

HEAD COACH EVALUATION FORM

The coach's evaluation will be based on how well s/he scores on each of the responsibilities listed below. Scoring on each item will reflect:

- 3 - Effective
- 2 - Needs Improvement
- 1 - Ineffective

***Professional Duties and Responsibilities***

- \_\_\_ manages all matters relating to the organization and administration of the team under his/her direction
- \_\_\_ abides by all relevant Board policies and administrative guidelines
- \_\_\_ enforces all rules of the High School Athletic Association related to his/her sport
- \_\_\_ assigns duties to equipment managers and assistant coaches and evaluates their performance
- \_\_\_ plans all practice sessions with specific training objectives
- \_\_\_ prepares public information releases regarding his/her sport
- \_\_\_ assists in planning special events such as Assemblies, Parents Night, Homecoming, Banquets, and the like
- \_\_\_ maintains a complete, accurate, squad roster and submits copies to the athletic director when and as requested
- \_\_\_ cooperates with the athletic director in setting up physical examination schedules and verifies that no student is issued equipment or allowed to practice until his/her examination card has been completed and his/her insurance coverage is in effect
- \_\_\_ assigns at least one (1) coach to be with the squad at all times, including locker room supervision until all squad members have left the building
- \_\_\_ arranges for or conducts spot checks to confirm that all windows, doors, and gates are locked in any area that has been used
- \_\_\_ prepares a detailed equipment and supply request and submits it to the athletic director in sufficient time to obtain the material when needed
- \_\_\_ arranges for the presentation of team awards through the athletic office
- \_\_\_ assists the athletic director in scheduling by recommending teams to be played and officials to be employed

\_\_\_ enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to the Conduct Code

\_\_\_ reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature

In all cases, the coach confirms that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach secures the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

Any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the coach. The coach does not permit the athlete to return to practice or competition until the athlete is assessed by a physician and receives written clearance from the physician that it is safe to return.

### ***Coaching Performance***

\_\_\_ develops respect by example in appearance, manners, behavior, language, and conduct

\_\_\_ maintains suitable sideline control at games and tournaments

\_\_\_ provides proper supervision in all situations

\_\_\_ maintains effective individual and team discipline and control

\_\_\_ develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential

\_\_\_ establishes the fundamental philosophy, skills, and knowledge to be taught to the athletes

\_\_\_ is fair, understanding, tolerant, empathetic, and patient with team members

\_\_\_ is innovative in trying and assessing new coaching techniques and ideas

\_\_\_ shows an interest in athlete's academic achievements and on-season/off-season activities

\_\_\_ provides leadership and demonstrates attitudes that produce positive efforts by participants

\_\_\_ delegates authority with responsibility while remaining accountable for such delegations

\_\_\_ models behaviors which reflect the values of good sportsmanship, fair competition, and ethical behavior

\_\_\_ provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort

***Professional and Personal Relationships***

- \_\_\_ develops rapport with the athletic coaching staff, other teachers, and administrators
- \_\_\_ conducts and/or participates in necessary in-service meetings and coaches' clinics to improve coaching performance and attends meetings necessary to the welfare of the athletic department
- \_\_\_ develops sound public relations by cooperating with newspaper, radio, television, Booster Club, and interested spectators
- \_\_\_ works with lower-age group and junior high coaches to develop and maintain a coordinated program
- \_\_\_ promotes all sports in the athletic program
- \_\_\_ communicates and cooperates with parents

Evaluators Comments

Comments by the Coach

The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the coach.

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

(Circle One:)

SUCCESSFUL

Recommended for continued assignment.

NEEDS IMPROVEMENT

Recommended for reassignment provided an understanding can be reached in areas where improvement is suggested.

UNSATISFACTORY

Not recommended for continued assignment.

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

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