

Mark Ator
Colstrip Schools
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406.740.2165
www.colstrippublicschools.org

Basic Info

- 1) 27 years in Education all Colstrip-18 years AD Mentored by Great People
- 2) Class C Medicine Lake (All roads lead to Medicine Lake)
- 3) Love Sports--Love MT Sports
- 4) Went into Education because I didnt want to grow up. :) Great Coaches and Teachers

Attributes

- 1) Love Kids
- 2) Love Sports
- 3) Work well with others
- 4) Organized
- 5) Patient

Networking

- 1) My best quality is probably networking--I can talk
- 2) Network within the profession--great resources--
- 3) Network within your community--volunteers, help, have to be careful of course--but you shouldn't limit yourself
- 4) Answer phone calls and emails---Your Admin, Your professional network, coaches, parents, etc--

Paperwork

- 1) Students-- (Physical, Concussion, Permission, Activity Fee, Drug Testing)
- 2) Coaches--(Concussion, Rules Clinic, Coaching Education, 1st Aid,
- 3) Volunteers--who approves
- 4) School You- Eligibility, (MHSA, school!), Coach Ed Report, Title IX report, MHSA Fees, MHSA Handbook Rules book, Conference Rules, etc. (Gotta Know)
- 5) Rosters--Should be numerical, Should have correct spelling -should be updated! Check cheerleaders also--every name

Calendar

- 1) A list for each month. The 2017-2018 school year starts in March 2017-or earlier
- 2) Schedule Games, Officials , Workers, Busses--check conflicts, Music, SPDR, Community events---Golf course, parade, etc, Police, Fire Dept, Port a Potties,
- 3) Pay Fees June
- 4) Schedule Confirmation 7-10 days ahead--you probably hear from me twice
- 5) I make a lot of mistakes--Larry, Craig, Guy, can tell you that,
- 6) Worst feeling--busses meeting on the road--or showing up and having no officials
- 7) Motels and Hotels for Athletics---please look ahead!

Coaches

- 1) Hire Character
- 2) Emphasize Loyalty
- 3) Knowledge--always look to improve, clinics, online, etc---Gotta Support!
- 4) Supportive--Pump them up. Give them resources
- 5) Volunteers- Liability, issues, et
- 6) Coaching their kids. Coaching your kids

Coaches Must Model, Must Be Involved, Must Communicate, Must Care

Emergency Plan for practice and home events=who calls 911,
Handbooks, Policy-Follow it

Parents

- 1) Kickoff Meetings---each season or separate---we are going to groups, we are going to improve
- 2) Individual Meetings---Chain of Command!
- 3) Nate Achenbach rule--Here to vent or do you want action- follow up (still have to be careful-listening could mean support)
- 4) I have been in Colstrip 27 years--built up some savings---blunt honesty--but still need to be careful
- 5) CPS- Public Concerns Forms
- 6) Communication Email, Text, Social Media, Webpage, Facebook--information only, Be careful--- "Tone" of emails and Text. (Note--Students, Ferpa, Hipaa, privacy)
- 7) Document Conversations--I take notes or have other Admin take notes--I immediately go and Scan those notes--actually do the same with students and staff

Facilities

- 1) Playing surface--good condition, FB, TR, CC, WR, SB, GF, BB,VB-clean surface
- 2) Proper Equipment---Clocks, etc
- 3) Locker Rooms for all involved--clean
- 4) Walk Thru
- 5) Safety-- (Track)

Other Activities

- 1) Music
- 2) Pep Band
- 3) Cheerleading
- 4) Speech and Drama
- 5) Tournament Time (Teams, Cheer, Band, Drumline) explain..

