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.
   ____ 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:

8/9/13