

Cooperative Athletics Procedural Handbook

General Guidelines for A-C Valley, Keystone, and Union School Districts

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List of Programs with Host School Identified

<i>Sport</i>	<i>Host</i>	<i>Season</i>
<i>Varsity Football</i>	<i>Union</i>	<i>Fall</i>
<i>Jr. High Football</i>	<i>Union</i>	<i>Fall</i>
<i>Varsity Sideline Cheer</i>	<i>A-C Valley</i>	<i>Fall/Winter</i>
<i>Jr. High Sideline Cheer</i>	<i>A-C Valley</i>	<i>Fall/Winter</i>
<i>Competitive Cheer</i>	<i>A-C Valley</i>	<i>Fall/Winter</i>
<i>Varsity Boys Soccer</i>	<i>Keystone</i>	<i>Fall</i>
<i>Varsity Girls Soccer</i>	<i>Keystone</i>	<i>Fall</i>
<i>Jr. High Co-ed Soccer</i>	<i>Keystone</i>	<i>Fall</i>
<i>Varsity Boys Cross Country</i>	<i>A-C Valley</i>	<i>Fall</i>
<i>Varsity Girls Cross Country</i>	<i>A-C Valley</i>	<i>Fall</i>
<i>Junior High Boys Cross Country</i>	<i>A-C Valley</i>	<i>Fall</i>
<i>Junior High Girls Cross Country</i>	<i>A-C Valley</i>	<i>Fall</i>
<i>Varsity Girls Golf</i>	<i>A-C Valley</i>	<i>Fall</i>
<i>Jr. High Girls Golf</i>	<i>A-C Valley</i>	<i>Fall</i>
<i>Varsity Girls Basketball</i>	<i>Union</i>	<i>Winter</i>
<i>Jr. High Girls Basketball</i>	<i>Union</i>	<i>Winter</i>
<i>Varsity Baseball</i>	<i>A-C Valley</i>	<i>Spring</i>
<i>Jr. High Baseball</i>	<i>Union</i>	<i>Spring</i>
<i>Jr. High Softball</i>	<i>Union</i>	<i>Spring</i>
<i>Varsity Boys Track</i>	<i>Union</i>	<i>Spring</i>
<i>Varsity Girls Track</i>	<i>Union</i>	<i>Spring</i>
<i>Junior High Boys Track</i>	<i>Union</i>	<i>Spring</i>
<i>Junior High Girls Track</i>	<i>Union</i>	<i>Spring</i>

Staffing Procedures

- Paid Coaches Per Program
 - JOC will collaboratively approve the number coaches needed to run each program
 - JOC will approve a number of participants to add an additional coach

Sports	Paid Coaches	Typical Roster Size	Roster Size to Meet Additional Coach	Volunteers Allowed (Paid coaches divide by 2)
Varsity/JV Football	4	35	40	2
JH Football	4	30-35	40	2
Varsity Girls Golf	2	10	19	1
JH Boys/Girls Golf	1		10	1
Varsity Boys/Girls Cross Country	1	8	10	1
JH Boys/Girls Cross Country	1	8	10	1
Varsity/JV Baseball	3	30-35	30	2
JH Baseball	2	24	30	1
Varsity Girls Basketball	2	8-16	20	2
JH Girls Basketball	2	15-20	20	1
Varsity Boys/Girls Track	6	80	100	2
JH Boys/Girls Track	2	30	40	1
JH Softball	2	20	30	1
Marching Band	3	120	150	2
Varsity Sideline Cheer	3	40	45	2
Jr. High Sideline Cheer	3	40	45	2

Collaborative payscale

- JOC will meet to determine an appropriate pay for each position
- Each individual board should pay this rate for the position

TIER 1 Coaching Pay Scale:

Tier 1 Head Varsity Coach	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$5,500	\$5,525	\$5,550	\$5,575	\$5,600	\$5,625	\$5,650
2-4 years	\$5,638	\$5,663	\$5,689	\$5,714	\$5,740	\$5,766	\$5,791
5-7 years	\$5,778	\$5,805	\$5,831	\$5,857	\$5,884	\$5,910	\$5,936
8-10 years	\$5,923	\$5,950	\$5,977	\$6,004	\$6,031	\$6,058	\$6,084
11-13 years	\$6,071	\$6,099	\$6,126	\$6,154	\$6,181	\$6,209	\$6,237
14-16 years	\$6,223	\$6,251	\$6,279	\$6,308	\$6,336	\$6,364	\$6,392
17-19 years	\$6,378	\$6,407	\$6,436	\$6,465	\$6,494	\$6,523	\$6,552
20+ years	\$6,538	\$6,567	\$6,597	\$6,627	\$6,657	\$6,686	\$6,716

Tier 1 Varsity Assistant Coach	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$3,500	\$3,525	\$3,550	\$3,575	\$3,600	\$3,625	\$3,650
2-4 years	\$3,588	\$3,613	\$3,639	\$3,664	\$3,690	\$3,716	\$3,741
5-7 years	\$3,677	\$3,703	\$3,730	\$3,756	\$3,782	\$3,809	\$3,835
8-10 years	\$3,769	\$3,796	\$3,823	\$3,850	\$3,877	\$3,904	\$3,931
11-13 years	\$3,863	\$3,891	\$3,919	\$3,946	\$3,974	\$4,001	\$4,029
14-16 years	\$3,960	\$3,988	\$4,016	\$4,045	\$4,073	\$4,101	\$4,130
17-19 years	\$4,059	\$4,088	\$4,117	\$4,146	\$4,175	\$4,204	\$4,233
20+ years	\$4,160	\$4,190	\$4,220	\$4,250	\$4,279	\$4,309	\$4,339

Tier 1 Head Jr. High Coach	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$2,500	\$2,525	\$2,550	\$2,575	\$2,600	\$2,625	\$2,650
2-4 years	\$2,563	\$2,588	\$2,614	\$2,639	\$2,665	\$2,691	\$2,716
5-7 years	\$2,627	\$2,653	\$2,679	\$2,705	\$2,732	\$2,758	\$2,784
8-10 years	\$2,692	\$2,719	\$2,746	\$2,773	\$2,800	\$2,827	\$2,854
11-13 years	\$2,760	\$2,787	\$2,815	\$2,842	\$2,870	\$2,898	\$2,925
14-16 years	\$2,829	\$2,857	\$2,885	\$2,913	\$2,942	\$2,970	\$2,998
17-19 years	\$2,899	\$2,928	\$2,957	\$2,986	\$3,015	\$3,044	\$3,073
20+ years	\$2,972	\$3,001	\$3,031	\$3,061	\$3,091	\$3,120	\$3,150

Tier 1 Jr. High Assistant	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$1,750	\$1,775	\$1,800	\$1,825	\$1,850	\$1,875	\$1,900
2-4 years	\$1,794	\$1,819	\$1,845	\$1,871	\$1,896	\$1,922	\$1,948
5-7 years	\$1,839	\$1,865	\$1,891	\$1,917	\$1,944	\$1,970	\$1,996
8-10 years	\$1,885	\$1,911	\$1,938	\$1,965	\$1,992	\$2,019	\$2,046
11-13 years	\$1,932	\$1,959	\$1,987	\$2,014	\$2,042	\$2,070	\$2,097
14-16 years	\$1,980	\$2,008	\$2,037	\$2,065	\$2,093	\$2,121	\$2,150
17-19 years	\$2,029	\$2,058	\$2,087	\$2,116	\$2,145	\$2,174	\$2,203
20+ years	\$2,080	\$2,110	\$2,140	\$2,169	\$2,199	\$2,229	\$2,259