Event Management

- 1) Put together a "list" for everything you are going to host or be a part of (home games, Tournaments, travel to tournaments)
- 2) Every detail
- 3) Share, Meet, Go over
- 4) Adjust
- 5) Concessions
- 6) Post Event Meeting
- 7) Bathrooms!
- 8) Flag

Technology

- 1) Google Sharing
- 2) Ref Pay
- 3) Videos (HUDL etc)
- 4) IPADS (ICoach)
- 5) Video Streaming
- 6) Cell Phones

Yourself

- 1) Family First
- 2) Take care of yourself--
- 3) Exercise!--easier said than done...Some of us are broken- :) I could be better example--
- 4) Take a break--lunch, workout, lunch, go for drive
- 5) Go talk to kids in hallways, go to practice--that's why we are here

Presentation Materials

- 1) Outline
- 2) Spreadsheets with paperwork (Mrs Hull)
- 3) Tournament Info Sheet
- 4) Lists for events
- 5) Coaches Meeting
- 6) Hotel List

Will have Examples

Will email PDF File to those that are interested

Have notepad ready for email addresses

sport/club Cross Country	City Helena	Motel Hampton Inn	phone # & FAX 443-5800	Date F Oct 20, 2017	Comp # email	rooms 8D 1 S	room list	contact Alisa	c card hold direct bill set 6.5.17	booked 6.5.17	\$109.00
Volleyball	Boulder/Helena	La Quinta	449-4000 f 449 4522	Fr Oct 6, 2017	102852	8D 1 S		Mckenzie	direct bill	6.5.17	
Divisional vb	Red Lodge	call block		Th Fr Nov 2-3							
State vb	Bozeman	call block		Th Fr Nov 9-10							
GBB/BBB	Red Lodge	Comfort Inn	446-4469 fax # 446-4669	Fr Dec 8		18D 2 S		Trish	msg	6.5.17	
Divisional	Billings	call block		Th Fr Mar 1-2							
State	Missoula	call block		W-F Mar 7-9							
support groups	Missoula	Best Western	543-0700	W-F Mar 7-9		10D 3S		Larisa	direct bill	6.7.17	109 Breakfast
Wrestling	Sidney	Richland Motor Inn	433-6400 433-4743F	Fr Dec 1		11D 1S		Sara	direct bill	6.5.17	
	Great Falls	Comfort Inn	454-2727 453-5265 F	Th-Fr Dec 14-15		12D 1S		Nicole	direct bill	6.5.17	\$94.00
	Bozeman	Gran Tree	556-6213 f 587-9437	Th-Fr Jan 4-5		11D 1S		Melissa	direct bill	6.5.17	
	Moorcroft	parents book									
Divisional	Baker	Red River Inn	778-3321 f 778-2180	Fr Feb 2		11D 1 S		Marissa	cc hold	6.5.17	direct bill set up
State	Billings	Double Tree	252-7400	Th Fr Feb 8-9		call on bus parkir 11D 1 S		Tiana	set up	6.8.17	109.00 no breakfast
Music	Billings	Kelly Inn	248-9800 f 248-2500	Fr May 4		7D 1 S	4.18.18	Michelle	direct bill	6.5.17	
SP/Dr	HP	TBA		Fr Jan 26							
Track	Laurel/Billings	Red Lion Bling Hotel	248-4949	W May 16		email contract nt 12D 1 S		Jace		6.8.17	85 plus tax
Divisional	Laurel/Billings	Red Lion	248-4949	Th Fr May 24-25		email contract nt 12D 1 S		Jace		6.8.17	
State											
Softball	Butte	Hampton Inn	494-2250 f 494-4404	Th Fr May 10-11		8D 1S		Anna	direct bill	6.5.17	
Divisional	Conrad	Super 8	278-7676 f 278-5370	Thu-Fri May 17-18		8D 1 S		Katie	direct bill	6.5.17	
State	TBA										
Golf	Laurel	TBA									
Divisional	Shepherd/Billings			M Tu May 14-15		5D 1S					
State											
MHSA	Bozeman	Gran Tree		Sun Jan 14 file		2D		Melissa	direct bill	6.7.17	

