Odessa-Harrington

Co-op Agreement

For

Interscholastic Activities
The purpose of this agreement is to give guidance and direction for the smooth operation and cooperation between the participating districts.

**Cooperative Philosophy Statement**

The cooperative extracurricular program shall be designed to enhance the total educational opportunities of our students. Emphasis shall be placed on:

1. The development of successful experiences for student athletes. The emphasis at the varsity level shall be competitiveness with less emphasis on participation. The emphasis at the junior varsity level shall be competitiveness with an increased emphasis on participation. Senior students may play at the J.V. level if there is a need and they so desire to play at that level.
2. The emphasis at the Middle School level will be participation.
3. Coaches should make every effort to insure that eligible players have the opportunity to participate in each contest.
4. The development of a program which seeks to challenge a student to develop his/her personal skills of attitude and dedication to their fullest potential.
5. The development of sportsmanship, team relationships and social exchange with students from other schools.
6. The development of skills and attitudes that will have lifelong value in future endeavors.
7. **WIAA, Title IX and other regulatory body regulations will be adhered to at all times, with the AD responsible to see these regulations are followed.**

**Sports CO-OP Governance**

The Co-op will have three (3) joint board meetings per year to attend to the business of the Co-op and provide the board the opportunity to set programs and policy. Meetings will be on the 2nd Wednesday of June, and the 2nd Wednesday of December, and the 2nd Wednesday of March. Administration of the Co-op will be the task of the superintendents, principals, and the Athletic Director. Should the necessity arise another meeting can be called with the approval of both superintendents.
Revisions of the Co-op agreement may be made at any meeting in which copies of revisions are provided to board members a week prior to the scheduled meeting.

District Shared Financial Responsibilities:

The districts will share equally in all costs as it relates to AD’s, coaches, transportation, uniforms, equipment purchases and tournament costs. The administrators will agree upon major purchases for the combined programs. Districts will be responsible to fund all individual district capital costs/expenses. Districts will make cost comparisons at the end of the fiscal year and reimburse each other prior to the end of the fiscal year in which cost was incurred.

By July 1 of each year an athletic budget will be developed collaboratively by both districts and approved with the annual operating budget of each district.

ASB Shared Financial Responsibilities:

The ASB organizations will split all receipts from season, gate and tournament play. They will also share in all expenses incurred by each other to maintain the cooperative programs.

Participation of Students

1. All eligible students in 6, 7 and 8 grade attending Odessa or Harrington Schools or who live in the Odessa or Harrington School Districts who are receiving home-based instruction are eligible to participate in all sports offered except football which does not allow participation of 6th grade students.
2. All eligible students in 9-12th grade attending Odessa or Harrington Schools or who live in the Odessa or Harrington School Districts who are receiving home-based instruction are eligible to participate in all sports offered by the coop.
3. Eighth graders can be used to salvage varsity or junior varsity high school teams if no middle level program is offered in that sport during the same season

Practice Times & Scheduling

1. It is essential that parents be able to plan on when they have to be at school in order to pickup their students. Therefore, the school will have set practice times.
1. Times of practice and bus times will be developed and provided to parents at the beginning of each season. Allowances for inclement weather will be made.
2. Every effort will be made to combine routes, practices, and other transportation costs for the efficiency of the program.
3. Practices will not be scheduled on Thanksgiving, Christmas Eve, or Christmas Day. Practices scheduled on other school holidays will have approval of principals.
4. Middle school practice schedules will be developed by the AD, with supervision of the principals of both schools, taking into account high school game schedules, church activities, changes in school calendars such as early release or waiver days and other relevant factors.
5. Middle School and High School athletic contests and school activities will not be scheduled on Wednesday evenings except for Homecoming and district tournament games.

Game Scheduling

1. Follow W.I.A.A. guidelines for game limits - As per calendar dates available.
2. The Friday preceding the third Saturday in September will be reserved for a football game in Odessa as part of the annual Deutschesfest Community Celebration. The fourth Friday in September will be reserved for a football game in Harrington as part of their Fall Festival Community Celebration. All other home high school football games will be held in Odessa.
3. Harrington will have an extra basketball game scheduled to make up for losing a home football game.
4. No games will be scheduled on Wednesday except during tournament play.
5. There will be an attempt to schedule all high school and middle school home contests on a 50% - 50% basis between the districts. The athletic director will make the schedules and will receive approval of principals before finalizing.

