

ILLINI CENTRAL MIDDLE/HIGH SCHOOL



COACH AND SPONSOR HANDBOOK

I. STATEMENT OF PHILOSOPHY

MISSION STATEMENT

Our reason for being is to partner with the community in continually developing well-rounded and productive members of our society by giving children a high quality education while using public funds responsibly and providing effective and thorough extracurricular opportunities.

INTRODUCTION

Participation in athletics provides an opportunity for the development, exercise and expression of human excellence of its participants. Student-athletes are engaged in a mutual striving for excellence through the avenue of sports. As we examine sports, we must take a close look at the language we use to talk about sport. We “play the game” and we call the participants “players.” Athletes play because they find the activity of playing inherently valuable. Sports takes on the air of seriousness because it involves competition and because this competition is governed by rules and customs. Players play the game, but they pit their skills and abilities against the skills of their opponents. Understanding this, we must play it as if it is absolutely important while never forgetting that it is a form of play. Ultimately, the heart of sport is based on the principles of sportsmanship and healthy competition.

With this in mind, there are four essential goals to provide for a successful coaching/sponsorship experience:

- Enable each participant to see his or her worth or value as an individual. Stress the importance of each individual team member. Great teams beat great players every time.
- Develop a desire in the participant to continue participating in sports. Teach sound fundamentals, let the players have fun and winning will take care of itself.
- Teach principles and attitudes that will benefit the participant later in life. **Always emphasize the importance of commitment to excellence in academic endeavors.**
- Allow participants to learn from success and failure.

II. GUIDING PRINCIPLES AND STANDARDS

Coaches are moral educators by the instruction they provide, by the habits they instill and by the examples they set. The game has the power not only to uplift and encourage student-athletes, but it can also depress and destroy if it is not kept in perspective. Throughout this handbook, we present a variety of principles, standards, and responsibilities coaches must maintain and apply to their programs. The application of these principles to your day-to-day coaching is something you will have to do yourself. The application requires good judgment, and the coach is the one who has to develop and exercise that judgment.

RESPECT FOR PARTICIPANTS

This principle challenges coaches to act in a manner that is respectful of the dignity of all participants in the program. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect. In the promotion of this principle, the coach will:

- Understand that the health and safety of student-athletes come first: water breaks, concussion protocols, etc.
- Takes an active role in the prevention of drug, alcohol, and tobacco abuse among the student-athletes.
- Treat all participants with respect at all times.
- Develop a positive rapport with student-athletes, fellow coaches, and others.
- Provide feedback to student-athletes and focus constructive criticism on the performance rather than on the student-athlete.
- Encourage and facilitate participants' abilities to be responsible for their own behavior, performance, and decisions.
- Be discreet in non-public conversations about athletes, coaches, or other individuals associated in the program.
- Maintain confidentiality with any information regarding student-athletes or others.
- Encourage a climate of mutual support among all participants in the program.
- Encourage participants to respect one another and to expect respect for their worth as individuals.
- Promote that "we" concept-the status of being a team member.

RESPONSIBLE COACHING

Fundamental to this principle is the notion of competence in which responsible coaching maximizes benefits and minimizes risks to the participants. The coach is well prepared and current in their discipline. In promotion of this principle, the coach will:

- Exemplify behavior that is a credit to the coaching profession.
- Establish effective communication strategies with student-athletes, fellow coaches, parents, and others.
- Become a model of all that the program represents.
- Exemplify leadership through diligence, enthusiasm, honesty and a love for the game.
- Keep current with relevant information, coaching, and teaching skills through workshops, courses, conferences, etc. to ensure that coaching benefits and does not harm others.
- Provide activities that are suitable for the age, experience, ability, and physical and psychological conditions of the student-athlete.
- Foster student-athlete awareness of their responsibilities for participating safely.
- Abstain from and does not tolerate any form of harassment.
- Act toward other coaches in a manner characterized by courtesy, good faith and respect.
- Refrain from using training methods or techniques that may harm student-athletes and monitor approaches with care.

