

# Leola/Frederick Sports Cooperative 2023-2024 Agreement

Coop Start Date: 2001-2002  
Board Approved: July 10, 2023

## Activities:

Fall: Volleyball and Football  
Winter: Boys & Girls Basketball

**Name:** Leola-Frederick Athletic Co-op

**Colors:** Navy Blue, White, and Carolina Blue

**School Song:** On Wisconsin

**Mascot:** Titans



**Logo:**

## Grade Participation:

Football: grades 6 – 12  
Volleyball: grades 6 - 12  
Girls Basketball: grades 6 - 12  
Boys Basketball: grades 6 - 12

Seventh and eighth grade students may be moved up to the high school level at the coach's discretion. Coaches will notify the Athletic Directors, and both must approve of the request to bring the athlete up. Parents would then be notified and also must approve of any such move.

## Affiliation/Sanction

- SDHSAA / 'B' Classification (Football – 9AA)
- Lake Region Conference Affiliation

## Meetings:

Meetings will start with Coop Committee meetings as scheduled by AD's. AD's and Coop Committee members will meet at the end of each fall season (before regular December monthly school board meeting) and winter season (before April monthly school board meeting). Otherwise, they will meet as needed prior to monthly school board meetings so they can report back to respective boards with discussion being placed on each agenda. If an Annual Joint Board coop meeting is necessary, it shall be held in late May once school is out.

Should either the Leola or Frederick Area Boards wish to dissolve the sports cooperative, notice shall be given during the Spring in the middle of a SDHSAA realignment cycle.

Meetings shall rotate between districts. The annual meeting shall include the following items:

1. Notification of possible new board members and/or Coop Committee member designees (who report back to respective boards)
2. Calendar Dates

- a) Coop Committee meetings – as needed with agenda items compiled prior to meeting.
  - b) Review times, dates, locations of next year’s activity schedule along with initial practice rotation & Senior Nights
  - c) Review Sports Meetings Times & Locations
    - i. Coaches/ADs mandatory meeting each fall
    - ii. Fall/Winter meetings prior to seasons.
3. Review
    - a) Student Activity Handbook
    - b) Coop Agreement (which includes coach contract & evaluation)
  4. Review reconciled costs from past year (may not be ready until June meeting)
  5. Establish next year’s coaching pay (recommended upon completion of teacher negotiations)
  6. Review activity workers needed and pay.
  7. Review coaching contracts for the next year.

Either school has the option to request that the above meetings be face to face or via telecommunication/distance learning options. Furthermore, either school has the option to request a meeting at any time.

**Agenda & Meeting Procedure:**

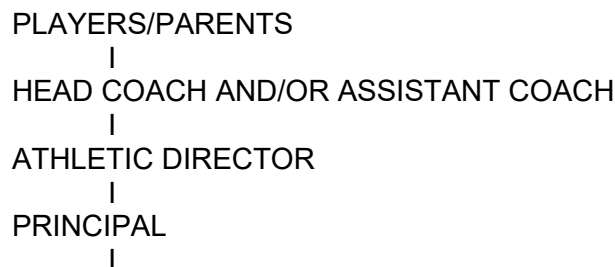
The agenda for all meetings will be developed collaboratively by both AD’s with input by the Superintendent of each district. Every effort shall be made for the agenda to be received by members of both boards for review at least two days prior to the meeting. Notes will be taken by the host district and emailed out to each administrator to disseminate for board reporting.

For full board meetings, the agenda of the athletic co-op board meetings shall be posted by each district according to SDCL. The host site shall lead the meeting. However, with the two school boards present, all decisions shall be voted on by each individual board. Minutes of each co-op school board meeting shall be recorded by each district separately, approved by each board, and then reported by each district according to SDCL.

**Addressing the Board Policy**

Meetings of boards are held for the purpose of conducting the business of the school district; they are not public hearings, but meetings held in public. The board encourages citizens to discuss concerns with the appropriate party.

