

SPORTS COOPERATIVE AGREEMENT

Cooperative Team Name:	Central McLean
Cooperative Team Mascot:	Cougars
Cooperative Team Colors:	Navy Blue and Orange
Cooperative Annual Meeting:	It is recommended that an annual meeting be held with the representatives from each school to include superintendents, school board representatives, activities directors, and coaches.
Cooperative Activities Director:	The Central McLean Cougar's Cooperative will employ the activity director. The activity director will receive a salary of \$12,120.00 (30% of Underwood PSD # 8's Certified Base Salary) and applicable benefits.

The athletic director duties will include the following:

1. Schedule 7-12 co-curricular activities (volleyball, football, cross country, dance, cheerleading, girls' basketball, boys' basketball, girls' golf, boys' golf, softball, baseball, and track)
2. Schedule and contract 7-12 officials
3. Schedule scorekeepers, timers, announcers, chain gang, line judges for 7-12 contests
 - a. Ticket takers will be scheduled by local athletic directors.
4. Manage and track all workers to give to Fiscal Agent
5. Complete and file all Head Coach's Evaluations along with documentation of letter winners, self-evaluations, rosters, etc.
6. Maintenance of inventory for co-curricular activities.
7. Recruitment of individuals to coach 7-12 co-curricular activities.

8. Maintain record of coach's education and concussion management per NDHSAA requirements
9. Tournament and Event manager for 7-12 tournaments, shoot-outs, and jamborees
10. Work with administration for proper supervision of home events
11. Work with transportation managers of all 3 schools to assure practice and games have proper transportation.
12. Set up a bus clinic through the NDSC for anyone interested in getting their bus license credentials.
13. Attend district and coop meetings.
14. Provide summary of updates to administration for board meetings.
15. Communicate with schools that are in the coop to assure dismissal times and transportation is provided.
16. Attend regional meetings, NDIAAA conferences, and keep abreast of the NDHSAA rules and changes.
17. Take requests from coaches for equipment purchases and have requests approved by administration of coop schools.
18. Oversee weekly eligibility with the help of School Principals.
19. Maintenance of rSchool Today Activity Scheduler for 7-12 athletic events.
20. Make sure Impact testing for co-curricular students is up to date.
21. Communicate regularly with the administration/activity directors from the 3 communities.
22. Provide weekly schedules to administration/activity directors with games, workers, leave times, etc.
23. Monitor NDHSAA violations.
24. Meet with all head coaches prior to their seasons to go over expectations.

25. All head coaches are required to hand in a Sports Specific Handbook outlining their expectations, guidelines, and rules.

Cooperative Fiscal Agent:

The Central McLean Cougars Cooperative will employ the fiscal agent. The fiscal agent will receive a salary of \$7,272.00 (18% of the Underwood PSD # 8's Certified Base Salary) and applicable benefits.

The fiscal agent duties will include the following:

1. Issuing and paying all cooperative advisor/coaching contracts. Advisor/coaching salaries and benefits will follow the Underwood School District's Negotiated Agreement.
2. Ordering all cooperative supplies and equipment.
3. Pay all cooperative bills.
4. Pay all cooperative advisors, coaches, and bus drivers for extra-curricular event travel only from the designated point of departure. Extra-curricular activity travel salary will follow the Underwood School District's Negotiated Agreement.
5. Responsible to provide monthly financial reports to McClusky, TLM, and Underwood's Administration, Business Managers, and the CMC Activities Director.
6. Responsible to provide financial reports to the cooperative board.
7. Responsible to provide secretarial duties for the cooperative which includes taking minutes at each meeting of the cooperative board.

Cooperative Business Manager:

The Underwood Public School District will provide the Cooperative Business Manager. The proposed fee will be \$5,500.00 paid to the Underwood School District for business manager's time and stipend to the business manager.

The business manager's duties will include the following:

1. Process and disseminate payroll.
2. Oversee Accounts Payable and Receivable.
3. Track and monitor all CMC Fundraisers.
4. Create budget and advise on financial matters.
5. Comply with internal audit procedures, schedule external audit, and respond to audit recommendations.
6. Establish procedures and comply with financial record keeping and security of such records.
7. Receive, manage, and maintain custody of all moneys for which the District, Board, or Cooperative is responsible.
8. Supervise cooperative business computer operations (financial, personnel, inventory, etc.)
9. State and Federal Reporting
10. File loss claims and accident reports.
11. Maintain inventory of CMC equipment and update as needed.
12. Administer all employee benefits policies/programs.
13. Maintain permanent records of district employees and maintain personnel files.
14. Provide information on working conditions, benefits, policy, and procedures.
15. Process Workforce Safety and Insurance (WSI) claims and payments.
16. Process unemployment claims and payments.
17. Supervise fiscal agent.
18. Comply with open records requests.

