

**CLARK/WILLOW LAKE**

**ATHLETIC AGREEMENT**

**2021 – 2024**

**(Revised 4/19/2023)**

**CLARK/WILLOW LAKE ATHLETIC AGREEMENT**

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## CLARK / WILLOW LAKE CO-OP AGREEMENT 2021 – 2024

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

### *Cooperative Philosophy Statement*

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

1. The development of successful experiences for student athletes. The emphasis at the varsity level shall be competitiveness with less emphasis on participation. The emphasis at the junior varsity level shall be competitiveness with an increased emphasis on preparing athletes for the varsity level. The emphasis at the junior high level is on participation and activity development
2. The development of a program which seeks to challenge a student to develop his/her personal skills of attitude and dedication to their fullest potential.
3. The development of sportsmanship, team relationships and social exchange with students from other schools.
4. The development of skills and attitudes that will have lifelong value in future endeavors.
5. With the exception of allowing 6<sup>th</sup> graders to practice in the sports of VB, BB, & WR when there is an established need, the purpose of co-op activities are focused on the development and competition of participants in grades 7-12 as they are the grade levels that are able to participate in SDHSAA sanctioned activities, which both the Clark and Willow Lake School Districts are members of.
6. SDHSAA, Title IX and other regulatory body regulations will be adhered to at all times, with the AD's responsible to see these regulations are followed.

### **Sports CO-OP Governance-AMENDED**

1. Each school will have two (2) school board members, and their respective Athletic Director and Superintendents on the Co – op advisory board.
2. This Co-op board will meet as necessary during the Fall and Winter sport seasons.
3. The administration of the Co-op will be the task of the athletic directors, superintendents, and principals.
4. One coach from each school may be part of each co-op meeting.
5. An agenda may be provided at that time as to the purpose of the meeting and for advisory board members to seek input from their respective board members. Information from these meetings may be published in the paper for patrons to view.
6. Amendments or changes to the Co-op Agreement will only be made at the Spring meeting, with final approval of both school boards at their next respective Regular Meetings.
7. Only the Co-op Advisory Board, coaches representatives, and person(s) with a formal proposal are invited to the Spring Meeting. Those wishing to propose an idea or amendment for consideration to the advisory board must give written notification and outline of proposal to appropriate A.D. before scheduled Spring Meeting.

### **District Shared Financial Responsibilities:**

The districts will split all costs on a 50 – 50% as it relates to ADs, coaches, transportation, uniforms, equipment purchases and tournament costs. The administrators will agree upon major purchases for the combined programs. Districts will be responsible to fund all individual district capital costs/expenses. Districts will make cost comparisons at the end of the fiscal year and reimburse each other prior to the end of the fiscal year in which cost was incurred. Each school will keep gate receipts for regular season games.

### **Clark / Willow Lake Cooperative Goals:**

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

### **Athletic Directors**

There will be 2 athletic directors, one from each school, with different responsibilities. The Clark athletic director will be responsible for scheduling games, hiring officials, and transportation scheduling all athletic activities for junior high to varsity activities. The Willow Lake athletic director will be responsible for completion of reports and rosters in accordance to South Dakota High School Activity Association, home games programs, inventory control, and all other expenses and purchases needed for the coop with the input of the business managers. Both athletic directors should keep communication open with coop advisory board members when there is a need for change in a game location. Both ADs should be in constant communication with each other and the coop board for any issues relating to the coop. The stipend for this position will be equally divided between the two ADs.

