

## **Hettinger/Scranton Co-op Reconciliation and Guidelines and Agreement**

### **I. Reconciliation/Financial**

#### **A. Reconciliation Meeting**

- 1. A reconciliation meeting will be called in June prior to the end of the fiscal year.**
- 2. All expenses and P.O. purchases will be handled through the host school (Hettinger)**

#### **B. Purchase Orders**

- 1. All purchase orders will be authorized by the Superintendents of both schools. At reconciliation, both Superintendents will have copies of the approved purchase orders throughout the year. Purchases that are not accompanied by purchase orders will not be viewed as a co-op expense.**
- 2. Both Athletic Directors will create a list and an order with a P.O. for supplies that are requested prior to the start of the school year. The P.O. will be forwarded to the host school Superintendent for signature.**

#### **C. All Billed Expenses**

- 1. Invoices and bills will be paid by, and kept on record, by the host school (Hettinger) and retained in an electronic file viewable to both schools.**

#### **D. Coaches Salary/Coaching Contracts**

- 1. A standard salary schedule exists within the co-op for all coaches.**
- 2. A standard contract will exist between both schools, provided by the host school.**

#### **E. Mileage Calculations**

- 1. It has been agreed that there will be a \$1.00 per mile/round trip charge for transportation to games. Practice transportation will be paid for by the individual schools.**

#### **F. Bus Driver Compensation**

- 1. Coaches who drive (excluding practices) shall be paid a rate of \$10.00 per hour. There will be a \$25.00 minimum. They will not be paid for down time. This clause applies to AWAY GAMES ONLY. Coaches will not be paid to drive to home games.**
- 2. Any non-coach driver will be paid at a rate of \$18.00 per hour for driving time and \$10.00 per hour for down time up to 8 hours per day.**

**G. Fundraisers (other than organizations such as Booster Club)**

1. Each coach/director will ask permission from both Athletic Directors and both Superintendents to hold a fundraiser.
2. All fundraising accounts will be held in an electronic file in Hettinger, accessible to coaches upon request.
3. If fundraisers involve the solicitation of businesses or private parties, both Superintendents will be made aware in advance. We are conscious not to saturate our community with overlapping fundraisers.

**H. Both Athletic Directors are directed to arrange for a meeting time with students and parents prior to the school year. Coaches from all sports will have their preseason parent meetings at this time. They will discuss their expectations and hand out, if possible, the season's schedule as well as a form for parents to sign detailing coach expectations to be kept on file by the coach of the sport until the end of the season.**

**I. What is NOT a co-op expense?**

1. Items that become part of our buildings or are not used for instruction or activities outside the co-op are an individual school expense.
2. Examples: volleyball standards are used for PE and intramural sports and are not a co-op expense. Upkeep of facilities on school grounds is not a co-op expense. Repairs of vehicles are not co-op expenses, etc.
3. If questions arise in this area, the Superintendents will come to an agreement and document this agreement for future reference.

**MEMORANDUM OF AGREEMENT FOR CO-OP ACTIVITIES BETWEEN  
HETTINGER PUBLIC SCHOOL AND SCRANTON PUBLIC SCHOOL**

**This agreement is between the Hettinger Public School Board and the Scranton Public School Board, concerning the forming of cooperatives. This all sports co-op will begin with the 2021-2022 school year.**

**I. General Information**

1. The co-op teams will be called the Hettinger-Scranton Night Hawks. The same rules governing games and financial commitment for other co-op sports will apply.
2. Co-op colors are black, white, and royal blue.
3. School Song: Flight of the Night Hawk
4. All warm-ups, jerseys, uniforms, etc. require final approval of the co-op committee PRIOR to purchase.
5. Financing and Determining practice/game scheduling: Schools will use the revenues from each program to offset expenses. Accounts will be balanced at the end of each year. If the account shows a profit, these funds will remain in the

account for future needs. The schools will share expenses and revenue on the following percentages of participation.

6. **Financial Responsibility:** Exact percentage of high school participation will be used to determine financial responsibility. This number will be determined using the FINAL ROSTER of the current season.
7. If the co-op ever dissolves, the host school (Hettinger) will keep any money that is left in the co-op sports' activity accounts.
8. Activity passes will be valid in both schools for co-op activities
  - a. Rates for activity ticket purchase will be uniform between the two schools
  - b. All activity tickets will be numbered to denote the school of purchase (i.e. H1 will designate activity ticket #1 purchased in Hettinger).
  - c. Each school will supply a list of activity tickets purchasers, and clearly note the number of adult passes and student passes purchased during the current year.
  - d. A list of all purchased activity tickets with their corresponding numbers will be provided by each school for admission purposes.
  - e. A detailed account of activity tickets sold by each school will be kept in the electronic file and be presented at the reconciliation meeting to be added as co-op revenue. Activity ticket revenue will be divided according to total percentage of participation for all sports, not one individual sport.
  - f. Activity tickets will be honored for all co-op activities from elementary to high school.
9. Wednesday night is church night; no activities will be scheduled after 6:00 PM. Traveling schools will be home by 6:30 PM.
10. The co-op Athletic Directors and Administrators will develop eligibility policies consistent at both schools.
11. Evaluations will be done on all head coaches by both Athletic Directors and approved by the Administrator from the host school. All assistant coaches, junior high coaches, and elementary coaches will be evaluated by the head coach of the program as they see fit.
12. Each school will establish a co-op committee consisting of two board members, Superintendent, and Athletic Director. The committee shall meet two weeks after the fall seasons conclude, two weeks after the winter seasons conclude, and in June for reconciliation purposes.
13. **Equipment:** Coaches will inventory equipment and will submit requests for new equipment to both Athletic Directors and host school Administrator. The co-op committee will collaborate on the purchase of these items that are not considered consumables.
14. Coaches' salaries will be considered as one of the expenses for each sports program.
15. Coaches/directors will observe a chain of command beginning with both Athletic Directors.
16. The Host School administrator and both Athletic Directors will interview and hire all coaching staff.
17. **Concessions:** The school in which the game/activity takes place will keep concession revenue.