INTEGRITY

Integrity means that coaches are expected to be honest, sincere, and honorable in their relationships with others. Coaches display this principle when they possess a high degree of self-awareness and the ability to critically reflect on how their perspectives influence others. In promotion of this principle, the coach will:

- Be honest and trustworthy with participants, coaches, and other individuals.

- Display a sense of pride through hard work.
- Blend sincere praise with constructive criticism and look for positive reinforcement.
- Honor all promises and commitments.
- Act with enthusiasm and genuine appreciation for the activity.
- Take credit for the work and ideas actually done and give credit for work done by others.
- Encourage student-athletes to develop and maintain integrity in their relationships with others.
- Emphasize the skills of the game to obtain success and refrain from and discourage “gamesmanship” or taunting.

HONORING SPORT

This principle challenges coaches to recognize and promote the value of sports for individuals and teams, and for society in general. In promotion of this principle, the coach will:

- Foster a professional relationship with the officials and respect for their authority.
- Refrain from abusive personal attacks on officials and other coaches.
- Accept both the letter and the spirit of the rules that define and govern sports.
- Actively encourage student-athletes and others to uphold the rules of the sport and the spirit of such rules.
- Advocate and model the fundamentally positive aspects of sports i.e. fair play, self-discipline, personal growth and development, challenge and achievement.
- Support the fundamentals and initiatives that encourage good sportsmanship.
- Promote and maintain the highest standards of the coaching discipline.

III. EXPECTATIONS AND RESPONSIBILITIES

The success of all the extracurricular programs at Illini Central Middle/High School is a direct reflection of the duties and responsibilities of the Building Principal, the Athletic Director, the coaching staff, the Assistant Coach, and everyone who works within the individual programs. It is vitally important that these people communicate with each other on a regular basis and work as a team. Further, any individual who coaches at Illini Central will either possess a valid teaching certificate or become certified to coach through the American Sports Education Program sponsored by the IHSA. At the beginning of each school year, the Athletic Director will meet with all coaches and review the expectations. All coaches are expected to follow the policies of the school board and the procedures outlined in this handbook, as well as uphold the rules in the Extracurricular Code of Conduct.

THE COACHING STAFF/SPONSOR

The highest level of coaching staff within a sport is responsible for collaborating with other coaches within his/her sport. Collaboration will focus on the development and coordination of the total program throughout the district. The coaching staff will communicate with the athletic director on a routine basis and make recommendations regarding scheduling, purchasing, and hiring of assistant coaches.

THE ASSISTANT COACH

The Assistant Coach is directly responsible to the coaching staff and the Athletic Director. The primary duties of the Assistant Coach are to ensure the safety of the athletes, maintain a high degree of loyalty to the coaching staff and program, and display a high level of professionalism at all times.

Assistant Coach can be defined as a Junior Varsity (JV) Coach, 7th-grade coach, or 6th-grade coach. Many of the tasks described in the “coaching staff” section apply to the “Assistant Coach”. It is his/her responsibility to ensure that team rules and philosophy of play are consistent with the coaching staff.

VOLUNTEER COACHES

The district seeks to improve our sports program, so volunteers are encouraged. The coaching staff or sponsor of a sport/activity determines who will serve as a volunteer coach. Volunteer Coaches must meet with the Athletic Director, who will recommend his/her hiring to the Board of Education. All volunteer coaches must complete a background check and IHSA/IESA certification. Volunteer coaches do not have interactions with parents or officials before, during, or after games. Major “coaching” and “team management” issues will be directed to the coaching staff. The decision to sit on the bench is up to the coaching staff. Volunteer coaches must be rehired each season/sport. Volunteer coaches represent Illini Central and must represent the district in a positive manner. Failure to do so may result in no longer being able to volunteer

Responsibilities of all coaching staff and sponsors include, but are not limited to:

SUPERVISION - Supervision of our students is an essential part of coaching. It is the responsibility of all the coaches to supervise our student-athletes on the field of play, in the locker room, in the weight room, and on the bus. A coach is to be in the presence of students at all times, and the last to leave the facility after the day. This includes but is not limited to practice times, waiting for transportation, athletic contests, both home and away, etc. Students are not to use the facility without a coach present. Each coach is responsible for monitoring the locker rooms. Language, music, and behavior that are normally considered inappropriate for school are not to be permitted in the locker room and must be monitored by all coaches.