Sponsors/Coaches Meeting August 25, 2016

- 1) Thank you for Coming
- 2) Contracts
- 3) Coaches Handbook Signoff
- 4) Coaches paperwork
 - a) Concussion Signoff each year (www.nfhsllearn.com)
 - b) Rules Clinic each year (www.mhsa.org)
 - c) NFHS Coach Education (www.nfhsllearn.com)
 - d) Coach and Sponsor Handbook Signoff
- 5) Student Paperwork
 - a) Physical
 - b) Concussion Signoff
 - c) Permission Slip
 - d) Drug Test (HS Urine) (MS Urine) (Policy—Non Negative Test vs MIP)
 - e) Activity Fee
 - f) Impact Test (Every other year—How it works)
- 6) Team/Club Rules—Different or Add-ons from Handbook—Copies to Admin Prior Copies to Parents
- 7) **Eligibility List (Warning List/Failing List/ Tutoring)**
- 8) Attendance vs Participation
 - a) Miss more than 15 minutes of a class without prior approval by admin—out for that day (CHS)
 - b) Half day at FBMS—
 - c) Handbook and Admin has final say
 - d) No Practice when student has ISS or OSS
- 9) Injuries—
 - a) Students need to communicate
 - b) Accident Report
 - c) Ambulance-Emergency Plan 748-2211
 - d) Insurance
 - e) Communicate with Admin
- 10) Bus Duty
- 11) Supervision (You can delegate authority, but cannot delegate liability) (Cant overemphasize importance!)
- 12) Prevention of Bullying/Harassment/Intimidation/ Sexual Harassment
- 13) **Travel lists into office 4-5 days in advance! Must happen**
- 14) Transportation—Requests—You can recommend leave times---doesn't have to be me
 - a) Driver is responsible for bus-Coaches and Sponsors are responsible for supervision
 - b) Mechanical issues—contact myself or other Admin
 - c) Bus Videos, cell phones etc
 - d) Motel issues
- 15) Cell phone use by Everyone involved with activity (Do not use in Locker Rooms)
- 16) Early Outs when is your practice times? Let office know to announce to students
- 17) Volunteers-cleared through office before student contact
- 18) Purchase Order Process/ Local Vendor Purchase (ADMINISTRATOR MUST OKAY –Not Mrs. Hull-Not Mrs. Miers)
- 19) School Technology—Website, Calendar, School App
- 20) Email List of Parents (Sports) Weekly communication
- 21) Precedence of one activity over another
- 22) Meeting with Parents
- 23) Open Gym Rules
- 24) Parents trust us with their student
- 25) Be a Role Model-Not a Friend
- 26) End of Season Duties
 - a) Written Summary
 - b) Inventory (Excel preferred)
 - c) All uniforms and equipment turned in
 - d) Records
 - e) Wish List
 - f) Turn in keys
 - g) Check