### **6<sup>th</sup> Grade Participation**

1. 6<sup>th</sup> graders may only practice in the following sports (basketball, wrestling, and volleyball) after the head coach of an eligible activity establishes a need that is agreed upon by both Athletic Directors.
2. An "established need" is defined as demonstrated need for conducting an adequate practice or needed training partner.
3. If a need for 6<sup>th</sup> grade participation in a 7<sup>th</sup> & 8<sup>th</sup> grade practice, participation in all practices must be open to all interested 6<sup>th</sup> graders, with the invitation to participate placed in each schools respective daily announcements for an appropriate period.
4. If 6<sup>th</sup> graders are allowed in practice, they must be fully integrated into practice, including individual drills and inter-squad scrimmages.
5. 6<sup>th</sup> graders may practice at both Clark and Willow Lake.
6. 6<sup>th</sup> graders are not allowed to compete in 7<sup>th</sup> and 8<sup>th</sup> grade events that are part of school sponsored activities or school transportation to competitions.
7. Due to dangerous conditions, no 6<sup>th</sup> grader will be allowed to practice or play in school sponsored football games.

### **Practice Times & Scheduling**

1. It is essential that parents be able to plan on when they have to be at school in order to pick up their students. Therefore, the school will have set practice times.
2. Times of junior high through varsity practices and bus times will be developed and provided to parents by the coaches at the beginning of each season
3. Every effort will be made to combine routes, practices, and other transportation costs for the efficiency of the program (This is the job of the head athletic director.)
4. With the exception of track and golf, the athletic directors will make every attempt to schedule all high school practices fairly. Also, the athletic directors and coaches will make the final schedule with the following in mind: if there is an imbalance in participation numbers, the school with the greater participation may host most of the practices.

**Cross Country**

**Football**

**Volleyball**

**Girls and Boys Basketball**

**Wrestling**

**Dance**

**Track / Golf:** Due to facilities, Varsity and JH practices will take place in Clark

- 5 School dismissal will be at 3:10 P.M., which means co - op practice should begin no later than 4:00 P.M. Practices should conclude prior to 5:50 so buses can leave by 6:00 sharp to get our student athletes home for family commitments. Wednesday practice will conclude on or before 5:30 so as not to interfere with church scheduled activities. Sunday practice is prohibited except for preparation for tournament. Sunday practices need administration approval. Downtime needs to be utilized to benefit practice at host school prior to the arrival of the teammates from coop school.
- 6 Weather related game and practices: It is our policy to CANCEL games and PRACTICES or OPEN GYMS if either school has been cancelled due to weather.
- 7 Each school district is responsible for getting their athletes to practice.

### **Moratorium: AMENDED**

All CWL personnel will honor the Summer and Winter Moratoriums established by the SDHSAA. The moratoriums shall be consecutive days and include the dates set by the state each year. This means NO GAMES, PRACTICE, or TEAM ACTIVITIES!

### Game Scheduling

1. The Clark athletic director will make every attempt to schedule all high school and junior high school home contests fairly with the Head Athletic Director making the schedule and the assistant approving before finalizing. Also, the magnitude of the game and/or geographic will be factors when determining the sites of these contests.
2. The intent of this agreement is to schedule contests as close to 50 – 50 as possible. The AD will do his/her best to get LCC games (South) scheduled in Willow Lake and NEC games (North) scheduled in Clark. Also the magnitude of the game needs to be a factor when scheduling due to seating capacity.
3. One football game will be played in Willow Lake, the satellite school according to SDHSAA Grade 9-11 ADM enrollment, as part of their Homecoming Celebration. All other home regular season and playoff football games will be played in Clark, the base school according to SDHSAA Grade 9-11 ADM enrollment. The location of Junior High and Junior Varsity games will be determined by the athletic directors. Contingency clause: If Willow Lake improves their football facilities by adding bathrooms, concession stand, bleachers, crowns nest, and improve lighting; Willow Lake will receive the second home game resulting in a 50/50 split.. All improvements must be made before this change is made.
4. Due to facilities, Track & Golf competitions will take place in Clark.
5. Due to facilities, all playoff volleyball matches will take place in Willow Lake; however, the factors of opposing team's location as well as the magnitude of the game may influence this decision.

### Student Transportation

1. Student athletes are expected to ride to and from practices and events on the transportation provided by the school districts. Exceptions may be made if **prior** arrangements have been made by the parent with approval by administrators.
2. Students may be released from riding home on the bus after practices or events if prior arrangements have been made by the parent with the administrators or if the parent or guardian is present and they sign out their child on the form provided by the coach.
3. Willow Lake school buses will be used to transport all students if the game is north of Clark. Clark will provide the transportation to games south of Willow Lake.