TIER 2 Coaching Pay Scale

Tier 2 Head Varsity Coach	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$3,000	\$3,025	\$3,050	\$3,075	\$3,100	\$3,125	\$3,150
2-4 years	\$3,075	\$3,101	\$3,126	\$3,152	\$3,178	\$3,203	\$3,229
5-7 years	\$3,152	\$3,178	\$3,204	\$3,231	\$3,257	\$3,283	\$3,309
8-10 years	\$3,231	\$3,258	\$3,285	\$3,311	\$3,338	\$3,365	\$3,392
11-13 years	\$3,311	\$3,339	\$3,367	\$3,394	\$3,422	\$3,449	\$3,477
14-16 years	\$3,394	\$3,423	\$3,451	\$3,479	\$3,507	\$3,536	\$3,564
17-19 years	\$3,479	\$3,508	\$3,537	\$3,566	\$3,595	\$3,624	\$3,653
20+ years	\$3,566	\$3,596	\$3,625	\$3,655	\$3,685	\$3,715	\$3,744

Tier 2 Varsity Assistant Coach	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$2,000	\$2,025	\$2,050	\$2,075	\$2,100	\$2,125	\$2,150
2-4 years	\$2,050	\$2,076	\$2,101	\$2,127	\$2,153	\$2,178	\$2,204
5-7 years	\$2,101	\$2,128	\$2,154	\$2,180	\$2,206	\$2,233	\$2,259
8-10 years	\$2,154	\$2,181	\$2,208	\$2,235	\$2,261	\$2,288	\$2,315
11-13 years	\$2,208	\$2,235	\$2,263	\$2,290	\$2,318	\$2,346	\$2,373
14-16 years	\$2,263	\$2,291	\$2,319	\$2,348	\$2,376	\$2,404	\$2,433
17-19 years	\$2,319	\$2,348	\$2,377	\$2,406	\$2,435	\$2,464	\$2,493
20+ years	\$2,377	\$2,407	\$2,437	\$2,467	\$2,496	\$2,526	\$2,556

Tier 2 Head Jr. High Coach	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$1,450	\$1,475	\$1,500	\$1,525	\$1,550	\$1,575	\$1,600
2-4 years	\$1,486	\$1,512	\$1,538	\$1,563	\$1,589	\$1,614	\$1,640
5-7 years	\$1,523	\$1,550	\$1,576	\$1,602	\$1,628	\$1,655	\$1,681
8-10 years	\$1,561	\$1,588	\$1,615	\$1,642	\$1,669	\$1,696	\$1,723
11-13 years	\$1,601	\$1,628	\$1,656	\$1,683	\$1,711	\$1,739	\$1,766
14-16 years	\$1,641	\$1,669	\$1,697	\$1,725	\$1,754	\$1,782	\$1,810
17-19 years	\$1,682	\$1,711	\$1,740	\$1,769	\$1,798	\$1,827	\$1,856
20+ years	\$1,724	\$1,753	\$1,783	\$1,813	\$1,842	\$1,872	\$1,902

Tier 2 Jr. High Assistant	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
1st year	\$1,100	\$1,125	\$1,150	\$1,175	\$1,200	\$1,225	\$1,250
2-4 years	\$1,128	\$1,153	\$1,179	\$1,204	\$1,230	\$1,256	\$1,281
5-7 years	\$1,156	\$1,182	\$1,208	\$1,234	\$1,261	\$1,287	\$1,313
8-10 years	\$1,185	\$1,212	\$1,238	\$1,265	\$1,292	\$1,319	\$1,346
11-13 years	\$1,214	\$1,242	\$1,269	\$1,297	\$1,325	\$1,352	\$1,380
14-16 years	\$1,245	\$1,273	\$1,301	\$1,329	\$1,358	\$1,386	\$1,414
17-19 years	\$1,276	\$1,305	\$1,334	\$1,363	\$1,392	\$1,421	\$1,450
20+ years	\$1,308	\$1,337	\$1,367	\$1,397	\$1,426	\$1,456	\$1,486