Coaches Signature _____ Date _____

BASKETBALL TOURNEY CHECKLIST

- 1) TEAM INFORMATION
- 2) PROGRAMS--PICKUP AND SELL TEAM PACKETS
- 3) CUSTODIANS DEVELOP SCHEDULE
- 4) SECURITY POLICE, COUNTY SHERIFF, FIRE DEPARTMENT, BIA
- 5) BANDS
- 6) CHEERLEADERS
- 7) BRACKETS-DISPLAY
- 8) CONCESSIONS
- 9) OFFICIALS
- 10) OFFICIALS ATTENDANT
- 11) TICKET TAKERS BOTH DOORS
- 12) COUNTERS?
- 13) NIGHTLY GYM CLEANUP
- 14) CPRD--PARKING LOT--BUSSES
- 15) SNOW/ICE ISSUES EXTREME COLD (BUS BARN)
- 16) TROPHIES
- 17) CHALLENGE GAME MONDAY 1 GAME 6PM 2 GAMES 5PM AND 7PM (GIRLS, BOYS)
- 18) SCORETABLES
- 19) CLOCK PERSON AND SCOREBOOK BACKUPS AND SPOTTERS
- 20) ANNOUNCERS
- 21) LOCKER ROOMS
- 22) MS STUDENT HELP (DUTIES)
- 23) MONEY HANDLERS DURING TOURNEY-CHECK ON TICKETS
- 24) THE CUBE
- 25) RADIO STATIONS--TABLES
- 26) OFFICIALS SEATING DURING TOURNEY BARSTOOLS--BLOCK OFF
- 27) MEZZANINE SECURITY
- 28) NETTING FOR AROUND BLEACHERS-KEEP STUDENTS OUT
- 29) COUNTING MONEY AFTERWARD-MONEY IN BANK
- 30) HALF TIME PERFORMANCE --ADAPTER
- 31) CHECKING ON SOUND SYSTEM
- 32) STATS--IPADS---??---HALFTIME TO TEAMS
- 33) SENDING INFORMATION TO MEDIA
- 34) GARBAGE PICKUP-CALL CITY
- 35) PARKING- CONES, CIRCLE, HANDICAP, STUDENT PARKING SCHOOL DAYS
- 36) CONCESSION WORKERS PARK OUT OF CIRCLE
- 37) OFFICIALS PARKING--SHOP
- 38) ICE MACHINES--GOOD TO GO!
- 39) HOSPITALITY--LETTERS, DONATIONS, SCHEDULE WORKERS, MENU, ETC
- 40) ALL CONFERENCE-- SCHEDULE MEETING--AFTER TOURNEY-NOMINEE LIST
- 41) ADMIN MEETING--COAL BOWL--NOTIFY AND SCHEDULE
- 42) BRACKETS 900AM MONDAY BEFORE TOURNEY

SET-UP FOR FOOTBALL

- 1** CHECKS FOR REFEREES (LINDA DOES WED)
(Linda needs orange sheets back)
- 2** AMBULANCE CREW IS COMING FOR VARSITY-GATE
- 3** LETTER TO OPPOSING TEAMS (VARSITY) (Mark sends out)
- 4** STARTING LINEUPS FOR BOTH TEAMS
- 5** PYLONS ON THE FOOTBALL FIELD--(MANAGERS)
- 6** CHECK ON THE OFFICIALS--HERE 1 HOUR FOR VAR
- 7** KEYS FOR OFFICIAL ROOMS--FIELD AND SWIM
- 8** CHECK ON TICKET TAKERS--MONEY IS READY (in vault)
- 9** MONEY FOR CONCESSIONS (in vault)
- 10** MONEY FOR FUNDRAISING (in vault)
- 11** SET UP THE CLOCK
- 12** SET UP THE PA SYSTEM
- 13** UPPER GATES UNLOCKED
- 14** DO WE HAVE RADIO--MORE THAN 1 STATION?
- 15** NATIONAL ANTHEM--LIVE OR AUDIO TAPE
- 16** PREGAME MUSIC FOR THE COLTS
- 17** BAND AND CHEERLEADERS ARE READY (ANTHEM)
- 18** CHECK FOR CUSTODIAN HELP--CLOSEUP? CUSTOD?
- 19** Fireworks...Maybe...Rob Pontius..pasture gate
- 20** OPEN THE BATHROOMS
- 21** CORRECT DOORS OPEN--ADVANCE PROGRAMMING
Activity Door, Activity Door Front Door (Set up times)

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To: Administrators, Coaches, Cheerleading Sponsors, Band Directors, and Transportation Supervisors,

(Baker, Colstrip, Forsyth, Lame Deer, Lodge Grass, St Labre)

From: 2017 Southern "3-B" Boys & Girls Basketball District Tournament Manager-Mark Ator

Date: January 18, 2017

Re: Southern "3-B" District Girls & Boys Basketball Tournament February 15-18, 2017 – Colstrip High School

Welcome:

The students, faculty, and staff of Colstrip High School and the community of Colstrip would like to welcome all the teams from the Southern "3-B" to the 2017 Boys & Girls District Basketball Tournament. Colstrip is excited and honored to be hosting the tournament and we hope that you enjoy your visit to our school and community.