### Hiring/Evaluation/ Procedures for Coaches/AD

Hiring - For the purpose of recommending a coach, all candidates' applications will be reviewed and interviewed by the athletic directors, with principals and superintendents being involved as necessary. Although it is not required, it is highly recommended when two or more coaches are needed or desired for a sport season that each community be represented. Also, in filling vacancies for positions, the Administration will give first and serious consideration to currently employed certified staff members of both Districts; however, when those avenues have been exhausted, the Co-op is not restricted by this **Agreement** with respect to the employment of non-certified employees.

1. Preferably the coach should be a district staff member.
2. All coaches / volunteers will have to complete background checks and be approved by the School Boards of their respective communities.
3. Evaluations- All coaches will be evaluated by the athletic directors at the conclusion of their sports season. A copy of the evaluation should be placed in the coach's cumulative file in the superintendent's office at the end of the season
4. The athletic director will be evaluated by respective superintendents and the evaluation reviewed by the coop board.

### **Supervision**

1. Supervision for all home games will be provided by the host school.
2. The athletic director of the host school shall be responsible to see that all arrangements are made for supervision, game management and host responsibilities for visiting teams.

### **Cheerleading & Competitive Dance**

1. The program will follow State & National Federation regulations. The cheerleading / Dance coach in cooperation with both athletic directors shall develop procedures and time lines for cheerleader / Dance selection / tryouts.
2. There will be eight cheerleaders for the following sports: football and GBB/BBB. Due to state participation restriction at state wrestling, we will discontinue wrestling cheerleading beginning in the 2017-2018 school year. Tryouts will take place for these positions, if necessary. Cheerleaders for girls and boys basketball will cheer during Varsity and JV home games only unless team advances to regional or state competition.

### **Purchasing uniforms**

Required athletic uniforms will be purchased on a rotational basis. Additional team apparel will be purchased on individual basis or by a booster club. All uniforms should have one or all of the coop colors of dark green, silver, or black. No other colors should be considered when purchasing uniforms.

### **Awards**

There will be one athletic banquet per year. CWL will pay for 5 student awards per sport, except cheerleading in which 3 student awards will be presented. Coaches are welcome to award students with other honors at a separate banquet or ceremony; however, the schools are not responsible for the cost.

### **Grading Policy**

In order for students to have equal opportunities, it's important that our eligibility scales are similar. The coop board has made adjustments to be more consistent between schools by looking at percentages rather than grade at one site due to different grading scale. Willow Lake: Students must maintain 70% in each class and have NO F's to be eligible for school sponsored activities. Clark: A student must maintain at least a 1.6 on a 4 point scale to participate. It is up to the discretion of the coaches as to whether or not the student athlete will continue to practice or attend the qualifying events during the academic suspension. A student can become eligible OR ineligible on a weekly basis. Students who are

ineligible as of Friday afternoon will be notified by the coach, athletic director, or administration. If a student is ineligible, the no participation rule will be enforced from Monday to Monday of the next week. Grades will then be checked the following Friday to see if the student becomes eligible or not. Ineligibility grade point average is not cumulative beyond each nine week grading period. After the Christmas break, students will have until the end of the first week once school resumes to become eligible. Ineligibility grade percentage is not cumulative beyond each nine-week grading period.

### **CWL Academic Eligibility Rules:**

Grades will be weekly beginning the first day of school and continuing throughout the academic year. Any student not maintaining at least a 1.60 on a 4.00 point scale or failing a class is ineligible for 7 days (Monday to the next Monday). The goal is to see noticeable improvement from students wishing to regain eligibility. A student who has not shown a passing grade or maintained a 1.60 GPA at the end of the 7 day period will continue to be ineligible for an additional 7 school days. It will be up to the discretion of the coach to allow or withhold the student from practice.