COACHING STAFF - The coaching staff may have input on the selection of coaches in their program. In addition, the coaching staff will work in conjunction with the Athletic Director and administration to evaluate the assistant coaches they work with directly, according to our coach/sponsor evaluation. Communication within the coaching staff must be professional, ongoing, and follow a chain of command. The coaching staff will conduct regular in-season meetings and schedule off-season meetings as needed. Any conflicts within the coaching staff will be addressed internally, appropriately, and professionally. The Assistant Coach should approach the coaching staff when any conflicts arise. Any misunderstandings between coaches or in the program should be resolved as soon as possible and in an appropriate location, away from the athletes and other people not directly involved with the program.

SAFETY OF STUDENT-ATHLETES - It is the responsibility of all coaches to ensure the safety of our athletes and that they participate in a safe environment. All equipment must be inspected for safety and must meet national standards. The coaching staff is responsible for the proper care of all athletic injuries and reporting of those injuries. All coaches are encouraged to remain current on sports-related injuries, care, and techniques.

COMMUNICATION - The Head and Assistant Coaches must be effective communicators and must develop effective communication techniques. Coaches should promote positive parent-coach, player-coach, and faculty-coach relationships. The Head and Assistant Coaches are responsible for communicating appropriate information concerning their program and must do so in a professional manner.

- The Head and Assistant Coaches are responsible for providing information to all prospective athletes regarding the upcoming season, as well as informing them of the proper forms that must be completed before beginning practice. Much of this can be done at the required pre-season meeting for athletes and parents.
- The Head and Assistant Coaches must maintain an open door policy and strive to keep open lines of communication between coach - player - parent - administrator. When an issue surfaces, communication procedures should follow a chain of command. Issues will be handled in a professional manner and in a place that affords privacy to all parties. Rarely should confrontations about concerns be addressed before or after a practice or contest. A meeting should be scheduled to promote a resolution.
- It is the Head and Assistant Coaches' responsibilities to communicate items that concern his/her program or the athletic department with the Athletic Director or principal regularly.
- The Head and Assistant Coaches must utilize either Remind or Rooms as their communication platform and include the athletic director and building administrator.
- For both the coach's and players' protection, messages should never be exchanged using personal phone numbers.

SPORTSMANSHIP - Recognizing that participation in extracurricular activities is a privilege, Illini Central Middle/High School requires that the conduct of coaches, students, and participants be exemplary at all times. Participants are representatives of Illini Central Middle/High School and must conduct themselves appropriately at all times. Responsible behavior is where students play hard, play safe, respect the opponent and game officials, and accept the results of interscholastic competition. The sportsmanship learned in extracurricular activities is part of the educational process, in preparation for life beyond school.

- It is the responsibility of all coaches to hold good sportsmanship in high regard. It is expected that the coaches and students will:
 - Demonstrate respect toward fellow students, opponents, players, coaches, and officials.
 - Demonstrate respect and pride for our country and our school.
 - Learn the rules of the game thoroughly.
 - Be modest and humble in victory and defeat.
 - Acknowledge good play by both teams.
 - Use appropriate language at all times.
 - Refrain from taunting, trash-talking, or making any kind of derogatory remarks or gestures before, during, and after a game/performance, as well as throughout the season.
 - Establish themselves as leaders in their conduct before, during and after contests and events.

ELIGIBILITY - In order to participate in athletics at Illini Central Middle/High School, a student-athlete must have on file:

- A current physical (within one calendar year)
- Proof of insurance/signed insurance waiver form
- Athletic code signature
- Concussion/PED form

Insurance items, athletic code, and concussion/PED are completed by every student/parent/guardian during the registration process. It is the responsibility of the coaches to ensure these items have been completed.