Game Times (see enclosed bracket):

Session I	Wednesday, February 15	2 PM, 4 PM, 6 PM, 8 PM
Session II	Thursday, February 16	2 PM, 4 PM, 6 PM, 8 PM
Session III	Friday, February 17	2 PM, 4 PM, 6 PM, 8 PM
Session IV	Saturday, February 18	2 PM, 4 PM, 6 PM, 8 PM

Ticket Booth:

The ticket booth and pass gate will be open one (1) hour prior to the start of each session for fans and school officials. Teams will be permitted in the pass gate 90 minutes prior to the start of each session

Ticket Pricing:

Admission for All Sessions of the tournament will be as follows:

Adults: \$9.00, Students: \$7.00.

All Session Passes, which will guarantee admission to all tournament games, will be as follows:

Adults: \$27.00, Students: \$20.00.

*** All member schools will be sent 125 Adult and 75 Student All Session passes for pre-sale in your home community. All proceeds of passes sold and unsold must be returned to the tournament manager on or before Wednesday February 15, 2017.

Passes - Teams and Comps:

The Southern "3-B" Conference has established the following policy for tournament passes:

- 1) For school administrators – twenty (20) complimentary. These complimentary passes are to be distributed to: Superintendent, Principal, Coaches, Band Director, School Board Chair, Bus Drivers, Cheerleading Advisors, and Spouses. These are the only passes that will be distributed.
- 2) For players – twelve (12) passes for players and four (4) managers – total of sixteen (16).
- 3) For cheerleaders – one pass for each cheerleader that actually participates in the tournament.

The only other pass that will be accepted is the MHSA Lifetime Gold Card.

**Go Colts! Go Fillies!
Work Hard! Have Fun!**

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Pass Gate:

The pass gate or door for all teams, bands and cheerleaders will be located at the front entrance of the building in the circle. **Bus Parking** will take place across the street at Stillwater Baseball Complex. Transportation for bus drivers will be provided if the weather is poor.

Seating Arrangements:

There will be no reserved seating. However, signs designating school seating areas will be posted. These areas may be moved based on which teams are competing in a specific session. Please assist in encouraging your fans to use these areas. We will do our best to help each school's fans maintain a section. Please remind your fans to be courteous mindful of other school's fans and to not save seats.

Colstrip Schools will make every effort to position bands either directly behind, or directly across from their team during the course of the tournament.

***** As per conference policy, each school will have an administrator present at any time their school is competing. Seating will be available at the ends of the gym for administrators to be seated in while their team is playing. Administrators should use these seats when possible to have a better view of their crowd, and thereby, assisting in crowd control.**

Locker Rooms:

Because of the need for four (4) locker rooms, the use of the swimming pool locker rooms will be incorporated into the locker room rotation.

The locker rooms will be available 90 minutes prior to game time for each contest.

18 towels will be provided for each team. If additional towels are necessary, please notify tournament management. *Please be certain that towels are accounted for at the conclusion of each contest, as schools will be responsible for the towels used by their respective teams.*

Valuables, Clothing, Uniforms, etc.:

Please be certain to secure all valuables and clothing at all times. Colstrip High School will not be responsible for lost, stolen, or damaged items.

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Officials:

Tournament Officials have been selected by the MHSA after a vote of coaches within the District. There will be 4 (four) officials for the boys games and 4 (four) officials for the girls games. This list has been emailed to school contacts.

Scorer's Bench:

To assure efficiency at the scorer's bench, please review the following with players and managers prior to the tournament:

- 1) Team line-ups must be presented to the official scoring table ten (10) minutes before play begins.
- 2) When a player reports to the scorer's bench, the player should be ready to play. Warm-ups should be removed before reporting.
- 3) Players must report to the official scorer, then must sit down in front of the
- 4) scorer's bench until summoned to enter the game by the officials.
- 5) Players should not enter the game when the buzzer sounds. Players should enter only when motioned to enter by the official.