The following examples should clarify the process.

1. For teachers, a student's eligibility will then be based on whatever grades have been recorded at the end of each Friday during the athletic season. If no new grades have been recorded, it will be assumed that the student has regained eligibility.
2. If at the end of the 1st semester (Christmas break) an athlete is deemed ineligible, the period of ineligibility will begin on the Monday of the first full week of school after the holiday break.
3. Before any student moves from Eighth grade to Junior Varsity athletics, the student's grades must be checked to ensure the 3.0 grade in all classes has been achieved and must be maintained.

### **Training Rules & Regulations**

Student athletes of the Clark/Willow Lake School District shall not possess, use, sell, give or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotics, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine, or intoxicants of any kind. The use of any tobacco and vaping product is also prohibited. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed by a doctor.

This policy will be subject to enforcement and/or disciplinary action by the department heads and administration for the school year including any school related events during the summer months. Violations may carry over to the next school year if qualifying events are not satisfactorily carried out and served the previous school year.

**Penalties for Basic Rule Violations:** Penalty starts at first qualifying event the student participates, after school becomes aware of violation and notifies student. It is up to the discretion of the coach or advisor as to whether the individual would continue to practice or attend the qualifying events during the suspension.

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two qualifying events in which the student participates.
2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next four qualifying events in which the student participates.



3. **Third Violation:** After confirmation of the third or subsequent violation the student shall lose eligibility for one (1) calendar year.

**Curfew:** Training hours from Sunday through Thursday - 10:30 PM, unless there is a school activity. Athletes must be home 1/2 hour after the activity ends. Training hours on Friday and Saturday nights - 1:00 AM. It is strongly encouraged that parents reinforce this policy.

### Dual Sport Participation (Grade 8-12 only)

1. Parents must arrange a meeting with the activities directors at least two weeks prior to the first practice of the involved activities (Prior to whichever activity starts first.) This meeting will allow parents to request dual participation in two school sponsored activities during the same season.
2. This meeting will include parents, students, activities directors, and the coaches/advisors of both activities. The agenda of this meeting includes guidelines, scheduling conflicts, expectations, and workability. In cases of consensus, an agreement form will be completed and causes of termination will be discussed.
3. Parents and students must fully understand that requests for dual participation may not always be workable.

#### Guidelines:

The student must:

1. maintain a weekly grade point average of 3.0 on a 4.0 grading scale and have NO Fs.
2. be expected to fulfill the practice requirements for both activities determined by the coaches/advisors.
3. **Be limited to two dual sporting activities per week** determined by departure times (early dismissals) for the activities. This does not include Saturday contests. Failure to comply with any of the guidelines will result in termination of dual participation. In cases of termination, the student will be allowed to continue with one of the two activities (to be determined at a termination meeting.)
4. Students may not participate in more than one activity per night.

### Lettering Guidelines

Students have the opportunity to letter in all athletic activities. Varsity letters for playing time will be given at the discretion of the head coach. Varsity letter will be withheld if all equipment loaned to a student by either school is not returned or paid. Student/athlete must compete entire season, except for illness or injury, in order to letter. All coaches must have their lettering policy in writing prior to the season.

### **Athletic Stipends**

Each school pays coaches from their perspective schools. All extra-curricular coop stipends will be addressed every other year according to negotiated policy. Negotiations will be separate and apart from the Clark Education Association / Willow Lake Education Association negotiations addressed every year by the individual school districts. All coaches will be paid stipends in one lump sum at the conclusion of their season. Prior to payment, coaches must check in all clean uniforms, put away equipment, and provide the athletic directors with a list of damaged or missing equipment. Upon completion of these duties, the athletic director will report to the respective business managers to issue the stipend checks to the coaches. Coaches will NOT go to business manager to request this money.