18. **Admission:** The price of admission will be consistent with the area and each school.
19. **Transportation:** For the sake of practicing, transportation will be provided by, arranged by, or determined by the individual school districts.
20. **Communication:** There shall be a chain of command with communication coming from both Athletic Directors. Any special events (team meals, pep rallies, award nights, team gatherings, etc.) will be communicated to both Athletic Directors so students and parents have plenty of notice.

## **INDIVIDUAL SPORTS AGREEMENTS**

### **I. Expectations for all sports/activities in the Hettinger-Scranton Co-op**

1. All uniforms for all sports will be purchased and the cost shared according to the financial agreement between school districts.
2. All expenses incurred will be based on total percentage of participation in each sport.
3. Participation numbers will be based upon the previous year's participation numbers at the end of the season.
4. For all sports, the contracting of officials will be done by the Athletic Director of the school in which the event is scheduled.
5. For all sports, the school where the home game is played will be responsible for readying the playing surface (football field, court, mat) ticket-takers, facilities, etc.
6. Students will be counted as participants in the school district in which they reside.

### **II. Football (JH, JV, Varsity)**

1. Home games and practices will be determined using the following formula:

**\*In a season where there are 5 scheduled HOME games, if a school has at least 10% of participation they will receive one home game and appropriate number of practices**

**\*In a season where there are 4 scheduled HOME games, a school MUST have 25% of participation to receive one home game. They will receive an appropriate number of practices. They will receive all the practices for the week of their home game.**

2. Junior Varsity and Junior High games and practices will be determined upon the above-mentioned percentages based on high school participation.
3. Practices: Both Athletic Directors will communicate with the coaches to schedule these days well in advance.
4. Playoff games will be held in Hettinger.

### **III. Volleyball, Boys Basketball, and Girls Basketball**

1. **Home Games:** Home games will be determined using the following formula:

<b>Under 15%</b>	<b>No games and no practices</b>
<b>15% to under 25%</b>	<b>One game and appropriate number of practices.</b>
<b>25% And Above</b>	<b>Appropriate number of games and practices.</b>

2. **Practices:** Both Athletic Directors will communicate with the coaches to schedule these days well in advance.
3. **Varsity Play-in games** will be played at the school which has a majority of the total high school participants.

#### **IV. Track**

1. When coaches at each site exist, practices will take place at the home site of the athlete. Team building practices for track will be scheduled through both Athletic Directors.

#### **V. Speech**

1. It is expected that the majority of these practices can be held at individual schools under the practice plan of the coach or Athletic/Activity Director.
2. Coaches will communicate with both Athletic Directors when group practices are needed.

#### **VI. Wrestling**

1. All practices will be held in Hettinger.
2. All home events will be held in Hettinger.

#### **VII. Baseball**

1. All practices will be held in Hettinger.
2. All home games will be held in Hettinger.

#### **VIII. Junior High Sports (volleyball and basketball)**

1. **Home Games:** Home games will be determined using the following formula:

<b>Under 15%</b>	<b>No games or practices</b>
<b>15% to Under 25%</b>	<b>One game and appropriate number of practices.</b>
<b>25% And Above</b>	<b>Appropriate number of games and practices.</b>

2. **Practices:** Both Athletic Directors will communicate with the coaches to schedule these dates well in advance.

3. Home games in Hettinger will be held at the venue of Hettinger's choice. Home games in Scranton will be held at the venue of Scranton's choice.

**IX. All Elementary Sports (basketball and volleyball)**

1. It is expected the two towns will meet no more than once per week for practice.
2. Each school is responsible for scheduling their own practice times.
3. Home events will be scheduled in the same manner as high school events.
4. Expenses will be determined using the total percentage formula.
5. If a school's participation is below 15% they will still practice at their home facility but will not have any scheduled home events. They will still practice once per week at the school with the higher percentage of participants.

**X. Co-Op Logos/Mascots**

1. All copyrighted co-op logos and mascots are the property of the co-op and may be used, with permission of the host school Superintendent, on any merchandise (shirts, mugs, etc.) as long as the co-op receives a percentage of the sale for the use of our copyrighted material.
2. Percentage of sale will be determined by the co-op committee.
3. All Activity Buses will be displayed with the co-op logo and school colors.
4. Home venues will be properly outfitted with the co-op logo and school colors (i.e. wall mats).
5. Approved co-op logos are the Hawk Head and Flying Hawk Wings and Hawk Eyes.

**XI. Amending Co-Op Agreement**

1. The above co-op agreement has been developed by the Hettinger and Scranton Public Schools through mutual collaboration. Amendments to this agreement, made during the sports season, will be made through mutual consent. Prospective amendments shall be forwarded to each School Board to be acted upon. Any changes to the contract which will affect the next school year, must be addressed to the co-op committee no later than May 15, and approval by both school boards no later than June 15.