

**North Kitsap School District
HEAD COACH EVALUATION**

NAME: _____

DATE: _____

SCHOOL: _____

SPORT: _____

This form is designed to assist in formulating and recording an accurate appraisal of the individual's effort toward fulfilling the requirements related to his/her coaching assignment. The evaluation should be based on the following rating system:

S	Satisfactory	NI.	Needs Improvement	NA.	Not Applicable
		NO	Not Observed	U	Unsatisfactory

1. Coaching responsibilities:

A. Eligibility

- _____ 1. Ensures that all athletes have clearance from the Athletic Coordinator before they are allowed to participate.
- _____ 2. Submits roster to building Athletic Coordinator by designated date.
- _____ 3. Maintains records of weekly eligibility checks.
- _____ 4. Informs building Athletic Coordinator of any discipline which affects an athletes' eligibility.

B. Communication

- _____ 1. Conducts pre-season meeting with perspective athletes.
- _____ 2. Conducts parent meeting (prior to first contest).
- _____ 3. Distributes sport specific information/risk factor handouts.
- _____ 4. Has a working relationship with feeder programs, where applicable.
- _____ 5. Works to provide positive media coverage.
- _____ 6. Reports results of all contests to newspapers.
- _____ 7. Follows proper procedures for early dismissals.
- _____ 8. Conducts post-season awards function and communicates league, district, and state award, both team and individual, to the building Athletic Coordinator.
- _____ 9. Communicates regularly with the Certified Athletic Trainer(s).

C. Safety

- _____ 1. Ensures that all equipment is maintained and in safe working order.
- _____ 2. Ensures that all facilities are safe and free of potential hazards to the best of their knowledge.
- _____ 3. Ensures that all volunteers are properly registered with the District.

D. Practice/Contest organization

- _____ 1. Creates and maintains written daily practice plans
- _____ 2. Keeps accurate records of daily attendance
- _____ 3. Sets reasonable time limits for practice.
- _____ 4. Provides for maximum participation.
- _____ 5. Has first aid equipment and emergency cards present at all times.
- _____ 6. Delegates responsibility to and supervises assistant coaches.
- _____ 7. Teaches fundamental skills.
- _____ 8. Makes thorough preparation for contests.
- _____ 9. Provides appropriate supervision to student athletes.

E. Professional growth

- _____ 1. Attends clinics and workshops.
- _____ 2. Complies with WIAA coaching standards.
- _____ 3. Maintains FirstAid/CPR certification.

F. Budget

- _____ 1. Secures approval for purchases prior to ordering.
- _____ 2. Follows procedures when conducting a fundraiser.
- _____ 3. Keeps spending within budget
- _____ 4. Maintains an accurate inventory.
- _____ 5. Submits a fine list prior to or at time of evaluation.
- _____ 6. Uniforms/equipment maintained and stored properly.

G. Athletic policy

- _____ 1. Understands, supports and enforces the NKSD Athletic Handbook.
- _____ 2. Attends all required district and building coaches' meetings.
- _____ 3. Follows rules and regulations of district, league and WIAA.

II. Professional relationships

- _____ 1. Builds and maintains positive relationships with coaching staff.
- _____ 2. Builds and maintains positive relationships with players.
- _____ 3. Builds and maintains positive relationships with parents/community.
- _____ 4. Builds and maintains positive relationships with Administration.
- _____ 5. Builds and maintains positive relationships with the Athletic Training staff.

III. Professional conduct

- _____ 1. Exhibits professional attitude towards officials.
- _____ 2. Displays professional conduct during games/practices in general.
- _____ 3. Serves as positive role model for athletes.
- _____ 4. Models understanding of professional boundaries between coach and players
- _____ 5. Follows coaches code of conduct for the North Kitsap School District.

Recommended for rehire next year Not recommended for rehire next year
 (Subject to Athletic Program Needs – Article IV, Section 2 – 2.1, NKAAA Contract)

Comments: _____

(Coach)

Date: _____

(Athletic Coordinator)

Date: _____

(School Administrator)

Date: _____