### **Coaching requirements**

1. All coaches are highly recommended to obtain a CDL license unless excused by administration. CDLs are at the expense of the individual coaches. Coaches who obtain their CDL will receive a \$300 bonus to their coaching stipend providing they drive a vehicle requiring a CDL to practice or games. Coaches will drive to all practices but will not be required to drive to games. Exception to this could be JH or JV games. Though "home" games have been identified at both sites (Clark and Willow Lake), it is the boards' wishes to provide transportation to our athletes from one school to another for contest, just as they provide transportation to practice. It is mandatory that every coach rides to AND from events on the bus with the team.
2. All coaches need to take required classes in order to be a cooperative coach. Certificates of completion will be placed in coach's cumulative folders in office.
3. Coaches that fail to take or pass SDHSAA required rules meeting or exam will be financially responsible for any fines or penalties assessed by the SDHSAA.

### **New Programs**

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

### **Annual Program Review**

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

**Maximum number of paid coaches per activity & Co-op Sponsored Activities**

**Fall:**

- Football: 1-Head Coach, 2-Varsity Assistants, & 2-Junior High Coaches
- Volleyball: 1-Head Coach, 1-Varsity Assistant, & 2-Junior High Coaches
- Cross Country: 1-Head Coach, 1-Varsity Assistant
- Fall Cheer: 1-Head Coach
- Competitive/Performance Dance: 1-Head Coach

**Winter:**

- Girls/Boys basketball: 1-Head Coach, 1-Varsity Assistant, 2-Junior High Coaches
- Wrestling: 1-Head Coach, 1-Varsity Assistant, & 1-JH Coach
- Winter Cheer: 1-Head Coach

**Spring:**

- Boys/Girls Track: 1-Boys Head Coach, 1-Girls Head Coach, & 2-Junior High Coaches
- Boys/Girls Golf: 1-Head Coach, 1-JH Coach

\*Junior high coaches will be allowed to participate and coach at the high school level in the sport for which they were hired.

\*Volunteers per sport are welcome if approved of the head coach and the athletic directors; however, volunteers will be responsible for their own expenses in the event of a team qualifying for state competition. Neither the Clark nor the Willow Lake School Districts will contribute to any financial support for any volunteer coach. All volunteer coaches must take the concussion test, first aid test, heat illness test, and coaching of theory test as required by state. Payment for these classes is the responsibility of the volunteer and not the coop or schools. They must also be a member of the SDHSAA with payment for this membership the responsibility of the volunteers. Approved volunteers may take part in activities for football and track due to large numbers of participants and playing area. There will not be room on the bench/chairs for volunteers in gym contests.

\*In the event of large student numbers in a sport, a C team may be considered to allow students more playing time. The coop will revisit whether or not to have a C team on a year to year basis. Coaching responsibilities for C teams will be shared among the existing paid coaching staff.

**Spectator/Fan Code of Conduct**

The Clark-Willow Lake Athletic Cooperative, promotes the value of extra-curricular athletic competitions and sportsmanship for our student-athletes. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, and fans.

Spectators/fans are expected to set a positive example towards conduct and sportsmanship while supporting our co-op's student-athletes, coaches, and officials. Behavior should be positive, respectful, and encouraging of those participating and attending our activities.

**The Clark-Willow Lake Athletic Cooperative encourages:**

- Enthusiastic support of your team
- Good sportsmanship
- Family friendly atmosphere
- Commitment to safety
- Welcoming attitude to all fans and visitors

**Unacceptable behaviors:**

- Disruptive or unruly behavior
- Foul or abusive behavior or obscene gestures
- Rudeness to fellow fans or CWL personnel

Fans who display unacceptable behaviors will be subjected to sanctions, including refusal of admittance, removal, and arrest.

**First Offense** – The spectator will schedule to meet with the appropriate Athletic Director with resulting action that will include removal from the next two athletic contests of the same sport or district related activities for two weeks, whichever is greater. A letter will be sent by the appropriate Athletic Director and Superintendent to the spectator in question notifying them of the ejection or prohibition of admission dates (if necessary).

**Second Offense** – The spectator will be removed from all home athletic contests and other school events and activities for the remainder of the school year of the infraction. A letter will be sent by the appropriate Athletic Director and Superintendent to the spectator in question notifying them of remainder of the year admission prohibition.

