

HINCKLEY/FINLAYSON PUBLIC SCHOOLS

COACHING HANDBOOK

POLICY #309

PHILOSOPHY

We believe that athletics at Hinckley/Finlayson High School is considered an integral part of the school's program which provides the opportunity for participation in a wide variety of student-selected activities. Consequently, athletics is a vital part of the student/educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the individual student. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

Hinckley/Finlayson student activities are considered co-curricular to the school's program of education which provides experience that will help to develop his/her's physically, mentally, socially and emotionally. The spirit of competition and winning is inevitable but should be controlled to the point that it does not determine the nature of the program. We believe this philosophy is educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel but the principles of good sportsmanship prevail at all times to heighten the educational values of contests. The goal may be to win, but the purpose is the human growth and development of student athletes and connecting them to caring adults whose priority is to utilize sports in their growth and development.

DISTRICT GOALS

1. To provide a superior program of student activities that includes appropriate activities for each student.
2. To provide an opportunity for a student to experience success in an activity they select.
3. To provide enough activities to have an outlet for a wide variety of student interests and abilities.
4. To provide those student activities which offer the greatest benefits for the greatest number of students.
5. To create a desire to succeed and excel.
6. To help the student develop leisure activities for now and in the future.
7. To develop high ideals of fairness in human relationships.
8. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
9. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.
11. To promote better health and physical fitness.
12. To promote an appreciation of wholesome recreation and entertainment.
13. To create an atmosphere of unity and promote a school spirit.
14. To stimulate interest in and support for the entire school program.

CODE OF ETHICS

Minnesota State High School Coaches Association

Some of the most important people in youth's lives are coaches and teachers.

AS A PROFESSIONAL EDUCATOR I WILL:

1. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
2. Respect the integrity and personality of the individual athlete.

3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to promote good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuous interest in coaching principles and techniques through professional development.

HINCKLEY/FINLAYSON HIGH SCHOOL-Coaching Regulations

Any coach in charge of athletes at any level and in any sport will be expected to maintain a high degree of integrity for carrying out assigned duties and responsibilities. Listed below are those most often encountered.

All coaches will be responsible for maintaining up-to-date practices and procedures as it relates to:

1. Emergency Action Plans and Protocols.
2. Student Athletic Injury/Incident Report.
3. MSHSL Policy for Weather Conditions and Competition/Practice
4. Concussion Management Recommendations for MSHSL athletes.

A. Coaches' Duties:

1. Assign managers and the duties each is expected to perform. Coaches are encouraged to have managers for their team.
2. Be first to arrive and make sure you are the last to leave. Check to be sure that showers, lights and doors are secure. Items left on the floor may end up in the wastebasket. Has the responsibility for striving to build good sportsmanship and developing good public relations in the school and community. Students are expected to be in the cafeteria while waiting for a ride home. It may be necessary, at times, to have coaches supervise this time period.
3. Be certain that each athlete has a medical examination form before participating in your activity. (Physicals are good for 3 years)
4. Coaches help hold athletes accountable to payment of sports fees. Hardship cases will be reviewed, individually by the A.D. Turn in money daily to AD. If a player quits before the end of the 1st week of practice, the participation fee will be refunded. Please inform athletes (in writing/verbally) at the beginning of your season.
5. Check all players for scholastic eligibility.
6. Prepare an alphabetical list of all players for our eligibility list that may be provided to the MSHSL upon their request. Include any player that may participate at the Varsity level. This needs to be prepared 1 week prior to the first contest.
7. Head coaches will enter their scores on the Arbiter/RSchool site and the AD enters their rosters. Programs are made from that information. Opponents will have access to that information on the league site for constructing their programs as well. Head coaches should help maintain the MSHSL and Arbiter/RSchool Team pages.
8. Prepare a complete list of departure and approximate arrival times after athletic contests.
9. Prior to your first practice, hold a team meeting to fully explain the MSHSL Athletic Eligibility Form. All MSHSL forms and the website are updated yearly. If the student was not in attendance at the "Parent/student sports meeting", all team level coaches need to address the potential danger awareness form spelling out, in very specific terms, the dangers and possible injuries that may occur in

your sport. When going over eligibility information, emphasize to your athletes that “behavior” issues with athletes is the Principal’s decision. If there are behavior issues that are not covered by the Minnesota State High School League, it is entirely up to the High School Principal to assess an appropriate penalty. The penalty may be more or less severe than League penalties. HF will not allow students who have received a code of conduct or a chemical violation to dress for their sport while serving their penalty. Coaches should review their sports handbook prior to the start of the season. Coaches should be reviewing and monitoring the athletes academic eligibility.

