



# WAUKESHA WEST ATHLETICS

## HEAD COACH EVALUATION

The purpose of this assessment is to assist coaches with understanding the expectations of their positions and to recognize actions that are exemplary, those that meet standards of expectations, and those areas that may require growth and improvement. This tool is aligned with the standards established for quality teaching (Charlotte Danielson), and is meant to be utilized as both a form of self-assessment and reflection as well as observation. The following indicators will be used:

- ❖ NA – Not Applicable
- ❖ G – Area for Growth and/or Improvement Needed
- ❖ P – Proficient/Standard Met
- ❖ D – Distinguished

COACH: \_\_\_\_\_ SPORT: \_\_\_\_\_

SEASON: \_\_\_\_\_

1a. PLANNING & PREPARATION – BUDGET/ASSETS				
Review budget with Athletic Director by May of prior school year to communicate program needs and set projections for the upcoming year.	NA	G	P	D
Provide program needs and budget projections (3-5 years) for long-range plan.	NA	G	P	D
Work with Athletic Director and Athletic Secretary to secure purchase orders per district policy and guidelines.	NA	G	P	D
Manage student activity account appropriately including monitoring of all account activity and never deficit spending.	NA	G	P	D
Complete program inventory of all assets turned in to Athletic Director by two weeks after the season has ended to be on file.	NA	G	P	D
1b. PLANNING & PREPARATION - TRANSPORTATION				
Meet with athletic director to review transportation needs. Turn in complete bus/van schedule to Athletic Secretary two months prior to start of season.	NA	G	P	D
Inform Athletic Secretary of any changes in a timely manner.	NA	G	P	D
1c. PLANNING & PREPARATION – PRE-SEASON MEETING				
Develop a program handout that includes the following:	NA	G	P	D
✓ Program Philosophy	NA	G	P	D
✓ Program Expectations	NA	G	P	D
✓ Practice Schedules	NA	G	P	D
✓ Competition Schedule	NA	G	P	D
✓ Tryout/Cut Policies	NA	G	P	D
✓ Expectations of Student-Athletes	NA	G	P	D
✓ Expectations of Parents & Roles for Involvement	NA	G	P	D
✓ Lettering/Award Policy	NA	G	P	D
✓ Eligibility & Blue Card Requirements	NA	G	P	D
✓ Athletic Code Review	NA	G	P	D
✓ Promote Booster Club Membership	NA	G	P	D
Conduct a pre-season meeting with students and parents together	NA	G	P	D



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1d. PLANNING & PREPARATION – PRE-SEASON MEETING WITH COACHING STAFF					
Head coaches should conduct a pre-season meeting with their entire program staff (assistants, volunteers, etc.). Topics to be covered include:	NA	G	P	D	
✓ Program Philosophy	NA	G	P	D	
✓ Program Expectations	NA	G	P	D	
✓ Skill Development Expectations	NA	G	P	D	
✓ Safety Protocol – Emergency Plans	NA	G	P	D	
✓ Clinic/Workshop Opportunities	NA	G	P	D	
✓ Booster Club Support	NA	G	P	D	
✓ Program support between all levels	NA	G	P	D	
✓ Program support of all activities and athletics	NA	G	P	D	
✓ Review academic expectations of all students	NA	G	P	D	
✓ Review ineligible athletes at all levels	NA	G	P	D	
✓ Transportation Schedules	NA	G	P	D	
✓ WIAA/Classic 8 or State Association rule changes	NA	G	P	D	
✓ 14 Duties defined by law – Liability Issues	NA	G	P	D	
1e. PLANNING & PREPARATION – STUDENT ELIGIBILITY					
✓ Keep accurate record of blue/silver card status for all athletes	NA	G	P	D	
✓ Refer to blue/silver card Google spreadsheet regularly	NA	G	P	D	
✓ Encourage early registration for all athletes	NA	G	P	D	
1f. PLANNING & PREPARATION – RULES, POLICIES, PROCEDURES, AND RISK MANAGEMENT					
✓ Coach completes online rules exam prior to first practice	NA	G	P	D	
✓ Coach is knowledgeable about WIAA, Classic 8, and NFHS rules respective to their sport	NA	G	P	D	
✓ Coach is knowledgeable and puts in place prevention plans for addressing risks commonly associated with their program, practice, games, and supervision responsibilities.	NA	G	P	D	
✓ Coach has thorough knowledge of school policies and procedures and adheres to them. Including but not limited to privacy, harassment/bullying, hazing, and the athletic code of conduct	NA	G	P	D	
1g. PLANNING & PREPARATION – SCHEDULING & FACILITIES					
✓ Full in-season calendar including competitions and practices submitted no later than six months before start of season	NA	G	P	D	
✓ Coach double-checks online calendar and website information regularly and alerts athletic director of changes not reflected	NA	G	P	D	