- Academic eligibility is outlined in the extra-curricular handbook. It is the coach's responsibility to submit an accurate roster and program information for the Athletic Director. A weekly check of academic eligibility will be conducted by the Athletic Director each Friday. It is the responsibility of the coaching staff to check the eligibility list every week and communicate the status to the student-athlete.

TRYOUTS/PLAYING UP - It is the responsibility of the coaching staff to determine qualifications for tryouts and communicate them with student-athletes prior to tryouts. The coaching staff determines whether or not students are playing up a grade level.

TRANSPORTATION - In cooperation with the transportation director, the coaching staff will provide a schedule for bus times for away events before the start of the season. In addition, the coaching staff will communicate with the office about the dates and times student-athletes need to be dismissed early from class.

- Except in unusual circumstances, all trips to athletic contests/performances will be made on a school bus or van. Students are expected to ride to and from contests/performances with the team on the bus. The coach may waive this rule when he/she receives valid permission for the student to ride home with his/her parents or another designated adult. If advance notice is given, coaches or sponsors have the prerogative to require their teams/organizations to ride home on the bus.
- If a participant misses the bus, and drives or is driven to the contest site without permission, he/she will not participate in the game or performance. If prior arrangements have been made, parents may request the Athletic Director or building administrator for special consideration not to ride the bus.
- The coaching staff is required to ride the bus unless other arrangements have been communicated with the Athletic Director. A member of the coaching staff must be present on all bus rides. The coaching staff is responsible for the conduct of the team. Athletes are expected to be on their best behavior, as they represent the school and the community. Coaches should have guidelines that clearly state expected behaviors and appropriate dress.

EQUIPMENT - The coaching staff is responsible for the inventory, care, and maintenance of uniforms and equipment for his/her team. The coaching staff will complete an inventory of equipment and provide a copy of this information to the athletic director. Inventory will include the number of uniforms, the sizes of uniforms, any equipment, and the conditions of the uniforms and equipment. The coach may devise any system of equipment check-out and check-in that meets administrative approval. Equipment check-in should be done immediately following the end of the season. A due date for uniform return should be provided to all athletes.

REQUISITIONS - At the conclusion of the sport season, the coaching staff will meet with the Athletic Director to determine uniform and equipment needs for the following year. The Athletic Director is responsible for submitting bids to local vendors and determining equipment purchases. The coaching staff will submit to the Athletic Director any requests for purchasing supplemental coaching aids. Uniforms are purchased on a 4-year cycle. Coaches are responsible for working with vendors to determine uniform designs and pricing. Coaches must get the approval of the building administrator for uniform purchases.

OFF-SEASON PROGRAMS - Participating in athletics is turning into a year-round process for many students. Some of these students participate in several activities, both athletic and non-athletic. Recognizing that students cannot do everything, we must provide opportunities where students can become involved in many activities. It is the duty of the Athletic Department, when scheduling out-of-season activities, to work together to provide as many opportunities for participation for our students as possible. Coaches can provide athletes with suggestions to improve skills in the off-season.

WEIGHT ROOM - A certified employee must be in attendance and supervise all weight room activities. The weight room must be clean when athletes are done working out. Coaches can coordinate times for athletes to utilize the weight room.

OPEN GYM GUIDELINES - out-of-season coaches may request from the Athletic Director opportunities to conduct open gyms under these guidelines:

1. The coach schedules open gyms with the Athletic Director.
2. Open gyms are voluntary and not directly or implicitly required for membership on a team.
3. Coaches must abide by IHSA/IESA contact day guidelines.
4. The gym or field is open to any student for participation, unless that student is involved in a current sports season.

SUMMER ACTIVITIES - With the Athletic Director and Transportation Director, the coaching staff is responsible for scheduling any summer camps, organized activities, conditioning programs, and open gyms. The coaching staff will submit to the Athletic Director a request to use the facilities for summer activities. *The coaching staff is responsible for monitoring the “contact days” by-law set forth by the IHSA.

PHILOSOPHY + GOALS - The coaching staff will communicate with his/her coaching staff the philosophy and goals of the program. This will include the style of play, techniques and fundamentals associated with this style, and any necessary strategies and drills to develop this style.

