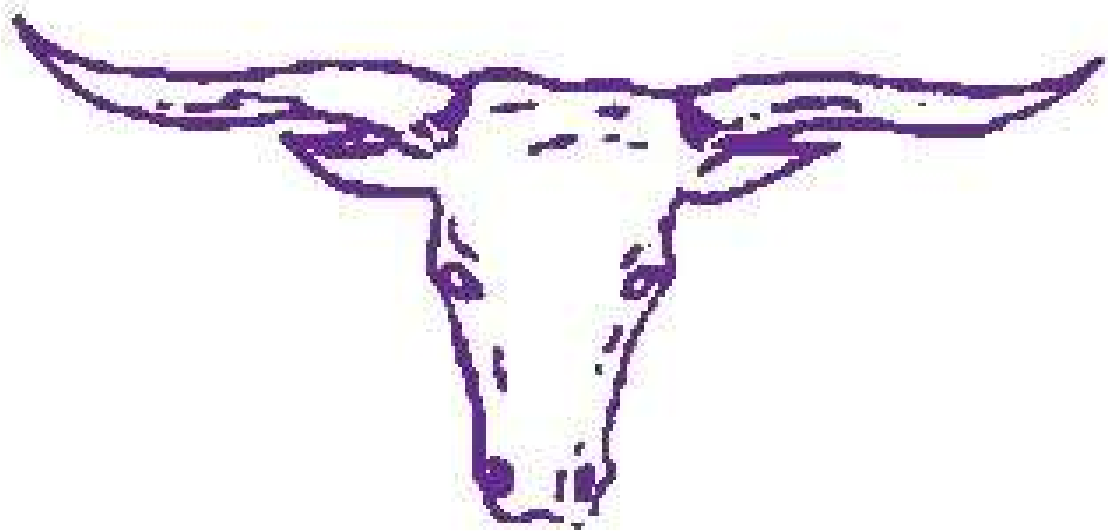


# **Forsyth Public Schools Coaches' & Sponsors' Handbook**



## **2024-2025**

*This handbook is a guide to the responsibilities and obligations of all coaches and sponsors of Forsyth School District Activities. It is the responsibility of each coach/sponsor to read the information contained in the handbook and abide by all policies contained therein.*

# **COACHES' AND SPONSORS' HANDBOOK**

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## **FORSYTH PUBLIC SCHOOLS COACHING PHILOSOPHY**

Athletics/Activities are the most visible aspect of our school. They are also typically the most popular items among students and sometimes the sole reason we get kids in our buildings. Much of the school pride and culture is based on the life lessons, character building, and leadership development that are instilled in our extra/co-curricular activities. As a coach/sponsor it is your responsibility to provide your participants with an experience that promotes:

- 1) Integrity
- 2) Teachable Spirit
- 3) Academic Responsibility
- 4) Confidence
- 5) Accountability – Work Habits
- 6) Discipline
- 7) Mental Toughness – Competitive
- 8) Pride and Humility
- 9) Leadership and Service
- 10) Selflessness

## **COACHES’/SPONSORS’ EXPECTATIONS**

Forsyth student participants are 100% your responsibility from when they report to the practice session until they leave. You must be at every practice and event, be the 1<sup>st</sup> one in and the last one out. **IF YOU ARE GOING TO BE LATE OR MISS FOR ANY REASON THE ACTIVITIES DIRECTOR MUST BE NOTIFIED.**

- A) The main reason for having student activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. The development of positive attitudes is an important means to accomplish this goal. Promoting and teaching only clean, aggressive, and fair play while stressing the importance of good sportsmanship must be a standard set for all competitive coaches at all times. For noncompetitive groups, the sponsor must stress the importance of cooperation, communication, hard work, and dedication. The coach/sponsor must be the leader and set a positive example.
- B) The coach/sponsor should be fair and unprejudiced with participants, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.
- C) Participants have a right to expect coaches/sponsors to have genuine and up-to-date knowledge of what they propose to teach and direct.
- D) The safety and welfare of all participants should always be first in the coaches’/sponsors’ minds.

- E) The coaches'/sponsors' primary responsibility is to the participant; however, consideration must be given to the participant's family and parents, and an open line of communication will provide a proper avenue for such consideration.
- F) As a coach/sponsor, you are a frequent topic of conversation at various community locations, the home, workplace, and at meetings of civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny. Your actions and statements should always reflect confidence and respect for the Forsyth School District. Much can be done by the coach/sponsor in public contact to build and maintain a high level of confidence in the activity programs and the school district.
- G) A coach/sponsor always owes his/her school his/her efforts and loyalty. He/she must constantly strive for excellence in all areas of his/her school.
- H) To be effective, a coach/sponsor must be respected. Good personal habits and a neat appearance are important to be respected, but the most important examples are set by the coach/sponsor. Being respected is much more important than being well-liked. Treat the administration, faculty, participants, and general student body with the same honor and respect that you desire to be shown to you.
- I) Private, firm, fair, and consistent discipline must be maintained. A coach or sponsor may not inflict physical pain on a student as a disciplinary measure, nor may they place their hands on a pupil unless it is to quell a disturbance, provide self-protection, or protect the student, other students, or property from physical injury or harm.
- J) The work of the coach/sponsor must be an integral part of the school's educational program. The coach/sponsor should master education principles and, consequently, improve teaching and coaching.
- K) The coach/sponsor should support all endorsed activities of the school district. This includes avoiding open gyms or practices during another sports season or activity. Instead, encourage student-athletes to participate in another sport. At every opportunity, the coach/sponsor should urge the student body to be polite, courteous, and fair to visiting teams/groups.
- L) A coach/sponsor in the Forsyth School District should continue professional growth in both the academic teaching area (if a District certified staff member) and the activities arena in which they are involved. To best accomplish this, the coach/sponsor should belong to various activities/associations dedicated to the professional well-being of activities programs.

