

Working Document - Crawford/Harrison Sports Coop

This handbook and the information contained within it have been developed collaboratively by both districts in good faith, to provide guidance and clarity for the operation of the ____ Co-Op program. As the program evolves, additions and revisions may be necessary to best meet the needs of students and stakeholders. The effectiveness of this handbook will be regularly reviewed, and updates will be made as needed, with the approval of both Boards of Education.

1. Mission statement & philosophy

Mission Statement: The — Activity Cooperative is committed to providing a competitive activity program equally accessible to all youth in the combined student body that assists in the development of each student, through education and competition, and fosters an attitude of sportsmanship, integrity, leadership, and discipline, cooperation, and collective pride in each school and community.

Statement of Philosophy: A comprehensive and balanced activities program is an essential complement of the basic program of instruction. The activities program should provide opportunities for students to further develop interests and talents in sports and activities. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the communities, and to the students themselves.

Every effort will be made to support the activities programs with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the activities should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program's participants.

In order to accomplish the goal of allowing as many students to participate as possible we believe that it is important to have practices, games, and events split amongst the two districts as fair as possible, so that no student in either school would be discouraged from participating.

2. Administration

Cooperative Advisory Committee:

A cooperative advisory committee will consist of two (2) board of education members from each district and the superintendents, and principals from each district. The activity directors from each of the schools will be included as well. The committee will meet 3 times per year. Once in September, once in January, and once in April. The April meeting will be held for discussion on this handbook and improvements that can be made to the co-op. The advisory committee will take no action, but will provide recommendations for policies, rules, procedures, and purchases to be approved through each individual district's board of education.

Sports and Activities Included:

The sports and activities included in this cooperative agreement, at all levels 7-12, are:

*Football	Volleyball
Boys Cross Country	Girls Cross Country
Boys Golf	Girls Golf
Boys Wrestling	Girls Wrestling
Boys Basketball	Girls Basketball
Boys Track & Field	Girls Track & Field
FFA	One Act Play
Speech	Cheer

All other activities will be conducted by each individual district according to their policies and rules.

* Football will be added at a later time due to scheduling timelines in the state.

NSAA Membership:

The cooperative and both individual districts are members of the Nebraska School Activities Association (NSAA) and agree to comply with all of its rules.

Policies:

The superintendents of each district will work together to review policies from both districts that affect activities programs and participation. The superintendents will make suggestions for policy changes to their respective Board of Education in order to have consistency between activity policies at each district.

Communication:

Effective communication is vital to the success of this cooperative. Initially, the administration from both schools shall meet via telephone, DL equipment, or computer software on a weekly basis in order to discuss transportation, contests, coaches, or other issues as they might arise. The superintendents at each district are charged with keeping each other, their respective boards, staff, and students, and their communities informed on anything concerning this cooperative.

Activities Director

The cooperative activity directors will be in charge of scheduling events, organizing contracts with schools, and contracting officials. The activities directors will cooperatively determine specific responsibilities as required. It will be imperative for the directors to work together for this to be successful. Both activity directors will evaluate coaches and communicate with the administration on the need for coaching during the hiring process. The host administration will find workers needed for games, arrange for groups to run the concession stand, and make sure the facilities are ready for the game. The activity directors at each district must communicate and provide input to that district's superintendent with cooperative issues.

Selection, Evaluation, and Retention of Activity Director (AD):

The superintendents, along with the high school principals or school district designee, from both districts will be responsible for interviewing candidates for the Cooperative Activity Director(s) position. The superintendents will evaluate and meet with both the activity directors each school year.

Chain of Command:

The communication must be clear on who should be contacted with questions of scheduling, workers, complaints, and other issues that occur.

- 1. Contact the activity sponsor with the concern, if the issue is not resolved continue to step two.*
- 2. Contact the activity director that is in your school.*
 - a. If the activity director in that school can not answer the question or request, they will contact the activity director in the other school.*
 - b. The activity director must inform the other when issues arise, whether they were settled or not.*
- 3. If the request or complaint is not settled by the activity directors, contact the principals.*
- 4. If the request or complaint is not settled by the principal, contact the superintendents.*
- 5. If the request or complaint is not settled by district superintendents a superintendent from a neighboring district will be contacted to attempt to resolve the matter.*

Coaching

1. At the inception of the co-op any current coach that is interested in coaching will communicate with the activity directors through an email or letter that they are interested. The interested coaches will have a meeting conducted by a committee with equal representation from both districts' administrative teams to discuss coaching philosophy, program development, and expectations.

