

UNION HIGH SCHOOL ATHLETIC DEPARTMENT

Name: _____

Evaluator: _____

Program: _____

Date: _____

Position: Head Coach

CODE: E=Excellent P=Proficient AI=Area for Improvement U=Unsatisfactory NA=Not Applicable

DEFINITION OF TERMS

- Excellent (E)** = exceeds performance expectations
- Proficient (P)** = meets performance expectations
- Area for Improvement (AI)** = performance expectation are met inconsistently; further room for development
- Unsatisfactory (U)** = performance expectations not being met

Athletic Administration Expectations	E	P	AI	U	N/A
Adheres to all medical and athletic training programs and guidelines					
Attends local/state/conference/staff department meetings as required					
Communicates effectively with staff/administration					
Coordinates with the Athletic Director for scheduling, transportation & special events					
Delegates specific duties and provides input on assistant coaches evaluations					
Directs and informs assistant coaches and encourages professional growth					
Knows and adheres to BOE policy and applies it					
Knows and adheres to conference and state rules					
Knows the sports and has the ability to teach it. Stays abreast of current trends and developments					
Prepares and submits budget and equipment requests by the given deadlines					
Supervises all areas used by student athletes (s/a)					
Supervises student managers and statisticians					
Understands the chain of command and refers all concerns through proper channels					

Professional Responsibility Expectations	E	P	AI	U	N/A
Conducts pre-season meeting to communicate all expectations to student athletes and parents					
Coordinates with Athletic Director to maintain safety for all equipment and facilities					
Encourages and displays good sportsmanship					
Establishes a rubric to determine s/a level of participation					
Establishes (within district guidelines) the philosophy for the program					
Is consistently on time and in attendance for all team activities					
Is a positive role model; displays self-control and ethical behavior, represents the school in a positive manner					
Is professional in demeanor and dress					
Keeps attendance records for all practices and game sessions (including PE exemptions compliance)					
Keeps up with the progress of sub-varsity level teams within program (should observe at least 1 sub-varsity game I possible)					
Maintain and secure school keys					
Researches and distributes any camp/clinic information and attends camps					
Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to their requests					

In-Season Expectations	E	P	AI	U	N/A
Coach demonstrates approachability with student athletes by promoting open communication					
Communicates with college coaches on behalf of his/her student athletes					
Confirms eligibility of student athletes					
Constructs effective game plans utilizing acceptable scouting procedures					
Is fair and unprejudiced with players and maintains good communication					
Keeps possession of emergency forms and completes injury reports					
Maintains discipline for student athletes in accordance with the Code of Conduct and Substance Abuse Policy on and off the field					
Meets with student athletes regularly to discuss goals beyond high school					
Submits required reports					
Supervises all athletes until last player leaves campus safely					
Uses appropriate teaching/coaching practices					

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Post-Season Expectations	E	P	AI	U	N/A
Collects, stores and inventories all equipment					
Conducts end of season conferences with student athlete					
Implements an out of season conditioning and weight training program					
Organizes and encourages participation in summer workouts to enhance program					
Organizes and end of season awards event for the program					
Submits all end of season reports in a timely manner					
Updates team and individual season and career records					

Coaching Requirements	DATE
Completed registration forms for each student athlete (permission, health history, physical, drug consent, concussion awareness form, student activity fee)	
Concussion Awareness Certification (to be renewed annually)	
CPR/AED Certification (valid for 2 years)	
End of Season report submitted	
First Aid Certification (valid for 3 years)	
Fundamentals of Coaching Certification (newly appointed coaches only)	
Heat Acclimatization and Heat Illness Prevention Certification (to be renewed annually)	
Roster: Identification of student/athlete level of participation	

Areas of Focus:

Evaluator comments:

Coach's comments:

Signature of Coach: _____

Date: _____

Signature of Evaluator: _____

Date: _____

Coach's signature indicates that a copy of this evaluation has been received and has been discussed with the evaluator, not necessarily that the coach agrees with the evaluation.