## WORKING WITH THE COACHING STAFF AND THE SCHOOL

- A) The makeup of a coaching/sponsorship staff is basically a quasi-autocratic society. The head coach/sponsor should always be in command. Despite the position of authority, the wise head coach/sponsor will encourage independent thought on the part of the staff.
- B) An important factor is human relation skills, which provide for an open exchange of ideas in a respectful, courteous and thoughtful manner.
- C) A wise head coach/sponsor will praise the assistants and award recognition whenever possible. Misunderstandings between coaches/sponsors should be discussed as soon as possible and in an appropriate location away from student participants and other people not concerned with the program(s).
- D) A head coach/sponsor must always realize he/she is ultimately responsible for the program of which he/she is in charge. It is his/her duty to see that all tasks are assigned to assistants and/or carried out by him/herself, and remains accountable for any/all tasks that are not completed properly.
- E) The head coach/sponsor must expect all staff to contribute a full measure of time, effort, thought, and energy to the program. The assistant coach/sponsor must be willing and able to do things they may not wish to do. They must fulfill the responsibilities assigned by the head coach/sponsor and remain accountable if the duties are not carried out appropriately.
- F) It is most difficult to be a good assistant coach/sponsor. The success of the school, programs, and student participants is dependent upon the quality and effort of the assistant coach/sponsor staff.
- G) One must always bear in mind that his/her activity is not the only program in the school setting. It is a part of a comprehensive activities program and it is the job of the coaches and sponsors to assure the well-being of the total activities program.
- H) A coach/sponsor should support and serve fellow coaches/sponsors whenever possible. All remarks should reflect confidence in one's fellow coaches/sponsors. A strong, harmonious relationship must exist between coaches/sponsors and other faculty members.
- I) A coach/sponsor is responsible for cooperating with every faculty member on the staff. If the coach/sponsor cooperates with the teachers of academic subjects by allowing activity participants to make up a test or cover a missed assignment on practice/meeting time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the activities participant eligible and to lend an extra hand when the "going gets tough. "

- J) A coach/sponsor is responsible to make certain all components of Title IX, Gender Equity, and the Ridgeway Settlement Agreement, are maintained within his/her program. Any deviation(s) must be immediately reported to the Activities Director for investigation and correction. If you are in doubt it is mandatory that you ask the appropriate administrator for direction.
- K) Volunteer coaches/sponsors may be utilized, if the need arises. Those wishing to Volunteer must send a letter of interest to the Activities Director. They are to be approved and recommended by the Head Coach to the Activities Director. They must be appointed by the Board prior to being allowed to help coach. They must meet all certification requirements of a coach and have a finger print and background check on file with Administration. Volunteers will have the same expectations of an assistant and will be used to enhance practices. Volunteers, when recommended by the head coach and approved by administration, may be utilized during contests, as long as they are on the travel/event list provided by the head coach and will not displace travelers or create issues with the participants or the event. Volunteers, by definition, cannot increase any travel cost to the District.

## **JUNIOR HIGH & JUNIOR VARSITY ACTIVITY GUIDELINES**

- A) Coaches will be responsible for developing programs that emphasize skill development and provide all participants a reasonably equal opportunity to modify and enhance their individual skills.
- B) Coaches will make every attempt to provide for reasonable interscholastic playing time for each participant.
- C) Coaches will align teams to ensure positive experiences for participants in junior high school athletic programs, including consideration of the athletic ability of the opposing teams.
- D) Distances traveled by junior high school activities groups will be kept to a minimum to ensure meeting the physical needs of junior high aged students.
- E) Activities will be appropriate for young adolescents. High school activities will be reserved for high school age students.
- F) Coaching/sponsorship philosophy must promote exploration and winning must be secondary to give students playing/participation experience.
- G) Junior High School and Junior Varsity coaches will work directly with the respective Head High School Coach to develop and enhance programs District-wide.

H) Junior High School Coaches are volunteer coaches to their respective High School program.

### **CERTIFICATION REQUIREMENTS PRIOR TO THE START OF THE SEASON**

All Forsyth School Coaches, (Head, Assistant, and Volunteer), must have a completed finger print and background check on file with the administration office. They must also hold and have a current First Aid/ CPR/ AED card on file. All coaches must complete the MHSA on-line Sport Specific Rules Clinic and the NFHS Concussion Clinic prior to the start of their respective season each year. It is the responsibility of each coach to submit the results of successfully completing both clinics to the activities secretary prior to the start of the sport season each year. The web-sites are [www.mhsa.org](http://www.mhsa.org) and [www.nfhslearn.com](http://www.nfhslearn.com)

All coaches, including head, assistants and volunteers of 6-12 grades must also pass all unit tests of the NFHS Fundamentals of Coaching Education Program. The Activities Clerk can get you set up with an account. Following completion of the program tests, all coaches/sponsors must provide documentation of completion of the program to the activities secretary prior to participating in any practice or activity. It is the responsibility of the coach/sponsor to maintain current certifications. A copy of the certificates should be e-mailed to the activities secretary ([mbonomo@forsyth.k12.mt.us](mailto:mbonomo@forsyth.k12.mt.us)) as instructed on the website. Coaches should also keep copies of these results for future verification. Certification is valid for five (5) years.

**Coaches who do not complete all of these certifications prior to the beginning of the season will not be allowed to interact with the students at practice or competition until finished.**

### **COACH/SPONSOR RESPONSIBILITIES DURING THE SEASON:**

- A) Submit an accurate and legible Roster of Participants to the Activities Office on the first day of practice and a detailed roster with correct numbers for programs 5 days before the first event.
- B) Require that all athletic participants have a current physical exam, and current ImPACT evaluation and form prior to allowing the athlete to participate in ANY practice session. The M.H.S.A. approved physical form will be kept on file in the activities office.
- C) Require that each participant (ALL ACTIVITIES) has a current, signed permission to participate form on file in the high school office by the FIRST team practice or the first day the group meets. A COPY OF THESE PERMISSION FORMS MUST BE IN THE COACH'S/SPONSOR'S POSSESSION AT ANY TIME THE TEAM/GROUP GATHERS FOR PRACTICES, MEETINGS OR TRIPS.
- D) Keep practice, meeting areas and locker rooms in order.
- E) Store equipment neatly and use equipment properly. Pride in equipment and facilities are



of primary importance to coaches/sponsors and student participants.

