



# Showdown Montana

## PE Program 2016-2017

### Teacher/Coordinator's Checklist

#### As Soon As Possible:

- Call 800.433.0022 or email [info@showdownmontana.com](mailto:info@showdownmontana.com) to reserve your dates. The sooner you call, the more likely you are to get your first choice! You'll need to know:
  - When you're planning to come and have alternate options
  - How many kids and what grades
  - When you'd like to schedule your in-school safety presentation
  - Whether or not you have any Special Needs students who will require Eagle Mount assistance
  - Remember, the PE Program is offered any day that School is in regular session *and* Showdown Montana is open (Wed, Thurs, Fri).

#### Five Weeks before Your Trip:

- Make sure you've received your confirmation packet from Showdown Montana. This packet includes yellow cards and other instructions. Please, take the time to read them over, and call us with any questions.
- Download the Registration Form, Student Info Sheet, and any other additional materials from <http://www.showdownmontana.com/snow-school/ski-pe>

#### Four Weeks before Your Trip:

- Call Eagle Mount (406-454-1449) to make arrangements for any special needs students who will be participating in Showdown Montana's lessons. Eagle Mount's services are complimentary for any student paying *regular PE fees to Showdown*. Please include such students on your registration form, and collect their money, just like for everyone else. Don't forget to contact Eagle Mount directly, to arrange for a volunteer, and discuss your student's specific needs. Remember, each student must fill out an Eagle Mount liability release *in addition* to Showdown Montana's release. Please see additional Eagle Mount information in the included Eagle Mount guide.
- Send a *Yellow Card* and *Student Info Sheet* home with *each* Student. EVERY student who will be participating in the PE program MUST have a Yellow Card filled out and signed by a parent/guardian – EVEN IF they do not intend to rent equipment. The Yellow Card serves as the liability release for the lesson and lift ticket.
- DO NOT GIVE YELLOW CARDS TO ADULTS (Chaperones, Teachers, etc.). These folks will have to fill out *different* forms at Showdown Montana, and will *only* be given rental equipment *AFTER* the kids have all made it safely to their lessons. (If your school comes many times with the same adults, then it's okay to use Yellow cards for them. They'll still have to wait for their equipment, but at least they won't have to fill out the form again.)
- Collect the Yellow Cards from Students. Please verify all info has been filled in, and that they've been signed in TWO places by parent/guardian. In the student info and beginner's guide, completion of yellow card is described clearly.
- Collect the appropriate amount of Money or check from each Student. See the Rate form, and call us with any questions. It is best for schools to collect money and checks made to them and the teacher can make one transaction with Guest Services.
- Complete the REGISTRATION FORM. Follow the directions on the top of the form. While filling this out, make sure that the money matches the activity selected by each student, i.e., that those who plan to snowboard have paid for snowboarding, etc. This form may be downloaded from our website, or make copies of the blank one enclosed here.
- MAIL YOUR COMPLETED REGISTRATION FORM AND ALL YELLOW CARDS TO SHOWDOWN MONTANA SO THAT THEY WILL ARRIVE AT LEAST ONE WEEK PRIOR TO YOUR SKI PE DAY. This is important for two reasons:
  - It allows us to catch any problems with the documents BEFORE you get here.
  - It allows us to pre-set all the equipment for the students, ensuring that they will be able to quickly and smoothly make it to their lessons.

### **The Week of Your Trip:**

- Get the students mentally prepared for the trip. Talk about how the day will work, what to bring, what to wear, etc. All this information is included with Student Info and Beginner's Guide.
- If the number of participants for your trip changes, please call us! This helps us to staff appropriately, and may provide openings for other schools that are on a waiting list.

### **The Day of Your Trip:**

- **PLAN TO ARRIVE NO LATER THAN 9:30 AM.** If you are bringing a large group, plan to come earlier. *If there is no way you can make it by 9:30, it is very important to let us know well in advance so that we can staff appropriately!*
- Upon your arrival, you'll be greeted by a Showdown Montana representative and assigned an area of the lodge to use as your headquarters for the day. Please, keep students located in this area until after the safety briefing.
- Send your teacher coordinator to Guest Services immediately. You'll need to know the total number of students that are actually present so that you can pick up the *lift tickets*. These tickets are a special color, and will not work for teachers or chaperones.
- Two people will address your students. One will discuss lift safety and rental equipment procedures; the other will discuss the lesson portion and divide students into lesson levels (lesson groups will change once we are on the snow and perform movement analysis) One of these people will hand a chaperone or the teacher coordinator the students' *Yellow Cards*.
- Before the students go to the rental shop, make sure that each has a **LIFT TICKET** on their jacket and their **YELLOW CARD** in hand. If any students are unexpectedly absent, please *return their yellow cards to the Rental Shop or Guest Services. Do NOT throw them away.* We need them for our records, to help us rectify who did or did not attend the PE day.
- Be sure that Teachers and Chaperones help the students through the rental shop and out to the lesson meeting area.
- Once the students are outside, return to Guest Services with any extra lift tickets. You will be charged for any tickets not returned and will be expected to pay at this point. Now you can get rental equipment and tickets for teachers, chaperones, etc.
  - Payment must take place in a *single transaction* in the form of School Check, Purchase Order, Cash, Visa, Mastercard or Discover...or any combination thereof.

### **Additional Policies to be Aware of:**

Students with Showdown Montana Season Passes

If any of your students are Showdown Season Pass-holders, we strongly encourage you to require them to surrender their pass for the day, and participate in the program under the same rules as everyone else. We have lessons for all skill levels and are proud to exemplify our ability to better any skier or snowboarder's confidence. Any student who uses their season pass for lift access on a PE day is not considered to be participating in the program, and Showdown Montana will consider them absent.

### **Inappropriate Behavior**

Any student, teacher, or chaperone who behaves inappropriately while at Showdown Montana will have their lift ticket voided and will be asked to immediately return their rental equipment. No refund will be issued. Inappropriate behavior includes, but is not limited to: Offensive language, belligerent or destructive behavior, disregard for area rules or authority, jumping from a chairlift, or theft.

We know that organizing PE groups requires a lot of work, and we appreciate your efforts!

PLEASE Remember that you may call or email us anytime with questions:

**1-800-433-0022**

[info@showdownmontana.com](mailto:info@showdownmontana.com)

All PE Program information may be found online at <http://www.showdownmontana.com/snow-school/ski-pe>