Student Transportation

1. Student athletes are expected to ride to and from practices and events on the transportation provided by the school districts. Exceptions may be made if prior arrangements have been made by the parent with the principal.
2. Students may be released from riding home on the bus after practices or events if prior arrangements have been made by the parent with the principal or if the parent or guardian is present and they sign out their child on the form provided by the coach.
3. Summer Off-School site Activities/Programs: Athletes must be transported to contests/camps by a coach or parent. An athlete may NOT drive to any summer event under any circumstances and if said athlete does, then they WILL NOT be able to participate in the activities.
Hiring/Evaluation/ Dismissal Procedures for Coaches/AD

1. Hiring - For the purpose of recommending a coach, all candidates’ applications will be reviewed by the athletic director and principals. The interview team will consist of the athletic director, principals and any other school employees such as other coaches or board members as deemed appropriate. Although it is not required, it is highly recommended when two or more coaches are needed or desired for a sport season that each community be represented and preferably the coach should be a district staff member.

2. Except for emergency coaching hires (positions not filled or due to unforeseen vacancy in a coaching position) all coop decisions will be made at the cooperative board level.

1a. Odessa and Harrington volunteer coaches will have complete background checks and be approved by the School Boards of their respective communities.

3. Evaluations - All coaches will be evaluated by the athletic director or Principal at the conclusion of their sport season. Head coaches will evaluate assistant coaches and will provide feedback to the A.D about their program.

4. Dismissal - A coach will be dismissed based upon a recommendation of both school’s principals and athletic director.

5. The Athletic Director will make a recommendation to the Co-op board for all fall coaches in March, winter coaches in June, and spring coaches in December.

6. Any coach (head or assistant) not hired at a Co-op Board meeting will be recommended to both boards by the Athletic Director for action at the next respective board meetings of each district. If there is a conflict the Superintendents will attempt to resolve the conflict, if not possible a special Co-op board meeting will be called where a roll call vote will be taken. If the vote is a tie then the motion to hire will fail and the coach will not be hired.

7. See Attachment-A Evaluation Tool

Supervision

1. Supervision for all home games will be provided by the host school.

2. The athletic director shall be responsible to see that all arrangements are made for supervision, game management and host responsibilities for visiting teams.

Cheerleaders

1. The program will follow the National Federation regulations. The cheerleading coach in cooperation with both principals shall develop procedures and time lines for cheerleader selection.
2. Varsity cheerleading shall have a minimum of 5 and be limited to a maximum of 8 for fall and 8 for winter. There will be no more than 8 cheerleaders cheering on the field/floor at one time. The remaining cheerleaders will be designated as JV cheerleaders and would practice with the varsity cheerleaders and perform as deemed appropriate by their coach.

3. A cheerleader may not participate in a sport simultaneously.

**Band**

The Odessa and Harrington Pep Bands will play at their home sites. Both bands may play together if they choose.

**Team Managers**

Middle School and elementary students may participate as high school managers. They would be a game manager only. The coach must obtain permission from the athletic director and parents.

**Complaints**

Complaints will be handled in a civil and orderly manner. A chain of command will be followed.

1. Parent, student or community complaints will be made to the coach first in writing.
2. If the complainant is not satisfied with the resolution, he/she is to go to the Athletic Director who will respond in writing within 5 days of receiving the complaint.

3. If the complainant is not satisfied with the resolution by the AD he/she is to go to the Principal, who will respond in writing within 5 days of receiving the second step complaint.

4. If the complainant is not satisfied with the resolution by the Principal he/she is to go to the Superintendent, who will respond in writing within 5 days of receiving the second step complaint.

5. If the complainant is not satisfied with the written resolution by the Superintendent he/she will request a hearing by the Coop Board. The Coop Board will hear the complaint within 30 days of notification by the complainant that no resolution has been received.
New Programs

A district wishing to start a new program or sport and wishes the other district to participate, must contact the other district at the earliest possible date. A detailed proposal must be submitted for the directors to take action. Formal acceptance by both districts is necessary for the activity to begin as a combined sport or activity.

Annual Program Review

At the end of each sport season, coaches and athletic directors from each district will discuss and evaluate all aspects of the season and program and make adjustments for the coming season.

- Insurance

Each district shall maintain insurance coverage for liability arising from activities carried out under this agreement. Policies shall be maintained at levels no less than the levels of coverage currently maintained by each district.

Athletic Code

A common athletic code will be used by both schools.

Procedure of the Odessa-Harrington Cooperative

The goal of the cooperative athletic program is to provide a wide variety of athletic experiences for the students in the middle/junior high and high schools of each district. Efforts will be made by coaches and administrators in each district to determine the interest and willingness to participate in a wide variety of sports for both boy’s and girl’s programs.

With this in mind, the boards agree the following numbers will be used in determining the minimum number of players necessary to field a team.
Baseball-12
Basketball-8
Cheer-5
Football-14
Softball-12
Volleyball-10

While individual sports do not have minimums to allow interscholastic competition, the cost of providing for a coach and transportation for a few players falls outside of reason. With this in mind, the boards agree the following numbers will be used to determine the minimum number of players to provide a coach for a sport.

