

STAPLES-MOTLEY

CARDINALS

UPDATED DECEMBER 2017
BOARD APPROVED JAN. 22, 2018



COACHES HANDBOOK

2017-18

I. **ACTIVITY PHILOSOPHY**

The philosophy of the activities program at Staples-Motley Schools is such that activities are considered an integral part of the school's program of education, which provides experiences that will help participants physically, mentally, socially, emotionally, and morally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. We consider this to be educationally and psychologically sound, because of the training it offers for living in a competitive society. Participants are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of programs.

We believe that participation in activities, both as a participant and as a spectator, is an integral part of the educational experience of each student. Such participation is a privilege (not a right) that carries with it the responsibilities to the school, to the activity, to the student body, to the community, and to the student him/herself. The school has the authority to revoke the privilege when a participant does not conduct him/herself in an acceptable manner. Rules, regulations, and programs are valueless unless the individuals affected by them are made better because of the experience.

II. **OBJECTIVES OF ACTIVITIES**

1. Teach the knowledge of the values that activities have for the individual and for society.
2. Create an understanding of the rules essential to participate, and to be an intelligent spectator.
3. Ability to think both as an individual and as a member of a group.
4. A realization of the value of group ideals.
5. Improved motor skills
6. Better health and physical fitness.
7. An appreciation of wholesome recreation and entertainment.
8. The desire to succeed and excel.
9. Higher moral and ethical standards.
10. Self-discipline and emotional maturity.
11. Social competence.
12. A realization of the values of conforming to rules.
13. Respect for the rights of others and for authority.
14. High ideals of fairness in all human relationships.

III. **COACHING DUTIES, EXPECTATIONS AND RESPONSIBILITIES**

Head coaches shall be responsible for the functioning of the entire program. He/She shall meet with the coaches on all levels of the program so they understand the philosophy in developing the activity to its full potential. It is expected that the head coaches will coach the "program" not just the varsity team.

1. **Certification**

All head coaches in Staples-Motley Schools must meet the head coach requirements set forth by the MSHSL. Assistant coaches, including volunteer coaches, must be a district employee or have a background check completed by Staples-Motley Schools. The head coach must supervise all assistant, and middle school coaches.

All head coaches are expected to meet the yearly MSHSL requirements in a timely manner. Information is located on the MSHSL website. This includes, but is not limited to: the continuing education requirements, concussion management and remaining current in their eligibility to coach.

2. **Meetings**

Coaches are expected to be present at coaches meetings. There will be a full coaching staff meeting at the beginning of each school year and seasonal head coaches meetings at the beginning of each season. Special meetings may be held periodically or individually.

All head coaches are expected to hold a pre-season meeting with their coaching staff and encouraged to conduct periodic staff meetings throughout the season.

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Head coaches are expected to attend section meetings that pertain to their sport. District transportation/mileage and a meal will be provided.

3. Evaluation

Within two weeks after the end of the season, the coaching staff will prepare an evaluation of the season and should include positive and negative reactions. The head coach will include an evaluation of the present staff with recommendations for change, if deemed necessary. The Head Coach will present these evaluations and recommendations to the Athletic Director. An evaluation will also be completed between the Athletic Director and Head Coach, within 4 weeks following the completion of the MSHSL Tournament season of said sport.

4. Conditioning

It is expected that all coaches are to follow the rules and policies of the MSHSL regarding conditioning. It is also the policy of our activities program to restrain from punishment conditioning at an intolerable or humiliating level.

5. Injuries / Medical Procedure

All injuries and accidents must be reported to the Athletic Director within two days. Coaches must complete the school district accident form describing the circumstances of the accident. Forms may be picked up in the high school office. If the participant has purchased optional school student accident insurance, the Athletic Director must complete the portion of the questionnaire relating to the accident. The rest of the questionnaire must be completed by the attending physician and the parent. The parent has the responsibility of sending the completed claim form, along with any accompanying bills, to the insurance company. This is not the school's responsibility.

If the participant goes to a doctor without informing the school's coaching staff, the participant must turn in a signed physicians report to the coach and/or Athletic Director before they will be cleared to practice or play. If an athlete misses practice or competition due to an injury to the head, the coaches shall not allow them to return without doctor approval.