TEAM RULES - The coaching staff will develop and communicate with the athletes, parents, athletic director, and administration the [team rules and expectations](#) that are necessary to project the ideals of his/her program. Each coaching staff will hold a preseason meeting with students and parents/guardians. A written copy of the team rules and expectations will be provided to the participant and the parent/guardian. These team rules will supplement the philosophy of extra-curricular activities at Illini Central Middle/High School as reflected in the Illini Central Athletic Code. The following items must be included in team expectations:

- Attendance Policy for Games and Practices
- Appropriate Dress for Games and Practices
- Parent/Guardian Contact Policy
- Communication Procedures
- Expectations for Transportation
- Excessive School Discipline Policy
- Reference Illini Central District Athletic Code
- Schedule Conflicts
- Signatures from Parent/Guardian and Student

PROFANITY - profanity, improper language, and/or non-verbal language will not be permitted. Frequent complaints of profanity usage may result in disciplinary action. Coaches are to address profane behavior and the consequences for these actions in their team rules.

PRACTICES - the coaching staff with the Athletic Director will organize a schedule of practices. It is recommended that the coaching staff meet with the coaching staff prior to the start of the season to discuss the schedule for the season and organize the practice schedule.

- The coaching staff will organize each practice in a logical progression, utilizing the fundamentals of effective teaching.
- It is the responsibility of the coaching staff to submit season practice schedules to the Athletic Director (other than the regular schedule). During seasons when programs share facilities, the coaching staff of the programs must coordinate practice schedules. This is to include non-athletic programs and facility needs.
- Practices held on Sundays or major holidays (i.e., Thanksgiving, Christmas, New Year's Day) cannot be required. Students must be in attendance at school for at least one-half day to practice, unless prior arrangements have been made with the coach or Athletic Director. Students must be present at school by 11:30 to participate in that afternoon's or evening's extracurricular game, contest, or performance. The administration may waive this requirement in special situations (i.e., doctor appointment(s), dentist appointment(s), and emergency circumstances - documentation will be required.

ADMINISTRATIVE DUTIES

- **MEDIA** - The coaching staff is responsible for reporting results of the contest to the Athletic Director/Technology Director.
- **ILLINOIS HIGH SCHOOL ASSOCIATION AND ILLINOIS ELEMENTARY SCHOOL ASSOCIATION** - The coaching staff is responsible for abiding by the guidelines established by the IHSA. and IESA. governing their activity. Also, he/she is responsible for attending rules interpretation meetings, completing required forms (official's ratings, team entry, etc.) and remaining current with other relevant information required by the IHSA. and IESA. Most of this can be completed on the IHSA or IESA. website.
- **TOMAHAWK/SANGAMO CONFERENCE** - The coaching staff is responsible for understanding the rules and guidelines outlined in the Conference bylaws regarding player limitations, scheduling, and "all-conference" procedures.
- **MEETINGS** - The coaching staff is responsible for attending necessary meetings. This would include meetings stated previously, athletic department meetings, seeding meetings, and other meetings that are associated with his/her program.
- **AWARDS** - The coaching staff is responsible for setting the standards required for the awards earned in his/her program. At the conclusion of the season, the coaching staff will submit to the Athletic Office a list of the athletes and the awards they earned in a timely manner to expedite the process.

ATHLETIC MEETING

- Each fall a meeting will be conducted prior to the start of practice. Parents, athletes, and coaches are required to attend this meeting. If an individual cannot attend, they must meet with either the Athletic Director or the coaching staff to discuss the necessary information. The main purpose of this meeting is to communicate important information to all individuals involved with the program.

The meeting will begin by the Athletic Director presenting:

- Requirements for participation
- Required documents to become eligible to participate
- Expectations and Communication

Before each season, the coaching staff must discuss the established team guidelines for the following items, as well as other relevant information. The coaching staff will utilize the [Team Rules and Expectations template](#), and submit it for approval at least 1 week prior to their meeting with parents.

