



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 **0** – Not Observed

PROFESSIONAL DUTIES AND RESPONSIBILITIES

3 2 1 0

- 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.

COACHING PERFORMANCE

3 2 1 0

- develops respect by example in appearance, manners, behavior, language, and conduct
- maintains suitable sideline control at games and tournaments

3 2 1 0

- 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

3 2 1 0

- 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

EVALUATOR'S COMMENTS *(attach additional sheets as necessary)*

COMMENTS BY THE COACH *(attach additional sheets as necessary)*

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

Check 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