6. Scouting

Scouting can be done if within transportation budget and school vehicle is used. There will not be any reimbursement for scouting (mileage/gate/meals). AD approval needed prior to transportation reservation.

7. Meals

Meals will be provided for teams and individuals who are in State events and must stay all day for the event or overnight. A meal allowance will be provided for participants and coaches.

8. Locker Rooms

All coaches will be responsible to ensure locker rooms are properly monitored and facilities are locked during practices and contests as needed. It is advised that student valuables should be locked securely (programs, coaches and ISD #2170 are not responsible for lost or stolen personal items). The programs in season are responsible for maintaining a clean locker room. **Cell phone use is NOT permitted in the locker rooms.**

9. Scores/Game Results/Promotion

The head coach, or appointed coach, is responsible for reporting results and posting scores on the MSHSL website, MN Scores and to our local media (Staples World, Brainerd Dispatch and Lakeland

News). Head coaches are also expected to be in direct contact, as needed, with any affiliated boosters clubs.

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10. Pre-Season Program Duties

Head coaches shall work with the activities administrative assistant to complete MSHSL and high school requirements:

- Not allow athletes to practice until they turn in all required registration documents.
- Discuss and explain eligibility rules, team rules and award requirements with participants.
- Discuss team goals, dress code, personal conduct, and practice schedule, care of facility and equipment, school travel, school requirements with participants.
- Complete a roster with height, weight, grade, and uniform numbers or what's expected for your sport.
- Enter contest schedule on MSHSL school site and maintain.
- A team picture must be submitted to the activities office and athletes names are identified (required for state tournament programs)

11. Summer Coaching

Coaches must keep in mind both the language and the intent of bylaw 307 regarding summer coaching. Coaches can encourage and motivate their athletes to participate in off-season programs, conditioning, training sessions, to attend camps, etc.; but may not require attendance as a condition of participation or playing time for the school season. Any punishment of our athletes for missing off-season activities will not be tolerated. Remember, this is high school and our students need to have the freedom to participate in other sports, activities and/or academic programs – or just take time off.

12. Post-Season Duties

Head coaches will be responsible to complete the following requirement at the end of their season

- Make all-conference selections
- Select team award winners and present the list to Athletic Director, before giving the award
- Prepare for and communicate your team banquet or award ceremony or closing event for their season, to the activities office.
- Make suggested schedule changes to Athletic Director
- Complete program evaluation process
- Check in and store equipment
- Complete inventory requests and “needs requests”
- Do an evaluation of season, staff and self
- Give direct feedback to Athletic Director on their involvement and improvements

13. Transportation

Two weeks prior to the opening practice date of your season the head coach will complete and turn in to the Athletic Director or secretary all transportation requests including mode of transportation requested for travel and time you intend to leave. The policy for excusing athletes for a trip is as follows:

- Written list of participants submitted to offices of the HS and MS.
- Excused 15 minutes prior to bus time if you are leaving from the school
- Excused 30 minutes prior to bus time if you are leaving from off-campus site
- It is the schools responsibility to transport students to out-of-town competitions and return them to town. Therefore, students will ride to all competitions in the district provided mode of transportation and return the same way. Students may ride with a parent or guardian, only, but the coach must give the consent to said persons.

Coaches are expected to follow these transportation guidelines:

- Supervise the loading and unloading of students
- Ensure adequate supervision – bus will not move without adult supervisor on board
- Supervise the loading and unloading of equipment, water and first aid kits.
- Maintain student discipline while traveling
- Follow company bus rules
- Supervise general cleanup of the bus at the conclusion of the trip
- Head coach will serve as the official school representative at out-of-town events when the Activity director, Principal, or Superintendent is not in attendance.

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During the season the head coach is responsible to check the transportation schedule to make sure bus time and travel destinations are correct. It is suggested that this be done at the beginning of each week. It is also the responsibility to report to the office all participants who will be traveling for games prior to the week they will travel.

