

COACHES EDUCATION
GUIDELINES FOR INSTRUCTORS
(1/17/19)

1. Setting up the class – contact with AD, having all participants sign up with the MIAA – Coaches page (on MIAA web-site www.miaa.net – at home page click coaches at the top). We will give one free registration for every 10 coaches from the same school registered together for the Fundamentals of Coaching Course. Contact Nancy (nhuntley@miaa.net) with date, site, time & instructor(s) of the course. If school wishes to restrict (e.g. one or two leagues only) this needs to be listed as well. Minimum number should be 10, and anything below that would not be held, unless the instructor is willing to do for ½ salary. While we may have walk-ins at registration, our goal is to have everyone registered at least two days prior to the workshop – in case of cancellation due to weather and or low numbers. Instructor needs to check with Nancy two days prior to registration to confirm #'s. Instructors also need to coordinate with Nancy for the Fundamentals of Coaching – Blended Learning Workbooks and final list/database of registrants. The Endicott registration forms, Coaches Ed Course Information sheet and other resources are posted on our Coaches Page.
2. School setting – room, LCD, sound, chairs/tables, pens, bathroom locations, refreshments, and room temperature. All should be coordinated with school AD or host of the event.
3. Introductory remarks to all participants:
 - a. Cover all info on - [Coaches Ed Course Information Sheet](#) – 1 thru 7. Make sure to point out that the MIAA test is on-line and that they will receive their score when completed and that they should print their certificate.
 - b. Go over sheet – Get NFHS Certified – AIC & CIC requirements and NFHS Courses and prices.
 - c. Schedule for class, including breaks/refreshments – depending on time of class, should provide water/snacks with a maximum of \$5/person if providing for breakfast or lunch (pizza).
 - d. MIAA Coach of the Year Award – A sub-committee from the Coaches Education Instructors will be selecting yearly. Nomination criteria and forms are available

via the MIAA home page as well as on the Coaches page. All coaches selected will then be nominated for the NFHS coach of the year in their respective sports for the following year.

- e. NFHS Coaches Association – Flyer is in the back of the purple workbook. Point out and recommend they join for listed benefits.

4. Salary breakdown: (# refers to actual # in attendance)

a. # of participants	1 instructor	2 instructors/each
- Under 10	125	100
- 10 – 15	250	125
- 16 – 20	275	175
- 21 – 25	300	200
- 26 – 29	325	225
- 30 – 40	350	250
- 41 – up	400	300

- b. Each instructor will also receive mileage (.55/mile).

5. Using the MIAA presentation – covering MIAA info, rules, & Educational Athletics. Importance of being up to date with all rules on power point.

6. Filling out the final financial form:

- a. Complete # attending with list of who paid and who owes.
- b. List instructors and amount to be paid to each.
- c. You need to record each attendees Book License Number (on sign-in sheet).
- d. List amount paid for food and include receipts & cost/person. If school/AD/other needs to be reimbursed please list who, amount, and address.
- e. List your mileage (.55/mile) and amount due.
- f. List number of books not used and return to Nancy or keep for next class.
- g. Turn form in to Nancy for payments.