

BDS Athletic CO-OP



Administrative Guidelines

Table of Contents:

1. Administration
 - Evaluation of Coaches/Hiring and Firing of Coaches
 - Uniform Replacement Rotation
 - Income/Expenses
 - Split of Games
 - Fundraising and BDS apparel
 - Supervision of Contests
 - Role of BDS CO-OP Committees
 - Process of Amending Guidelines/Handbook.

2. Athletic Director
 - Role of the Athletic Director

3. Transportation
 - Practice
 - Games

4. Chain of Command
 - Parent Complaints – How to handle
 - Who do Coaches Report to?

5. Sports/Activities
 - Football
 - Volleyball
 - Basketball
 - Track
 - Golf
 - Pep Band
 - One Act
 - Speech

Administration



The administrative personnel responsible for athletics in the two districts will act collectively on matters of organization, scheduling practices and games, conduct of participants, and public relations. The Bruning-Davenport School District will be the NSAA recognized host school for the co-op activities. Administrative teams consist of the superintendents and principals. The athletic director(s) will attend meetings when applicable.

Evaluation of Coaches/Hiring and Firing of Coaches

Evaluation of Head Coaches

The coaches evaluation system will follow the same style of evaluating that is currently in place for teachers. Using the approved evaluation tool, coaches will be observed once or twice each season with a final evaluation every year. Those who have been the head coach for more than three years will have one announced observation per season.

For those who have been coaching for three years or less, they will be observed twice during the season. One will be announced, and the other will be at another time prior to the post-season. When observing coaches, the Athletic Director(s) and/or both principals will be in attendance at the practice. It is preferred to have the first observation completed before the first competition of the season.

If a coach is found to be “unsatisfactory” as determined by the coaching evaluation completed by the Athletic Director(s) and reviewed by BDS principals, or displays conduct detrimental to the team, the coach will be subject to dismissal. See below for the termination of a coach. Recommendations for rehiring or firing will be made to the two superintendents during the administrative team meetings.

Moving forward, the current non-certified staff will be allowed to coach as long as his/her evaluation indicates competency. Evaluations for assistant coaches will be conducted by head coaches and reviewed by the administration. Head coaches may make recommendations for continued employment.

Hiring. At the time of a head coach opening, both school districts will work together to find the best candidate for the position. The open position will be advertised within the two districts to determine if there are any interested parties within the schools. Once all applications have been collected, the two superintendents will review the credentials/resumes of the interested parties and select persons to interview. The two superintendents, along with the BDS administrative team, will then hire the best candidate for the position.

The districts will work together in filling assistant and junior high coaches. Both districts will search within to find interested candidates to fill any vacancies, trying to find the best candidate possible. If more than one staff member at a district is interested in a position, the application and interview process will be used. If no one is interested in a position, the districts will search outside the school systems to find people to fill positions.

Firing. Any coach given an unsatisfactory evaluation for two consecutive years with no significant improvements being made could be terminated. This recommendation will be made to the Superintendents at their monthly administrative meeting.

Both superintendents must agree on any final action taken when any coach demonstrates severe misjudgment (i.e. inappropriate contact with a student including, but not limited to, physical aggression, communications of a sexual nature, personal relationship; gestures and/or expletives directed at patrons, any infractions covered under Rule 29, Professional Practices, etc). A meeting between the coach and the two superintendents will take place before any formal action is taken. Both superintendents must agree on any action taken.

Uniform Replacement Rotation

There will be a four-year rotation for uniform replacement. All uniform replacement recommendations will be made through the Athletic Director(s) and both building principals. Final approval will not be granted for design, colors, type, etc. until all parties involved are notified and have approved. The replacement schedule is as follows (Items will be purchased during the designated fiscal year):

Year	Sport
2017-18	JHG/BB Home/Away
2018-19	JHVB/JHTR/JHFB (JHFB got pants 2016)
2019-20	HS Track/HSVB
2020-21	BBB Home/Away
2021-22	GBB Home/Away
2022-23	HSFB Home/Away
2023-24	JHG/BB Home/Away AND BDS Golf (polo/jacket)
2024-25	JHVB/JHTR/JHFB (JHFB got pants 2016)
2025-26	HS Track/HSVB
2026--27	BBB Home/Away
2027-28	GBB Home/Away
2028-29	HSFB Home/Away