- F) Keep all storage areas secured.
- G) Keep the Activities Director informed of program progress and any/all unusual happenings within the coach's/sponsor's program when needed.
- H) District Employees must fill out leave request(s) at least **five (5)** school days prior to the scheduled event.
- I) Sponsors must have travel request forms filled out completely and to the Activities Director at least 2 months prior to the scheduled event. If this is not completed in a timely manner, it is possible that transportation will not be provided for your team/group.
- J) A complete list of students who will be traveling to an event on school transportation must be e-mailed to the Activities Director and office at least three (3) days prior to the scheduled event date. \*\*\* An accurate list of everyone traveling **MUST** be submitted. Simply turning in a roster is not acceptable.
- K) Any needed purchase orders must be requested a minimum of five (5) days prior to the scheduled travel.
- L) Receipts and purchase orders for all meals, lodging, etc. must be submitted to the activities office immediately upon returning from the activity.
- M) Absolutely no fund raisers for any activity or athletic program should be initiated without the appropriate paperwork completed, submitted and approved by the Activities Director in advance of the fund-raising process beginning. This includes fund raising initiated by support groups and/or parents.
- N) It is the coaches'/sponsors' responsibility to see that all participants follow **ALL** regulations in the student activity handbook and school handbook.
- O) It is the coaches'/sponsors' responsibility to report **ALL** violations by participants of the activity handbook or student handbook rules to the Activities Director and/or building Principal as soon as possible.
- P) Supervise student activity participants at all times whenever the team/group has gathered for practice, meetings, games or travel; as well as any other type of group activity or performance.
- Q) Check locker rooms, meeting rooms, practice or game facilities, motel rooms, restaurants, etc., to assure that equipment has been properly put away and facilities have been left in an orderly manner.

- R) Check eligibility of all participants to see that they remain eligible under weekly and semester eligibility requirements.
- S) If a coach/sponsor chooses to have additional rules beyond those set in the activities or student handbooks, a copy of those rules MUST be submitted to all participants at the FIRST meeting of the team/group and a copy MUST be on file in the activities office.
- T) If a coach/sponsor chooses to have volunteer coaches/sponsors, a written request from the head coach/sponsor must be presented to the Activities Director in time to be placed on the Board Agenda one month prior to the start of the activity. Completion of all background checks and related paperwork MUST be completed prior to ANY contact with student participants. It is advisable that all volunteer coaches and sponsors begin the paperwork and background check process 45 days prior to the beginning of the respective sport or activity.
- U) To select teams or make cuts from a team, a list of criteria used in evaluating participants for the activity must be disseminated to all participants by the start of the first day of practice. This list should contain both quantitative and qualitative components including, but not limited to: skill level to complete specific and general tasks [ex: setting a ball, making a pass, dribbling with either hand, speaking in an audible volume, effectively performing within a specific offense or defense], attendance, promptness, effort in practice, team work, cooperation, and leadership. A list of these criteria must be presented to and approved by the Activities Director prior to dissemination to the activity participants.
- V) The District does not provide towels for practices, so Coaches/Sponsors shall not issue towels to participants.

## **OFF SEASON AND OPEN GYM**

The team coaching rule is in affect from August 1-May 31; except during the participants' scheduled activity season. This means that there is to be no coaching of one's team sport (football, basketball, volleyball) out of season other than the one-on-one provision allowed presently. Coaches of individual sports (cross country, wrestling, track and field, golf and tennis) are not affected by this rule. Coaches ARE permitted to coach any/all student athletes between June 1 and July 31 without restriction.

If an open gym is held while the team coaching rule is in effect, Forsyth Schools still requires a paid coach or approved volunteer to be present for supervision purposes. The purpose of an open gym shall be for skill development in an unstructured environment and should not be required during the off-season. Only students of Forsyth Public Schools and approved volunteers or coaches may participate in scheduled open gym activities.

Open Gym Guidelines through MHSAs rules allow schools to conduct "open gyms" or "open fields" in any activity. Coaches and schools cannot be involved in out-of-season practice for

athletes (except from June 1 to July 31). However, open gyms do not violate MHSA rules if they are conducted according to the following guidelines:

1. The open gym is open to any 7-12 student of Forsyth Schools that is interested in attending.
2. There is no instruction during the open gym, whether by a coach or anyone else.
3. Coaches may supervise open gyms, but they may not instruct, organize drills or participate with the students.
4. There is no organized competition, such as established teams participating in round-robin competitions.

The philosophy for the open gym is that eligible students may attend, for wholesome recreation for purposes of improving their skills, but it is something they do on their own. It would be a violation of MHSA rules to mandate attendance at open gyms or to limit participation based on athletic status.

Please note: District school gyms cannot be used for out-of-season team practices, even though coached by a non-school hired coach, if the team consists of a majority of the school's players. This would be a circumvention of the open gym rule.

To use the school gym during out of season, except June 1 – July 31, the team must be a legitimate AAU or traveling team, coached by a non-school hired coach and must have a schedule approved with the proper forms prior to use. Also, they must follow the district policies for facility use, insurance, etc.

