussion risks a second, more serious injury and can cause permanent brain damage or death
- ✓ Wear properly fitted protective equipment every time you play
- ✓ Tell a coach if a teammate might have a concussion

FOR PARENTS / GUARDIANS

- ✓ Seek medical attention right away — only a health care professional should diagnose a concussion
- ✓ Do not allow return to play without medical clearance by an appropriate healthcare professional
- ✓ Inform the coach
- ✓ Inform the coach of any other recent concussions

REMOVAL & RETURN TO PLAY

A student-athlete must never return to play on the same day of a suspected concussion. Return must follow a gradual, stepwise protocol supervised by a health care professional. Written clearance from a licensed healthcare professional is required before returning to athletic participation under Montana law and MHSAA policy.

HOW TO PREVENT A CONCUSSION

- ✓ Follow the coach's safety instructions and the rules of the sport.
- ✓ Practice good sportsmanship at all times.
- ✓ Wear properly fitted and well-maintained protective equipment for every practice and competition.
- ✓ Support a team culture where athletes feel comfortable reporting symptoms and injuries without fear of losing playing time.

MORE INFORMATION

CDC Heads Up: www.cdc.gov/heads-up

NFHS Concussion in Sports Course: www.nfhslearn.com

MHSA Sports Medicine: mhsa.org/resources/sports-medicine

IMPORTANT: Any athlete with a suspected concussion must be removed from play immediately. Do not return the athlete to play on the same day.

WHEN IN DOUBT, SIT THEM OUT!



SUDDEN CARDIAC ARREST & CONCUSSION STATEMENT

For Parents & Student-athletes

Sudden Cardiac Arrest (HB 869): Schools are required to provide information regarding sudden cardiac arrest symptoms and warning signs to youth athletes and parents/legal guardians. A student removed from participation because of symptoms or warning signs of sudden cardiac arrest may not return until evaluated and provided written clearance by a licensed physician, physician assistant, or nurse practitioner. **Concussion (Dylan Steigers' Protection of Youth Athletes Act):** Schools are required to distribute information sheets informing and educating student-athletes and their parents of the nature and risk of concussion and head injury, including the risks of continuing to play after concussion or head injury. A student-athlete suspected of sustaining a concussion or head injury shall be removed from play at the time of injury and may not return until receiving written clearance from a licensed healthcare professional.

Both the student-athlete AND parent or legal guardian must initial each row and sign on next page. Return this completed form to the school before athletic participation begins.

Student-Athlete Name

School

Sport / Season

After reading the information sheets, I am aware of the following:	Student-Athlete Initials	Parent/Guardian Initials
Sudden cardiac arrest (SCA) is a life-threatening emergency that requires immediate action, including 911 activation and use of an AED when available.		
Warning signs that must be reported right away include collapse or fainting during or after exercise, chest pain with activity, unusual shortness of breath, racing or irregular heartbeat, or seizure-like activity after collapse.		
Important family history, including early cardiac death or known inherited heart conditions, should be shared by parents/guardians and discussed with an appropriate medical professional.		
I will report any warning sign, symptom, or episode that may be heart-related to a parent/guardian, coach, athletic trainer, or another responsible adult.		N/A
I understand that immediate action (Call 911, start CPR, use AED) can save a life.		
I understand an athlete may be removed from play if warning signs or symptoms of SCA are present.		
I understand that a student removed from participation because of symptoms or warning signs of SCA may not return until evaluated and provided written clearance by a licensed physician, physician assistant, or nurse practitioner.		
A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and perform in the classroom.		
A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.		
I will report symptoms (my own or a teammate's) to a coach, parent, or athletic trainer immediately and will not hide or play through them.		N/A
I understand that a concussion is a serious brain injury requiring removal from play and medical evaluation and clearance before return to participation.		
I (or my child) will not return to play in a game or practice if a hit to the head or body causes any concussion-related symptoms.		
After a concussion, the brain needs time to heal. I understand that athletes are much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away. Repeat concussions can cause serious and long-lasting problems.		

■ Blue rows = Sudden Cardiac Arrest (SCA) Items

■ Red rows = Concussion Items

N/A = Not applicable for that category

SIGNATURES

STUDENT-ATHLETE

I acknowledge that I have received, read, and understood the Sudden Cardiac Arrest and Concussion information contained in this packet.

