

# Loup City Public Schools Board of Education

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## Special Session

Thursday, May 25, 2023

7:30 PM

Arcadia Schools

7:30 PM

1. Call Meeting To Order:
  - A. Pledge of Allegiance
  - B. Announce Open Meetings Act - Posted in Meeting Room
  - C. Approval of Agenda:
  - D. Publication of Meeting
2. Discussion Items:
  - A. Dance Team
  - B. Coop Renewal Agreement
  - C. Junior High Uniforms
  - D. 2023-2024 Projected enrollment
  - E. 2023-2024 Coaching Assignments
  - F. 2023-2024 ALC Handbook and Coaches Handbook
3. Adjourn:

**Note 1:** The Board in its discretion may revise and consider any listed item at any time during the meeting.

**Note 2:** This agenda does not become final until 24 hours prior to the scheduled commencement of this meeting. All listed reports which are in writing are a part of the Agenda for this meeting and may contain action items or otherwise call for Board action on the subject matter(s) listed therein; complete copies of such reports, except for any legally confidential information are available upon request from the Office of the Superintendent of Schools as part of the agenda.

**Note 3:** The Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the order listed. Further detail on agenda items may be obtained by speaking to the Superintendent. The Board of Education by the approval of all consent items is also approving, authorizing and directing the Board President, Board Secretary, the Superintendent or their designees to take or cause to be taken all necessary action and sign all documents necessary or appropriate to complete the matter or transaction as approved.

**Note 4:** The Open Meetings Act requires that agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question about a report or needs clarification about the sufficiently of any item on which action could be taken at this meeting should contact the Office of the Superintendent of Schools.

**Note 5:** The Board of Education reserves the right to go into closed session at its discretion, but will only do so for the prevention of needless injury to a person's reputation or for the protection of the public interest.

## ALC REBELS

### 2023-2024 Projected Enrollments

<u>Grade</u>	<u>Arcadia Girls</u>	<u>Loup City Girls</u>	<u>Total Girls</u>	<u>Arcadia Boys</u>	<u>Loup City Boys</u>	<u>Total Boys</u>
K	3		3	5		5
1st	9	11	20	2	16	18
2nd	5	8	13	6	6	12
3rd	6	9	15	6	11	17
4th	1	10	11	4	13	17
5th	5	14	19	4	12	16
6th	3	4	7	4	12	16
7th	9	8	17	4	18	22
8th	2	9	11	4	11	15
9th	5	8	13	5	14	19
10th	7	7	14	5	9	14
11th	5	9	14	1	9	10
12th	2	11	13	3	16	19

### 5-Year Projected Enrollments & Classifications

	<u>NSAA</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
Cross Country	120	84	84	86	97
*Football	47	43	n/a	56	n/a
*Girls' Golf	106	41	41	38	41
*Volleyball	58 / 40	41	41	38	41
*Girls' Basketball	58 / 41	41	41	38	41

*Boys' Basketball	62 / 41	43	43	48	56
*Wrestling	50	43	43	48	56
*Boys' Golf	97 / 42	43	43	48	56
Track	77	84	84	86	97

\*classification is dependent on either boy or girl enrollments

**Total**

8

38

25

32

28

35

23

39

26

32

28

24

32

**2027-28**

88

54

35

35

35

53

53

53

88

**2023-24 ALC REBEL COACHING ASSIGNMENTS**

Activities Director.....Ramsey Hunt  
Asst. Activities Director.....Rusty Kluender  
Head Football Coach.....Ramsey Hunt  
Asst. Football Coaches.....Aaron Habe, Jake Hunter, Tony Kaslon  
Head Volleyball Coach.....Skye Griess  
Asst. Volleyball Coaches.....TBD & Jennifer Kuszak  
Head Cross Country Coach..... April Dexter  
Asst. Cross Country Coach.....Kyle Knaub  
Head Girls' Golf Coach.....Mark Higgins  
Asst. Girls' Golf Coach.....Teri Sell  
Head Boys' Basketball Coach.....Aaron Habe  
Asst. Boys' Basketball Coaches.....Tony Kaslon & Cohen Lewandowski  
Head Girls' Basketball Coach.....Jason Bott  
Asst. Girls' Basketball Coaches.....Tara Kaslon & Tazalea Scott  
Head Wrestling Coach.....Jake Hunter  
Asst. Wrestling Coaches.....Cale Harrington & Rob Thompson  
Head Track Coach.....????????  
Asst. Track Coaches.....Mark Higgins, Deb Habe, Harry Ritz, April Dexter, Dusti VanSlyke  
Head Boys' Golf Coach.....Tony Kaputska  
Asst. Boys' Golf Coach.....Brian Meyer  
JH Football Coaches.....Clayton Dethlefs & Rob Thompson  
JH Volleyball Coaches.....Raychel Chramosta & Hallie Gray  
JH Boys' Basketball Coaches.....Anthony Kaputska & Rusty Kluender  
JH Girls' Basketball Coaches.....Joy Schott & Sarah Scott  
JH Wrestling Coaches.....Jake Hunter (Cale??) & Rob Thompson  
JH Track Coaches.....Candy Augustyn, Crystal Weaver  
Cheerleading Sponsors.....Sarah Lewandowski & Hope Martin

# Arcadia-Loup City Rebels

## Cooperative Agreement Handbook



**2023-24**

Revised 6/3/2022

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**Mission Statement:**

The purpose of the Arcadia-Loup City athletic cooperative is to provide a comprehensive and balanced athletic program that will provide more opportunities and experiences for our students that neither school may be able to provide individually.

**Statement of Philosophy:**

A comprehensive and balanced athletic program is an essential complement of the basic program of instruction. The athletic program should provide opportunities for students to further develop interests and talents in sports and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Arcadia-Loup City takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, and for work and leisure activities.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies, rules, and regulation. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Athletics play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Athletics add to both schools’ spirit and help all students and spectators develop pride in their schools.

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

**Cooperative Advisory Committee:**

A cooperative advisory committee will consist of two (2) board of education members from each district and the superintendents from each district. The advisory committee will meet on the Wednesday following the state volleyball tournament, two Wednesdays after the state boys’ basketball tournament, and the Wednesday after the state track meet if no Joint Board Meeting is planned for that year, or as agreed upon by both districts. The advisory committee will take no action, but will provide recommendations for policies, rules, and procedures to be approved through each individual district’s board of education. A joint board meeting will be held each June for discussion on this handbook and improvements that can be made to the co-op.

