

Michigan Interscholastic Horsemanship Association Standard Operating Procedure How to add a Coach

Coaches are selected by a variety of ways.

- 1) Open team – parent or non-parent (such as a trainer) expresses an interest.
If this is a new team, the interested adult fills out the adult Volunteer form found online at ‘miha.org’ and sends to the District Chair (DC) with a letter of intent to form a team.
If this is an existing team without a coach (old coach has resigned), then the team members need to select an adult as their coach. Then the selected adult would fill out the Volunteer form from MIHA and turn it in to the DC. The DC reviews the application and makes a recommendation to the Exec Bd.
- 2) Some school boards appoint coaches as part of their varsity programs.
The interested adult requests to be assigned the position as coach to the athletic director. Once approved by the school the adult would fill out the Volunteer form from MIHA and turn it in to the DC. The DC reviews the application and makes a recommendation to the Exec Bd.
- 3) Some type of chartered team / advisory board appoints the coach.
The advisory board has some sort of selection process of their own. Once selected, the adult would fill out the Volunteer form from MIHA and turn it in to the DC. The DC reviews the application and makes a recommendation to the Exec Bd.
- 4) Junior High Coaches would follow the same procedure as above but would need to be approved by the High School Coach before sending the application to the DC for their review and recommendation to the Exec Bd.

In all cases, Adult Volunteers are expected to abide by MIHA rules, of special note would be Article III – Goals and Article XI – Coaches and Assistant Coaches. All Adult Volunteers are subject to MIHA approval and subject to MIHA discipline.

Duties of coaches - please see Article XI - Coaches and Assistant Coaches)

Some examples are:

- To promote the team
- Register the riders as a team with the District
- Provide a positive experience for the rider
- Organize riders into classes at each meet
- Responsible for financials to District

Additional duties may include:

- Organizing team practices or activities

Qualities of coaches:

- The Adults need to like to work with teenagers and other adults.
- The Adults need to like to be around horses and horse shows.
- The Adults need to be able to resolve conflicts fairly.
- The Adults need to be able and willing to put forth the time necessary to provide a good experience for the team.
- The Adults need to support the DC and MIHA in general in their decisions.