Cost Sharing:

All costs will be handled through the fiscal agent.

Expenses as determined by all three schools' business managers and administration will be shared as follows: TLM – 40%; Underwood – 40%; McClusky – 20%. In the future, if student's participation changes so there is a severe imbalance in numbers, the percentage of costs will be reviewed and adjusted.

Dissolution of Cooperative:

In the event of dissolution of the cooperative, all equipment will be retained by the remaining cooperative, or in the case of complete dissolution,

cooperative member schools may purchase any items belonging to the cooperative. When all equipment is liquidated, all monetary assets will be distributed on a percentage basis: 40% Turtle Lake – Mercer, 40% Underwood, and 20% McClusky.

Participation Fees:

Revenue generated by participation fees will be sent to the fiscal agent at the end of each sport's season.

Participation fees are as follows:

Junior High (Grades 7-8)

\$40.00 per Student per Sport

High School (Grades 9-12)

\$40.00 per Student per Sport

\$200.00 Maximum per Family per Year

Participation fees are non-refundable.

Each school office is responsible for assessing student's participation fees and having them paid before a student is allowed to compete in an extra-curricular event. Each school is responsible for providing an updated list of students that have paid their fees to each extra-curricular activity's advisor/head coach before the first competition of the season.

Gate Admission & Season Passes:

Each CMC staff member will be issued a season pass for themselves and one for their spouse. Lists of each school's qualifying staff members and spouses should be forwarded to Underwood Public School by August 1ST.

A list of Season Pass Holders will be generated, distributed, and updated by Underwood Public School and it is each school's responsibility to make sure an

updated Season Pass Holder List is provided to ticket takers before each event that is charging admission.

Revenue generated by gate admission and season passes will be sent to the fiscal agent at the end of each sport's season.

Prices for Admission and Season Passes are as follows:

Season Pass

\$50.00	Student Pass
\$50.00	Senior Citizen Pass
\$75.00	Adult Pass
\$200.00	Family Pass*

Immediate Family is defined as all members residing within the same household

\$80.00	Punch Card (20 Games)
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For Junior High Games, one punch on a card counts as a family admission

Junior Varsity/Varsity Gate Admission

\$5.00	Per Person
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Junior High Gate Admission

\$5.00	Per Family
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Immediate Family is defined as all members residing within the same household

Advisors/Coaches:

Hiring and Employment:

1. One representative from the administration from each of the three schools will conduct all interviews and will come to a hiring decision. If a decision is not reached, the cooperative committee board may be consulted. Head Advisors/Coaches will have input on all other Advisors/Coaches hired within the program.
2. If teams are larger than 10 in participation numbers, an Assistant Advisor/Coach may be hired with the input of the Head Coach.

3. Advisors/Coaches will be tentatively hired and paid only if there are sufficient numbers to have the extra-curricular activity.
4. Advisors/Coaches failing to attend all required NDHSAA meetings and workshops will be responsible for the fine levied by the NDHSAA to be paid by the coach. Volunteers will be held to the same standard of conduct as an Assistant Advisor/Coach of the level they are coaching.
5. The cooperative will pay for classes for state certification.
6. Advisor/Coaching staff will be evaluated annually by school administration and staff accordingly.

Activities Workers:

The CMC Activities Director will schedule activity workers for games. All activity workers will be paid on a vendor basis by the fiscal agent. All supervision of extra-curricular activities will be paid through payroll by the fiscal agent.

Activity Workers will be paid as follows:

Announcer	\$20.00/Game
Book	\$20.00/Game
Chain Gang	\$20.00/Game
Clock	\$20.00/Game
Line Judge	\$20.00/Game
Shot Clock	\$20.00/Game
Supervisor	\$20.00/Game
Tickets-Baseball	\$25.00
Tickets-Basketball	\$20.00/Game
Tickets-Football	\$25.00
Tickets-Volleyball	\$20.00/Game
Tickets-Softball	\$25.00

Officials:

The CMC Activities Director will contract with officials for games. A copy of the completed official's contract will be forwarded to the fiscal agent who will then pay the officials. Officials' fees and mileage will be paid according to the schedule established by the North Dakota High School Activities Association.

