SOLON CITY SCHOOL DISTRICT

# Head Coach’s Evaluation

## Name of Coach: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_ **Sport:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Rating Scale: 1 Unsatisfactory

**2 Needs Improvement**

**3 Average**

**4 Excellent**

#### 5 Superior

### Professional and Personal Relationships

\_\_\_1. Delegates authority with responsibility while remaining accountable for such delegations.

\_\_\_2. Is fair, understanding, tolerant, sympathetic, and patient with team members

\_\_\_3. Supports and conforms to decisions, policies and procedures after they have been established; both in fact and spirit.

\_\_\_4. Understands and follows rules and regulations set forth by all governing agencies: Including but not limited to National Federation, OHSAA, OCC, Board of Education, etc.

\_\_\_5. Maintains accurate, balanced communications with news personnel to the extent sport coverage is adequate.

\_\_\_6. Cooperates with school administration in promoting the total athletic program.

\_\_\_7. Maintains a positive rapport with the building staff.

*\_\_\_*8. Promotes all sports in our program as well as his/her own in attempting to foster school spirit.

\_\_\_9. Works cooperatively with middle school coaches in developing an articulated program.

\_\_\_10. Is respected by students and players.

\_\_\_11. Establishes rapport and communication with parents.

\_\_\_12. Earns respect of other teachers; has a good working relationship with fellow staff members.

\_\_\_13. Maintains acceptable professional conduct before, during and after contests towards participants, officials, workers and spectators.

\_\_\_\_\_14. Maintains a positive rapport with community groups and/or individuals interested in the sports program.

\_\_\_\_\_15. Knows medical aspects of his/her position including first aid, injury policies, working with trainer, team physicians and/or family doctors.

\_\_\_\_\_16. Cooperates with the maintenance and custodial departments to care for athletic areas.

### Organization and Administrative Responsibility

\_\_\_\_\_1. Meets established deadlines in submitting necessary preseason paperwork. (eligibility lists, physical forms, emergency medical forms etc. )

\_\_\_\_\_2. Maintains an accurate squad roster with the Athletic Dept. throughout the season.

\_\_\_\_\_3. Cooperates with the Athletic Director in scheduling contests and in employing and evaluating officials.

\_\_\_\_\_4. Reports injuries of participants and other incidents to the proper school officials using the appropriate documentation.

\_\_\_\_\_5. Is punctual with game reports and summary reports of the squads activities.

\_\_\_\_\_6. Meets established deadlines in submitting all post-season paperwork. (Inventories, team records, statistics etc.)

\_\_\_\_\_7. Assists the Athletic Department in planning special events such as assemblies, parent’s nights, homecoming, Booster club programs, banquets and presentations of team awards.

\_\_\_\_\_8. Works with the Athletic Department to arrange and facilitate transportation for all contests.

\_\_\_\_\_9. Is realistic and cooperative in budget planning and establishes priorities for expenditures.

\_\_\_\_\_10. Follows district procedures for money control, i.e. use of purchase orders, requisitions etc.

\_\_\_\_\_11. Attends league meetings, rules interpretation meetings, coaches meetings etc.

\_\_\_\_\_12. Provides proper supervision and administration of athletes before, during and after practices, contests and training sessions.

\_\_\_\_\_13. Accepts the decisions of medical personnel when the question arises whether or not a student should compete who has been ill or injured.

\_\_\_\_\_14. Accepts responsibility for overall leadership of the program.

\_\_\_\_\_15. Sets goals and objectives for the program and has a plan for accomplishing those goals and objectives.

### Equipment and Supplies

\_\_\_\_\_1. Has a system of distribution and collection of equipment

\_\_\_\_\_2. Maintains an accurate, up-to-date inventory

\_\_\_\_\_3. Inspects all equipment to insure the safety and welfare of athletes.

\_\_\_\_\_4. Sees that players take care of equipment and facilities.

### Coaching Performance

\_\_\_\_\_1. Plans and conducts effective practice sessions.

\_\_\_\_\_2. Develops a well-organized practice schedule which utilizes his/her staff to its maximum.

\_\_\_\_\_3. Provides for individual as well as group instruction.

\_\_\_\_\_4. Demonstrates the ability to teach fundamentals, skills, situational decision making and other qualities which improve the team’s opportunity to be successful.

\_\_\_\_\_5. Can transfer knowledge into player skill and techniques.

\_\_\_\_\_6. Organizes, supervises, coordinates and evaluates practice sessions and related activities with proper attention to player’s physical and mental well-being.

\_\_\_\_\_7. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.

\_\_\_\_\_8. Is well versed and knowledgeable in matters pertaining to his/her sport.

\_\_\_\_\_9. Develops respect by example in appearance, manners, behavior, language and interest.

\_\_\_\_\_10. Develops an off-season program which is designed for conditioning, improving skills and creating commitment to the program.

\_\_\_\_\_11. Effectively motivates his/her team

\_\_\_\_\_12. Has control of team members on and off the playing field.

\_\_\_\_\_13. Emphasizes sportsmanship and that players represent school and community.

### Related Information

\_\_\_\_\_1. Appropriately subordinates coaching duties to teaching responsibilities.

\_\_\_\_\_2. Exhibits enthusiasm toward coaching.

\_\_\_\_\_3. Attends clinics and camps to stay current on philosophies, trends and techniques.

\_\_\_\_\_4. Encourages all potential athletes within the school to participate in his/her sport, provided they are not involved in another sport at the same time during a particular season.

\_\_\_\_\_\_Wins \_\_\_\_\_Losses \_\_\_\_\_Ties (This season)

\_\_\_\_\_\_Wins \_\_\_\_\_Losses \_\_\_\_\_Ties (Accumulative: present position, present school)

### Record job strengths and superior performance incidents

Record progress achieved in attaining previously set goals for improved work performance, for personal or job qualifications.

Record specific work performance deficiencies or job behavior requiring improvement or

correction.

Record specific goals or improvement programs to be undertaken during next evaluation period.

Athletic Director’s comments and conference summary

Coach’s comments

I certify this represents my best judgment

Athletic Director’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Building Principal’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and received a copy of this document. (Signature does not necessarily signify agreement, only that evaluation has been completed and discussed and a copy of evaluation was made available to you)

Coach’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_