**Cooperative Information:**

- Official School Cooperative Name: Arcadia-Loup City
- Official Cooperative Mascot: Rebels
- Official Cooperative Colors: Red, Black, and White
- Official Fight Song: Forward Rebels

**Sports and Activities Included:**

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

- |                                 |                               |
|---------------------------------|-------------------------------|
| Football                        | Volleyball                    |
| Boys Cross Country              | Girls Cross Country           |
| Boys Golf (high school only)    | Girls Golf (high school only) |
| Boys Wrestling                  | Girls Wrestling               |
| Boys Basketball                 | Girls Basketball              |
| Boys Track & Field              | Girls Track & Field           |
| Cheerleading (high school only) |                               |

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

**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 athletic programs and participation. The superintendents will make suggestions for policy changes to their respective Board of Education in order to have consistency between athletic policies at each district.

**Communication:**

Effective communication is vital to the success of this cooperative. 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.

**Cooperative Athletic Director:**

A cooperative athletic director will be hired to be the main contact for athletic purposes. This individual will be in charge of scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. An Assistant Athletic Director from the other district will also be named. Job descriptions for the Cooperative Athletic Director and the Cooperative Assistant Athletic Director are in this handbook and also the Coaches Handbook. The host site principal will assist the Coop AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game.

**Selection, Evaluation, and Retention of Athletic Director:**

The Superintendents from both districts will be responsible for interviewing candidates for the Head and Assistant Athletic Director positions. The Superintendents will recommend candidates to be approved by both School Boards. The Superintendents will evaluate and meet with both the Head and Assistant Athletic Directors each school year, preferably before the April Board Meeting. The evaluation will include a recommendation of employment for the upcoming school year. Recommendations for retention of these positions will be brought to both Boards during the April Board Meeting.

### **Fiscal Management:**

The Business Manager from Loup City will act as the primary fiscal agent for the cooperative. The cost of the cooperative will be split, with Loup City responsible for 70%, while Arcadia will be responsible for 30%. A cooperative account will be held through the Loup City school district with each district contributing the prorated 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 August 1<sup>st</sup> of each year and the deposit will be made by September 15<sup>th</sup> of each year.

The cooperative account will only be used for expenses associated with cooperative agreement athletic programs. These costs include, but are not limited to: payment for officials, entry fees, uniforms, medical/first aid supplies (e.g., athletic tape, tape cutters/scissors, thera-gesic cremes), practice balls, game balls, scorebooks, 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:** A list of officials will be given to the Co-op Business Manager no later than three (3) days before each contest. Checks will be made out from the co-op account to pay all officials and workers at both locations. The Superintendents, Athletic Director, and Assistant Athletic Director will meet to determine who gets paid during events held at both schools.

Money bags will be provided by the school hosting the event. Each bag will have a form included that indicates the amount of starting money and denominations. The monies collected from the activity or game will be counted by two gate people. The amounts of each denomination and totals will be indicated on the Gate Form provided with the bag. All individuals that count the money will sign the form after completing it. One copy of the form will be placed in the money bag. The locked money bag and key will be given to the host administrator. The money bag in Arcadia will be placed in a secure location. The administration in Arcadia will make every attempt to have the money bag delivered to Loup City Public Schools at the earliest possible date following the home contest. The money bag in Loup City will be placed in the drop box at Citizens Bank. The key will be given to the Business Office the next working morning. The Business Office, along with another staff member, will verify the amounts or make corrections as needed on the enclosed form, sign it, and send copies to the Coop Athletic Director and both superintendents.

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. The AD and one administrator 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. Cooperative monthly financial reports to include receipts and expenditures will be provided to both schools.

### **Fundraisers:**

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the Coop Athletic Director & Building Principals before the fundraiser has begun. Coaches must indicate to the Coop Athletic Director what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

### **Uniforms and Equipment:**

Uniforms and equipment from both schools will be used as much as possible. Uniforms may be purchased as needed during the terms of the Cooperative Agreement and will be paid out of the cooperative account. Surplus uniforms may be purchased at replacement cost upon the approval of both boards of education.

### **Ordering:**

All ordering must be approved by the Cooperative Athletic Director, 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 Coop A.D. will meet with the fall season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by December 31 of that year. The Coop A.D. will meet with the winter season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by April 1 of that year. The Coop A.D. will meet with the spring season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by June 1 of that year.

### **Coaching Positions:**

1. The Cooperative Athletic Director will be in charge of recommending candidates for each coaching position. Input will be sought from the Assistant Athletic Director. Input will be sought from the principals, and established head coaches with final decision being made by the superintendents.
2. Full job descriptions for all coaching positions are available in the Coaches Handbook. Head coaches will be evaluated at the conclusion of each season with input from the Cooperative Athletic Director, Assistant Athletic Director and also an administrator. In the event the Athletic Director is not a certificated administrator the meeting will be conducted by a certified building administrator.
3. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application.
4. Each sport will have one (1) head coach at the high school level and one (1) head coach at the junior high level.
5. Each district will decide how many coaches they will pay and what the pay for those coaches will be, in accordance with their local negotiated agreements. The cost for coaches will not be considered a cooperative expense.
6. Any volunteer coaches that are not certificated employees of either school district must be approved by both superintendents. In accordance with NSAA by-law 2.12.3, the following will be adhered to by ALC programs using a non-certificated volunteer coach:
  - A. A volunteer coach job description will be included in the ALC Coaches Handbook.
  - B. The volunteer coach must be supervised at all times by the Head Coach during practices and games.
  - C. During practices, the volunteer coach may only instruct/supervise drills that have been assigned by the Head Coach. These drills may not be changed or other drills initiated by the volunteer coach without the Head Coach's approval.

### **Coaching Expectations:**

In addition to the expectations stated in the job descriptions, the Cooperative Advisory Committee expects the following from all of the coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all of our students.
2. To develop practice schedules ahead of time and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative athletics and district activities to give all students a well-rounded educational experience.
6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.

### **Cheerleading:**

Cheerleading will be a co-op activity. The program will follow the outlined expectations:

1. Each school will provide a sponsor for cheerleading.
2. One sponsor will be named the head sponsor, and the other will be the assistant.
3. Tryouts will not be required. Squad members will be asked to participate in a clinic in lieu of tryouts.
4. The cheer team will consist of any student interested in participating with no expectation that a certain number has to come from either school.
5. The purchase of uniforms will be the Cheerleader's responsibility and will not exceed \$300..
6. A cheerleading account in the Cooperative Activity Fund will be established.