Board members or citizens, through the Superintendent’s office, may request that an item of business be placed on the athletic coop school board meeting agendas if it is agreed that a meeting is necessary and if they have exhausted the chain of command:



SUPERINTENDENT  
|  
ATHLETIC COOP COMMITTEE  
|  
BOARD OF EDUCATION

If a request for an agenda item is denied and if the person(s) is dissatisfied with that denial, the issue can be submitted to the coop committee. If the coop committee still denies the request, it can be requested to be an agenda item at the individual district's board's regularly scheduled monthly meeting. Here, each board will address the issue and either resolve the issue or determine if both boards must get together to resolve the issue.

**Co-op Expenses/Income and Reconciliation Procedure:**

Each of the Business Managers from Leola and Frederick Area will compile all cooped sports expenses and revenues from their respective district's activities. Co-op expenses and revenue reconciliation reports will be submitted to each district's superintendent by June so that budgetary differences can be paid out prior to the close of that fiscal year. When calculating transportation, the amount of \$2.25 per mile for buses, and state rate for all other vehicles, will be used toward reconciliation, and driver salaries will not be included in the reconciliation process. Practices will not be reconciled unless a 50/50 arrangement in sites does not exist at the end of the last coop sports season.

For reimbursement purposes,

- Mileage & Meals will be calculated at the current State rate. Transportation logs (including date of event, location of event, total miles travelled) can be used for documentation purposes.

SDHSAA State Event Planning

Any teams competing at an event eligible for SDHSAA reimbursement shall include:

- 50/50 split of the following expenses:
  - Player Bus Transportation
  - The two superintendents will agree on the amount of meal money to be given to each person based on the SDHSAA schedule they receive. Each person receiving meal money will be required to sign a document stating the date and time they received their meal money.
  - Hotel & Meal Coverage:
    - All Coaches listed on SDHSAA Roster
    - All Athletes listed on SDHSAA Roster
    - All Managers & Stats listed on SDHSAA Roster
    - Bus Driver
    - Both AD's

Any additional administration from each district will be the responsibility of their home district.

**Uniforms**

Uniform costs will be shared by both districts and will include all clothing/equipment necessary to compete in SDHSAA sanctioned events. Following solicitation of quotes, uniforms will be ordered by AD's with input from coaches.

The activity and last uniform purchase year include: Volleyball (2018), Girls Basketball (2018), Boys Basketball (2022), Jr High Football (2015), Jr High Volleyball (2015), Jr High Girls Basketball (2018), Jr High Boys Basketball (2018), Jr High Boys/Girls Basketball Shorts (2021).

- Volleyball: spandex will no longer be allowed as part of the uniform unless it is worn as an undergarment underneath the uniform.
- Shooting shirts & practice jerseys may be purchased by athletes or loaned out each season.

Inventory of uniforms is the responsibility of the coach who then reports that to the A.D. Head coaches must submit inventory of uniforms and equipment to each AD prior to final checks being issued.

**Co-op Salaries:**

The coaches' salaries of co-op activities shall be determined by using the salary schedule attached at the end of this document on page 9. Raises will be determined annually during a spring coop committee meeting following negotiations at each district. Results shall be brought back to each district's regular board meeting after negotiations for final approval so business managers can issue contracts. Coaching recommendations should also be made no later than each board's regularly scheduled April meeting.

Each school will pay their own bus drivers according to their district's payment schedule. This only reconciled cost will be transportation for games. Note: Individual boards and staff can negotiate items determined to not fall under the co-op agreement.

**Admission Prices:**

Admission Prices will be set using Lake Region Conference pricing guidelines for events:           **Students & Sr. Cit. - \$3.00**           **Adults - \$5.00**

The annual meeting will establish Activity Pass pricing prior to the start of each year. Passes will be recognized by both schools. Activity Pass costs for 2023-24 will be:

- Season Adult-\$70.00**
- Season Students-\$30.00.**
- Season Family Pass: \$175.00**
- Season Senior Citizen: \$30.00 for 65 & older**

No admission will be charged for junior high games except for football jamborees and tournaments.