Tryouts and Student Assignments: All eligible students will have the opportunity to try out for an extra-curricular activity. Each activity has a starting date and there will be a minimum of three day of tryouts/practice before team selections and/or cuts will be made, if any. Each student who participates in tryouts will be evaluated in his/her skill, talents, and ability by the coach or advisor. The advisor/coach's evaluation of the student will serve as the main criteria in the selection of program members and their placement in the program. Each student who is involved in an extra-curricular activity must have a strong commitment to the program in general. Being involved will involve teamwork, discipline, loyalty, tolerance, sportsmanship, citizenship, and perseverance. If a participant has a concern or conflict, he/she should begin by talking with the advisor or coach.

Athletic Advancement:

Middle school students can be considered for advancement to high school teams if:

1. The advancement is clearly a benefit to the student athlete and the program that he/she would enter.
2. A student/athlete is a risk for harming other participants at the middle school level because of superior physical prowess.
3. Advancement of middle school students to a high school team should be the exception, and not be viewed as the general order of doing business.
4. Middle school students will not solely be moved up to make a 'C' squad better.
5. PROCESS:
 - a. Only the head varsity coach can request for advancement
 - i. Head coach fills out the advancement form and submits to activities director
 - ii. Administration, activity director, and coach will meet to discuss.
 - iii. If all agree that the advancement would be in the best interest of the student, a meeting with the parent/guardian is required to review the guidelines, expectations, and educational requirements prior to approval.

Practices:

Athletic practices will be shared as follows:

Football: Equally between TLM and Underwood.

Track: Underwood.

Baseball: TLM.

Basketball: Grades 9-12 equally between TLM and Underwood. Grades 7-8 equally between TLM and Underwood with McClusky providing alternative gym space.

Golf: Underwood.

Softball: Majority in TLM and a few in Underwood. Practices will be held in McClusky's gym during inclement weather.

Cross Country: Shared equally among all schools or as arranged by Coaches and approved by Athletic Directors.

Volleyball: Grades 9-12 equally between TLM and Underwood. Grades 7-8 equally between TLM and Underwood with McClusky providing alternative gym space.

Wednesday Practices:

Practice must be concluded and all students out of the building by 5:30 p.m. There will be no junior high practice on Wednesday without prior administrative approval.

Dual Sports:

The student-athlete must be in grades 9TH-12TH.

Approval of the parent/guardian is required for the student-athlete to participate in two sports in the same season.

In the case of an athlete participating in two sports, one of the sports must be designated as the primary, with the other being the secondary. This decision must be confirmed before the beginning of the first appointed date of practice set by NDHSAA for the season of participation.

The coaches of both sports involved must give their approval before participation begins:

1. Approval of participation of and each set of team guidelines is to be written and signed by the coaches, activity director, student athlete, and parent(s).

After conferring with the coach of the secondary sport, the coach of the primary sport will provide the athlete and secondary sport coach with the schedule of practices and events the athlete will attend. Athletes will be limited to two events per week or three if one event is scheduled for Saturday. Students may attend more events if they can arrange for travel to an event so there is no loss of educational time. Parents must make prior arrangements with the advisor/coach in writing for their students to ride to participate in an event.

Dual-sport student-athletes must maintain their academic work according to Central McLean Athletic Policy. Any ineligibility in one sport will automatically signal ineligibility in the other sport. Further, an athlete who becomes ineligible or suspended for any reason, including behavior problems at school will have suspensions/penalties affecting both sports.

1. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.

A student-athlete who is removed from a team due to disciplinary reasons will also be removed from any other team they are participating on for the remainder of that season.

The athletic fee for a dual-sport student-athlete, regardless of the level of participation in the secondary sport, will be an additional \$40.00 for the secondary sport.

Transportation:

Each school will provide its own transportation for their students to and from practices. Transportation for out-of-town extra-curricular events will be set up by the CMC Athletic Director.

The event with the farthest travel distance will be scheduled to utilize the cooperative activity bus.