- Program philosophy
- Team rules
- Coach's transportation expectations
- Schedule of practices
- Schedule of contests

IV. SPORTSMANSHIP

Many of the principles of sportsmanship are directly related to the purpose of winning, and paramount among all principles of sportsmanship is Respect. Respect for opponents and officials is not something that young athletes naturally develop. There are many cultural forces that educate our young athletes to taunt and work themselves into a frenzy in order to be competitive. It is our duty as coaches to educate them on the ideals of good sportsmanship.

Young athletes need to know that integrity, fairness and respect are lifetime values taught through athletics, and these are the principles of good sportsmanship.

Why do we need good sportsmanship?

- We need to prevent violent actions towards officials, opponents and other spectators, which are becoming commonplace in today's society and sports arena.
- To de-emphasize the focus on winning or losing an athletic event.
- To promote ethics, respect, and integrity in all walks of life.
- To promote the ideal of intrinsic rewards of athletics.
- To learn the attitudes necessary for responsible behavior.

V. FUNDRAISER PROTOCOLS

The following protocols must be followed prior to and throughout the timeline of a fundraiser.

- Fundraisers must be approved by the Athletic Director and the building administrator at least 1 week prior to the start of the fundraiser. The coach must complete the [fundraiser request form](#).
- Fundraisers will be approved on a case by case basis. The Athletic Director and building administrator will take in consideration the following:
 - Other fundraiser currently being held
 - Availability of facilities
 - Alignment of fundraiser to the school/staff handbook
 - Validity of fundraiser/company
 - Purpose of fundraiser
- All fundraising activities must be approved before requesting purchase orders or scheduling the fundraising activity. This pertains to all fundraisers (large or small) even if it is done every year.
- All monies collected MUST be submitted to the office on a DAILY basis (for your protection).
- Monies collected over weekends and holidays should be secured and returned to the office when it reopens.

VI. EVALUATION

All coaches and sponsors will receive an evaluation from the Building Principal and Athletic Director by the end of the last day of school. Coaches will have at least two informal observations (one practice and one performance/game). The results of these observations will be combined to form one formal, summative evaluation. Please see the enclosed evaluation tool.



Illini Central Community School District 189 Evaluation of Coach

The purpose and procedure of the evaluation process is intended to be a positive experience. Through the completion of this instrument, the coach or sponsor should be clear in regards to their effectiveness and recognize possibilities for improvement, if needed. Staff evaluation is an instrument whereby the Coach or Sponsor and the Activities Director or Principal have an opportunity to communicate formally during and following the activity's season to achieve the following objectives:

1. Provide the best possible instruction for students and athletes.
2. Continually evaluate current staff personnel.
3. Encourage self-improvement within the staff.
4. Recognize and give credit for an outstanding coaching performance.

This evaluation contains 6 sections. Please review each section's standards and evaluate by this key:

1 - Unsatisfactory 2 - Needs Improvement 3 - Proficient 4 - Excellent N/A - Not Applicable

Space is provided for additional comments and documentation evidence at the end of each section.

Coach's Name: _____

Activity/Sport: _____

Informal Observation Date (Practice): _____

Informal Observation Date (Contest): _____

Summative Evaluation Meeting Date: _____

Signature indicates the coach/sponsor, athletic director, and principal(s) have discussed this evaluation. The signatures do not necessarily indicate agreement with all factors of the evaluation.