## **COACH/SPONSOR POST-SEASON RESPONSIBILITIES**

- A)** ALL uniforms and equipment must be collected. Make sure that all uniforms and equipment are properly cleaned and stored.
- B)** Keys must be turned in by all Assistant and Junior High School Coaches.
- C)** Head coach/sponsor must submit to the A.D. a report that contains:
  - a.** An evaluation of any and all Assistants and Junior High Coaches
  - b.** An accurate inventory
  - c.** A year-end recap
  - d.** Successes, failures, wins/losses, any records broken, etc.
  - e.** Participant list and letter winners
  - f.** Recommendations for next year and any special requests.
  - g.** Special awards and recognition

\*These reports are due to the Activities Director before the Head Coach evaluation meeting can

be completed and/or all coaches' or sponsors' checks can be released.

## **SCHEDULING AND SCHEDULE CHANGES OF ACTIVITIES**

All scheduling of activities will be handled through the activity director's office. Under no circumstances is a coach/sponsor permitted to schedule, reschedule, add, or delete a practice or event without the specific approval of the Activities Director. In addition, any requests for changes to transportation schedules must be handled through the Activities Director.

## **TRAVEL RULES AND REGULATIONS**

Each coach/sponsor, when traveling with a team, will stress the standard of behavior to be that of responsible adults. Remind the students that they are representing Forsyth Public Schools, and to conduct themselves in such a manner that the school and community can be proud of them.

## **ACTIVITY TRANSPORTATION**

There are many legal implications regarding school district responsibilities and liability of any student involved as a participant in a school sponsored extracurricular activity. Participating students **and coaches** will be required to ride school-sponsored transportation to and from any activity taking place away from Forsyth. If a coach is unable to accompany the team, arrangements must be approved by the Activities Director.

Students or adults who are not members of the team are prohibited from school transportation without the written consent of an administrator. This does not include student spectators riding on a pep bus.

The only exception to arriving at an activity in anything other than school sponsored transportation will be a written request by a parent for their son/daughter to ride with THEM to the activity by completing an Alternate Transportation form. Under no circumstances is a student permitted to drive themselves or with friends to an activity held outside of Forsyth.

If a student wants to leave an activity with a parent, the parents must talk directly to the coach/sponsor and sign a Release Form to take their child. If, for some reason, the parent may want the student to travel TO or FROM an activity with someone other than a parent, the alternate transportation form must be approved by the Activities Director or Principal at least one school day PRIOR to the scheduled activity. When checking the student out, this other person(s) must talk directly to the coach/sponsor at arrival and/or sign the student out prior to leaving the activity.

Any participant who arrives late for an activity with an announced start/leave time will **NOT** be allowed to participate in the activity for that day.

Coaches, sponsors, and chaperones will be responsible for the behavior of the group that is being transported.

#### BUS RULES:

- A) Students are to remain in seats while the bus is moving.
- B) Students must properly dispose of all waste material in the receptacle supplied (if food or beverages are allowed on the bus) at the conclusion of each trip.
- C) Students must keep the noise level below that which may disturb the driver and/or coach/sponsor.
- D) Students must comply with all behavioral requirements of the bus driver, coach/sponsor and chaperone(s).
- E) Beverages, if allowed, can be in District vehicles only if they have solid sided containers with lids.

#### ACTIVITY BUS DECORATING RULES:

The activity bus may be decorated for Post-Season tournament trips. The decorating group is responsible for making sure the bus is cleaned at the end of the tournament.

- A) Window paint markers in purple and white colors only. White does come off easier.
- B) Do not decorate driver's side windows or door.
- C) Do not decorate the first two sets of windows behind the driver on either side of the bus, this causes loss of visibility to the driver.
- D) Do not decorate the rear window at the back of the bus or any emergency exit.
- E) Streamers and decorations may be used as long as the aisle is free and clear of any and all decorations.
- F) Masking tape is the only tape that may be used, all other types of tape strips the paint off the bus and causes damage.
- G) No free-floating balloons or objects that might interfere with the visibility of the bus driver, all objects must be secured.
- H) The bus must have all the decorations, tape and window paint cleaned off within 48 hours of the bus returning from the activity.

#### **OVERNIGHT TRAVEL REGULATIONS**

When student travel requires overnight accommodations, the activities office or organization sponsor will make all arrangements in advance of the group departing Forsyth. In severe weather situations, poor road conditions or mechanical difficulties, arrangements may need to be made without prior knowledge.

Hotel reservations may be made on the basis of availability, appropriateness and cost. Rooms will be reserved to allow not more than five (5) students to a room, but in all cases, each student will be provided a bed for sleeping purposes. Not more than two (2) students per double bed will be allowed. (i.e. five (5) students would have two (2) double beds plus one rollaway). Separate accommodations for male and female students will be provided. Coaches and sponsors will also

be provided with separate rooms from the students.

**Coaches/Sponsors Expectations with Overnight Travel**

- 1) Prior to departing on overnight trips, each coach/sponsor will provide a tentative agenda with approximate times to the students and administration involved a minimum of three (3) days prior to the departure date.
- 2) A Hotel rooming list MUST be provided to the Activities office a minimum of three (3) days prior to departure for all overnight trips. There will be no more than five (5) students per room, to include two double beds and one roll-away.
- 3) Leave times will be set by the Transportation Director in conjunction with the Activities Director while considering Coach or Sponsor arrival time requests at least a month prior to the departure date.
- 4) Team departure and return times for district/divisional/state competitions will be determined by the following criteria:
  - b) A determination of departure and return time for post-season competition will be made by the Transportation Director, the Activities Director and the Principal based on when the first game, match or activity will be held, the weather and road conditions, and the distance travelling.
  - c) For the post-season, if a team can leave by 7 a.m. or later and arrive 1.5 hours prior to the event start time, the team or group will depart on the same day of the event. Otherwise, the team will leave the day before the event.
  - d) In the post-season, if a team or group has secured hotel rooms for their competition, they will remain in the hotel for the duration of their stay. However, each team is required to check-out of the hotel after their last game or match in the tournament (special arrangements may need to be made). They may not stay an additional night without permission of the Administration.
- 5) The number of students representing a team/group at district/divisional/state competition/tournament/activity will be limited to actual team members and managers. A manager must have worked in that capacity for the entire season. For state competition, only actual participant/team qualifiers will be permitted to attend. This includes the team members listed on the official team roster submitted to the tournament director along with alternates.
- 6) All coaches/sponsors and/or chaperones will accompany and remain in direct supervision of the team/group at all times while traveling.
- 7) Riding in vehicles other than school provided or sponsored will not be permitted.
- 7) Coaches/sponsors and/or chaperones must know the location of all students at all times. It is especially important that they are not permitted to run the streets during the evening

hours. A reasonable curfew hour is to be set (if an overnight trip) and multiple checks are to be CAREFULLY made.