### **Student Participation:**

All students from Arcadia and Loup City are strongly encouraged to participate in cooperative athletics. 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 at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for equal time as much as possible for all students.
3. All students participating in the sub-varsity levels in 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.
4. 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. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. As a general rule, seniors will not be allowed to participate on reserve teams. Exceptions to this rule may be made if the coach involved will justify in writing to the Coop A.D. the reasons for the senior playing on the reserve team. The coach and the Coop A.D. will make the final decision.
6. The Arcadia-Loup City Cooperative will use a "no cut" policy for all student activities.

### **Transportation:**

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts as evenly as possible.
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 Cooperative Athletic Director. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the individual 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. With prior building administrative approval, students may drive themselves to practice at the other site. This could be allowed if the student needs to drive themselves due to medical appointments, funerals, or other extenuating circumstances. Under no circumstances shall a student be able to drive another student, other than a sibling, to a practice.
5. Practices at the golf course and athletic complex will be set for a specific time and it will be up to the students to make it to practices on time. Coaches may set expectations for running/walking to practices if they choose. Coaches may be asked to transport students to practices or games.

6. Teams may stay overnight at the discretion of both Superintendents, the Cooperative Athletic Director, and the Assistant Athletic Director. Generally, teams will not be allowed to stay during the regular season unless they would have to leave before 5:00 a.m., or would return after 1:00 a.m. the day of the contest.

### **Practice and Game Schedules:**

1. The Cooperative Athletic Director is in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The Cooperative Athletic Director will work with the Assistant Athletic Director to determine which school will host the home events for each sport. Arcadia will host one (1) home JV/Varsity basketball game each year.
2. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. The small gym in Arcadia will only be used for coop activities of low intensity with supervision. Coop games and full court practices in the Arcadia small gym will not be held.
4. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
5. If one district does not have any participants in a given activity, all home games and practices will be at the other district.
6. In the fall season, practices will be distributed based on the percentage of participants from each school at the beginning of the 3<sup>rd</sup> week of practice. If a school does not have at least 20% of the participants then all practices will be in the school with the larger percentage with only one (1) practice prior to a home game being at the other site.
7. For basketball, a three-gym rotation will be used. The three gyms include both gyms at Loup City, and the new gym in Arcadia.
8. The Rebel Volleyball Tournament and Rebel Wrestling Duals will be held in Loup City. The Junior High Rebel Volleyball Tournament will be held in Arcadia.
9. Attempts will be made to include at least one high school wrestling meet at Arcadia, depending on interest from other schools. The wrestling triangular with Broken Bow and Wood River can continue to be held in the Arcadia small gym on its rotation.
10. All home track and field, cross country, and golf meets/invites will be held in Loup City. Attempts will be made to conduct a Junior High, JV, or Varsity Cross Country Meet in Arcadia.
11. All Conference meets/invites will be held in Loup City.
12. All volleyball triangular matches that include JV contests will be held in Loup City.
13. 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.
14. The Co-op Athletic Director, with the input from head coaches, will produce a practice schedule before the beginning of the season. This practice schedule could be subject to change on short notice.
15. Practices will last no longer than two hours, with the exception of the first week of practices. All practices will be completed no later than 6:15 p.m. Wednesday practices will be completed by 5:30 p.m.
16. No practices will be held during the school day without prior approval from the Co-Op Athletic Director and both Superintendents.

### **Football Scheduling:**

This information is a historical record of extra home games and playoff games hosted by the ALC Co-op. This information shall be updated each year to reflect any additional football scheduling that has taken place.

#### *Extra Home Games:*

2018 – Loup City hosted 2 varsity games and Arcadia hosted 2 varsity games

2019 – Loup City hosted 2 games and Arcadia hosted 2 games.

**\*\*Loup City will host the next extra varsity game\*\***

#### *Home Playoff Games:*

2018- Loup City hosted Elm Creek, Arcadia hosted Burwell

2019- Loup City hosted Alma, Arcadia hosted Sutherland

2020- Loup City hosted Stanton

**\*\*Arcadia will host the next home playoff game regardless of opponent\*\***

### **Overnight Trips:**

Coaches will be expected to provide the Coop Athletic Director 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 Coop Athletic Director before departure and should be shared with both superintendents, building principals, and parents of participating students. Out of state trips/camps need to be approved by both boards beforehand. When meals are provided to participants and coaches the limit will be \$15 per person and a 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 Coop AD, then both superintendents.

### **Facilities and Insurance:**

Each district certifies that they have 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 classroom will be made available for pre-game/halftime meetings as needed. The procedure for sharing locker rooms when home contests are at Arcadia are:

1. The locker rooms will be assigned by the Arcadia Activities Director a minimum of three (3) days prior to the game date and will communicate the locker room assignments to both programs AD's and coaches;
2. When the opposing team arrives at Arcadia, the Arcadia Activities Director will escort the teams to their assigned locker room;
3. The Arcadia Activities Director will, when communicating the locker room assignments to the programs Activities Director and coaches, emphasizing the following:
  - a. An adult coach from the team will be present to supervise the students while in the locker room, before and after the game;
  - b. No students will be allowed in the locker rooms without adult supervision;
  - c. The students will need to put their street clothes and other belongings in their travel bag for safekeeping;

- d. The players of the game just ending are required to go to their assigned locker room, shower and change back to street clothes in a timely manner – the locker room should be cleared of the previous players before halftime of the following game. For example, the JV girls will need to be out of the locker room before halftime of the JV boys' game, and so on.

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

#### **Admissions and Passes:**

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 Arcadia and Loup City. The only exceptions to this rule would be for games that are held at either school under the direction of the Lou-Platte Conference or the NSAA.

The Superintendents and *Coop* Athletic Director will create a standard Cooperative Pass. Passes will be \$20 for K-12 students, \$50 for an adult and \$100 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.

#### **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 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, educational awards, and coronation/Homecoming recognition.

#### **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 athletic director.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the athletic director.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendent of the school their child is enrolled in. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendent 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 school board of the district their child is enrolled in. The Board will then hold an executive session with the parents, child, coach, the athletic director, both principals, and district superintendent at the next regular board meeting. The Board will then have ten (10) working days to respond to the hearing in writing.

### **Coaches Complaint Protocol:**

Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Cooperative Athletic Director to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the athletic director.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the athletic director.
4. If no solution is reached, the coach may appeal to the school board of the district that they are an employee of. The Board will then hold an executive session with the coach, athletic director, both principals, and both superintendents to discuss the complaint. The Board will then have ten (10) working days to respond to the hearing in writing.

### **Letter Awards:**

It will be up to the head high school coach of each activity to develop their lettering policy. These rules need to be given to each participant and the Cooperative Athletic Director prior to the start of the season.