**Third Offense** – The spectator will be removed from all CWL athletic contests and other school events and activities for a two-year period. A letter will be sent by the appropriate Athletic Director and Superintendent to the spectator in question notifying them of remainder of the year admission prohibition.

Any person serving in an administrative role on the site, including but not limited to, contest officials, A.D.'s, game site supervisors, and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

If a CWL spectator/fan is ejected at a visiting contest by a SDHSAA sanctioned official or activity site administrator, penalties based on the number of offense(s) will be enforced at appropriate home events upon receiving notification from the SDHSAA or school's administration.

This Spectator/Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, CWL administrators may apply further consequences to a student or adult fans as necessary and proper.

### Complaints

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

1. Parent, student or community complaints will first be made to the coach.
2. If the complainant is not satisfied with the resolution, he/she is to go to the Head Athletic Director who will respond in writing within 3 days of receiving the complaint.
3. If the complainant is not satisfied with the resolution by the Head AD he/she is to go to an administrator from that school, who will respond in writing within 3 days of receiving the second step complaint.
4. If the complainant is not satisfied with the written resolution by the Superintendent he/she will request a hearing by the Coop Board. The Coop Board will hear the complaint within 10 days of notification by the complainant that no resolution has been received.

(Note: Effect for 2018-2019 school year: There will be a 24 hour rule in place where parents will have no contact with a coach before erring a complaint or conflict with a coach.)

### Insurance

Each district shall maintain insurance coverage for liability arising from activities carried out under this agreement. Policies shall be maintained at levels no less than the levels of coverage currently maintained by each district. Insurance does not cover volunteer coaches. (Example: workman's comp)

Terms of Agreement

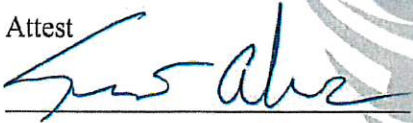
The terms of this agreement shall commence on March 30, 2021, and shall be in effect for a three year term. It will be reviewed and renewed at the end of the 2023-2024 school year. Amendments to the agreement may be made based on the annual Co-op board meeting as needed. Before going into effect, these amendments or changes must be agreed upon and approved by the school boards of both districts. In the event that any dispute arises between the parties in relation to this Agreement, or out of this Agreement, and the dispute is not resolved by negotiation, the parties agree to submit the dispute to mediation. The parties further agree that their participation in mediation is a condition precedent to any party pursuing any other available remedy in relation to the dispute. The parties must jointly appoint a mutually acceptable mediator. If the parties are unable to agree upon the appointment of a mediator within [7] days after a party has given notice of a desire to mediate the dispute, any party may contact the ASBSD so an appropriate mediator can be appointed. The parties further agree to share equally the costs of the mediation, which costs will not include costs incurred by a party for representation by counsel at the mediation.

Notification of termination of the Clark/Willow Lake coop needs to be made by January of the second contractual year

This amended agreement is between the Clark and Willow Lake School Districts. The school boards of the said districts approved the agreement on the 30th day of March 2021.

Date:

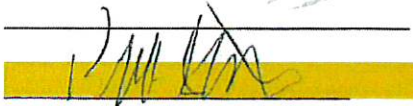
Attest



Clark Superintendent



Willow Lake Superintendent



Clark School Board Representative



Willow Lake School Board Representative

**ATHLETIC UNIFORM ROTATION****Spring 2023**

GBB Whites/Darks

Dance

**Spring 2024**

Varsity Track/Cross Country uniforms/sweats

Golf Wind-breakers

**Spring 2025**

FB Varsity Whites/Darks

**Spring 2026**

Varsity VB

Wrestling Singlets/Warm-ups

**Spring 2027**

BBB Whites/Darks

Cheerleading

\*\*\*Football uniforms will be inspected yearly for replacements due to damage or tears and ordered as needed. This includes helmets and shoulder pads.