14. Coaching Vacancies

When a coach elects to resign his/her position, a written statement to that effect must be presented to the Athletic Director. When the head coach recommends a change in the coaching staff, the reason for that change must be presented to the Athletic Director. If any addition to the coaching staff is requested, a written justification must be presented to the Athletic Director.

15. Budgets/Inventories

The head coach is responsible for the preparation and presentation of a complete inventory at the end of each season. The number of units and the condition of the units will be listed. The list will then be filed with the Activities Office for budgeting and inventory purposes.

Purchasing requests will be turned in to the Athletic Director and shall include:

- New equipment
- Equipment repairs
- Uniform replacement needs
- Misc. supplies
- Scouting budget, tournament meals, special meals
- Awards, letters, certificates, ribbons, and trophies
- Transportation for scouting
- Entry fees
- Field or facility needs
- Capital items (large budget items that are not seasonal)

16. Uniform Schedule

The purpose of staggered uniform schedule is to allow the budget to be more consistent from year to year. Uniforms should last a minimum of five years in most activities and a maximum of 7 years. Fill-in uniforms will be purchased in certain sports to replace damaged uniforms. Uniforms replacement should occur every 5-7 years per activity team. Changes to this schedule can occur. Please inquire with AD as to your cycled date.

17. Waiver Policy *(This section will be included in Student/Parent Handbook)*

Remembering that participation is a privilege and not an expectation, a reduced fee may be imposed if criteria are met. The policy for reducing the activity fee for a student athlete is as follows:

- A. In order to determine whether or not to grant an activity fee reduced rate for a student, the school administration will look at the student and their family to see if they are on a free and/or reduced lunch program. If they are, we will give serious consideration to a reduced rate.

- B. If the student has demonstrated previous activity success, staying in programs they previously participated in, they will receive consideration. If the student has shown a tendency for quitting, the fee will not be reduced.
- C. If the student is ineligible for any reason, a reduced fee will not be granted. A student who is at high risk of becoming academically ineligible at the time of application will be subject to denial.
- D. Students who demonstrate school related behavior and discipline problems would be subject to denial. Any student under school suspension or serving a school related penalty would not be granted a reduced rate.

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18. Coaching Clinic Policy

All coaching clinics are the discretion of the Athletic Director and/or staff development committee. All requests should be made through the Athletic Director.

IV. Responsibilities of Head Coaches

1. Be knowledgeable of Minnesota State High School League and Staples-Motley school rules and policies.
2. Support and defend school policies and decisions.
3. Ensure a safe environment for all athletes.
4. Promote your program at functions (available to media, interleague contests, pep fests, school functions)
5. Support all the programs of ISD 2170 to improve the quality and expectations of our activities.
6. Follow the policies outlined in section III of this manual.
7. Coach the program, not just the varsity team. The entire program is your responsibility and it is your duty to ensure all levels are receiving a quality experience.
8. Communicate, coordinate and be mindful of middle school programs and their coaches.
9. Meet with middle school participants who will be transferring to the senior high school.
10. Be involved, if possible, with organization, implementation, and support of any summer programs or extensions to our school programs.
11. Establish and revise team rules and expectation. Ensure all participants and parents understand these rules, policies and expectations.
12. Attend one coaching clinic and/or one coaching seminar once every three years.
13. Set a moral example for all participants.
14. Be fair, honest, respectful, and consistent in dealing with athletes or parents.
15. Teach your athletes:
 - a. To “compete”
 - b. Sportsmanship
 - c. Commitment
 - d. Accountability
 - e. Teamwork
 - f. Expectations
 - g. Sacrifice
 - h. Loyalty
 - i. Work ethic
 - j. Resilience
 - k. To value preparation
 - l. Attitude control
 - m. Time management
 - n. Relationships

- o. Diversity
16. Create an atmosphere where athletes want to participate and improve in your program.

V. Middle School Programs

The Head Coach of each program is responsible for the middle school programs. Middle school program goals and policies are:

1. Middle school programs are for 6th- 8th grade students.
2. The program will be organized and developed with input from the head coach and assistant coaches and presented to the building principal and Athletic Director for approval.
3. Middle school programs will participate in a tournament if available.
4. Student/athletes can only move up in a team sport to a higher level of competition after a joint meeting with the coach, school principal, Athletic Director, and the parents. This is subject to administrative approval and each case is considered an individual situation.