### **Athletic Banquet:**

One athletic banquet will be held in the spring of each year. The location will alternate between the two schools. All ALC sports will be given time to be recognized and to hand out awards.

### **Updates:**

The effectiveness of this agreement and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the Cooperative Advisory meeting that is conducted after the spring season. This agreement, and any changes made during the summer, will be approved at each district's August board meeting every year.



**GATE FEE FORM**

Level: Varsity JV JH

Sport: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Bills</b>	<i>Indicate total \$ amount for each</i>
\$1's	
\$5's	
\$10's	
\$20's	
\$50's	
\$100's	
<b>Total</b>	

<b>Coin</b>	<i>Indicate total \$ amount for each</i>
Pennies	
Nickels	
Dimes	
Quarters	
Other	
<b>Total</b>	

Total Checks \_\_\_\_\_

**Grand Total** \_\_\_\_\_

\*\*\*\*\*

Ticket Seller (Printed): \_\_\_\_\_

Ticket Seller (Signatures): \_\_\_\_\_

Business Office (Printed): \_\_\_\_\_

Business Office (Signatures): \_\_\_\_\_

## **Athletic Director**

### **QUALIFICATIONS:**

Holds a current Nebraska Teaching Certificate

Previous experience as a coach is desirable

Administrative certificate preferred

### **REPORTS TO:**

Building Principal / Superintendent of District of Employment

Superintendent of Cooperative District(s)

### **JOB GOAL:**

The Athletic Director will be responsible for the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Handles all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12; this shall include but not be limited to:
  - a. Contracts in the scheduling of contests
  - b. Contracts for officials
  - c. Information sheets (schedules, rosters, etc.) to opposing teams
  - d. Getting eligibility lists to NSAA
2. Coordinates the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests with the assistance of the Assistant Cooperative Athletic Director
3. Communicates and discusses aspects of the Cooperative regularly with the Assistant Cooperative Athletic Director
4. Seeks the input of the Assistant Cooperative Athletic Director on all aspects of the athletic programs
5. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
6. Is in charge of crowd supervision at all home events
7. Is responsible for making sure an administrator is present at all away events
8. Is in charge of keeping the school calendar current as it pertains to athletics
9. Assists in the selection of coaches
10. Completes the evaluations of coaches, with the assistance of the Assistant Cooperative Athletic Director; evaluations are to be completed 14 days following the state event in that sport
11. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
12. Serves as tournament director for any conference or district athletic events scheduled at Loup City or Arcadia
13. Helps close gym, field, etc., following an athletic event.
14. Helps secure police protection, medical aid and facilities for athletic events
15. Keeps an accurate record of all varsity athletic events from year to year
16. Assists in the evaluation of all aspects of the athletic program
17. Oversees and develop procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
18. Handles all communication with and interpret NSAA rules and regulations in regard to athletics
19. Cooperates with the Superintendent and Principals in attending out-of-town contests as needed
20. Is responsible for securing change for the ticket takers at varsity athletic events at their school
21. Is responsible for having programs printed for athletic contests at their school

22. Arranges field and gym practice schedules
23. Schedules athletic staff meetings as the need arises
24. Is responsible for the operation and organization of the press box at their school
25. Supervises all radio and television broadcasts and the public address system
26. Has the authority to remove spectators from events and bar them from attending further activities.
27. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
28. Attends Booster Club meetings as appropriate
29. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Assistant Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

## **Assistant Cooperative Athletic Director**

### **QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Previous experience as a coach is desirable
3. Administrative certificate preferred

### **REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

### **JOB GOAL:**

The Assistant Cooperative Athletic Director will be responsible for assisting the Cooperative Athletic Director with the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists with all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12 as necessary or when requested by the Cooperative Athletic Director; this shall include but not be limited to:
  2. Contracts in the scheduling of contests
  3. Contracts for officials
  4. Information sheets (schedules, rosters, etc.) to opposing teams
  5. Getting eligibility lists to NSAA
6. Assists with the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests
7. Communicates and discusses aspects of the Cooperative regularly with the Cooperative Athletic Director
8. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
9. Assists with crowd supervision at all home events
10. Assists with keeping the school calendar current as it pertains to athletics
11. Assists in the selection of coaches
12. Assists in the evaluations of coaches; evaluations are to be completed 14 days following the state event in that sport
13. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
14. Helps close gym, field, etc., following an athletic event
15. Helps secure police protection, medical aid and facilities for athletic events
16. Assists in keeping an accurate record of all varsity athletic events from year to year
17. Assists in the evaluation of all aspects of the athletic program
18. Assists in the oversight and development of procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
19. Assists with all communication with and interpret NSAA rules and regulations in regard to athletics
20. Cooperates with the Cooperative Athletic Director, Superintendent and Principals in attending out-of-town contests as needed
21. Is responsible for securing change for the ticket takers at varsity athletic events at their school
22. Is responsible for having programs printed for athletic contests at their school
23. Assists with scheduling field and gym practice schedules
24. Schedules athletic staff meetings as the need arises

25. Is responsible for the operation and organization of the press box at their school
26. Supervises all radio and television broadcasts and the public address system at their school
27. Has the authority to remove spectators from events and bar them from attending further activities
28. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
29. Attends Booster Club meetings as appropriate
30. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

## **Head Coach**

### **QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

### **REPORTS TO:**

Athletic Director

### **JOB GOAL:**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success; at the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **PERFORMANCE RESPONSIBILITIES:**

1. Is responsible for the total program of his/her respective sport
2. Is responsible for the public relations of his/her respective sport, including the reporting of game results.
3. Is responsible for attending a meeting with the Athletic Director prior to the first practice
4. Is responsible for turning in to the Athletic Director an inventory of all equipment under his/her responsibility within two weeks of the last contest
5. Is responsible for turning in to the Athletic Director a list of letter winners, varsity participants, and special awards within two weeks of the last contest
6. Is responsible for turning in to the Athletic Director the equipment requests for the following year within two weeks of the last contest
7. Is responsible for delegating specific duties and responsibilities to assistant coaches
8. Is responsible for securing all doors, lights, windows and locks before leaving the building and/or field after practice
9. Is responsible for checking the safety of equipment, grounds and floors on a weekly basis
10. Is responsible for the actions and conduct of the team when under his/her jurisdiction
11. Is responsible for attending a yearly NSAA rules meeting in his/her respective sport
12. Is responsible for developing a daily practice schedule
13. Is responsible for informing the Athletic Director of rules he/she establishes before they are implemented
14. Is responsible for knowing all rules, regulations and policies that affect his/her respective sport
15. All other district-related duties as assigned by supervisor

### **ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

### **TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement by the District of Employment.

### **EVALUATION:**

The Head Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Co-Op Athletic Director.

