

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 evaluate their performance
- ___ plans all practice sessions
- ___ 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 and their health and safety
- ___ 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

- ___ 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
- ___ 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. 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