2. At the inception of the co-op, all coaching positions for the cooperatively sponsored program will be considered to be open. Any current coaches will retain a position in the program if they desire.

3. If, after the initial year, a coach resigns their position, it will be evaluated by the activities directors as to whether the position is needed.

Head Coaches (after initial year)

i. Internal postings will be made in both districts.

ii. All internal postings shall list an agreed upon application deadline.

iii. Upon mutual agreement of the superintendents of both schools, external postings may be used in the event that internal postings do not, or are not likely to, produce a qualified candidate for the position of head coach.

iv. All candidates interested in a specific head coaching position will submit a letter of interest to their respective AD by the specified deadline.

v. The AD's of both districts participating in the co-op will jointly review all applications and interview all interested candidates for the purposes of selecting a head coach.

vi. The superintendents of both districts, through mutual agreement, may participate in the process of interviewing candidates and/or provide for the participation of other stakeholders in the interview process.

vii. The AD's shall provide a recommendation regarding the assignment of the head coach to the superintendents of both districts.

viii. Based upon the recommendations of the AD's, the superintendents of both districts shall consult each other for the purposes of selecting a head coach in a timely fashion. If a lack of consensus exists after reasonable consultation between the superintendents in the two districts then a neighboring district superintendent will be consulted.

x.. If qualified or interested candidates fail to apply for an open head coaching position, a head

coach will be assigned to the position from among the certificated staff of both districts through mutual agreement of the superintendents of both districts..

xi. Upon the confirmed opening of a head coaching position, any partner school may list an external posting tied to an open teaching position after notifying all other partner schools of their intent to do so.

xii. External postings of head coach openings that are not tied to open teaching positions in any of the partner schools may be done through unanimous agreement of the superintendents of both partner schools.

Assistant Coaches

i. Each year, after the initial year, the AD's from both schools will provide a recommendation to the superintendents regarding the number of assistant coaches necessary for the safe, effective, and efficient operation of the team.

ii. Each year, the superintendents of the partner schools, in consideration of the AD's recommendation(s), will determine, through mutual agreement, the number of assistant coaches necessary for the safe, effective, and efficient operation of the team.

iii. To the extent that is reasonable and beneficial to the program, both ADs shall make assignment decisions in consultation with the head coach.

3. Operations

Fiscal Management:

The Business Manager will be assigned by the superintendents and act as the primary fiscal agent for the cooperative. The districts will share the cost of the cooperative equally. A cooperative account will be held through the _____ school district with each district contributing the same amount per year to cover expenses paid out of that account. The amount to be contributed to the account by each school will be determined by ?? of each year, and the deposit will be made by ?? of each year. This will be determined after consultation with superintendents and business managers after approval of the coop.

The cooperative account will only be used for expenses associated with cooperative agreement activities programs. These costs include, but are not limited to: payment for event workers, payment for officials, entry fees, uniforms, awards, hotels, and meals for state-bound teams/athletes. The cooperative will pay for expenses up to, but not beyond, state level competitions. All revenues directly related to cooperative athletic programs (gate receipts, purchased passes, entry fees, etc.) will be deposited into the cooperative account.

Payment of officials and workers: A list of workers and officials will be given to the Co-op Business Manager no later than three days before each contest. Checks will be made out from the co-op account to pay all officials and workers at both locations.

Money bag protocol will follow each individual district's protocol provided by the bookkeeper.

If an outside entity volunteers to take tickets for an event (ie: football), then the following procedure will take place. The volunteers will place all of the money into a locked money bag and bring the key and bag to either the AD or an administrator. 2 people will count the money as soon as possible and fill out a gate form. The money will then be locked in the money bag and dropped off at the money drop box that evening.

All expenses explained above will be taken out of the cooperative account. Expenses for games/events should not be deducted from gate receipts before depositing them in the account.

Fundraisers:

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the co-op activity directors & building principals before the fundraiser begins. Coaches must indicate to the activity directors what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

Note: Fundraiser money already in accounts prior to the cooperative formation for specific sports/activities will remain in the accounts. This money could be used to help pay for anything that is paid through additional fundraising, such as warm-ups, senior gifts, and camps. The funds will not be part of the co-op account. However, future fundraising done as a co-op will be kept in an activity account that is nested under the co-op account.