**Coaching Development:**

The amount of \$500.00 (approved February 2013-Leola; amended March 2013-Frederick Area) per sport will be budgeted for coaches to use for professional development, pending approval by Athletic Directors and Superintendents. Receipts must be submitted for reimbursement. Coaches attending mandatory meetings are separate from this reimbursement. These expenses will be reconciled. If multi-media or print is ordered for this development, it shall remain with the office of that coach's home AD to be added to the Coaching Library.

### **Contracts/Volunteer Agreements**

Once both school boards accept the candidate, a contract will be issued by the school board closest to the candidate or with whom the candidate is already established in payroll. Volunteer coaches must also be approved by both Boards. Coaching contracts should coincide with the issuance of teacher contracts.

If applicable, volunteers will sign a volunteer agreement and put a copy of his/her driver's license on file and complete a background check to keep on file. Any coach not planning to return needs to submit a written resignation by the end of the season.

### **Certification & Other Coaching Requirements (Volunteer Coaches Included)**

Head coaches are required to attend/view rules meetings and complete the SDHSAA online exam in their specific sport. Any fines assessed for not completing this requirement will be deducted from the coach's final payment.

All coaches who work with high school athletes must maintain the following credentials listed on the NFHS website: (jr high coaches will not be required to take the Fundamentals of Coaching Course)

- Concussion (annually)
- First Aid/CPR (every two years)
- The Collapsed Athlete (every two years)
- Heat Acclimatization (Fall Sports)
- Fundamentals of Coaching (one time course)

Each issuing district will reimburse coaches for any costs of the above certifications, and the fees will be reconciled.

All coaches will attend an annual meeting of coaches prior to the fall sports meeting. Coaches MUST report ALL medical injuries/illnesses to both AD's and vice versa. Coaches must have a copy of each athlete's Consent to Treat form from each district at all practices and events as required by the SDHSAA.

The Leola-Frederick Athletic Cooperative encourages all coaches to supervise Open Gyms at both locations that are open to all students throughout the year. Coaches must share their out of season plans with both AD's once the boys' basketball season has ended so a summer calendar can be developed.

Coaches and AD's must ensure SDHSAA & District eligibility requirements are met. Coaches must give AD's rosters at the beginning of each season in order to verify information, transportation, etc.

- Properly-filed health paperwork/documentation
- Age
- Attendance
- Academics
- Conduct

If they are not met, it is the coaches responsibility to report to their respective AD so that consequences are consistently followed. Principals must report any ineligible students to the appropriate AD's so they can report to the Head/JH coaches.

Head coaches must attend each district's annual awards ceremony. Each host district will organize their Awards Ceremony and communicate to all adults participating. Head coaches will determine lettered athletes and give that information to each AD and order any other awards they would like to give. Awards night for activities will take place in late Spring at each school's ceremony.

Head coaches will submit requisitions to their respective AD, in the spring of the year, for any items they will need for the following year. All coaches are responsible for handing out and getting back any district issued gear that is in inventory.

#### Head and Junior High Coaches

- will provide athletes with season guidelines such as practice times, locations, games, and how communication with their athletes will occur
- will provide season recaps and/or articles to each district's newsletter/paper and yearbook staff
- will communicate assistant coaches roles, responsibilities, and expectations as well as share daily practice plans

#### **Fundraising/Donations**

Coaches must notify each AD of any fundraising and the intentions for the use of funds. Most fundraising is to help pay for team camps, additional team apparel, etc. Each head coach will be accountable for money from fundraisers. Fundraising accounts must be reviewed by both district's business managers as they are funds from both districts.

Districts may grant prior use of school vehicles for one, out-of-season, team camp per year with this expense to be reconciled.