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<b>2a. PROGRAM ENVIRONMENT - COMMUNICATION</b>	
Coach establishes and communicates skills and techniques to be taught by staff and contacts staff throughout the season for mentoring and assistance as needed (e.g. New Coach Orientation).	NA   G   P   D
Coach communicates expectations, concerns, and roles to athletes.	NA   G   P   D
Coach promotes sport within the school, media, and community through youth programs.	NA   G   P   D
Coach provides information in a timely manner to athletes/parents/athletic director on any changes in schedules and on special programs (parent/senior night, etc)	NA   G   P   D
Coach is responsive to concerns and follows through with contact to athletes, parents, and the athletic director appropriately.	NA   G   P   D
<b>2b. PROGRAM ENVIRONMENT – LEADERSHIP</b>	
Coach models good sportsmanship and uses appropriate language	NA   G   P   D
Coach is approachable and maintains an open mind	NA   G   P   D
Coach is consistent in applying team philosophy and rules	NA   G   P   D
Coach promotes the benefits of participation in other sport and activity programs	NA   G   P   D
Coach serves as a resource for community programs	NA   G   P   D
Coach cultivates a student-driven team atmosphere demonstrated through individual leadership development	NA   G   P   D
<b>2c. PROGRAM ENVIRONMENT – FACILITIES &amp; EQUIPMENT</b>	
Coach ensures facilities are safe and prepared for all practices and competitions	NA   G   P   D
Coach ensures equipment is safe and prepared for all practices and competitions	NA   G   P   D
Coach reports all facility and equipment concerns in a timely manner	NA   G   P   D
Coach develops short-term and long-range plans for facility and equipment improvement with Athletic Director	NA   G   P   D



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3a. PROGRAM INSTRUCTION - PRACTICES	
Coach is able to instruct athletes in the fundamental skills, strategy, and physical training associated with the sport	NA   G   P   D
Practice plans and pre-competition routines are specific, detail-oriented, and demonstrate an overall purpose	NA   G   P   D
Coach instructs athletes on the rules of the sport	NA   G   P   D
Coach provides positive and corrective feedback to athletes during practices	NA   G   P   D
Coach is able to modify instruction to meet the developmental needs of all athletes	NA   G   P   D
Coach directs assistant coaches, managers, and other program personnel in an efficient and purposeful manner	NA   G   P   D
3b. PROGRAM INSTRUCTION - COMPETITIONS	
Coach provides positive and corrective feedback to athletes during competitions when able	NA   G   P   D
Coach stresses positives, learning, and work ethic to athletes	NA   G   P   D
Coach maintains discipline and works to increase team morale, cooperation, and teamwork	NA   G   P   D
Coach directs assistant coaches, managers, and other program personnel in an efficient and purposeful manner	NA   G   P   D
Athletes participate in accordance with established team rules and expectations, modeling consistency	NA   G   P   D
Consistently informs athletes of current standing within team structure, depth chart, etc. and how the athlete can increase their playing time or level of competition	NA   G   P   D
3c. PROGRAM INSTRUCTION – ASSISTANT COACHES	
Coach communicates with assistant coaches prior to practice or competition to define roles and responsibilities for the day	NA   G   P   D
Assistant coaches are assigned instructional roles that both highlight their strengths and provide an opportunity for growth	NA   G   P   D
Assistant coaches are observed during skill instruction and provided feedback by the head coach on a regular basis	NA   G   P   D
Coach involves assistant coaches in practice planning, competition decisions and strategy, and overall program development	NA   G   P   D
4a. PROFESSIONAL RESPONSIBILITIES	
Coach has thorough knowledge of all school and district athletic policies and is responsible for their implementation	NA   G   P   D
Coach refers all requests or grievances through the proper channels	NA   G   P   D
Coach attends professional clinics or workshops and encourages his/her coaching staff to do the same	NA   G   P   D
Coach attends all coaches meetings held by the Athletic Director including but not limited to seasonal meetings, head coaches meetings, and the annual all-coaches meeting	NA   G   P   D
Coach attends at least one West Booster Club meeting per year	NA   G   P   D
Coach properly submits tentative Booster Club allocation by July 1, completes all paperwork necessary, and confers with the Athletic Director prior to presenting to the Booster Club	NA   G   P   D



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Coach is a member of their respective State Coaches Association	NA	G	P	D
Coach provides documentation of season ending reports within two weeks of final competition including team awards summary, inventory, and WIAA start/end participation numbers by grade level	NA	G	P	D
Coach advises Athletic Director on any policy, method, or procedural changes	NA	G	P	D
Coach assists athletes in their college or advanced educational selection as appropriate	NA	G	P	D
AED/CPR & First Aid Certified	NA	G	P	D
Coach completes officials ranking at <a href="http://www.athletix.us">www.athletix.us</a> promptly	NA	G	P	D
Coaches Not Licensed to Teach (CNLT) Certification for non-educators prior to second year of coaching	NA	G	P	D

### **Distinguished**

- Embedded in practice and habit
- Highly responsible and quality model for student athletes
- Student-awareness of philosophy, tradition, and expectations
- Focus on individual student-athlete development
- Vision and perspective in program dealings

### **Proficient**

- Timely and consistent
- Responsible and appropriate model for student-athletes
- Expectations and implementation of policies and procedures are clear
- Focus on whole-group development and at times specific student-athletes
- Proactive approach in program dealings

### **Growth Area/Needs Improvement**

- Inconsistency
- Reminders necessary
- Athletes, parents, athletic department uninformed or lacking details at times
- Reactive nature
- Disrespectful or inappropriate modeling for student-athletes

### **Recommendation:**

- ✓ **Renewal of coaching contract for next season**
- ✓ **Renewal of coaching contract with the following expectations**
- ✓ **Non-renewal of coaching contract**

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date