Seating will not be available at the official's scorer's bench for anyone other than game officials.

Basket Assignments/Uniform Assignments:

The "home team" will warm up at the south basket and sit at the north end of the scorer's table, while the "visiting team" will warm up at the north basket and sit at the south end of the scorer's table. The "HOME" team will always be on the top portion of the bracket and wear light colored uniforms. The VISITING" team will always be on the bottom of the bracket and wear dark uniforms.

Teams will not be permitted on the floor until 20 minutes prior to the starting time of their respective contest.

We could alter Home and Away Benches depending upon fan seating.

Practice Balls:

Colstrip High School will provide six (6) balls for each team for warm-up purposes.

Practice Sessions:

Teams receiving a bye on Wednesday will be allowed to practice on the tournament floor-Wednesday Morning. If you are interested in setting up a practice, please contact Mark Ator at Colstrip Schools as soon as possible.

Conference Meetings

The All-Conference Meeting for both boys and girls basketball will take place in Forsyth on Date where all coaches can attend.

The Administrator Meeting will take place at 11am in Colstrip on Friday, February 17, 2017. We will have a meeting place and meal arranged by Monday of that week.

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Seeding of Teams into the Tournament:

As per conference rule f: The Southern "3-B" District Basketball tournament will use the standard MHSA bracket for 6 teams. Once the seeding for tournaments has been established, the 1st place and 2nd place teams will have the choice of receiving a bye or competing in the first round. Depending on that choice, the first round of the tournament will include contests as follows:

1st bracket - #4 vs #5, #1 has a bye

2nd bracket - #3 vs #6, #2 has a bye

(Or)

1st bracket - #1 vs #5, #4 has a bye

2nd bracket - #2 vs #6, #3 has a bye

The 1st and 2nd place team must make that choice by 8:30 AM on Monday morning following completion of conference play, so brackets for the tournament to be played that week can be established and sent to the schools and media.

Introduction of Players:

Players will be introduced immediately following the National Anthem of each session's first game, and after the warm-up period of the second through fourth game. Visitor teams will be introduced followed by the home team. For the championship games players from each team, beginning with the visitor team, will be introduced alternately. Players should meet in the middle of the court, shake hands and then go to the respective free throw line at their end of the court. Coaches should meet each other in front of the scoring bench when introduced. All players, managers and assistant coaches will be introduced.

Announcers, Scorers, and Timers:

Doug Gaskill, JD Old Mouse, Pax Haslem and Mark Ator will serve as tournament announcers with Bill Wertman serving as Official Timer. Scorer on the Official Book will be Blanche Craig. Tim Stroebe, Doug Gaskill, Don Asbury, Brie Casterline, Ken Rohlf will serve as our backup timer and bookkeeper.

Video Taping:

A place will be designated for video taping of games by assigned managers. Filming will be done from the balcony on the south side of the gymnasium.

Statistics:

Game statistics will be provided by Colstrip High School. These stats will be available in the Hospitality room.

Water:

Water and cups will be available at both benches during all games.

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Training Room:

A training room is available with ice for general use; however, Colstrip High School does not have a certified trainer available for the tournament.

If emergency medical care is needed at any time during the tournament, Colstrip does have a fully staffed 24-hour Medical Clinic in the Community, which can be contacted at (406) 748-3600. The after-hours number is 748-2211.

Programs:

Tournament Programs will be provided and sold by member schools within the Southern Division. These programs will be good for District and Divisional Tournaments. A table will be provided for this purpose by Colstrip High School.