Tier 1 Programs

Football
Basketball
Track

Tier 2 Programs

Golf
Cross-Country
Soccer
Cheer
Baseball
Softball

Hiring Procedures

- Host school district will get permission to advertise from their board
- Host school district will post internally and ask participating schools to do the same
- Host school district will advertise in all three communities for coaches
- JOC will receive all applications for the positions
- JOC will conduct interviews with prospective candidates
 - During the first year of the cooperative program all positions will be open
 - If JOC determines that current head coach will return for the next season there is no need for interviews or advertise
 - Head Coach will submit a list of names to the JOC for approval of assistant coaches
 - Head Coach will submit a list of names to be approved as volunteers
- Board Approval process
 - JOC will recommend to the individual Host School for District Approval
 - All pay for coaches will come from the Host School and the burden will be divided equitably between all three District at the end of the school year as per the cost-sharing worksheet
- Evaluation and disciplinary procedures
 - JOC will hold end-of-season coaches evaluation meetings
 - The AD and Administration from the hiring school (host school) shall be responsible for investigating any staffing complaints or issues and shall impose disciplinary action when necessary. If termination is considered, the JOC shall be involved and therefore make a recommendation to the Board of the host school district for termination. If a termination is challenged and requires litigation, all expenses shall be shared equally between all three participating districts.
 - If a head coach receives a positive evaluation the recommendation of the JOC should present the head coach with the opportunity to return without posting the position for the next school year
 - Head coaches will be responsible for completing an end-of-season checklist prior to payment being released
 - Inventory checked-in
 - Report of lost, damaged, or stolen property
 - Budget for the following season
 - Returned keys
 - Exit interview
 - Etc.
- Volunteers
 - The number of volunteers will be determined by taking the number of paid coaches and dividing the number by 2 (see the staffing table above)
 - Exceptions may be made at the recommendation of the JOC under exceptional circumstances and with the recommendation of the head coach which must be accompanied by a logical justification for the need of additional volunteer coaches.

- Advertising procedures
 - It is the responsibility of the host school to advertise for positions
 - This burden of this cost will shared by the three districts at the end of each season
 - Advertising when approved, shall occur through sources which reach all three districts
 - The non-host districts will use social media and their district website to also advertise for the position

Practices

- Fall Practices
 - Practices for fall sports in the cooperative requiring bus transportation will rotate from one district to another by each week.
 - I.e.
 - Week 1 - AC Valley
 - Week 2 - Keystone
 - Week 3 - Union
 - Continuing rotating on a similar schedule
 - Cooperative practices should have priority to schedule in each district due to additional transportation time
 - Practices only requiring van transportation may be scheduled at alternative locations
- Winter
 - Schools will rotate practices on a weekly basis so that travel time is limited for all students
 - Due to the smaller number teams participating in the cooperative it is likely that bus transportation is not needed for the winter
 - Schools will coordinate with each other to eliminate the need for busing by scheduling practices at multiple indoor locations
 - Cooperative practices should have priority to schedule in each district due to additional transportation time
- Spring
 - Practices for spring sports in the cooperative requiring bus transportation will rotate from one district to another by each week.
 - I.e.
 - Week 1 - AC Valley
 - Week 2 - Keystone
 - Week 3 - Union
 - Continuing rotating on a similar schedule
 - Cooperative practices should have priority to schedule in each district due to additional transportation time
 - Practices only requiring van transportation may be scheduled at alternative locations
 - During the month of March schools will coordinate with each other and make use of vans to reduce the need for additional busing

Contests

- Contest Rotation Procedures
 - Contests will be shared equally across all three districts
 - I.e. football 2 - 2 - 1
 - When schedules are built through the KSAC or D-9, this shall be done collaboratively among all three districts
- Staffing responsibilities (referees, security, workers, ticket takers, etc.)
 - The PIAA host of the sport will set up referees for all events
 - The district who is holding the event is responsible for
 - Security
 - Game day staff
 - Ticket takers
 - Custodians
 - Administrative Representation
 - Trainer Services
- The PIAA host will be responsible for setting up transportation for all away game events
 - This costs will be shared by all members of Cooperative
- Gate Receipts
 - Each District hosting an event will collect gate fees
 - The districts will report their **gross** gate receipts and these monies will be deducted as part of the shared costs by business managers per the shared-cost worksheet