Uniforms and Equipment:

The activity directors will work to create a rotation of uniforms. This rotation will make sure that all sports uniforms are replaced every 4-7 years in a manner that spreads out the cost. Equipment and uniforms will be assessed annually for safety.

Each district will be responsible for purchasing equipment and supplies needed to host games, events, and practices. Each district will take inventory annually and it will be recorded. See Uniform Rotation Schedule in Appendix (#)

Ordering:

All ordering must be approved by the activity directors, who will then place the order. Orders to be placed in excess of \$1,000 must be approved by both superintendents. All uniform purchases must be approved by both superintendents.

The activity directors will meet with the coaches at the completion of their season for inventory and ordering needs. Any orders will be placed in a timely manner to ensure they will be included in the appropriate year's budget.

Coaching Salary:

All salaries for coaches will be divided equally between the two districts. The salary schedule will be taken from the district with the higher base salary.

Concession Stands:

Concession stands will be the responsibility of the host school. Both schools use concessions as fundraisers for other activities, so the revenue generated will not be included in the general cooperative account. If either school is asked to host an event as a neutral site for sub-state contests for the sports included in this agreement, then that school will have the responsibility for staffing the concession stand.

Hosting School:

The hosting school will determine any additional programs or entertainment during the games they host. This includes, but is not limited to, performances by the band, cheerleaders, or dance teams, and educational awards.

Admissions and Passes: To be determined

Cost of admissions and passes shall be the same for both districts. The cost will be coordinated through the Cooperative Advisory Committee and approved by each Board. All revenue from admissions and passes will be deposited into the cooperative account. All passes given by each district will be honored at all games held at Crawford and Sioux County schools. The only exceptions to this rule would be for games that are held at either school under the direction of the Panhandle Conference or the NSAA.

The superintendents and activity directors will create a standard Cooperative Pass. Passes will be ___ for K-12 students, \$ ___ for an adult and \$ ___ for family passes to include spouses and children in grades K-12. Each individual family member will be given their own pass. Each school will also offer a free Golden Rebel pass to anyone the age of 65 *or older*.

Facilities and Insurance:

Each district certifies that it has adequate facilities to implement this cooperative and adequate insurance protection to cover all applicable provisions and situations that may arise from this cooperative.

All teams involved will be provided a locker room at each game. If the boys and girls teams have to share a locker room for double-headers, appropriate processes will be put in place to make sure students are allowed time to change before and after their game. A room will be made available for pre-game/halftime meetings as needed.

Facilities will be maintained and improved at the sole discretion of each individual school district.

Student Participation:

All students from Crawford and Sioux County are strongly encouraged to participate in cooperative athletics and activities. The following expectations should be taken into account for all students:

1. All students will be given an equal opportunity to participate.
2. All students participating in the sub-varsity levels in the high school (C/JV) shall be given opportunities to participate during games/events, but may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their game time throughout the season.
3. All students participating at the varsity level shall be given equal opportunities to earn participation time during games/events, but may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
4. The Crawford/Sioux County Cooperative will use a “no cut” policy for all student activities.

5. Homeschool students will be allowed to participate at the Junior High and High School Levels following the rules and regulations of the NSAA and Crawford & Sioux County Policies.
6. Board policy for homeschool students - register by Aug. 1st for any participation.

High School Practice and Game Schedules:

1. The activity directors are in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The activity directors will work with each other to determine which school will host the home events for each sport.
2. Practices and home events will be alternated between schools as evenly as possible. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
4. If the Varsity Football schedule cycle includes nine (9) total home games over two years, the schools will host the additional game on a rotating basis.
5. The activity directors, with the input from head coaches, will produce a practice schedule before the beginning of the season. This practice schedule will be subject to change on short notice.
6. Wednesday practices must end at 5:30 pm.
7. Practices that will not follow a school day must be cleared with the athletic directors. These include Sunday practices and holiday break practices.
8. If school is canceled or let out early in either school due to inclement weather no practices will be held that day at that district. Practices at the other district will be determined by administration. If the other district practices, students will not be able to drive themselves over to the partnering school. No one will be penalized for missing practice due to weather.
9. If travel is not advised due to the weather each district will determine if practice will be held at their district. If the other district practices, students will not be able to drive themselves over to the partnering school.