Cutting of Nets:

No team, coach, or individual shall cut down the nets following the championship game at any tournament level or at any MHSA sanctioned basketball game. [Tournament management will have the nets safely removed so they may be presented to the championship team during the presentation of awards.] *Because of the combination tournament (boys and girls) the championship teams will receive only one (1) net.*

Bands:

Please notify the Activities Office if you are sending a band to the tournament (406-748-4699 ext 4236) by Monday, February 13th, 2017. Band members from individual schools will use an assigned room for warm-ups during the session in which they will perform. All instruments must be picked up at the conclusion of each session of the tournament, (instrument storage will be available, except on Saturday of the tournament). Band members will be permitted entrance to the tournament at no charge through the pass gate, when accompanied by their Band Director and/or Chaperone. Robbie Hensleigh, Colstrip High School Pep Band Director, will be the contact person for District Pep Bands. Robbie.Hensleigh@colstrip.k12.mt.us

Flag Presentation/Anthem:

Cheerleaders from both participating teams (if available) should be prepared to present the flags prior to the first game of each session (2pm).

The "Home Team" if available will perform the anthem. If the band from the "Home" Team is not available, the "Visiting Team" band will be invited to play the anthem. If a school district has a qualified student who is interested in singing the National Anthem, please visit with Mark Ator, Colstrip Activities Director.

Cheerleaders:

Cheerleaders may use an assigned room for changing and preparing to cheer if they prefer. Colstrip uses the Swimming Pool viewing room as a "Cheerleader room". The entrance for this room is located near the swimming pool entrance. Since multiple teams will share this room, it is imperative that supervision for each cheer squad be present at all times cheerleaders are in this area. Each Cheerleader and mascot must have a pass to enter the facility. These passes may be picked up at the main office upon arrival.

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Cheerleader/Halftime Performances:

Half-time performances are to be scheduled through the Colstrip Activities Office. 748-4699 ext 4236

The following rules will apply for performances:

- 1) The school's seeding into the tournament will determine when a school may choose to perform during halftime, (i.e. 1st seed – 1st choice, 2nd seed – 2nd choices). If a team declines an offer for presenting a performance, the next seed will be invited to select their performance time.
- 2) Only one performance is allowed during a halftime.
- 3) The performing group is permitted a maximum of six (6) minutes for their entire performance (be ready to begin as soon as the teams clear the floor for halftime).
- 4) No performing team will be permitted to practice on the tournament floor.
- 5) Any lighting and/or sound effects must be arranged with tournament management a minimum of 2 hours prior to the start of the contest for which the group will perform.
- 6) If a performing group needs dressing facilities, arrangements should be made with tournament management a minimum of 4 hours prior to the start of the contest for which they will perform.

Pep Club and Cheerleader Signs/Posters:

Schools are limited to no more than two (2) signs at any time during the tournament. The signs must be hung on the north or south walls of the gymnasium in the balcony area only. Signs should be limited to 4 X 8 feet in size. Please bring the necessary supplies to hang the posters, as supplies will not be available at the tournament site. The cheerleader advisor for Colstrip High School is Kayla Kester. She will serve as the contact person. kayla.kester@colstrip.k12.mt.us

Bus Parking:

Team, Band, and Drill/Dance Team loading and unloading, should take place in the circle in front of the building. Please park buses across from the High School in the softball complex parking lot.

Concessions:

A full concessions menu will be available throughout the tournament. Items available will include Hot Dogs, Polish Dogs, Baked Pretzels, Nachos, Popcorn, and Candy, Cotton Candy and assorted beverages. PO's will be accepted for team purchases.

Hospitality Room:

Colstrip High School invites coaches, school officials and other adults directly involved in the tournament to a hospitality room hosted by Tournament Management. The room will be open throughout the tournament and is specifically intended for coaches, administrators, band directors, cheer advisors, bus drivers and spouses of these individuals; if your children are with you they may be in the hospitality room as long as they are with you. Please help monitor the use of the hospitality room so only appropriate personnel are in there.

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T-shirt/Sweatshirt Sales:

During each session of the tournament, souvenir T-shirts and Sweatshirts will be sold. Naked Cover of Colstrip will produce and sell these items.