Overnight Travel:	One meal per day will be provided for students and advisors/coaches. Hotel rooms will be provided. These expenses will be covered for all activities under the cooperative umbrella.
Home Game Sites:	<p>Football: Shared equally between TLM and Underwood.</p> <p>Baseball: TLM.</p> <p>Basketball: Grades 9-12 equally between TLM and Underwood (Scrimmages at McClusky). Grades 7-8 equally among McClusky, TLM, and Underwood.</p> <p>Softball: Varsity at TLM and Junior Varsity at Underwood.</p> <p>Volleyball: Grades 9-12 equally between TLM and Underwood (Scrimmages at McClusky). Grades 7-8 equally among McClusky, TLM, and Underwood.</p>
Game Time Expectations:	It is expected that co-curricular athletes will arrive no earlier than 60 minutes prior to game start time. The goal of the coop is to protect in-person classroom instruction for our student athletes.
Post Season:	<p>Football playoff game host site will alternate between TLM and Underwood. The last playoff game was hosted by Underwood in 2019.</p> <p>Turtle Lake-Mercer will host the first 2021-2022 regional play-in game (volleyball, boys' basketball, or girls' basketball). Venues will be on a rotating schedule from that point.</p>
State Tournament Tickets:	<p>Tickets will be distributed in the following manner:</p> <p>When a cooperative team qualifies for a state tournament with a limited number of tickets: Each player and coach on the varsity team will be allotted 4 tickets. Staff members and board members will be allocated 2 tickets apiece from each school but will have a deadline in which to confirm whether they will purchase the 2 tickets. Once those obligations are fulfilled, the remainder of the tickets will be distributed in a 40%- 40%-20% manner until all tickets are distributed. If any</p>

community doesn't fulfill their obligation, those tickets will be made available to the other communities.

State Tournaments:

All expenses for the team and advisors/coaches will be covered by the cooperative, including hotels and meals. These expenses will be covered for all activities under the cooperative umbrella.

Concessions:

Host schools or booster groups will be responsible for on-site concession expenses and retain the revenue generated from the sale of concessions.

Awards Night:

Awards Night will be alternated between TLM, and Underwood as follows:

TLM even calendar years
Underwood odd calendar years.

Expenses for on-site awards night activities will be the responsibility of the host school

Football Homecoming:

Football Homecoming will be alternated between TLM, and Underwood as follows:

TLM even calendar years
Underwood odd calendar years

Expenses for on-site homecoming activities will be the responsibility of the host school.

Senior Parent's Night:

Senior Parents Night will be alternated as follows:

Football/Cheerleading:

TLM odd calendar years
Underwood even calendar years

Volleyball:

TLM even calendar years
Underwood odd calendar years

Boys' Basketball:

TLM odd calendar years
Underwood even calendar years

Girls' Basketball:

TLM even calendar years
Underwood odd calendar years

Baseball:

McClusky

Softball:

McClusky

Dance:

During the Home Show

Expenses for on-site senior parent's night activities will be the responsibility of the host school.

Cheerleading:

Schools will post a sign-up for students to indicate interest in cheerleading. A cheerleading squad will consist of a minimum of 4 persons. One cheerleading advisor will be hired and will accompany cheerleaders to out-of-town games or arrange for a qualified person to chaperone.

Dance:

Schools will post a sign-up for students to indicate interest in dancing. A squad will consist of a minimum of 4 persons. One dance advisor will be hired and will accompany dancers to out-of-town events or arrange for a qualified person to chaperone.

NDHSAA:

All rules established by the North Dakota High School Activities Association will be followed.

Eligibility:

Students must be passing all classes to be eligible to compete. Administration will determine before each school year the week that eligibility will begin. Eligibility will be from Wednesday to Wednesday and will be determined by the respective Athletic Directors/Principals. Eligibility reports will be forwarded to the CMC Activities Director by noon on Tuesday.

Attendance:	<p>A student must be in attendance the entire school day if he or she is to participate in, or attend, any extra-curricular activity that day. The CMC Activities Director will be informed of any student absences the day of an extra-curricular activity. Administration may grant an exception in special situations. If an exception is granted, the Administration will communicate that decision to the student's advisor/coach and the CMC Activities Director. See COVID-19 Guidelines for further clarification.</p>
Curfew:	<p>Curfew for student participants will be 10:00 pm on a night before the game; 11:00 pm on the night preceding a school day; and 12:00 midnight on weekend nights.</p>
Felonies & Stealing:	<p>A conviction of a felony charge shall constitute suspension from all extra-curricular activities for one calendar year. Upon being found guilty of stealing during the school day or during an extracurricular activity, the student will have a penalty that is appropriate to the severity of the crime.</p>
Hazing:	<p>Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of harm to the student or any third party in order for the student to be initiated into, or affiliated with, any school group, club, or athletic team or grade level. The administration will deal with this with consequences aligned with school policy.</p>
Investigation Procedure:	<p>Once a notification from law enforcement is sent to the school, it will be acted upon.</p> <p>Information from sources other than law enforcement officials will be dealt with as follows:</p> <p style="padding-left: 40px;">Administration and/or designee shall conduct an investigation into the matter to determine whether further action should be pursued.</p>
Chain of Command:	<p>At times, there is a breakdown in communication and a chain of command is used to help re-establish communications. The first person, the student and /or parents should talk to the advisor/coach of the extra-curricular activity and no sooner than 24 hours after and no</p>

later than 24 hours before an event. If the results cannot be worked out to the satisfaction of all the parties involved, the next step is the activities director. After the activity director, the principal and then the superintendent would follow. Only if after all other avenues have been exhausted, should the school board enter the process. The final decision will rest with the school board.