## **Assistant Coach**

### **QUALIFICATIONS:**

1. A current Nebraska Teaching Certificate is preferred
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

### **REPORTS TO:**

Head Coach

### **JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Head Coach

### **PERFORMANCE RESPONSIBILITIES:**

1. Attends a meeting with the Athletic Director prior to the first practice
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season
6. Attends all games and practices, unless excused by the Head Coach
7. Assumes the duties of the Head Coach when the Head Coach is absent
8. Serves as the Head Coach for the Junior Varsity and Freshman teams
9. Assists the Head Coach during all varsity games
10. Carries out all other duties and responsibilities assigned by the Head Coach
11. All other district-related duties as assigned by supervisor

### **ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

### **TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

### **EVALUATION:**

The Assistant Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

## **Volunteer Coach**

### **QUALIFICATIONS:**

1. Has knowledge of adolescent young men and women and the ability to apply said knowledge;
2. Has the ability to organize materials and people.

### **REPORTS TO:**

Head Coach

### **JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Head Coach

### **PERFORMANCE RESPONSIBILITIES:**

1. Attends a meeting with the Athletic Director prior to the first practice;
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games;
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction;
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport;
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season;
6. Attends all games and practices, unless excused by the Head Coach;
7. Assists the Head Coach during all varsity games, and the assigned coach(es) for reserve level competition;
8. Will instruct/supervise practice drills that have been assigned by the Head Coach. These drills may not be changed or other drills initiated by the volunteer coach without the Head Coach's approval.
9. Carries out all other duties and responsibilities assigned by the Head Coach;
10. All other district-related duties as assigned by the supervisor.

### **ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

### **TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

### **EVALUATION:**

The Volunteer Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.

# Arcadia-Loup City Rebels

## Coaches Handbook



**2023-2024**

Revised June 3, 2022

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**Mission Statement:**

The purpose of the Arcadia-Loup City athletic cooperative is to provide a comprehensive and balanced athletic program that will provide more opportunities and experiences for our students that neither school may be able to provide individually.

**Statement of Philosophy:**

A comprehensive and balanced athletic program is an essential complement of the basic program of instruction. The athletic program should provide opportunities for students to further develop interests and talents in sports and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Arcadia-Loup City takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, and for work and leisure activities.

The interscholastic athletic program shall be conducted in accordance with the existing School Board policies, rules, and regulation. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Athletics play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Athletics add to both schools’ spirit and help all students and spectators develop pride in their schools.

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

**The Coach**

Since there is an outstanding tradition behind Arcadia-Loup City athletics, the coaches believe that they have the responsibility to give the communities the best teams possible every year. Arcadia-Loup City coaches are dedicated to this task, as they are well aware of the tradition that has been built over the years. Winning at the varsity level of competition will always be uppermost in every coach's mind.

Arcadia-Loup City coaches recognize the desirability of having every student experience the value of participating on an athletic team. In the Arcadia-Loup City athletic program on the junior high and reserve level of competition, the highest emphasis will be placed on participation, with winning the contest still being taken into account.

**Cooperative Information:**

- Official School Cooperative Name: Arcadia-Loup City
- Official Cooperative Mascot: Rebels
- Official Cooperative Colors: Red, Black, and White
- Official Fight Song: Forward Rebels

**Sports and Activities Included:**

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

- |                                 |                               |
|---------------------------------|-------------------------------|
| Football                        | Volleyball                    |
| Boys Cross Country              | Girls Cross Country           |
| Boys Golf (high school only)    | Girls Golf (high school only) |
| Boys Wrestling                  | Girls Wrestling               |
| Boys Basketball                 | Girls Basketball              |
| Boys Track & Field              | Girls Track & Field           |
| Cheerleading (high school only) |                               |

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

### **Beginning a New Sport**

Students may not check out equipment for one sport until all equipment and bills from the preceding sport have been cleared up. With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. Special consideration will be given in case of an illness, injury, a transfer student, or a student starting school late.

### **Cheerleading:**

Cheerleading will be a co-op activity. The program will follow the outlined expectations:

1. Each school will provide a sponsor for cheerleading.
2. One sponsor will be named the head sponsor, and the other will be the assistant.
3. Tryouts will not be required. Squad members will be asked to participate in a clinic in lieu of tryouts.
4. The cheer team will consist of any student interested in participating with no expectation that a certain number has to come from either school.
5. The purchase of uniforms will be the Cheerleader's responsibility and will not exceed \$300.
6. A cheerleading account in the Cooperative Activity Fund will be established.

### **Coaching Positions:**

1. The Cooperative Athletic Director will be in charge of recommending candidates for each coaching position. Input will be sought from the Assistant Athletic Director. Input from the superintendents, principals, and established head coaches will be up to the AD's discretion.
2. Full job descriptions for all coaching positions are available in the Coaches Handbook. Head coaches will be evaluated at the conclusion of each season with input from the Cooperative Athletic Director, Assistant Athletic Director and also an administrator. In the event the Athletic Director is not a certificated administrator the meeting will be conducted by a certified building administrator.
3. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application.
4. Each sport will have one (1) head coach at the high school level and one (1) head coach at the junior high level.
5. Each district will decide how many coaches they will pay and what the pay for those coaches will be, in accordance with their local negotiated agreements. The cost for coaches will not be considered a cooperative expense.

### **Coaching Expectations:**

In addition to the expectations stated in the job descriptions, the Cooperative Advisory Committee expects the following from all of the coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all of our students.
2. To develop practice schedules ahead of time and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative athletics and district activities to give all students a well-rounded educational experience.
6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.

### **Coming Out Later After the Season Starts**

With the coach's permission, a student may come out for a sport any time prior to the first varsity contest. The athlete must remain out of all competition a number of practice days equal to the number of practices missed. This would be the minimum restriction before a student could participate, but individual coaches may be more restrictive. Special consideration will be given in cases of illness, injury, or a new student.

### **Communication**

Effective communication is vital to the success of this cooperative. 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.

### **Complaint Protocol**

Complaints from parents 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 athletic director.
4. If no solution is reached, the parent and child should meet with the coach, both school principals, and the athletic director.
5. If no solution is reached, the parent and child shall appeal, in writing, to the superintendent of the school their child is enrolled in. The appeal shall also include the meetings that were held to try to remedy the situation. The superintendent 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 school board of the district their child is enrolled in. The Board will then hold an executive session with the parents, child, coach, the athletic director, both principals, and district superintendent at the next regular board meeting. The Board will then have ten (10) working days to respond to the hearing in writing.

Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Cooperative Athletic Director to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the athletic director.
3. If no solution is reached, the coach will meet with both superintendents, both school principals, and the athletic director.
4. If no solution is reached, the coach may appeal to the school board of the district that they are an employee of. The Board will then hold an executive session with the coach, athletic director, both principals, and both superintendents to discuss the complaint. The Board will then have ten (10) working days to respond to the hearing in writing.

### **Cooperative Athletic Director:**

A cooperative athletic director will be hired to be the main contact for athletic purposes. This individual will be in charge of scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. An Assistant Athletic Director from the other district will also be named. Job descriptions for the Cooperative Athletic Director and the Cooperative Assistant Athletic Director are in the Coaches Handbook. The host site principal will assist the Coop AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game.

The Superintendents from both districts will be responsible for interviewing candidates for the Head and Assistant Athletic Director positions. The Superintendents will recommend candidates to be approved by both School Boards. The Superintendents will evaluate and meet with both the Head and Assistant Athletic Directors each school year, preferably before the April Board Meeting. The evaluation will include a recommendation of employment for the upcoming school year. Recommendations for retention of these positions will be brought to both Boards during the April Board Meeting.

### **Dressing Room Guidelines**

Athletes will be under direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes should always respect the equipment and supplies in the training room. The coach's office and equipment rooms are off limits to all athletes except student managers.

Whenever possible a coach should be in the locker room when students are present. In order to provide security for athletes' property, keys should not be given to a student.

Horseplay in the locker room will not be tolerated. When no one is in the locker room the doors should be locked.

Coaches should never leave an athlete on the practice floor or field without supervision. Non-participating students are discouraged from being in the practice areas.

No coach may leave the building until all athletes under his/her supervision have left the building.

### **Equipment**

The Arcadia-Loup City athletic department tries to furnish the athlete with as much equipment as needed and feasible. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out and should be prepared to pay the replacement cost if lost or checked in at the end of the season in unreasonable condition. The cost of replacement items may in some cases be double the original cost.

All checked-out equipment shall be turned into the respective coaching staff no later than five (5) days following the completion of that season. Equipment check-in should all be done for all team members at the same time, not piecemeal, athlete by athlete. If an athlete fails to check in the equipment at the designated time, he/she will be required to pay the replacement cost.

All such collections for lost and damaged equipment will be handled in the Coop Activities Director's office.

At no time should any athlete wear equipment checked out to him/her except for practices and contests.

An athlete may not check out equipment for another sport until all equipment and/or bills from the preceding sport have been cleared.

### **Facilities**

Each district certifies that they have 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 classroom will be made available for pre-game/halftime meetings as needed. The procedure for sharing locker rooms when home contests are at Arcadia are:

1. The locker rooms will be assigned by the Arcadia Activities Director a minimum of three (3) days prior to the game date and will communicate the locker room assignments to both programs AD's and coaches;

2. When the opposing team arrives at Arcadia, the Arcadia Activities Director will escort the teams to their assigned locker room;
3. The Arcadia Activities Director will, when communicating the locker room assignments to the programs Activities Director and coaches, emphasizing the following:
  - a. An adult coach from the team will be present to supervise the students while in the locker room, before and after the game;
  - b. No students will be allowed in the locker rooms without adult supervision;
  - c. The students will need to put their street clothes and other belongings in their travel bag for safekeeping;
  - d. The players of the game just ending are required to go to their assigned locker room, shower and change back to street clothes in a timely manner – the locker room should be cleared of the previous players before halftime of the following game. For example, the JV girls will need to be out of the locker room before halftime of the JV boys' game, and so on.

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

### **Football Scheduling:**

This information is a historical record of extra home games and playoff games hosted by the ALC Co-op. This information shall be updated each year to reflect any additional football scheduling that has taken place.

#### *Extra Home Games:*

2018 – Loup City hosted 2 varsity games and Arcadia hosted 2 varsity games

2019 – Loup City hosted 2 games and Arcadia hosted 2 games.

**\*\*Loup City will host the next extra varsity game\*\***

#### *Home Playoff Games:*

2018- Loup City hosted Elm Creek, Arcadia hosted Burwell

2019- Loup City hosted Alma, Arcadia hosted Sutherland

2020- Loup City hosted Stanton

**\*\*Arcadia will host the next home playoff game regardless of opponent\*\***

### **Fundraisers:**

Any fundraisers, other than concession stands, conducted by a cooperative activity must be approved by the *Coop* Athletic Director & Building Principals before the fundraiser has begun. Coaches must indicate to the *Coop* Athletic Director what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

### **Injuries**

In the event of an injury to an athlete immediate first aid will be rendered. In case of serious injury, the parents should be contacted at once and their advice or direction sought. Any treatment after first aid becomes the responsibility of the parents. If a student needs to be transported to a medical facility and the parents cannot be reached, a coach, or available adult should accompany the athlete until the parents arrive.

### **Language**

The use of profanity and/or verbally abusive language by our athletes and coaches will not be tolerated. The coaching staff will make every effort to see that the athlete's language is appropriate and will set a good example by not using inappropriate or abusive language themselves.

**Lettering Requirements**

The first time, and only the first time, that an individual letters in any varsity activity, he/she will be awarded a chenille letter. Each time the individual letters thereafter he/she will be awarded a letter certificate and bar. If the athlete quits the sport during the season, he/she forfeits the letter.

Football -

Volleyball –

Boys’ and Girls’ Cross Country –

Girls’ Golf -

Boys’ Basketball –

Girls’ Basketball –

Wrestling -

Boys and Girls Track –

Boys’ Golf –

**Media**

All coaches are responsible for calling in their scores.

HASTINGS TV Channel 4	1-877-655-4455	
LINCOLN TV Channel 10-11	1-800-593-1011	
KEARNEY TV Channel 13	1-800-657-2150	
ASSOCIATED PRESS/WISPREP	1-800-300-8340	
GRAND ISLAND INDEPENDENT		
OMAHA WORLD-HERALD	1-800-284-6397	FAX: 1-402-344-3343
LINCOLN JOURNAL STAR	1-800-742-7315	FAX: 1-402-473-7291

**Ordering:**

All ordering must be approved by the Cooperative Athletic Director, 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 Coop A.D. will meet with the fall season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by December 31 of that year. The Coop A.D. will meet with the winter season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by April 1 of that year. The Coop A.D. will meet with the spring season coaches at the completion of their season for inventory and ordering needs. Any orders will be placed by June 1 of that year.