10. Parent’s Night and Senior Recognition Night should be scheduled well in advance of the date for that event. Please inform the A.D. at the earliest possible time so it may be placed on calendars. *It is up to the coaches to participate in and up to them on what these nights will look like.*
11. Make sure first aid equipment (med. kit) is handy at all times. Coaches should be aware of their athletes' allergies *and medications etc.*-Demonstrate the manner in which equipment is to be worn, how to take care of it and emphasize that equipment is loaned and belongs to the school district.
12. Assign lockers and locks to your athletes. Keep an accurate record of the locks, combinations and locker assignments.
13. It would be wise to conduct weekly inspections of lockers for unnecessary equipment, clothing and dirty clothes.
14. To supervise practices with particular emphasis on safety. This includes the supervision of the locker room/shower area, travel to and from athletic fields, the elementary school and the community center.
15. To handle all injuries with care and fill out an injury report form promptly. Contact parents as soon as possible.
16. It is the duty of the head coach to assist all levels below varsity with regard to direction and coordination of teaching methods for that particular sport.
17. To enforce the “no driving or riding” policy to and from practice.
18. To check your equipment to see that it meets proper safety guidelines and that it is marked or numbered before being issued.
19. To assume responsibility for all equipment furnished by the school in the sport coached. Please keep good records when issuing equipment.
20. To encourage students to go out for the sport of their choice.
21. Coaches should not emphasize their sport at the expense of other sports.
22. Coaches must set the example necessary to encourage good sportsmanship.
23. To emphasize victory with honor and teach players that when a loss occurs it must be accepted gracefully. Any act of unsportsmanlike conduct reflects on the entire Hinckley/Finlayson athletic program.
24. To collect game equipment at the earliest possible time after a contest. (Game equipment and duffle bags have a way of disappearing)
25. To fully explain the awards policy, your attendance at practice policy (this should be included in your team handbook) and the school attendance policy.
26. All weight training must be supervised by a competent staff member who is directly in attendance. The students will change into proper clothing and are encouraged to shower after each workout.
27. Has the responsibility to report MSHSL violations to the school administration.
28. If one of your athletes is on the verge of being dismissed from your team, it is the responsibility of the coach to contact the parent and arrange for a face to face meeting with the parent or parents. Please be specific and document. The athlete will not be allowed to participate until the meeting is held. If a coach enrolls in college classes during a sports season in which a coach has coaching responsibilities, those responsibilities are primary. Any changes should be cleared with the Superintendent.

29. If a coach is home ill during the school day, they -will not have coaching responsibilities that afternoon/evening. There could be exceptions, if there are extenuating circumstances, for example, a sick child.
30. The CER (Coaches Education Requirement) must be completed by Varsity, JV and C Team coaches every three years according to MSHSL rules. **All MSHSL concussion protocols must be followed by all level coaches.**
31. All coaches must sign in to the MSHSL Coaches Dashboard.

B. Coaches' Dress:

Coaches should be dressed appropriately (follow staff handbook) during practices and for all contests and trips.

C. Coaches Responsibilities on Trips:

1. Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.
2. Prepare ahead a checklist of needed equipment so nothing is forgotten by the managers.
3. When players arrive back at school, the coach must be sure that each individual has a way home.
4. Make provision for safekeeping of all valuables. Athletic combination locks are not to leave our school. One possibility would be to keep a valuables bag at your bench.
5. The coach or designated assistant should check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
6. Impress upon the students that rowdyism and the use of obscene language or gestures will not be tolerated. Set the standards of behavior and hold to them.
7. Check the athletes out on the type of clothing to wear - dress should follow student handbook policy; the address of the motel where the team is to stay, including phone number; the exact time of departure from home and the approximate time of arrival back home. This information should get to the parents at least 24 hours before departure.
8. Bus Conduct
 1. Players, managers and coaches must see that the bus is clean at the end of a trip.
 2. There should be no horseplay, loud talking and players shouting out windows. One coach may have to ride in the back of the bus.
 3. Get permission from the bus driver to have beverages or food on the bus.
9. Use of opponent's dressing facilities: Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponent. Note the general condition of the dressing room both upon arrival and departure to help prevent vandalism. Coaches should ask to have their dressing room locked during their team's absence. Carrying out these procedures may save the school and the district some unfavorable publicity.