Parent/Advisor/Coach Communication: Appropriate Concerns to Discuss with Advisor/Coaches

1. The treatment of your child mentally and physically.
2. Ways to help you child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not participating as much as you might hope. Advisor/coaches are professionals. They make judgement decisions based upon what they believe to be best for all students involved. As you see from the list above, certain things can and should be discussed with your child's advisor/coach. Other things, such as those listed below, must be left to the discretion of the advisor/coach:

Issues Not Appropriate to Discuss with Coaches:

1. Participation time.
2. Team strategy.
3. Play calling.
4. Other students.

Parent Meetings:

A parent meeting shall be held before the extra-curricular season begins each year by the head advisor/coach. Each advisor/coach will present a handbook for their co-curricular activity at the meeting which requires both parent and student signatures of receipt.

Quitting an Extra-Curricular Activity:

All letters, awards, and extra-curricular activity fees will be forfeited if a student quits an extra-curricular activity before the season ends.

- Student Practice/Physicals:** Each school office is responsible for collecting their students' physical forms and having them on file before a student is allowed to practice. Each school is responsible for providing an updated physical form list to each sport's head coach. If a practice must be missed, a student must notify and clear an absence with the Coach. If an athlete fails to do so, the absence will be unexcused. Unexcused absences will be dealt with by the Head Coach.
- Student Travel:** Students will travel to and from extra-curricular activities in transportation provided by the school. The only exceptions are:
1. Injury or illness to a participant which would require alternate transportation.
 2. Parents must make prior arrangements with the advisor/coach in writing for the student to ride home with them.
- Uniforms:** Every student has the responsibility to take the utmost care of their uniforms. All lost and/or damaged uniforms are the responsibility of the student and repairs, or replacement costs will be billed to the individual at the end of the season.
- Uniform Rotation:** Cross Country/Track and Volleyball
Cheerleading and Football
Boys' Basketball and Girls' Basketball
Baseball and Softball
- Saving Clause:** It is impossible to establish a written policy for every possible situation that may arise. The administration, athletic director, and advisor/coaching staff will have final say regarding possible situations that arise that do not have rules established in written policy.

Revision Date: August 3, 2022

Go Northwestern Go!

COUGAR FIGHT SONG

Go, go you Cougars, fight for victory:
Let's all work together and united we will be.
Rah! Rah! Rah!

Our team is ready; take it to the test.
We all are cheering for the Cougars
So, let's go and give our best!

C-O-U-G-A-R-S
RAH! RAH! RAH!
C-O-U-G-A-R-S-C-M-C

(Cheer) Go Cougars Go!

Central McLean Cougars

Lifetime Complimentary Pass

Purpose: To recognize and thank retiring school board members and retiring school district employees who have been a part of the McClusky, Turtle Lake-Mercer, and Underwood Public School Districts for a substantial number of years.

Procedure: At the annual High School Graduation Ceremony, former board members and school district employees who have met the qualifying criteria will be recognized and presented a “Lifetime Complimentary Pass” to Central McLean Cougar Cooperative Activities. The complimentary pass cannot be used for any other event sponsored by entities other than the Central McLean Cougar’s Cooperative. Admission of pass holder and spouse is intended to be used for activities sponsored by the cooperative where admission is charged for the benefit of the Central McLean Cougars.

Qualifying Criteria:

School District Board Members: Any person who has served on the McClusky, Turtle Lake-Mercer, or Underwood School Boards for a minimum of three (3) full terms (9 years) will receive a Lifetime Complimentary Pass upon leaving their board position.

School District Employees: Any person employed with the McClusky, Turtle Lake-Mercer, or Underwood Public School Districts in either an

administrative, certified, or classified capacity for a minimum of twenty (20) years, who is retiring and is a resident in one of the three school districts will be issued a Lifetime Complimentary Pass. This provision does not include school district employees who have been employed for twenty (20) years or more within the district who resign from their position.