** Southington Public Schools**

**DEPARTMENT OF ATHLETICS**

**Head Coach Formative/Summative Evaluation Report**

**Name: Evaluator:**

**Assignment: Date: School:**

**CODE: P= Proficient NI=Needs Improvement U=Unsatisfactory NA=Not Applicable/Observed**

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| **KEY DEFINITIONS**  **Proficient (P)** = meets performance expectations  **Needs Improvement (NI)** = performance expectations are met infrequently; further development needed  **Unsatisfactory (U)** = performance expectations are not being met  **Not Applicable/Observed (NA) =** neutral rating, neither positive nor negative  **Meets Performance Standards =** demonstrates competence in most or all criteria with no severe deficiency in any criteria  **Does Not Meet Performance Standards =** lacks competence in numerous criteria or displays severe lack of competence in one or more criteria areas: sport administration, planning & preparation, in-season and post season expectations and/or professional responsibilities |

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| Athletic Sport Administration Expectations | P | NI | U | NA |
| Knows and adheres to BOE policy as it applies to the sport |  |  |  |  |
| Knows and adheres toconference and state rules and regulations |  |  |  |  |
| Knows the sport and has the ability to teach it. Stays abreast of current trends and developments |  |  |  |  |
| Understands the chain of command and refers all concerns through proper channels |  |  |  |  |
| Attends local/state/conference/staff/departmental meetings as required |  |  |  |  |
| Establishes (within district guidelines) the philosophy, skills and techniques to be taught to athletes |  |  |  |  |
| Trains and informs assistant coach(s) and encourages professional growth |  |  |  |  |
| Delegates specific duties and provides input on assistant coach(s) evaluations |  |  |  |  |
| Builds morale/cooperation and resolves grievances |  |  |  |  |
| Assists AD with scheduling, transportation and special events |  |  |  |  |
| Assists program coordination with maintenance and school employees |  |  |  |  |
| Provides local and state documentation for athletic participation |  |  |  |  |
| Provides safeguards for maintenance/protection of equipment and facility |  |  |  |  |
| Assists in preparation of budget and establishes priorities |  |  |  |  |
| Supervises all areas used by student athletes efficiently |  |  |  |  |
| Communicates effectively with Staff/Administration |  |  |  |  |
| Provides training rules and regulations of the sport to each athlete |  |  |  |  |
| Regularly monitors student-athlete’s grades and conduct |  |  |  |  |
| Adheres to all medical and athletic training programs and policies |  |  |  |  |
| Directs student managers, assistants and statisticians |  |  |  |  |
| Maintains discipline and follows athletic department/district policies |  |  |  |  |
| Assists athletes in their post graduate educational selection |  |  |  |  |
| Instills in players a knowledge of use/respect for equipment and school property |  |  |  |  |
| **Planning and Preparation Expectations** |
| Conducts a pre-season meeting and communicates expectations, physical procedures, and important season dates |  |  |  |  |
| Develops practice plans including skills to be instructed especially those skills which could lead to serious injuries (i.e. tackling, goaltending, etc.) |  |  |  |  |
| Keeps attendance records for all practice and game sessions |  |  |  |  |
| Updates and distributes equipment inventory |  |  |  |  |
| Promotes sport and recruits athletes from our school building |  |  |  |  |
| Promotes sport in the town of Southington through the middle school and youth programs |  |  |  |  |

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| **In-season Expectations** | **P** | **NI** | **U** | **NA** |
| Uses appropriate teaching/coaching practices |  |  |  |  |
| Constructs effective game plan utilizing acceptable scouting procedures |  |  |  |  |
| Is fair and unprejudiced with players and maintains good communication |  |  |  |  |
| Promotes sportsmanship throughout the season |  |  |  |  |
| Submits required reports and communicates transportation changes in a timely manner |  |  |  |  |
| Keeps possession of emergency cards and completes injury reports |  |  |  |  |
| Supervises all athletes until the last player leaves campus safely |  |  |  |  |
| Maintains effective public relations with media and all stakeholders |  |  |  |  |
| Post-season Expectations |  |  |  |  |
| Submits post season honors list to athletic department in a timely manner |  |  |  |  |
| Collects, stores and accounts for all equipment inventory |  |  |  |  |
| Updates team and individual season and career records |  |  |  |  |
| Cleans team room |  |  |  |  |
| Submit equipment/damage obligation report to Athletic Director |  |  |  |  |
| Helps organize an end-of-season awards event for the individual sport |  |  |  |  |
| Submits all End of Season Reports in a timely manner |  |  |  |  |
| Implements an out-of-season conditioning and weight training program |  |  |  |  |
| Encourages/implements summer (off-season) activities to enhance program |  |  |  |  |
| Researches and distributes any clinic/camp information for athletes |  |  |  |  |
| **Professional Responsibilities** |
| Reports to all team related events on time and maintains good attendance |  |  |  |  |
| Is a positive role model: displays self-control and ethical behavior; represents school in a positive manner |  |  |  |  |
| Displays enthusiasm for the sport |  |  |  |  |
| Maintains and secures school keys |  |  |  |  |
| Is professional in demeanor and dress |  |  |  |  |
| Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to their requests |  |  |  |  |

**Overall Performance Ratings: \_\_\_\_\_\_\_ Meets Performance Standards**

**\_\_\_\_\_\_\_ Improvement of Performance Standards Needed**

**\_\_\_\_\_\_\_ Does Not Meet Performance Standards**

**Athletic Director’s Final Comments and Recommendations:**

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

### Athletic Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach’s signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.