Unchaperoned Students:

School officials are requested not to give permission to unchaperoned students to attend the tournament contests. Parents are asked to assist the school authorities in stopping this practice for the good of their own students and the protection of the schools and teams.

Expense Report:

Please find enclosed a tournament expense report. This form should be completed and returned to the tournament manager prior to the conclusion of the tournament.

Sportsmanship:

The MHSA has established policies, expectations, and responsibilities, which cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the inter-scholastic program conduct themselves in a sportsmanlike manner. A good "rule of thumb" is to ask your student body and fans to "**cheer for your team...not against your opponent.**"

Following is COLSTRIP PUBLIC SCHOOLS Sportsmanship policy:

Spectator Conduct and Sportsmanship

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and /or denied admission to school events for up to a year, after a Board hearing. Examples of conduct include, but are not limited to:

- * Using vulgar or obscene language or gestures
- * Using tobacco
- * Possessing or being under the influence for any alcoholic beverage or illegal substance
- * Fighting or otherwise striking or threatening another person
- * Failing to obey the instructions of a security officer or school district employee
- * Engaging in any activity that is illegal or disruptive

Colstrip High School is truly excited about being selected as the site to host the Southeastern "3-B" District Tournament. Please contact the tournament management if you need assistance. Colstrip Schools would like to make this tournament experience a tremendous memory. Good luck for a safe, sportsmanship filled tournament.

Mark Ator

Principal/Activities Director
Colstrip High School
Box 159 Colstrip, MT 59323
PH: 406.748.4699 EXT 4132 Fax: 406.748.2517
Mark.Ator@colstrip.k12.mt.us

Noisemakers:

Please take time to talk to your Student Body, Parents, Booster Clubs and Fans, prior to the tournament, about the prohibited use of noisemakers at the tournament. Specifically, the use of megaphones, bells, horns, wooden blocks, and other noisemakers during an association contest is strictly prohibited. Bands may play before and after contests, during time-outs and intermissions, but must not play when the ball is in play.

Media Coverage:

Any radio station wishing to broadcast one or more of the games during the tournament must request permission from Colstrip Public Schools to broadcast the events and sign an agreement with specific assurances and guidelines three (3) or more days prior to the start of the tournament. The contract for permission to broadcast can be requested by calling the Colstrip Activities Office at (406) 748-4699 ext 4236. The Colstrip Sports Network is available to broadcast games. The contact person is Russ Davidson and he can be contacted at Colstrip High School.

Awards and Trophies:

Appropriate Trophies (3rd place trophy after 3rd-4th game) will be awarded immediately after each game on Saturday in accordance with the policies outlined in the MHSA Handbook and the Tournament Committee. The only trophies and/or awards that may be presented at any MHSA tournament site shall be those provided by the Montana High School Association.

Fund Raising:

The soliciting of voluntary contributions is prohibited at any MHSA contest. Raffles (or similar activities) are prohibited at playoffs, championship games, tournaments, meets, and/or festivals, which are under the direct supervision of the MHSA Board of Control. Fifty/fifty tickets are considered a form of raffle-type fund raising and are therefore prohibited.

Tobacco Free Properties:

Colstrip High School is a tobacco free property. The use of tobacco in any form on school property is strictly prohibited. Anyone violating this policy will be asked to respect this policy and refrain from further tobacco use. In the event the individual(s) refuse to do so, he/she will be asked to leave the property.

Housing:

Reservations for housing are the responsibility of the participating teams. This includes all teams, cheerleaders, performing groups, and bands. Motels in Colstrip include:

Fort Union Inn – (406) 748-2553

Colstrip Inn & Suites – (406) 748-3400

Restaurants:

Subway – (406) 748-2101

June's Bungalow (406) 748-4700

Town Pump – (406) 748-3533

Rosebud Foods – (406) 748-3377

Wagon Wheel – (406) 748-3977

Rizo Place – (406) 748-3812