- 8) If lodging is required, extreme care should be taken so that students do not abuse motel facilities and privileges. Room checks must be made prior to signing out of the motel. No student will remove, damage, or deface the property of any hotel, restaurant, or site visited.
- 9) Students are only permitted in the rooms of other Forsyth students of a different gender IF the door is propped open and there is immediate, Coach/Sponsor supervision present.
- 10) Public displays of affection are prohibited at all times. Violation of this rule will be addressed under the District discipline policy in the student handbook.
- 11) Phone calls outside of the hotel facility are not to be made from the hotel room phones at any time.
- 12) Rental or use of video machines, DVDs, games and/or pay per view movies is strictly prohibited.
- 13) Students are not permitted to leave the facility in which their coach/sponsor is present without the direct supervision of a coach or sponsor. When permission is granted to leave the facility by the coach/sponsor with a parent or guardian, the student(s) must sign out with the coach/sponsor when leaving and sign back in upon their return.
- 14) One (1) Coach/Sponsor/Chaperone is required for every 12 students who will be traveling for all District sponsored high school activities. Designated male and female chaperones are required for overnight trips that include both genders.
- 15) When traveling with junior high students overnight, there must be one (1) Coach, Sponsor or Chaperone for every five (5) junior high students who will be traveling. This adult cannot also be counted as a chaperone for any high school students unless there are a total of five (5) or fewer students. Designated male and female chaperones are required for overnight trips that include both genders.
- 16) Volunteer coaches will not have their expenses paid for by the District. Volunteer coaches must use personal days for travel, as it will not be considered a school activity for them. The expenses will be paid and school activity status enacted if their attendance is necessary to meet the coach/sponsor/chaperone gender or participant numbers requirement, or to supervise students in multiple venues.

If any emergency should arise on a trip, (e.g., adverse road conditions, injuries or major infraction of rules), the activities director and/or principal will be contacted by phone as soon as possible. Parents will then be notified by the most efficient method.

## **JUNIOR HIGH TRAVEL**

The District allows all junior high teams and organizations to travel for competition. Most travel is expected to be completed in one day. Overnight travel will be allowed for one state contest in which the student has qualified. In the case of band students, overnight travel will only be allowed for state football or basketball contests as outlined in the Pep Band section of the handbook.

For overnight travel, there must be one (1) Coach/Sponsor/Chaperone for every five (5) junior high students who will be traveling. This adult cannot also be counted as a chaperone for any high school students unless there are a total of five (5) or fewer students. Designated male and female chaperones are required for overnight trips that include both genders.

## **PEP BAND TRAVEL**

Pep band travel to tournaments will be based on the following criteria:

- 1) For district and divisional tournaments; the Pep Band may travel to the tournament site each day of the tournament. The Pep Band will NOT stay overnight at the tournament site.
- 2) For state tournaments of Football and Basketball;  
The band will depart on the first day that Forsyth is competing and will return to Forsyth immediately following the last session in which Forsyth competes (Exceptions may occur in the event of inclement weather, unforeseen or extenuating circumstances). The band will not perform at the All-Class State Volleyball or Wrestling Tournament when games/matches run concurrently and there is not a designated time for bands to perform.
- 3) For football, the pep band will play for playoffs if they can travel to and from the site in one day without an overnight stay except for the State Title game. If football is in the State game, the rules for state competition apply.
- 4) Pep Band members must perform at 80% of all home regular season activities to be qualified to travel and participate in tournament pep band activities.
- 5) 7<sup>TH</sup> & 8<sup>TH</sup> Grade Pep Band members may travel to all post-season events that are scheduled for the pep band as a whole.
- 6) The district will cover transportation costs, hotel expenses (when an overnight stay is required), and meal costs per District guidelines.

## **CHEERLEADERS**



Cheerleaders will be allowed to travel to away games during the regular winter basketball season with prior approval from the Activities Director. Transportation to away events will be determined by availability. 1) Travel with the basketball teams on the bus if room allows. 2) Travel using school vehicles if available. 3) Use of alternate transportation with prior approval of administration and parent consent.

They may travel to district/divisional/state tournaments for the basketball teams they have supported throughout the season. The school district will pay for two rooms for the cheerleaders and one for the advisor. Meals will be provided for eight participants and the advisor. Any need for rooms or meals beyond those provided by the school district will be the responsibility of the cheer squad through fundraising activities.

## MEALS DURING TRAVEL

### High School

The only meals provided by the District will be for high school athletes/participants who have qualified for post-season competition. A qualified post-season competition is one in which not all teams in the district or division has qualified to compete by simply being part of said district or division. Examples of qualified post-season competition per sport are as follows:

- Football – Playoffs
- Volleyball – Divisional & State Tournaments
- Basketball – Divisional & State Tournament
- Wrestling – State Tournament
- Speech & Drama – State Tournament
- Tennis – State Tournament
- Track – Divisional & State Tournament
- Golf – State Tournament

### Junior High School

Meals will not be provided for grades 6, 7, and 8 activity travel.