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5. Emphasis must be placed on participation, sportsmanship, responsibilities, fundamental skill development, fun and development of values.
6. Whenever there are enough participants to warrant more than one team in a grade, participants will be divided so that all teams are equal in ability. Coaches may split teams into A or B groups if playing teams that are split that way.
7. Be mindful that middle school programs are the developmental areas for communication, formats, scheduling, expectations, parental involvement, etc.

VI. School and MSHL Policies

It is the responsibility of the coaches to know and enforce all MSHSL, academic, chemical, behavioral and athletic program policies.

1. It is the responsibility of the head coach to follow all participation policies.
2. Eligibility rules for the MSHSL and SMHS will be followed. All policies are listed in the Activities Handbook. Rules apply to all MSHSL sponsored and non-league sponsored activities.
3. All coaches are expected to report all violations and infractions, and a written report will be submitted to the building administrator and Athletic Director.
4. When violations of rules occur and are reported, school officials are expected **and required** to investigate and, if necessary, enforce the penalties prescribed.
5. Students who are suspended from school are not allowed to participate in activities, practice or competition, during the suspension.
6. Follow SMHS handbook in regards to attendance policies and participation.
7. Students will not be able to participate on more than one interscholastic team during the same season without activity committee approval.

VII. Code of Ethics for District Coaches

Staples-Motley school district expects all coaches to adhere to the “code of ethics and code of sport ethics for coaches “according to the MN State High School League Handbook, listed below:

Code of Ethics for Coaches

Statement of Philosophy: The Minnesota State High School League has established policies and standards, which promote the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach is an official representative of the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

Code of Ethics: A coach will be in violation of the standards for good sports established by the Minnesota State High School League by:

- A. Making degrading or critical remarks about officials during or after a contest either on the field of play, from the bench or through any public news media;
- B. Arguing with officials or exhibiting motions indicating dislike or disdain for a decision;
- C. Detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or
- D. Being ejected from any contest.

Actions and Response: Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

Commentary: It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assure the responsibility for their actions.

High school interscholastic sports are unique in their mission to provide educational opportunities for students through athletic programs sponsored by their schools. As a coach, you carry the primary responsibility to teach students how to reason, make choices and understand the impact of their decisions on others. These opportunities to teach occur throughout your sport season. The students hear your words as you talk to them and their teammates. They see how you treat their opponents and observe your respect for the letter and spirit of the rules.

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The lessons you teach must be compatible with the educational mission of your school district. The lessons must: support and ensure fair play and honorable competition; treating people with dignity and respect; ensure equity, fairness and justice; and promote activities which enhance healthy lifestyles.

As a coach, you are expected to model positive sport ethics based on the moral guides of justice, honesty, responsibility and beneficence/producing good.

The following statements will help you review your responsibilities as a coach so the students under your care will have a full and fair opportunity to develop into healthy and responsible citizens.

I understand

- I understand and support the relationship of the sport/activity program to the academic mission of our school district;
- I understand our district provides interscholastic athletics so our student athletes can learn to reason, make choices and understand the impact of their decisions on others through their participation in sports;
- I understand the principles of justice, honesty, responsibility and beneficence/producing good and will incorporate them into my coaching philosophy and actions
- I understand I must role model decisions and behaviors, which teach students how to compete within the letter and spirit of the rules for our sport so all competitors have the same fair chance for success
- I understand that thinking about what is the right thing to do is called moral reasoning and student athletes should learn how to morally reason through our sport

I will

The following moral guides are drawn from the principles of justice, honesty, responsibility and beneficence/producing good. These principles will help coaches decide the appropriate ends to pursue. They are reminders that the letter and spirit of the rules are meant for everybody and for the good of everyone alike.

Justice: fairness of treatment, opportunities, benefits, and policies; being impartial; having integrity

- I will model language and behavior that is non-biased and inclusive of individuals regardless of ethnicity, race, religion, sex and disability.
- I will educate and sensitive myself to gender fairness and equity issues.