#### **Outside of the Season Activities**

Good sports programming includes off-season preparation. If you are unsure as to what is allowed and/or not allowed when it comes to working with your athletes, please refer to the SDHSAA website for their In and Out of Season Regulations.

#### **AD Responsibilities**

Fall sports (football & volleyball) shall be scheduled & contracted by Leola's AD using rSchool Today software that is purchased by each district. The fall AD will also contract referees except for football (SDHSAA schedules and contracts football officials). The Leola AD will be responsible for scheduling junior high fall events (Aug-Oct).

It is suggested that there be approximately 4-8 junior high football games and 10-14 junior high volleyball matches scheduled, with practices to begin on or around the first day of school for the latest starting district.

Winter sports (girls' basketball & boys' basketball) shall be scheduled and contracted by Frederick Area's AD, who will also contract the referees using rSchool Today software that is purchased by each district. This AD will also be responsible for scheduling junior high events.

It is suggested that there be 10-15 junior high girls' basketball games (played from October-December) and 10-15 junior high boys basketball games (played from January-March).

AD's will attempt to schedule home events 50/50 at each district per sport using a two-year rotation. Attempts will be made to have visiting teams compete at the closest district's location except for football. Leola and Frederick will each host two football games per year.

An annual varsity activity calendar will be developed and posted. Each district publishes a monthly calendar that includes all events, including junior high activities. In addition, both AD's will visit weekly about transportation times for practices and games, who is driving, practice locations, etc.

**Hiring of Coaches**

Once it is determined that a coaching position is open/vacant that coaching position will be advertised on ASBSD website, possibly in the local newspaper and/or each district's webpage and each district's Facebook page.

Applicants must submit notice of interest to either district as directed by AD or administration. Both Athletic Directors will review and discuss each applicant and then set up interviews. Interviews will be conducted with both athletic directors, possibly co-op committee members, and school administrators.

Athletic directors will select the best candidate to submit to their respective boards at the next regularly scheduled school board meeting. Both boards will motion the acceptance/decline of the candidate with the assigned district issuing the contract.

**Hiring of Athletic Event Workers**

For consistency between both districts, the following pay is recommended for worker pay (beginning 2014-2015 year). (Amended June 2018)

<u>Job</u>	<u>Pay</u>	<u>Mileage</u>
Clock	15 per game	None
Score	15 per game	None
Book	15 per game	None
Announcer	15 per game	None
Line Judge	15 per game	None
Lib Tracker	15 per game	None
Chain Gang	15 per game	None
JH Ref	25 per game	None
Non-Cert JV Ref for DH's	35 per game	None
Varsity Ref VB	100 per night	Mileage to head ref
Varsity Ref FB	125 per night	Mileage to head ref
JV / Varsity Ref BB	125 per night	Mileage to head ref
Varsity DH BB	150 per night	Mileage to head ref

**Evaluation of Coaches**

Head Coaches will be evaluated cooperatively by both school's Athletic Directors. In the event that an AD does not have administrative certification, the Principal and/or Superintendent will participate. If the Head Coach serves as AD, that school's other administrator will participate in the evaluation process. If the Head Coach is a Superintendent, the other administrator at said school may participate in the process. The formal evaluation (face to face meeting) will be led by the other school's AD.

The coaches' evaluation form appears on the next page:



## 2023-2024 LEOLA-FREDERICK HEAD COACH EVALUATION

***Working Toward a Stronger Community One Student at a Time***

COACHES NAME: \_\_\_\_\_ SPORT: \_\_\_\_\_

Number of Years Coaching (total all sports; all districts): \_\_\_\_\_ DATE: \_\_\_\_\_