## MEAL ALLOWANCES

When the District provides meals, the following meal allowances per person on the purchase order will be adhered to:

<b>*Breakfast</b>	<b>\$7.00</b>	<b>*Not used if breakfast is provided at Hotel</b>
<b>Lunch</b>	<b>\$8.00</b>	
<b>Dinner</b>	<b>\$14.00</b>	

NOTE: Meal amounts MAY NOT be accrued for one day. These amounts are MAXIMUM per person/ per meal including beverages, sides and dessert. Any overage per person is the responsibility of the individual and/or Head Coach/Sponsor. **Forsyth Schools will provide gratuity at 18%.**

## **OUT-OF-STATE TRAVEL**

Anytime a coach/sponsor requests overnight travel out of the State of Montana, the coach/sponsor must first discuss the possible travel with the Activities Director or Principal prior to assembling travel plans. After the coach/sponsor has consulted with the Activities Director or Principal the following information must be assembled and submitted to the Activities Director or Principal with a request that he/she place the request for travel on a regularly scheduled Board of Trustees meeting for Board approval at least 2 months before travel.

Any individual or group of students from a school group wishing to travel out of state with an overnight stay must request a hearing before the Board of Trustees. Before the Board of Trustees will consider approval of any trip, the advisor will provide the Board with the following information:

- a) Itinerary, including departure and return dates, lodging, mode(s) of transportation, etc.
- b) Educational or competition rationale.
- c) Chaperones, including chaperone/student ratio.
- d) Total cost and sources of revenue.
- e) All trips must be approved by the Board prior to any fund-raising efforts being started.

Requests for travel MUST be completed and submitted to the Activities Director or Principal a minimum of 45 days prior to the intended travel. The Board may grant or deny the request for out-of-state travel on an individual, case-by-case, basis. Following the approval of travel by the Trustees, the coach/sponsor may begin making appropriate travel arrangements.

## **DRESS FOR ACTIVITIES**

Coaches/sponsors are 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 and help build a constructive esprit de corps within the group. At a minimum, dress approved for school attendance is required. Coaches must dress to the same standards expected of the students.

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).

## **ACTIVITY AND PRACTICE EXCLUSIONS**

- A) The principal and/or activity director has the authority to exclude from any activity, practice and/or participation, any participant who is in violation of any school rule(s), either academic or athletic. Students will not be eligible to compete if they have not served detentions, in-school suspensions, or out-of-school suspensions by the listed dates

on the disciplinary referral.

- B) Students not maintaining grade requirements will be ineligible for the following week (from noon Monday to Monday) but will be allowed to practice in any activity (refer to a student handbook).
- C) A coach/sponsor is permitted, after consulting with the Activities Director, to suspend a participant from the specific activity for up to ten (10) participation days. Total expulsion from an extra-curricular activity can only be enacted by the Board of Trustees.
- D) Should any rule deviation occur, the coach/sponsor will be held accountable to both the Activities Director and Building Principal.

### **STUDENT SUPERVISION**

In an effort to provide more effective supervision and thus reduce the horseplay, damage to equipment and facilities, the condition of the locker rooms, as well as preventing the theft of property and assure the safety of student participants, all coaches/sponsors will provide supervision of their participants in the locker rooms, meeting rooms, the gymnasium, on transportation equipment, and at all other times students are under the guidance of their coach/sponsor. This will be accomplished through the utilization of the following procedure(s):



- A) Coach(es) will remain in the immediate area of the activity taking place or locker room for supervision and emergency assistance if the need arises; at all times student participants are present.
- B) At least one coach/sponsor should be in the practice/meeting area supervising students as the participants enter the practice/meeting area. When students are requested to move to another room in the building, they should be accompanied by one or more coach/sponsors as the move is taking place.
- C) When a practice/game/meeting is over; the participants should continue to be supervised until ALL students have departed the school property.
- D) Any student absent more than thirty minutes of any class period one or more periods of the day may NOT participate in ANY activities (Junior High students including practice) on the day of the absence without prior approval of the building principal. Approval can and should be granted ahead of time if the absence in question will be the result of a previously scheduled medical/dental appointment, an appointment to meet requirements of the law, or if the absence is a result of a family emergency.

- E) The coach/sponsor is responsible to check all facilities that have been used for their respective activity, being certain that all equipment is properly stored. Further, any damage that might have occurred must be noted, and the coach/sponsor should then shut off ALL lights, lock all doors, and again make a final check that all participants have departed the school property prior to leaving.
  
- F) At no time should a coach/sponsor leave a student(s) unattended while the student(s) is waiting for transportation home. This includes after returning from away trips. A coach/sponsor **MUST** remain at the school (drop off point), until all students have departed the school property.

### **CHILDREN AT PRACTICES AND/OR ACTIVITIES**

As a coach or sponsor of Forsyth school activities, your attention should always be directed toward the students participating in the activity you coach or sponsor. As a result, it is highly recommended that small children not be brought to practice and/or scheduled activities. If it is absolutely necessary you bring children with you to practice and/or a scheduled activity, it is imperative they be appropriately supervised at all times and not permitted to move about the facility unsupervised. Any injuries or damages caused by the children of the coach/sponsor shall be the responsibility of the coach/sponsor.

### **HIGH SCHOOL HOMECOMING**

- A) The date for homecoming will be determined by the Activities Director and Principal.
  
- B) All homecoming activities will be pre-approved by the respective building principal and activities director.
  
- C) Community organizations and businesses will be encouraged and allowed to participate in the homecoming parade with communication through the office.

### **ORDERS, PURCHASES, REQUISITIONS AND PURCHASE ORDERS**

Coaches/sponsors are not permitted to order, purchase or acquire any item for their activity without receiving prior approval from the activities director and completing the appropriate requisition with all signatures in place on said requisition. This includes items on a preview or trial basis.

Included in this handbook are samples of forms that coaches/sponsors need to be familiar with. Please review them and if you have ANY questions, contact the activities office for explanation and clarification.