- I will intervene to let others know I will not tolerate ethnic, disability or sexist jokes, racial or religious slurs, or any action, which demeans any individual or group
- I will educate and sensitize myself to the cultural heritage and traditions of others.
- I will initiate actions, which would prevent prejudice and discrimination against individuals or groups

Honesty: being truthful and trustworthy in dealing with others, character, integrity, dealing fairly, obligated to follow the rules.

- I will be aware of my influence on the education of the student athlete and will not place the value of winning above the teaching of ethical values.
- I will respect the student athletes' responsibilities to their academics and other school, community and family activities.
- I will model the moral value of honesty to my student athletes and expect them to play within the spirit and intent of the rules.
- I will exhibit complete respect for and will observe the rules of our sport to ensure a positive sports contest and atmosphere for competition.
- I will be knowledgeable about the rules, which govern the eligibility of our student athletes and will apply them as intended.
- I will teach our student athletes that it is always wrong to intentionally violate the rules to gain an advantage; that cheating denies their promise to follow the rules and destroys the positive sports contest.
- I will coach within the letter and spirit of the rules and will not engage in gamesmanship (pushing rules to the limit) or use unethical means to achieve my self-interests.
- I will work within the established process to change rules and policies.

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Responsibility: being accountable for your actions; capable of determining one's own action

- I will set an example of the highest ethical and moral conduct in all personal contact with the student athletes, officials, school administration, media and the public.
- I will keep the competitive nature of the sport in perspective by remembering the priorities of students are to learn new skills, be able to play and have fun.
- I will coach the letter and spirit of the rules and will not use a strategy, which includes intimidation and unethical conduct to gain an advantage. I understand such acts can lead to violent response when opponents believe such actions are unfair.
- I will recognize the positive sports performance of all deserving participants on our team, on the opposing team and officials.
- I will exhibit respect for contest officials and will not engage in any conduct, which reflects disrespect for the officials or their decisions.
- I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.
- I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.
- I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.
- I will exhibit ordinary courtesy and politeness.

Beneficence/Producing Good: doing no harm, preventing harm, removing harm and doing good; the act of giving to another above and beyond the requirement of rules; the act of civility

- I will treat all student athletes with equal respect, helping each to develop their skills.
- I will be responsible at all times for my behavior.

- I will place the emotional and physical well-being of our student athletes ahead of any personal desire to win.
- I will provide positive instruction and refrain from put-downs, yelling and abusive statements, remembering that students learn from receiving positive support.
- I will use respectful language at all times and will not use profanity that is casual or directed at any individual; I will expect the same from student athletes.
- I will discipline our student athletes in a positive manner and will not use rigorous training activities as punishment for negative behaviors.
- I will never coach our athletes to personally foul with the intent of injuring an opponent.
- I will differentiate between corrective discipline and punishment. I will not use physical actions, such as pushing or throwing objects, to discipline or exhibit displeasure.
- I will do my best to provide a safe practice and competitive environment for our student athletes.
- I will do my best to organize practices and contests that are fun and challenging for all student athletes.
- I will listen respectfully to concerns brought to my attention by parents/guardians of our student athletes.
- I will take an active role in the prevention of alcohol, tobacco, steroid, and other drug use and will never indirectly or directly condone their use.
- I will model appropriate use of alcohol or other legal substances if I choose to use them.
- I will be sensitive to issues of body image and will respond to signs of eating disorders among my student athletes.
- I will be sensitive to the emotional bonding that may occur in the coach-athlete relationship and will be responsible to act ethically from my position of power as a coach. I will not encourage or act upon any sexual or romantic involvement with an athlete.
- I will motivate with praise, not name-calling and will never use gender-based terms, racial or religious slurs or any other demeaning action to shame or discipline a player.

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VIII. Required Participant Information

All forms listed must be completed, signed, and returned to the activity office before the participant will be permitted to practice or compete.