**Overnight Trips:**

Coaches will be expected to provide the Coop Athletic Director 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 Coop Athletic Director before departure and should be shared with both superintendents, building principals, and parents of participating students. Out of state trips/camps need to be approved by both boards beforehand. When meals are provided to participants and coaches the limit will be \$10 per person and a 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 Coop AD, then both superintendents.

### **Physical/Rules/Consent Forms**

It is strongly recommended that the parents carry accident insurance. The head coach of each sport should encourage his/her athletes to check with his/her parents to see if they have accident insurance. A consent and acknowledgment of the awareness of rules and regulations form is to be signed by a parent and the athlete. It is the head coach's responsibility to see that each athlete turns in this form and physical card. Coaches will keep records and give them to the A.D. to be kept on file. Athletes are not allowed to compete if these forms are not signed and turned into the coach.

All athletes must meet the following requirements before they begin practice:

1. Return a signed physical card to the head coach.
2. Return the sheet to the Athletic Handbook, signed by the athlete and his/her parents, covering the following:
  - a. Parent's agreement to athletes guidelines, as outlined in the handbook.
  - b. Parent's consent to travel and procurement of medical attention, if necessary
  - c. Parent's understanding of responsibility of insurance coverage.
  - d. Parent's understanding of the possibility of athletic injury.
  - e. Athlete's agreement to athletic guidelines, as outlined in the handbook.
  - f. Parent's (at least one) attendance at the pre-season meeting.

### **Practice and Game Schedules:**

1. The Cooperative Athletic Director is in charge of making the schedule for all sports, including the paperwork needed to conduct these events. The Cooperative Athletic Director will work with the Assistant Athletic Director to determine which school will host the home events for each sport. Arcadia will host one (1) home JV/Varsity basketball game each year.
2. The location of the visiting team and their expected attendance will be considered when determining location of games.
3. The small gym in Arcadia will only be used for coop activities of low intensity with supervision. Coop games and full court practices in the Arcadia small gym will not be held.
4. Tournaments, triangulars, and double headers held on the same day will count as one contest for the sake of this agreement.
5. If one district does not have any participants in a given activity, all home games and practices will be at the other district.
6. In the fall season, practices will be distributed based on the percentage of participants from each school at the beginning of the 3<sup>rd</sup> week of practice. If a school does not have at least 20% of the participants then all practices will be in the school with the larger percentage with only one (1) practice prior to a home game being at the other site.
7. For basketball, a three-gym rotation will be used. The three gyms include both gyms at Loup City, and the new gym in Arcadia.
8. The Rebel Volleyball Tournament and Rebel Wrestling Duals will be held in Loup City. The Junior High Rebel Volleyball Tournament will be held in Arcadia.
9. Attempts will be made to include at least one high school wrestling meet at Arcadia, depending on interest from other schools. The wrestling triangular with Broken Bow and Wood River can continue to be held in the Arcadia small gym on its rotation.
10. All home track and field, cross country, and golf meets/invites will be held in Loup City. Attempts will be made to conduct a Junior High, JV, or Varsity Cross Country Meet in Arcadia.
11. All Conference meets/invites will be held in Loup City.
12. All volleyball triangular matches that include JV contests will be held in Loup City.
13. 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.
14. The Co-op Athletic Director, 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.

15. Practices will last no longer than two hours, with the exception of the first week of practices. All practices will be completed no later than 6:15 pm. Wednesday practices will be completed by 5:30 pm.
16. No practices will be held during the school day without prior approval from the Co-Op Athletic Director and both Superintendents.

### **Program Information**

Program information should be given to the A.D. two weeks after the first practice. Information should include: Student's name, uniform number (light/dark), grade, height, weight (if appropriate), and student manager's names.

### **School Dismissed Because of Bad Weather**

When either school is dismissed for all or part of the day due to bad weather, there will be no practices that day.

### **Student Participation:**

All students from Arcadia and Loup City are strongly encouraged to participate in cooperative athletics. 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 at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for equal time as much as possible for all students.
3. All students participating in the sub-varsity levels in 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.
4. 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. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. As a general rule, seniors will not be allowed to participate on reserve teams. Exceptions to this rule may be made if the coach involved will justify in writing to the Coop A.D. the reasons for the senior playing on the reserve team. The coach and the Coop A.D. will make the final decision.
6. The Arcadia-Loup City Cooperative will use a "no cut" policy for all student activities.

### **Transportation:**

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts as evenly as possible.
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 Cooperative Athletic Director. All other transportation (to and from practices, to and from games held at the other school, etc.) will be organized by the individual 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. With prior building administrative approval, students may drive themselves to practice at the other site. This could be allowed if the student needs to drive themselves due to medical appointments, funerals, or other extenuating circumstances. Under no circumstances shall a student be able to drive another student, other than a sibling, to a practice.
5. Practices at the golf course and athletic complex will be set for a specific time and it will be up to the students to make it to practices on time. Coaches may set expectations for running/walking to practices if they choose. Coaches may be asked to transport students to practices or games.
6. Teams may stay overnight at the discretion of both Superintendents, the Cooperative Athletic Director, and the Assistant Athletic Director. Generally, teams will not be allowed to stay during the regular season unless they would have to leave before 5:00 a.m., or would return after 1:00 a.m. the day of the contest.

### **Updates:**

The effectiveness of this handbook and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the Cooperative Advisory meeting that is conducted after the spring season. This handbook, and any changes made during the summer, will be approved by no later than each district's August board meeting every year.

## **Athletic Director**

### **QUALIFICATIONS:**

Holds a current Nebraska Teaching Certificate  
Previous experience as a coach is desirable  
Administrative certificate preferred

### **REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

### **JOB GOAL:**

The Athletic Director will be responsible for the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Handles all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12; this shall include but not be limited to:
  - a. Contracts in the scheduling of contests
  - b. Contracts for officials
  - c. Information sheets (schedules, rosters, etc.) to opposing teams
  - d. Getting eligibility lists to NSAA
2. Coordinates the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests with the assistance of the Assistant Cooperative Athletic Director
3. Communicates and discusses aspects of the Cooperative regularly with the Assistant Cooperative Athletic Director
4. Seeks the input of the Assistant Cooperative Athletic Director on all aspects of the athletic programs
5. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
6. Is in charge of crowd supervision at all home events
7. Is responsible for making sure an administrator is present at all away events
8. Is in charge of keeping the school calendar current as it pertains to athletics
9. Assists in the selection of coaches
10. Completes the evaluations of coaches, with the assistance of the Assistant Cooperative Athletic Director; evaluations are to be completed 14 days following the state event in that sport
11. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
12. Serves as tournament director for any conference or district athletic events scheduled at Loup City or Arcadia
13. Helps close gym, field, etc., following an athletic event
14. Helps secure police protection, medical aid and facilities for athletic events
15. Keeps an accurate record of all varsity athletic events from year to year
16. Assists in the evaluation of all aspects of the athletic program
17. Oversees and develop procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
18. Handles all communication with and interpret NSAA rules and regulations in regard to athletics
19. Cooperates with the Superintendent and Principals in attending out-of-town contests as needed
20. Is responsible for securing change for the ticket takers at varsity athletic events at their school
21. Is responsible for having programs printed for athletic contests at their school
22. Arranges field and gym practice schedules
23. Schedules athletic staff meetings as the need arises
24. Is responsible for the operation and organization of the press box at their school
25. Supervises all radio and television broadcasts and the public address system
26. Has the authority to remove spectators from events and bar them from attending further activities.
27. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
28. Attends Booster Club meetings as appropriate

29. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.  
Regular and constant communication with Assistant Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

**Assistant Cooperative Athletic Director**

**QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Previous experience as a coach is desirable
3. Administrative certificate preferred

**REPORTS TO:**

Building Principal / Superintendent of District of Employment  
Superintendent of Cooperative District(s)

**JOB GOAL:**

The Assistant Cooperative Athletic Director will be responsible for assisting the Cooperative Athletic Director with the total athletic programs at the Arcadia Loup City Cooperative Junior and Senior High Schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists with all correspondence and other liaison necessary to arrange, schedule and contract for all interscholastic athletic contests grades 7-12 as necessary or when requested by the Cooperative Athletic Director; this shall include but not be limited to:
2. Contracts in the scheduling of contests
3. Contracts for officials
4. Information sheets (schedules, rosters, etc.) to opposing teams
5. Getting eligibility lists to NSAA
6. Assists with the hiring of all scorekeepers, timers, linesmen and other auxiliary personnel to hold athletic contests
7. Communicates and discusses aspects of the Cooperative regularly with the Cooperative Athletic Director
8. Is responsible for ensuring that all students from their school have met pre-practice requirements before the first practice.
9. Assists with crowd supervision at all home events
10. Assists with keeping the school calendar current as it pertains to athletics
11. Assists in the selection of coaches
12. Assists in the evaluations of coaches; evaluations are to be completed 14 days following the state event in that sport
13. Represents Arcadia and Loup City Public Schools at conference, area and state meetings involving interscholastic athletics
14. Helps close gym, field, etc., following an athletic event
15. Helps secure police protection, medical aid and facilities for athletic events
16. Assists in keeping an accurate record of all varsity athletic events from year to year

17. Assists in the evaluation of all aspects of the athletic program
18. Assists in the oversight and development of procedures for inventory, care, maintenance and storage of all athletic equipment and supplies
19. Assists with all communication with and interpret NSAA rules and regulations in regard to athletics
20. Cooperates with the Cooperative Athletic Director, Superintendent and Principals in attending out-of-town contests as needed
21. Is responsible for securing change for the ticket takers at varsity athletic events at their school
22. Is responsible for having programs printed for athletic contests at their school
23. Assists with scheduling field and gym practice schedules
24. Schedules athletic staff meetings as the need arises
25. Is responsible for the operation and organization of the press box at their school
26. Supervises all radio and television broadcasts and the public address system at their school
27. Has the authority to remove spectators from events and bar them from attending further activities
28. Facilitates and coordinates with coaches and sponsoring agencies the annual athletic awards night
29. Attends Booster Club meetings as appropriate
30. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

Regular and constant communication with Cooperative Athletic Director and Cooperative Superintendents is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Athletic Director will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Arcadia and Loup City Superintendents.

**Head Coach**

**QUALIFICATIONS:**

1. Holds a current Nebraska Teaching Certificate
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

**REPORTS TO:**

Athletic Director

**JOB GOAL:**

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success; at the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**PERFORMANCE RESPONSIBILITIES:**

1. Is responsible for the total program of his/her respective sport
2. Is responsible for the public relations of his/her respective sport, including the reporting of game results.
3. Is responsible for attending a meeting with the Athletic Director prior to the first practice
4. Is responsible for turning in to the Athletic Director an inventory of all equipment under his/her responsibility within two weeks of the last contest

5. Is responsible for turning in to the Athletic Director a list of letter winners, varsity participants, and special awards within two weeks of the last contest
6. Is responsible for turning in to the Athletic Director the equipment requests for the following year within two weeks of the last contest
7. Is responsible for delegating specific duties and responsibilities to assistant coaches
8. Is responsible for securing all doors, lights, windows and locks before leaving the building and/or field after practice
9. Is responsible for checking the safety of equipment, grounds and floors on a weekly basis
10. Is responsible for the actions and conduct of the team when under his/her jurisdiction
11. Is responsible for attending a yearly NSAA rules meeting in his/her respective sport
12. Is responsible for developing a daily practice schedule
13. Is responsible for informing the Athletic Director of rules he/she establishes before they are implemented
14. Is responsible for knowing all rules, regulations and policies that affect his/her respective sport
15. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement by the District of Employment.

**EVALUATION:**

The Head Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Co-Op Athletic Director.

**Assistant Coach**

**QUALIFICATIONS:**

1. A current Nebraska Teaching Certificate is preferred
2. Has knowledge of adolescent young men and women and the ability to apply said knowledge
3. Has the ability to organize materials and people

**REPORTS TO:**

Head Coach

**JOB GOAL:**

To carry out the aims and objectives of the sport program as outlined by the Head Coach

**PERFORMANCE RESPONSIBILITIES:**

1. Attends a meeting with the Athletic Director prior to the first practice
2. Assists the Head Coach in securing all doors, lights, windows and locks before leaving the building and/or field after practice and games
3. Is responsible for the actions and conduct of the team when under his/her jurisdiction
4. Has knowledge of all rules, regulations and policies that affect his/her respective sport
5. Assists the Head Coach in checking out equipment prior to the start of the season and in checking in and inventorying all equipment at the end of the season
6. Attends all games and practices, unless excused by the Head Coach
7. Assumes the duties of the Head Coach when the Head Coach is absent
8. Serves as the Head Coach for the Junior Varsity and Freshman teams
9. Assists the Head Coach during all varsity games
10. Carries out all other duties and responsibilities assigned by the Head Coach
11. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Terms of employment will be defined by a combination of Board policies and the negotiated agreement of the District of Employment.

**EVALUATION:**

The Assistant Coach will be evaluated according to the information delineated on the job description and according to school policy. The evaluation will be conducted by the Head Coach and the Athletic Director.