D. Attendance at Rules Meetings:

All MSHSL rules meetings are held online at mshsl.org. All coaches (C Team, JV and varsity) are required to complete the online rules meeting. The rules meeting schedule and deadlines are published on the MSHSL public website.

E. Practices - Days and Times:

General comment - Start on time and end on time. You are not improving your athletic program by jeopardizing your responsibility with parents and administrators by holding late practices. Consideration of the role and responsibility of the family, church, community and individual participant must be acknowledged.

1. All practices are to be supervised by coaches at all times. **If a coach is unable to be present, their practice should not be held.**

- a. PRACTICES SHOULD NOT EXCEED 2 1/2 HOURS. Football practice should follow all MSHSL guidelines.
- b. Team sports are to be limited to one practice per day during the student school year. Activities which have individual events may be authorized to practice twice per day on a voluntary basis if approved by the athletic director and the practice is properly supervised.
- c. Sundays; IPer MSHSL; League bylaws prevent the scheduling of practice, games, meetings, pictures, scrimmages for all LEAGUE-sponsored activities including dance team and cheerleading. Holidays; the league does not prevent scheduling games on legal holidays. Hinckley/Finlayson will not schedule games or practices on Good Friday, Thanksgiving, and Christmas. All other Legal Holidays may be used to have games, practices, scrimmages at the discretion of our school administration team and the Activities Director. Practice during the more extended vacations and on Saturdays may be scheduled at the discretion of the coach with the approval of the athletic director, providing that student attendance and participation at practice on these days is strictly voluntary. Consequences will not be given to those who do not attend. Athletes are encouraged to make the necessary arrangements to participate in all games and practices scheduled. Adequate notice must be given to coaches if athletes cannot attend games or practices during extended vacations.
- d. If practice is going to be cancelled, you must go through the athletic director prior to that cancellation. Lower level coaches must go through the head coach for that sport who, in turn, will go through the A.D. Cancellation of practice can affect many things, including the need for an activity bus.
- e. Blood Drive: Blood Drive dates should be posted on Arbiter calendars and notice should be given to coaches. Students who participate in blood drives may not be able to participate in same day games or practices.

F. Playing time Policy:

At the junior high level, all members of the team who are in good standing are to participate in the games. At the varsity and junior varsity level, it is strongly encouraged that all members of the team who are in good standing are to participate in the games. Coaches are encouraged to make an effort to play everyone on "parent's night."

G. Facilities:

1. Make recommendations to the Athletic Director concerning new facilities and improvement of existing facilities.
2. Do all you can to improve and keep up your existing facility. This may, at times, involve coaches, managers and players doing maintenance on the facility.
3. If you should encounter an "unsafe" condition at your facility, be sure to report this immediately.

H. Coaching Clinics:

If clinics are conducted during a school day, a day off will not be granted for attendance. Coaches may, however, take a personal day.

I. Reporting of Scores:

It is the responsibility of the head coach (may be delegated) to report all varsity scores to the media and to ensure coaches at all levels put scores in the daily announcements.

J. Completion of Season:

1. The head coach is directly responsible for a complete inventory of the equipment used for their sport and turned into the AD at the end of the sports season.
2. A squad roster and seasons record form shall be completed and turned into the AD at the end of the sports season.
3. The head coach, at the end of their season, shall write an annual report evaluating the program and making recommendations for improvement and turned in to the AD at the end of the sports season.
4. Shall turn in a requisition of equipment and supplies needed for the following year and a list of repairs to be made on existing equipment.
5. There will be a meeting with the head coach following the season end with the AD to review season and coaches strengths/performance review. Evaluation forms will be given to the head coach on assistant and lower level coaches for feedback. If any coaching concerns arise, those concerns will be addressed individually with that coach.

L. NUMBER OF COACHES:

The board of education each spring/summer will assign the coaching positions for the following school year. The following general guidelines will be followed.