- Physical Examination – A participant is required to undergo a physical examination once every three years. If the participant has a history of medical problems, we would recommend yearly examinations.
- Athletic Eligibility MSHSL form – It is the responsibility of the head coach in each activity, and at each level, to read and discuss the rules with all participants. The form must be signed by both the participant and the parent or legal guardian, and returned to the activity office.
- Fees – All students that take part in any activity must pay a user fee before their name will go on the master list and then be eligible to participate. Fees will be collected in the school office. Fees are:
 - 7th and 8th grade students - \$50.00 per activity
 - 9th through 12 grade students - \$100.00 per activity
 - Caps: Individual: \$300 Family: \$600

IX. Scheduling

Games, tournaments, and scrimmages are to be scheduled by or through the Athletic Director. Priority in scheduling will be given to conference affiliation, section opponents, distance and budgets. Coaches may suggest and are encouraged to give input on schedules and competitions.

X. Tournament Participation

Staples-Motley Schools will provide meals, transportation, and lodging for any team or individual that will be competing in the State Tournament, consistent with the school Travel Policy.

The Athletic Director and/or coach will determine departure time for any state or section meet/tournament/game. The determined time will allow athletes to be present at banquets, if applicable, or at the event at a reasonable time to adequately prepare for the activity. ISD 2170 will not provide transportation for teams and/or individuals that have not qualified for a district or state tournament.

XI. Scheduling Policies

The following are policies for practice and game scheduling:

1. No athletic event or practice may be held on Sunday, without prior administrative approval.
2. Events may not be scheduled on political caucus days after 6:00 p.m. or on general election days.
3. Wednesdays are considered "church nights" by the community and therefore, no events are to be scheduled or practices held after 6:00 p.m. on Wednesday nights except in emergencies or as approved by the Administration.
4. Coaches are to prepare a list of practice times scheduled during vacation periods and given to the Athletic Director and building principals.
5. Athletes shall not be excused from school for practice opportunities unless approved by the building principal Athletic Director, and/or superintendent.
6. Game schedules shall not allow athletes to miss 5 substantial days of school in any consecutive three-week period. Substantial days are to be considered a half day or more.

XII. Awards

The following policies are to be followed in granting awards and honor:

- A. Captains Policy
 - a. Preferably a minimum of a high school junior or senior.
 - b. Cannot have a MSHSL violation for one calendar year.
 - c. Staples-Motley violations will be included if confirmed by school principal.
 - i. ISD #2170 violations/discipline will be included at the discretion of the Administrative Team.
 - d. Must be approved by High School Principal and/or Athletic Director prior to announcement.

- B. Athletic Awards given to athletes carry the following consideration by the head coach:
 - b. Number of years participating in the sport
 - c. Past violations
 - i. Someone with a violation during the season may not receive an award (Staples-Motley violations included)
 - ii. Adherence to training rules
 - iii. Promptness and attendance at practice
 - iv. Attitude and cooperation
 - v. Skill development and performance
 - vi. Injuries that occurred during the season

- C. Letters and Patches
 - a. The letter is the highest award granted. All coaches must review the Lettering Criteria with their parent community and student athletes at the pre-season meeting.
 - i. Criteria should be followed
 - ii. Points toward receiving the award need to be derived prior to the season by the Head Coach and Athletic Director
 - iii. Letter certificate is given to a participant who has already won a letter

** The award/honor expectations should be presented and understood by all coaches, administration, participants and parents at the beginning of the season.

Coaching Terminations/ Non-Renewals:

Thirty years ago the legislature adopted a statute providing for the firing of coaches. The statute, Minn. Stat. 122A.58 provides that the district must give the coach written notice of the proposed termination. The notice must state the reasons for the proposed termination. The coach then has 14 days to request a hearing. The hearing takes place before an independent hearing officer, not an arbitrator. The hearing officer makes factual findings and a recommendation to the board. The final decision is the board's. The board decision must be in writing and must state the reasons for the termination.

Interestingly, there is no standard for termination of coaching duties. It is not required, for example, to demonstrate that the coach is incompetent, immoral, or engaged in inappropriate conduct. The statute authorizes termination for any reason, as the board sees fit, provided it is true.

