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# Sidney Public Schools

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2017-2018 School Year

To: Community Coaches/Traveling Teams

Fr: Monte Silk, Superintendent

cc: Building Principals and Office Staff

Re: Gym Scheduling Procedures---Traveling Teams

The purpose of this notice is to provide procedural guidelines for the request of use of school athletic facilities at any of the District's campuses.

## **Insurance:**

The district has purchased a small rider policy to cover traveling teams (exclusive of all contact sports—football, boxing, and adult groups/leagues, etc) this year and non-school, athletic groups requesting use of the facilities for practice will not be assessed a fee to cover insurance. This protects the District as well as members of student community teams. One requirement that will be met prior to any scheduled facility use is:

Requirement—each community coach will submit a complete roster of coaches (with contact information) and players accompanied by a liability release for each student. **These forms will be filed with the building Secretary at the school you request to use.**

## **Facility Scheduling:**

Teams wanting to use a given facility will contact the appropriate facility (i.e., West Side) as each building maintains control for the scheduling of their building facility. Scheduled requests for each facility will be entered on the building calendar. The following general guidelines will apply to all requests:

1. No one team will be allowed to monopolize facility use by scheduling in multiple facilities.
2. Each group will be restricted to a practice time of one and one-half hours/individual team request.
3. Facility use request made the week (i.e., on Monday) of desired use will be limited to two practice times unless there are no other requests that week.
4. Facility use requests made one week prior will be restricted to two practice times. Requests for additional practices must be made during the week of scheduled practices.

[Type text]

### **Facility Expectations:**

The district is proud of its facilities and wants to provide access to various groups. In order to maintain our facilities, each group must understand the following:

Condition of Granting Use – The granting of this permission to use the requested school facilities and its acceptance by User is conditioned upon the following covenants:

1. Participants using gym facilities need to make certain shoes are free of rocks, dirt and are of the type to not leave black marks. Dirt/debris kills the finish on the floor and over a period of time will make the surface slippery.
2. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by User, its employees, patrons, agents, or members.
3. No illegal games of chance or lotteries will be permitted.
4. That no functional alteration of the premises or functional changes in the use of such premises shall be made by User, without specific written consent of School.
5. That adequate supervision is provided by User to ensure proper care and use of school facilities. (i.e., Participants or children are not to be roaming or running in the halls)
6. Clean-up the areas following your use of the facilities completely. Maintenance staff are not available and this is your group's responsibility.

### **Keys and Facility Security:**

If needed, coaches or advisors will check out a key for the week in which they plan to use the facility. There will be no long-term checkout of keys. Coaches are asked to use a designated door for entering and exiting the facility. When participants use an alternate door, some doors do not latch properly with changes in temperature, leaving the building open for access by anyone. ALWAYS MAKE CERTAIN DOORS ARE PROPERLY LOCKED AND SECURED. Lastly, do not proper doors open during the winter months (i.e., Central School, West Side) as this causes the District's heat bill to go up.

Lost keys and replacement cost will be the responsibility of the coach/team. The keys associated with each facility cannot be produced locally by one locksmith and only with authorization from administration. As facility keys open several doors in some instances, all cores get replaced as well as assigned keys. The point is that a lost key is expensive.

Coaches are not to allow non-schedule groups access to any facility. This presents a liability issue for the district and lessens security measures that the district has in place. Subletting of facilities is not allowed.

It should be understood by all coaches or others requesting facilities that school activities have priority and that on occasion, conflicts will happen for a number of reasons (i.e., rescheduling of a cancelled game/activity). It is the responsibility of coaches to check weekly to see if the facility schedule changed for some unexpected reason.

In closing, we encourage proper use of school facilities for the advancement of student learning in all areas. Should you have questions or suggestions, please make them known to a building administrator.

[Type text]

SIDNEY PUBLIC SCHOOLS—COACH/ADVISOR PARTICIPANT ROSTER

Please provide the following information for each coach/advisor and participant below. This cover roster must be accompanied by a **Liability Release Form** for each participant. Coaches and Advisors must maintain accurate rosters with Teresa Stedman at the high school. Thank you and have fun.

**Coach/Advisor Signatures (Agrees to covenants in cover letter and other conditions as presented)**

Coach/Advisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Coach/Advisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Coach/Advisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Participants**

1. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

3. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

4. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

5. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

6. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

7. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

8. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

9. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

10. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

11. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

12. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

13. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

14. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone \_\_\_\_\_

15. Participant: \_\_\_\_\_ Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

PLEASE COMPLETE ROSTER (S) WITH LIABILITY RELEASE FORMS  
TO THE SCHOOL YOU REQUEST TO USE