Equipment and Supplies

- JOC will approve budgets for each program
- Responsibility of the PIAA host school
 - Cost shared at the end of the season
- Sending schools should budget for supplies but not purchase them
 - use these funds to reimburse the host school
- Reconditioning - responsibility of the host school
 - Cost is shared between each district
- Head Coach of each program will be responsible for supplying JOC with an inventory of supplies
- Equipment and supplies shall be maintained and stored at the PIAA Host School

Game Day/Event Facilities

- Games/Events will be divided on an equal basis when facilities are available
 - i.e. Football to be divided in a 2-2-1 format (rotation yearly)
 - If a district does not have an acceptable facility their events will then be divided proportionally between the other districts
- Responsibilities associated
 - District who is hosting the event will bear the responsibility of the following:
 - Preparing facility
 - Chalk, field paint, etc.
 - Staffing custodians
 - Staffing School Police Officers/Security
 - Staffing Gameday Workers
 - All of these costs will be tallied and shared equally between the three Districts via the shared-cost spreadsheet
- The District who is the official PIAA Host of the sport will be responsible for the following:
 - Coordination with opponent AD
 - Scheduling officials

Financial Procedures

- Host school bear all costs associated with program operations
 - Keep a spreadsheet of expenses
 - Sending schools record any incurred expenses for the agreed upon shared categories
 - These costs would be subtracted from billing
- Practice and home game/events transportation and is at the expense of the sending school
- Utility expenses are not included
- Business Managers must coordinate (ADs also)
- Minimal Participants Per Sports
 - 0 participants = 0 % of cost
 - 1 participant = 10% of cost
 - 2 participants = 20% of cost
 - 3 or more participants = 33% of cost
 - If a school has minimal participants all the remaining costs will divided equally among the other schools

Billing Item	Account Code	Total Cost	ACV Cost	KEY Cost	USD Cost
Coach Salary	130		0.00	000.	0.00
Event Worker Salary	170				
Social Security	220				
Retirement	230				
Athletic Trainer	330				0.00
Officials	330				
Equipment Repairs and Maintenance	432				
Equipment Rental	442				
Transportation	519				
Coach Travel	580				
Supplies	610				
Gasoline (Van Use)	626				
Technology Supplies	650				
Equipment Purchase	700				
Dues and Fees	810				
Total Cost of Sport		0.00	0.00	0	0.00
Subtract Gate Receipts From Total Cost					
*Transportation excludes practices					

Joint Operations Committee Make-Up and Responsibilities

- 3 members should be selected from each board to participate
 - In the event a member from the JOC is unable to attend an alternate board member can be sent in their place
 - Administrators or athletic directors can be alternate if no other board members are available
- President of JOC will rotate among districts each school year
 - The first year will be decided on random drawing
- Decisions of the JOC will be determined by majority decision
- Responsibilities
 - Determine budgets for each program
 - Interview Potential Coaches
 - Recommend hiring of coaches to host school for each program
 - Review Disciplinary Matters
 - Recommendation of disposition to the host school district's board of directors
 - Other matters which apply to the board level of decision-making (budgets, staffing, policy, property acquisition only)
 - Coaches evaluations
- JOC has the responsibility of approving Joint Cooperative Athletic Handbook)

Official Pay Rates

These pay rates represent the rates for year 1 of the cooperative

- JOC will make recommendations each year after

Sport	Varsity	JV	JH
Football	\$100	\$90	\$90
Cross Country	\$100 for V/JH		
Soccer			
Basketball	\$100	\$90	\$90
Baseball	\$100	\$90	\$90
Track	\$115 for both		

Identity

Name
Mascot
Colors
Uniforms

DRAFT