This process, as narrow as it is, is rarely, if ever, used. It only applies when a district fires a coach during the season. The statute does not apply to coaching contracts that are non-renewed after the season is over. In other words if the district waits until the end of the season and indicates that the contract is not being renewed, none of the hearing requirements apply.

In 1986 the Minnesota Court of Appeals reviewed a case under the statute. The Court found that simply stating that the contract was not renewed because of a board vote was sufficient to meet the non-renewal standard. In other words, non-renewal did not require any statement from the board.

As a result, in order to avoid the hearing requirements, districts simply non-renew coaching contracts.

Another point to remember is that the statute only applies to coaches required to hold a license from the Department of Education. Generally, this is only the head coach.

In 2007 the legislature amended the statute to require that the board provide written reasons for non-renewal as well as for the termination of a coach. Now, if the coach asks, District #2170 must provide, in writing, the reasons for non-renewal. The recommendation is that this be handled in the same fashion as probationary teachers. Remember, it is not required that #2170 demonstrate a cause for non-renewal, only that the district provide a reason. Frankly, a statement to the effect that the program would benefit from a new approach to coaching would be sufficient.

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122A.58 Coaches, termination of duties.

Subdivision 1. Termination; hearing. Before a district terminates the coaching duties of an employee who is required to hold a license as an athletic coach from the commissioner of education, the district must notify the employee in writing and state its reason for the proposed termination. Within 14 days of receiving this notification, the employee may request in writing a hearing on the termination before the board. If a hearing is requested, the board must hold a hearing within 25 days according to the hearing procedures specified in section 122A.40, subdivision 14, and the termination is final upon the order of the board after the hearing.

Subd. 2. Final decision. Within ten days after the hearing, the board must issue a written decision regarding the termination. If the board decides to terminate the employee's coaching duties, the decision must state the reason on which it is based and include findings of fact based upon competent evidence in the record. The board may terminate the employee's duties or not, as it sees fit, for any reason which is found to be true based on substantial and competent evidence in the record.

Subd. 3. Non-application of section. This section shall not apply to the termination of coaching duties pursuant to a district transfer policy or as a result of the nonrenewal or termination of the employee's contract or the employee's discharge, demotion or suspension pursuant to section 122A.40 or 122A.41. This section shall not

apply to the termination of an employee's coaching duties before completing the probationary period of employment.

Sec. 36. Minnesota Statutes 2004, section 122A.33, is amended to read:

122A.33 LICENSE AND DEGREE EXEMPTION FOR HEAD COACH.

Subdivision 1. EMPLOYMENT. Notwithstanding section

122A.15, subdivision 1, a school district may employ as a head varsity coach of an interscholastic sport at its secondary school a person who does not have a license as head varsity coach of interscholastic sports and who does not have a bachelor's degree if:

- (1) in the judgment of the school board, the person has the knowledge and experience necessary to coach the sport;
- (2) can verify completion of six quarter credits, or the equivalent, or 60 clock hours of instruction in first aid and the care and prevention of athletic injuries; and
- (3) can verify completion of a coaching methods or theory course.

Subd. 2. ANNUAL CONTRACT. Notwithstanding section

122A.58, a person employed as a head varsity coach under this section has an annual contract as a coach that the school board may or may not renew as the board sees fit.

Subd. 3. NOTICE OF NONRENEWAL; OPPORTUNITY TO RESPOND.

A school board that declines to renew the coaching contract of a licensed or non-licensed head varsity coach must notify the coach within 14 days of that decision. If the coach requests reasons for not renewing the coaching contract, the board must give the coach its reasons in writing within ten days of receiving the request. Upon request, the board must provide the coach with a reasonable opportunity to respond to the reasons at a board meeting. The hearing may be opened or closed at the election of the coach unless the board closes the meeting under section 13D.05, subdivision 2, to discuss nonpublic data.

This section is effective August 1, 2005.

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Acknowledgment of:
ISD #2170 Staples-Motley Cardinals Coaching Handbook

I have read and understand the ***POLICIES AND PROCEDURES*** above for our Districts' extra-curricular programs, procedures and expectations and agree to abide by the terms and expectations set forth herein.

Printed Name: _____

Position: _____

Signature

Date