### **REQUISITIONS AND PURCHASES**

- A) All requisitions will be on the approval of and through the appropriate principal,

supervisor, and/or superintendent and on a requisition form provided for that purpose.

- B) All purchases will be made through a purchase order system. All orders must have a purchase order, even those on approval. Any deviation from this system will be at the personal expense of the person making the order. This also means telephone orders or orders not approved; extracurricular activities, meals for away games, dances, etc. and fund-raising supplies after the fund-raising activity has been properly approved by the administration.
- C) NO student/coach/sponsor personal items will be purchased through the activities revolving account. These items must not be charged to any school accounts. These items include sweatshirts, jackets, hats, etc. If your team/group would like to order team items, please talk to the activities office before proceeding.

### **ORDERING SUPPLIES**

- A) A requisition (purple form) will be secured from the office or activities department.
- B) Requisitions will be filled out completely with vendor name, address, phone, item name, item number, quantity, cost, shipping cost (if available), date needed, person/group submitting request, date requested, and all necessary signatures.
- C) All requisitions must be completed and submitted a minimum of three (3) school days prior to the date they need to be ORDERED.
- E) Once the completed requisition is turned in, the activities office will verify funds are available for purchase, then place the order as requested. [Delivery timelines are at the mercy of the selling agent and shipping companies].
- F) The activities secretary will not be available to secure ordering information for you. Club/Group members will receive valuable instructions if they are given responsibility for this task.

### **PURCHASE ORDERS**

On purchase orders you receive for meals and motel rooms you will need to:

- A) Fill in the name, address, and zip code of the restaurant/motel/business where the PO is being used.
- B) Fill in the number of meals/rooms purchased and the total price.
- C) Have the vendor sign the PO, (pink entity copies), and leave the white copy with them.

D) Return the pink copy with a RECEIPT ATTACHED to the activities office the DAY OF OR FOLLOWING YOUR RETURN TO FORSYTH.

E) If you forget to get a receipt, it will be necessary for YOU to call the vendor and request a copy of the receipt be mailed or faxed to you to complete your paperwork.

**\*\*\*UNDER NO CIRCUMSTANCES SHALL A COACH OR SPONSOR PURCHASE MEALS OR PROVIDE FOR ANY OTHER EXPENSES FOR ANYONE OTHER THAN STUDENT PARTICIPANTS, BUS DRIVERS, PRE-AUTHORIZED CHAPERONES, AND THEMSELVES.**

### **SCHOOL PROPERTY - INVENTORY**

The Board will cause a complete, accurate inventory and audit of all school properties to be made each year. Such records of the inventory will be kept in the central administration office.

### **CASH BOXES**

When an advisor/sponsor requests a cash box for an activity, it will contain a cash sheet. The advisor/sponsor is responsible to see that the cash sheets are completed correctly as these cash sheets will be part of the receipt file for auditing purposes.

All monies received from student activities and organizations will be double counted by adults and expeditiously delivered to the Activities Director or Clerk to be secured in the vault and/or deposited in a central banking facility. All forms will be recorded in a complete, permanent, and uniform system of accounts and audited each year.



### **TURNING IN MONEY**

All monies collected in relation to any student activity will be turned into activities personnel. In the event a moneybox will be used for multiple days, it will be locked in the vault each night. The money must be turned in by 3:45 each school day or special arrangements should be made with the activities office in advance.

### **SEXUAL HARASSMENT**

The Forsyth Public School District is committed to a positive and productive working and learning environment, free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The district prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer or student and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits 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. 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 location.

### **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:

- A) Submission is made either explicitly or implicitly a term or condition of an individual's employment or education.
- B) Submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's employment or education.
- C) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment.
- D) An intimidating, hostile or offensive employment or educational environment means an environment in which:
  - 1) Unwelcome sexually oriented jokes, innuendos, obscenities; pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable.
  - 2) 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.

For a complete description of the District Sexual Harassment Policy, refer to Policy 3225 and/or contact **Susan Treible**: Forsyth Schools Title IX Coordinator.

### **EMERGENCY PROCEDURAL FLOWCHART:**

- A) Coach/sponsor/chaperone notifies medical personnel.
- B) Coach/sponsor/chaperone notifies building principal and/or activities director.
- C) Coach/sponsor/chaperone notifies family.
- D) Principal/activities director notifies other contact if the coach is unable to complete the notification.
- E) Principal notifies superintendent, who answers all concerns of the family, faculty, and community groups/clergy.

- F) Activities director contacts family, peripheral activities, and works with coach/sponsor/chaperone to collect items and information for investigation.
- G) Activities director works with coach/sponsor/chaperone dealing with the team/group involved.
- H) Superintendent notifies the trustees, approves press releases or designates someone to work with the press on the districts' behalf and contacts a legal representative for advice on handling the specific situation (when deemed appropriate).
- I) Principal (in coordination with the building counselor) works with the student body to establish a fund at the bank, (when appropriate) and establishes mental health care (when appropriate).
- J) In the event the principal is unavailable, the superintendent assumes those duties.
- K) In the event the activities director is unavailable, the principal assumes those duties.
- L) In the event the superintendent is unavailable, the principal and/or A.D. will notify the trustees and the principal will approve all press releases and contact legal representation.
- M) Any plans for cancellation and/or rescheduling of planned activities will be made in joint conference of the superintendent, principal and activities director.

## **COACH/SPONSOR EVALUATION**

There is much more to sponsoring an activity or coaching a sport than merely being present when student participants gather. A coach/sponsor needs a broad spectrum of competencies that must be taken into consideration whenever he/she is evaluated. The intent of the evaluation process used by Forsyth Schools is directed at a broad range of areas that fairly and consistently measure the coach's or sponsor's skills in multiple competencies.

Some of the many areas that a coach/sponsor must be proficient in are: knowledge of adolescent physical and emotional growth, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, strength development, sequential skills development and modern training techniques.