Print Name

Student-Athlete Signature

Date

PARENT / LEGAL GUARDIAN

I acknowledge that I have received, read, and understood the Sudden Cardiac Arrest and Concussion information in this packet, and have reviewed it with my student-athlete.

Print Name

Parent / Legal Guardian Signature

Date

FORM C: R&L FUSION PRACTICE SCHEDULE

DATE: _____

ABSENCES: _____

INJURIES: _____

ANNOUNCEMENTS: _____

AFTER PRACTICE NOTES:

PRACTICE GOALS:

SKILLS TO COVER:

TENTATIVE PRACTICE SCHEDULE:

TIME	DRILL/EXPLANATION	NOTES:

Form E

R&L Fusion Use for District or State

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:

(This itinerary will be used to help generate a final itinerary, which will be available to coaches, participants, parents, and the schools)

Form G

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

Required Meeting Reimbursement Request

On _____ I attended the

(type of meeting)

in _____.
(location)

I traveled _____ miles @ _____ per mile to equal \$ _____.
(State mileage rate) (Total amount)

(Signature) (Date)

Form I

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

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:

Opponent	R&L Score	Opp Score	W/L	Opponent	R&L Score	Opp Score	W/L

Tournament	Opponent/Score	Opponent/Score	Opponent/Score
------------	----------------	----------------	----------------

District/Playoffs			
Divisional/Playoffs			
State			

Form I Continued

Brief description of season; team and individual accomplishments, etc

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

(Head Coach)

Form I Continued: Fusion End of Season Award Winners/Order Form:

Player	YR	Certificate ?	Letter ?	Ball ?	Special Award

Manager/Other: _____

All participants receive a participation certificate. Letter winners are awarded according to the standards in the Coaching Handbook. First time letter winners receive a “letter” along with a ball. Second, third, and fourth time letter winners receive a bar only. Special awards are given at the varsity level according to the guidelines in the Coaching Handbook, with the exception of the Ryan Evenson Memorial “Lionheart” award, given to a JH football player and chosen by the JH football coaches.

Form K

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

COACHES' REQUEST FOR SUPPLIES/EQUIPMENT

ORDER FROM: _____ (Name of company or supplier)

_____ (Address)

_____ (City, State, zip)

_____ (phone)

_____ (fax)

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 Number	Description	Quantity	Unit cost	Total

Total Request _____

Form M

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

UNIFORM CHECKOUT

[illegible]

Form N

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

UNIFORM/EQUIPMENT INVENTORY

PROGRAM: _____

Quantity	Item Description	Item #	New Cost	Replacement Cost Each	Total Replacement Cost

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
---	---	---	---	---	---

1.9 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:

(AD's Signature)

(Coach's Signature)

Date

****Signatures support this evaluation was reviewed between the Administrator and the Coach)**

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

R&L FUSION ASSISTANT COACH EVALUATION

NAME:

SPORT:

DATE:

This instrument will evaluate the performance and proficiency of the coach and will focus on helping professional growth.

	SATISFACTORY	NEEDS IMPROVEMENT	NOT ACCEPTABLE
Supports head coach			
Implements program of head coach			
Contributes to planning			
Knowledge of the sport			
Rapport with the staff			
Teaching, coaching skills			
Positive role model; sportsmanship			
Follows rules (school & MHSA)			
Rapport with players & parents			
Safety, care of injuries			
Care of equipment			
Ability to motivate			

Assists with supervision			
Promptness/dependability			

Head Coach's Comments:

Activities Director's Comments:

Signatures: Coach: _____ Date: _____

Head Coach: _____ Date: _____

Activities Director: _____ Date: _____

(FORM Q)

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

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— **VARIOUS FORMS**

_____ Turn in your hours worked for the season calendar.

_____ Receive evaluation feedback and copy of evaluation from AD. **FORM P**

COACH'S SIGNATURE: _____

AD'S SIGNATURE: _____

R & L Fusion 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 managers. 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. **Upon return trip, Head Coach should provide a picture of the updated manifest for record of passengers aboard.**

Coach completing this form: _____

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.	_____	_____

**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.

Form T

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 one week 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: _____