Income/Expenses

As per the cooperative agreement submitted to the NSAA, all revenue and expenses from/for contests will be a split 50/50 shared expense. Maintenance costs for vehicles used by the cooperative will be absorbed by the district that owns the vehicle. The cost of fuel and the driver's wage for the coach bus will be split between districts; as well as $\frac{1}{3}$ depreciation cost for each Bruning, Davenport, and Shickley. All costs affiliated with transportation to and from practice will be at each district's own expense. At the conclusion of each semester, the superintendents will meet to discuss the expenses/revenue. Each school will bring expenses and revenue associated with all athletics and a financial statement will be prepared. Extra Duty stipends, FICA, and retirement (as applicable) paid by each school district will be a

documented shared expense between the BDS CO-OP. Compensation based on expenses of the Activity Coachbus will be paid in February and June, with all other compensation being paid in August. The results of each will be reported to the boards.

At all home games (excluding tournaments) students from Shickley Public Schools and Bruning-Davenport USD are to receive free admittance. In addition, senior citizens are given passes and also are to be admitted for free. Unless otherwise specified, passes from other schools will also be recognized. No passes will be granted or accepted during NSAA sanctioned playoff games.

Split of Varsity Games

All home varsity volleyball contests will be played in Shickley. Varsity football home games will be rotated between the towns of Bruning and Shickley. All varsity basketball home games will be played in either Davenport or Bruning. These games are arranged this way in order to preserve the original 60/40 (Bruning-Davenport/Shickley) split of games that was agreed upon in the beginning of the CO-OP. There are going to be years when keeping this ratio is not possible due to scheduling issues. Overall, since the beginning of the CO-OP, this ratio has been maintained.

Sale and purchase of Warm-ups, t-shirts, jackets, and equipment

All purchases of clothing and equipment needs to be approved by the administrative team. Any fundraising for these items are to be approved by the administrative team. It is the goal for both districts to require less fundraising by their athletes for the purpose of purchasing apparel and equipment.

If a piece of equipment or large purchase, which is defined as \$1,500 or more, needs to be made, it will be up to the determination of both athletic directors and principals to recommend to superintendents purchases. If a need arises for a large purchase and superintendents approve, the item(s) will be purchased and cost will be split between the school districts.

Supervision of Contests

It will be the goal of both districts to have at least one administrator from each district at every varsity contest. If a patron from either district would get out of control, the administrators on duty must work together to get control of the situation and handle it appropriately. However, if there is only one administrator in

attendance, the administrator has the authority to discipline the patron or student from the other district as needed. JRHI sports are not regulated by the NSAA so an administrator is not required to be in attendance; however, the BDS Cooperative administrators will strive to attend JRHI away contests whenever possible.

Role of BDS CO-OP Committees

The BDS CO-OP Committee consists of the administrative teams and three board members from Bruning-Davenport Unified School District and three board members from Shickley Public Schools. This committee has no voting power but is a communication tool for the CO-OP. The committee will meet a minimum of three times a year, once during the summer, in between volleyball and basketball, and in between basketball and track; alternating between the three building sites. Periodically, a need may arise to meet to discuss immediate concerns. Both districts will, in good faith, honor the other district's request in a timely manner. At these times discussions about the CO-OP will take place. Also, recommendations for any changes to the coach's handbook can be made at this time. It is the expectation that committees operate in good faith and use professional judgment. If a committee member has an issue with a coach or is operating in bad faith, said member would be required/expected to recuse himself or herself prior to the discussion of the issue at hand.

Process of Amending the Coaches Handbook

The process of amending the coach's handbook by coaches or administrators will be as follows:

Any suggestions for changes will be submitted formally using CO-OP guidelines (See Appendix A) to any BDS Administrative team member by the last day of the current school year. The administrative teams from both districts will meet to discuss any suggestions for changes and present an amended coaches handbook to their respective boards for the June meeting for discussion. If there would be a time where the two administrative teams could not agree on an issue, the BDS Cooperative Committee would meet prior to the June board meeting to discuss and arrive at a consensus on that issue so the edits can be presented to the two boards. The Bruning-Davenport and Shickley administrative teams will meet again to discuss any further edits and present the final copies to the board in July for approval.

Process of Amending the Administrative Guidelines

The administrative teams from both districts will meet annually to discuss the guidelines and make any suggestions for changes in the document. The teams will meet to discuss the guidelines prior to the June board meeting.