Further, it is mandatory that written goals and objectives be developed for all extracurricular programs well in advance of the start of the first gathering of student participants. These goals and objectives should serve as the map for guiding and reviewing the success of the many programs, with constant review by the coach/sponsor to evaluate methods of improving the specific activity.

To implement a comprehensive evaluation of coaches and sponsors, it is necessary to incorporate a multi-step process that will include: a) summative evaluation of assistant coaches by head coach, b) summative evaluation of all head coaches by the director and/or coordinator of activities, c) summative evaluation of all sponsors by the director and/or coordinator of activities.

## **REQUESTING AN ACTIVITY OR FUNDRAISER**

- A) Secure activity/fund raiser request form from the respective building office.



- B) Completely fill out the activity/fund raiser request form, including an outline of the activity/fund raiser, the purpose or goal of the activity/fund raiser, any special equipment or areas that may be necessary to hold the activity/fund raiser, the type of cash needed if a cash box is requested.
- C) Acquire the necessary signatures before presenting the form to the activities office for final approval.
- D) All requests for activities/fund raisers will be completed and submitted to the activities office a minimum of five (5) school days prior to the date of the activity/fund raiser taking place.
- E) At NO TIME will an activity be held without the prior approval of the Activities Director AND principal.

### **NEWSPAPER ARTICLES**

It is the responsibility of each coach/sponsor to regularly turn in articles/competition summaries to the activity office regarding games/activities in which your team/group has been involved. As a means of good public relations, this is essential and will be required in a timely manner following competition or activities.

### **REQUESTING A NEW CLUB, ORGANIZATION OR SPORT**

- A) Identify the need for the club/organization/sport.
- B) Write up a proposal stating:
  - a) type of club/organization/sport,
  - b) purpose of club/organization/sport,
  - c) goals/objectives of club/organization/sport,
  - d) monetary needs and funding procedure of club/organization/sport
  - e) the number and names of students interested in participating.
- C) Any other information that would be helpful in determining the need for the proposed club/organization/sport.
- D) Present a copy of the document to the Principal and Activities Director.
- E) Schedule a meeting with the Principal and Activities Director to discuss the proposal.
- F) If the proposal is supported by the Principal and Activities Director, the Activities Director will forward a copy of the proposal to the Superintendent for review and placement on the meeting agenda of the Board of Trustees.
- G) Person(s) making the original request for the addition of the club/organization/sport should present at the Trustees meeting to answer questions regarding the proposed club/organization/sport.

- H) If the Trustees give approval for the club/organization/sport to be formed, an extracurricular activities account will be established in the name of the club/organization by the activities office or the sport will be added to the MHSA list of recognized sports.
- I) If a club/organization is approved by the Board of Trustees, a meeting should be held for the election of officers, and a committee formed to write a constitution for the group/organization.
- J) Once the club/organization has completed their constitution, a copy of the constitution should be on file in the office of the building principal and activities director.
- K) Upon formal adoption of the club/organization, requests for fund raisers/activities will be accepted by the building principal and activities director. A completed request MUST be submitted for EVERY activity or fundraiser PRIOR to initiating the activity or fundraiser.

## **CLUBS AND ORGANIZATIONS**

Since the primary purpose of having clubs and activities for the students is to give them the opportunity to learn leadership and life skills, one of your obligations, as a sponsor, is to instruct the students in record keeping and all other duties related to running the organization efficiently. Because of this, it would make your workload much lighter and be beneficial to the students involved if the various paperwork became the student's responsibility under the sponsor's guidance.

\*\*\*All information and rules contained in the coaches'/sponsors' handbook and the student activity handbook MUST be adhered to by the club/organization at all times. It is the responsibility of the club/organization sponsor to see that all of the rules and procedures outlined in these handbooks are rigidly adhered to, unless specific variance to a given rule(s)/procedure(s) is granted by the building principal and director of activities.

The student activity handbook and appropriate student handbook contain rules and regulations that all students must abide by when involved in Forsyth Schools' activities programs. As a coach/sponsor you are expected to review the contents of these documents, see that all students abide by the rules contained therein, and report to the Activities Director and/or building Principal ANY violations of the rules in an expeditious time

**This handbook does not supersede district Policies or state and federal regulations, rules and laws.**

## **Transportation Release Form**

**I, Parent/Legal Guardian, would like my son/daughter to travel from the activity listed, being held at the location listed with me, the Parent/Legal Guardian.**

**I assume all responsibility for my son/daughter with this act and hereby absolve Forsyth Public Schools from responsibility of liability, negligence, and/or bodily harm.**



to travel (to) and/or (from) the following activity; \_\_\_\_\_ being held  
(circle what action applies) (activity)

in \_\_\_\_\_ with \_\_\_\_\_  
(location) (Person who will transport student)

I/we assume ALL RESPONSIBILITY for my son/daughter with this act and hereby absolve Forsyth

School District from responsibility or liability, negligence and/or bodily injury.

\_\_\_\_\_  
Parent/Guardian Signature Date

\*\*\*In the event your student is to ride with someone other than the parent/guardian; the activity director or principal must sign below, authorizing such travel at least one (1) day in advance of the scheduled date of the activity.

\_\_\_\_\_  
Administrator Date

\*Please provide a brief explanation of the situation for documentation and to help with approval:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Forsyth Schools Employee/Volunteer:**

Forsyth Schools require that all employees familiarize themselves with any/all handbooks related to their specific and general job-related duties. Therefore, please review the contents of this handbook in its entirety. If you have questions about any/all policies or procedures contained therein, please contact your respective supervisor for explanation and/or clarification.

I have received a copy of the Forsyth Public Schools Staff-Coaches-Sponsors Handbook. I understand I am responsible for all materials contained therein and agree to abide by these policies established by the Forsyth School Board for the current school year.

Signed:

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Forsyth Schools Staff/Coach/Sponsor

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Date

**ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AS THE NEED ARISES**