Golf-6
Tennis-6
Track and Field-6

When there is only one coach provided for a sport, if there are 11 players or more a game supervisor will be provided.

If there are more than 15 competitors in any sport, an assistant coach will be provided.

If an individual sport has divided practice and/or competition separately for boys and girls, the number of athletes in each school or each gender needs to meet the minimum number as stated above.
In situations where the AD feels these limits need to be adjusted due to circumstances the Superintendents, principals, one board member from each district and the AD will meet to make a decision about the circumstances.

- Terms of Agreement

The terms of this agreement shall commence on September 1, 2010. The agreement will automatically renew. Amendments, not including termination, to the agreement may be made based on the annual program review as needed.

Either party may terminate its participation in this agreement by giving written notice of such intentions to terminate no later than 18 months prior to the end of this agreement.

This agreement is between the Odessa and Harrington School Districts. The directors of the said districts approved the agreement on the 24th day of March, 2010.

Revised Agreement Approved June 10, 2015

Date: ____________________

Attest: ____________________ ____________________

Odessa Superintendent Harrington Superintendent
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I. PROFESSIONAL AND PERSONAL RELATIONSHIPS:

_____ 1. Cooperates with the Athletic Director in regard to submitting participant lists, year-end reports, program information relative to your sport and coaching plan prior to season.


_____ 3. Provides a written copy of the athletic code to all team members and explains contents.

_____ 4. Develops rapport with the coaching staff.
5. Is appropriately dressed at practice and games.

6. Participates in in-service meetings and other activities to improve coaching performance. Attends meetings necessary to the welfare of the Athletic Department.

7. Develops sound public relations.

8. Understands, respects and follows rules and regulations set forth by all governing agencies: WIAA, Board of Education and League.

9. Participates in parent’s night, banquets, award nights, pep assemblies and letters to colleges regarding players.

10. Maintains suitable sideline conduct at games towards players, officials and other workers.

11. Develops rapport with other teachers, coaches and administrators.

12. Promotes all sports in the athletic program attempting to foster school spirit.

13. Cooperates and communicates with parents during the entire year.

14. Maturely accepts criticism and/or recognition.
15. Works with team/individuals to develop appropriate goals.

16. Adequately develops team spirit and unity.

17. Has basic understanding of athletic injury prevention/rehabilitation and care.

II. COACHING PERFORMANCE:

1. Develops respect by example in appearance, manners, behavior, language and conduct during a contest.

2. Provides proper supervision and administration of locker and training room and on bus trips.

3. Is well versed and knowledgeable in matters pertaining to the sport.

4. Has individual and team discipline and control.

5. Develops a well organized practice schedule which utilizes his/her staff and team to its maximum potential.

6. Is fair, understanding, tolerant, sympathetic and patient with team members.

7. Is prompt in meeting team for practices and games.
8. Shows an interest in athletes in off-season activities and classroom efforts.

9. Provides leadership and attitudes that produce positive efforts by participants.

10. Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.

11. Uses positive ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to each individual.

12. Utilizes practice time for both individual and team development.


14. Shows respect (verbal, physical, psychological) for athletes.

15. Provides adequate supervision at each practice session and at all contests of the sport, which includes supervision at all times of the locker and shower area.

16. Attends to factors which relate to athletic safety.

III. RELATED COACHING RESPONSIBILITIES:
1. Is concerned about the care of equipment, including issue, collection, inventory and storage.

2. Is cooperative in sharing facilities.

3. Shows self-control and poise in areas related to coaching responsibilities.

4. Displays enthusiasm and exhibits interest in coaching.

5. Keeps Athletic Director informed about unusual events.

6. Follows proper procedure for purchase of equipment.

7. Attends appropriate rules interpretation meeting(s) dealing with the sport.

8. Submits pre-season and post-season purchase requests.

Summary

Date: __________

Number of years coaching this assignment: ______

Number of years coaching in district ______

STRENGTHS:
GOALS AND RECOMMENDATIONS FOR NEXT YEAR:

COMMENTS:

Check one:

______  Satisfactory: To be recommended for contract renewal.
Satisfactory: To be recommended for contract renewal unless a staff or district patron could be hired to provide equal district representation.

Needs Improvement: To be recommended for contract renewal, provided an understanding can be reached in the areas where improvement is suggested.

Unsatisfactory: To be recommended for non-renewal of contract.

_______________________________  ________________________
(Coach’s Signature)               (Date)

_______________________________  ________________________
(Athletic Director’s Signature)    (Date)