**1 = Exceeds Expectations**

**2 = Meets Expectations**

**3 = Below Expectations**

	1	2	3	NA
A. Loyalty & Support to the system				
B. Care of equipment/facilities and inventory process – inventory list during evaluation				
C. Knowledge of the sport – completed annual tests				
D. Teaching ability – practice plans at evaluation				
E. Ability to motivate – season goals & expectations				
H. Supervision of athletes in locker room, bus, and other areas – sign outs				
I. Positive rapport with parents – communication plan/process				
J. Positive rapport with athletes – communication plan/process				
K. Positive rapport with all coaching staff – attends coaches/sports meetings				
L. Attends to safety factors & handling of injuries – logs/documents injuries with AD (via email)				
M. Accepts all duties given				
N. Accepts and/or addresses constructive criticism – response to evaluation				
O. Sideline Demeanor – public observation				
P. Practice Demeanor -				
Q. Communication Ability – overall				

Comments/Narrative:

The Coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the Coach.

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Circle one:

**Successful:**

To be recommended for continued assignment

**Needs Improvement:**

To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested

**Unsatisfactory:**

Not to be recommended for continued assignment

A copy will be placed in the employee's personnel file located in the issuing district's superintendent's office.

## 2024-25 Leola/Frederick Titans Coaching Salary Hiring Schedule

	1st Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Head Coach	\$ 3,800.00	\$ 3,838.00	\$ 3,876.38	\$ 3,915.14	\$ 3,954.30	\$ 3,993.84	\$ 4,033.78	\$ 4,074.11
Assistant Coach	\$ 3,100.00	\$ 3,131.00	\$ 3,162.31	\$ 3,193.93	\$ 3,225.87	\$ 3,258.13	\$ 3,290.71	\$ 3,323.62
Jr High Coach	\$ 2,500.00	\$ 2,525.00	\$ 2,550.25	\$ 2,575.75	\$ 2,601.51	\$ 2,627.53	\$ 2,653.80	\$ 2,680.34
	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16
Head Coach	\$ 4,114.86	\$ 4,156.00	\$ 4,197.56	\$ 4,239.54	\$ 4,281.94	\$ 4,324.75	\$ 4,368.00	\$ 4,411.68
Assistant Coach	\$ 3,356.86	\$ 3,390.42	\$ 3,424.33	\$ 3,458.57	\$ 3,493.16	\$ 3,528.09	\$ 3,563.37	\$ 3,599.00
Jr High Coach	\$ 2,707.14	\$ 2,734.21	\$ 2,761.56	\$ 2,789.17	\$ 2,817.06	\$ 2,845.23	\$ 2,873.69	\$ 2,902.42
	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24
Head Coach	\$ 4,455.80	\$ 4,500.36	\$ 4,545.36	\$ 4,590.81	\$ 4,636.72	\$ 4,683.09	\$ 4,729.92	\$ 4,777.22
Assistant Coach	\$ 3,634.99	\$ 3,671.34	\$ 3,708.06	\$ 3,745.14	\$ 3,782.59	\$ 3,820.42	\$ 3,858.62	\$ 3,897.21
Jr High Coach	\$ 2,931.45	\$ 2,960.76	\$ 2,990.37	\$ 3,020.27	\$ 3,050.48	\$ 3,080.98	\$ 3,111.79	\$ 3,142.91
	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30	Year 31	Year 32
Head Coach	\$ 4,824.99	\$ 4,873.24	\$ 4,921.97	\$ 4,971.19	\$ 5,020.91	\$ 5,071.11	\$ 5,121.83	\$ 5,173.04
Assistant Coach	\$ 3,936.18	\$ 3,975.54	\$ 4,015.29	\$ 4,055.45	\$ 4,096.00	\$ 4,136.96	\$ 4,178.33	\$ 4,220.11
Jr High Coach	\$ 3,174.34	\$ 3,206.08	\$ 3,238.14	\$ 3,270.52	\$ 3,303.23	\$ 3,336.26	\$ 3,369.62	\$ 3,403.32
* Originally approved during 2017-2018 school year								
* Revised July 12, 2021 (2% to 1% increases)								
* Revised July 11, 2022 (changed heading)								