Athletic Director



Role of the Athletic Director(s)

All clerical duties for games (hiring officials, scheduling games, programs) will be split in the following way:

Bruning-Davenport - Junior High, Junior Varsity, and Varsity Football
- Junior High, Junior Varsity, and Varsity Basketball

Shickley - Junior High, Junior Varsity, and Varsity Volleyball
- Junior High, Junior Varsity, and Varsity Track
- Junior Varsity and Varsity Golf

The school who is hosting the contest is in charge of finding clock personnel, line judges, chaingang, concession stand, and ticket takers or gate keepers.

The Bruning-Davenport and Shickley superintendents will evaluate the athletic director(s) as a team using the respective teacher evaluation instruments currently in use by the districts.

Transportation



Transportation

Practice

-It will be the responsibility of each district to provide transportation to and from practice. The practice sites will be arranged prior to the beginning of each sports season.

Games

-In most cases, the coach bus owned by Bruning-Davenport will be used to transport varsity players and coaches to their away contests. Because it does not operate well on gravel, vans will be used in different situations in order to cut down on extra mileage by the coach bus. For other contests, a combination of yellow buses and vans will be used to transport students to and from contests.

Chain of Command



Chain of Command

School Board



Superintendent



Principal



Athletic Director



Coach



Athlete/Parent

**Athletes need to initiate any problems or concerns but may include their parents if deemed necessary. All issues shall be addressed in a meeting with the coach first and will follow the chain of command from that point forward (both districts will be represented in any meeting following the meeting with the coach). The time shall be agreed upon by both parties.

Sports/Activities



In an effort to abide by the original agreement, the schedule will maintain the 60/40 ratio. When considering the 60/40 ratio and counting games, each night of an event will be considered a contest. For example, a boys and girls basketball game on the same night would be considered one contest or a volleyball triangular is figured as one contest as well. This will extend to the junior high sports schedule as well.

Football

- All Varsity, JV, AND JH home games will be split between the two sites of Shickley and Bruning for the regular season.
- The school getting the first varsity home game will be as follows: even years (Bruning), odd years (Shickley).
- The first playoff game will be rotated based upon the last home site of the previous year's final playoff game.
- Practice will be held among the three sites: Bruning, Davenport, and Shickley. The locations of practice will be determined by the coaches.

Volleyball

- All Junior Varsity and Varsity home games will be in Shickley, unless otherwise determined by the administration.
- Varsity and JV practices will be held in Shickley where two gyms can be utilized. JH practices will be held in Davenport.

Basketball

- All Junior Varsity and Varsity home games will be played at either Bruning or Davenport, unless determined by administration.
- All Junior High home games will be played at Bruning or Davenport, unless otherwise determined by the administration. Practice will be held in Shickley.
- High School practices will be held in Bruning and in Davenport and a rotation schedule of practices will be constructed by the coaches. This may be affected by the timing of junior high basketball games.

Track

- Neither district has a full size track so neither school will be hosting track meets.

-Site of track practices, when feasible, will be held in Shickley; however, home sites may be used due to inclement weather and/or coaches' discretion.

Golf

-Neither district has a course. The BDS COOP will utilize an agreement with the Hidden Hills Golf Course in Geneva, NE.

-Site of golf practices, will be held in Geneva or Shickley; the Shickley site will be utilized for indoor practices due to inclement weather, or otherwise determined by the coaches.

State Competitions

State Competitions: Football, Volleyball, and Basketball Teams will attend in full, unless otherwise determined by the BDS Superintendents. Only State Qualifiers will attend the State Track meet or State Golf meet. The question as to when a team will or will not have hotel accommodations will be determined by the BDS Superintendents. Student managers (not in high school) will not utilize school lodging and travel during state competitions; unless prior approval from BDS Superintendents is given. State qualifying teams (coaches, players, and student managers) will receive a state qualifying t-shirt). Meal allowances at State competitions will be determined by the BDS superintendents. An extra school trophy will be purchased for Football, Volleyball, Basketball, & Track. Enough medals for the (entire) team and student managers will also be purchased by the schools as a shared expense. Coaches and assistant coaches will receive plaques.

Appendix A

STANDARD FORM FOR PROPOSED CHANGES TO THE BDS COACHES HANDBOOK

Group or Person proposing the change:

Date that the proposal for change was
initiated: _____

The Current Handbook language on Page # _____, reads as follows:

Proposed Language & changes:

Rationale for Proposed Change:

Signature of Administrator: _____

First Meeting of the BDS Administrators at which the proposal was discussed: _____

Administrators Recommend Change: Yes _____ No _____