Junior High Practice and Game Schedules:

1. Junior high will practice at their home district 2-3 days per week, as determined by the athletic directors.
2. Junior high teams will practice jointly 1 time per week or as determined by the athletic directors.
3. Junior high practice time will be modified according to the sport and the facilities available. This schedule will be determined by the athletic directors prior to the start of the season.
4. Events will be distributed between the two schools as evenly as possible.
5. If school is canceled or let out early in either school due to inclement weather no practices will be held that day at that district. Practices at the other district will be determined by administration. No one will be penalized for missing practice due to weather.
6. If travel is not advised due to the weather each district will determine if practice will be held at their district.

Overnight Trips:

All overnight trips must be approved by district administration from each school. Coaches will be expected to provide the activity directors with an itinerary for all overnight trips at least three (3) days

prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the athletic directors before departure and should be shared with both superintendents, building principals, and parents of participating students. When meals are provided to participants and coaches the limit will be a monetary limit per person and an itemized receipt for purchases is required, school districts will provide a method of payment.

The coaches/sponsors of an activity involved in an overnight trip have the sole responsibility for the supervision of the students who are involved in that activity. Questions that may arise would need to proceed up the chain-of-command – meaning to the athletic directors, then both superintendents.

Transportation:

1. All transportation costs, including maintenance will be divided equally.
2. All safety and capacity regulations will be followed at all times by both schools.
3. Transportation for away games and events will be scheduled by the Activity Directors. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the school's Athletic Director.
4. All students will be transported via bus or school vehicle to and from the schools for practice, home games held at the other school, away games, and team camps. Students will not be allowed to drive themselves or other students to these events, unless permission through the student's school's administration is given. A Crawford student must get permission from a Crawford administrator, and a Sioux County student must get permission from a Sioux County administrator.
5. Coaches may be required to transport students to practices or games.

Parent Complaint Protocol:

Complaints should be handled in the following manner:

1. Parents should encourage their child to meet with the coach if there is an issue/complaint. However, this meeting should not take place immediately following a contest.
2. If no solution is reached with that meeting, the parent and child should meet with the coach to discuss the issue/complaint. However, this should not take place immediately following a contest.
3. If no solution is reached, the parent and child should meet with the coach and the activity directors.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the activity directors.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendents of both districts. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendents will have ten (10) working days to respond to the complaint in writing.
6. If the parent is not satisfied with the response, they may appeal to the Cooperative Advisory Committee. The Cooperative Advisory Committee will then hold a meeting with the parents, child, coach, the activity directors, both principals, and district superintendents.. The Cooperative Advisory Committee will then have ten (10) working days to respond to the meeting in writing.

Coaches Complaint Protocol:

Complaints from coaches should be handled in the following manner:

1. The coach will meet with the activity directors to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the activity directors.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the activity directors.
4. If no solution is reached, the coach may appeal to the Cooperative Advisory Committee who will then hold a meeting with the coach, Coop Committee, activity directors, both principals, and both superintendents to discuss the complaint. The Coop Advisory Committee will then have ten (10) working days to respond to in writing.

Eligibility

Students are expected to maintain passing grades in all of their classes. If a student receives a failing grade in any class, he/she will be ineligible for that week. The pre-ineligibility list will be printed on Monday and the final ineligibility list will be printed on Tuesday. The eligibility list is in force from Tuesday through Monday. Eligibility will be communicated to the student, parents, coaches and administration.

Dissolution Clause

This Athletic Cooperative Agreement between Sioux County School District and Crawford Public School District may be dissolved upon mutual written consent of both parties. Either district may terminate this agreement by providing written notice to the other district at least one (1) calendar year prior to the intended date of dissolution.

In the event of dissolution, both districts agree to fulfill all financial commitments and obligations incurred prior to the effective termination date, including but not limited to coaching contracts, athletic fees, equipment purchases, and transportation costs.

Any shared athletic equipment, uniforms, or assets purchased jointly under this agreement shall be divided equitably based upon proportional financial contribution unless otherwise mutually agreed in writing.

Both districts agree to cooperate in good faith to minimize disruption to student-athletes, ensure compliance with all applicable state athletic association regulations, and properly notify the governing athletic association of the dissolution within required timelines.

Dissolution shall not release either party from liabilities or obligations accrued prior to the effective termination date.