Minimum Number of Participants

1. Volleyball - Need 24 with a minimum of 5 in the 9th grade for a third coach. 35 athletes for a 4th coach. (9-12) 12 or less players for one JH coach.
2. Football - Need a minimum of:
 - a. 25 players in 9-12 to have a JV football team.
 - b. 36 players for a fourth senior high coach
 - c. 25 players in 7-8 for a third junior high coach
3. Cross Country - Need 10 to have a second coach. (7-12) third coach 7-12; minimum 18 runners. 24 runners for a 4th coach.
4. Boys & Girls Basketball - Need 24 with a minimum of 5 in the 9th grade for a 3rd coach. 35 athletes for 4th coach(9-12) 12 or less players for only one JH coach.
5. Wrestling - Need 34 of which 10 must be in grades 7-8 to get a 3rd (junior High) coach. (7-12) (This applies if HF hosts the wrestling program in the future)
6. Boys & Girls track - Need 50 combined to get a 5th (combination) coach. (7-12) 1 Varsity head coach, 2 Assistant coaches, 2 JH coaches.
7. B and G Golf - Need 10 participants for a second coach. Need 25 to get the 3rd (junior high) coach, of which 10 need to be 7-8. (7-12)
8. Baseball and Softball - Needs 21 with a minimum of 5 in the 9th grade for a 3rd coach & 35 athletes for a 4th coach. Baseball and softball (7-8) - Need 24 athletes for a 3rd coach. 12 or less players for one JH coach.
9. Robotics - Need 12 participants for a second coach.

The following guidelines will also be followed:

Scenario 1: The coach is hired as of the first day of the season because there were enough kids out last year to warrant starting the season with a coach. By the first game the number of players has dropped below the minimum. The coach is let go and is paid pro rata for the practice days up to the first game.

Scenario 2: The coach is assigned to coach a team even though there were not enough players the previous season to have a team. The coach may volunteer to coach players up to the first game and if enough players are on the team at that time, their season continues with the coach paid for the whole season. If it becomes

obvious to this coach that the minimum number of players is not going to be reached by the first game, the coach may elect to dissolve the team at any time before the first game.

The above are minimum guidelines. Administrative discretion may be used in the event there are extenuating circumstances. (Ex. – VB or BB. There are a large number of 9th graders but the total number (9-12) falls short of 26.

Ex. – There is an exceptional 8th grader who moved up to the 9th, JV or varsity level.) In such situations, the administration reserves the right to examine each individual case and may allow a third coach.

(The board reserves the right to modify the above guidelines if needed.)

N. Section 504-

Section 504 Coordinator
Brian Masterson
PO Box 308 PO Box 308
Hinckley, MN 55037 Hinckley, MN 55037
320-384-6277

Section 504 Coordinator - Alternate
Joe Lattimore

320-384-6132

O. Title IX-

Title IX Coordinator
Brian Masterson
PO Box 308 PO Box 308
Hinckley, MN 55037 Hinckley, MN 55037
320-384-6277

Title IX Coordinator - Alternate
Joe Lattimore

320-384-6132

COACHES CHECKLIST

Beginning of Season

Turn in the alphabetical eligibility list to A. D. (Head only) This should include anyone who may participate at the varsity level.

Turn in departure times and approximate times of arrival following contests to the AD and Transportation Supervisor

Practice times for non-school days turned into A.D. (Head Only)

Procedures for Contacting Coaches with Concerns

Participant / Parent and Coach Communication Steps

Step One:

The participants themselves should first meet with the coach at an appropriate time to discuss the issue. These meetings usually clear up informational misunderstandings.

Step Two:

If step one was not successful at resolving the issue, the parent should request a meeting with the coach. Please contact the coach via email or phone and set up an appointment. These meetings must be prearranged. In attendance at this meeting will be the participant, the parent/guardian, and the coach. An additional coach is highly suggested to act only as a witness.

This meeting should be used to clarify the concerns of the participant/parent, and the group will look to find a remedy to these concerns that is workable for all. The strengths and shortcomings of the participant can be discussed but comparisons to other specific participants will not be allowed. Unacceptable behavior/language will end the meeting immediately.

The coach is required, via email, to keep the Activities Director informed of all Step Two meetings with details on issues discussed and information given.

Step Three:

If the Step Two meeting is not successful at resolving the issue, the Activities Director will be contacted by the coach or parent and a meeting will be set up which will include all those previously in attendance with now the addition of the Activities Director as well.

Step Four: If Step Three is not successful at resolving the issue, a meeting may be requested with the Superintendent of Schools in attendance.

End of Season

1. Athletic inventory complete and all equipment cleaned and put away.
2. Athletic awards list turned into H.S. office.
3. Year-end report turned into A.D. (Head only)
4. Requisition/budget for next year.
5. HS office will add to the permanent record on Synergy.
6. Coaches locker cleaned and vacated.
7. All team lockers cleaned and vacated.
8. All coaches evaluations completed.
9. Arrange for repair of equipment and practice/game clothing.

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