Coach/Sponsor's Signature _____ Date _____

Athletic Director Signature _____ Date _____

Administrator Signature _____ Date _____

<u>Self Evaluation</u>	<u>I. PROFESSIONAL AND PERSONAL CONDUCT</u>	<u>Supervisor Evaluation</u>
1 2 3 4 N/A	The coach uplifts and encourages student-athletes.	1 2 3 4 N/A
1 2 3 4 N/A	The coach remains unbiased in the decision-making process for gameplay, discipline, etc.	1 2 3 4 N/A
1 2 3 4 N/A	Supports and conforms to rules and regulations established by the IHSA/IESA, district handbooks, and School Board Policy or other applicable entities.	1 2 3 4 N/A
1 2 3 4 N/A	Works cooperatively and develops rapport with other coaching staff, teachers, athletic director, and administration.	1 2 3 4 N/A
1 2 3 4 N/A	Maintains appropriate boundaries with students.	1 2 3 4 N/A
1 2 3 4 N/A	Avoids being alone with any athlete unless in case of emergency.	1 2 3 4 N/A
1 2 3 4 N/A	Avoids individual communication with students unless specifically related to team issues, while including another coach in communication.	1 2 3 4 N/A
1 2 3 4 N/A	Avoids the use of profanity in all aspects of coaching.	1 2 3 4 N/A
1 2 3 4 N/A	Does not use insulting, harassing, or otherwise offensive language, including sexual innuendos or jokes to or about participants.	1 2 3 4 N/A
1 2 3 4 N/A	Coach exhibits organizational skills that promote the success and functionality of the team/program. This includes and is not limited to timely communication, paperwork, accurate records, etc.	1 2 3 4 N/A
1 2 3 4 N/A	Follows the guidelines set in the coach and sponsor handbook.	1 2 3 4 N/A
Comments:		

<u>Self Evaluation</u>	<u>II. TEAM CULTURE</u>	<u>Supervisor Evaluation</u>
1 2 3 4 N/A	Is fair, understanding, and follows due process with athletes/participants.	1 2 3 4 N/A
1 2 3 4 N/A	Implements proper chain of command for parent/guardian/student issues and utilizes the "24-Hour Rule."	1 2 3 4 N/A
1 2 3 4 N/A	Maintains individual/team discipline and control.	1 2 3 4 N/A
1 2 3 4 N/A	Exhibits enthusiasm and sincere interest in working with students and athletes/participants.	1 2 3 4 N/A
1 2 3 4 N/A	Clearly communicates with individuals/groups about goals, performance, and progress, both individually and as a whole.	1 2 3 4 N/A
1 2 3 4 N/A	Promotes respect among teammates/participants.	1 2 3 4 N/A
1 2 3 4 N/A	Works to develop appropriate relationships with participants.	1 2 3 4 N/A
Comments:		

<u>Self Evaluation</u>	<u>III. PUBLIC RELATIONS</u>	<u>Supervisor Evaluation</u>
1 2 3 4 N/A	Cooperates and communicates with parents/guardians. Utilizes the "24-Hour Rule."	1 2 3 4 N/A
1 2 3 4 N/A	Cooperates with the athletic director and technology director to promote athletes/participants and programs.	1 2 3 4 N/A
1 2 3 4 N/A	Exhibits acceptable personal conduct and appearance before, during, and after games/events.	1 2 3 4 N/A
1 2 3 4 N/A	Treats opposing coaches with courtesy and respect.	1 2 3 4 N/A
1 2 3 4 N/A	Maintain integrity, respect, and honesty when working with and communicating with officials.	1 2 3 4 N/A
Comments:		

<u>Self Evaluation</u>	<u>IV. EQUIPMENT AND SUPPLIES</u>	<u>Supervisor Evaluation</u>
1 2 3 4 N/A	Cares for the equipment to include proper storage, monitoring the condition, and determining the safety and quality of the equipment.	1 2 3 4 N/A
1 2 3 4 N/A	Submits equipment and budget requests in a timely manner.	1 2 3 4 N/A
1 2 3 4 N/A	Maintains accurate inventory records.	1 2 3 4 N/A
1 2 3 4 N/A	Cares for uniforms to include the issue, collection, and proper storage.	1 2 3 4 N/A
1 2 3 4 N/A	Work collaboratively with vendors, the athletic director, and administration when ordering uniforms.	1 2 3 4 N/A
Comments:		

<u>Self Evaluation</u>	<u>V. ADMINISTRATIVE RESPONSIBILITIES</u>	<u>Supervisor Evaluation</u>
1 2 3 4 N/A	Communicates special events with administration, athletic director, and technology director (pink nights, 8th grade night, senior night, etc.)	1 2 3 4 N/A
1 2 3 4 N/A	Follows protocols and ethical standards for fundraising initiatives.	1 2 3 4 N/A
1 2 3 4 N/A	Maintains a current roster and communicates any changes to the athletic director.	1 2 3 4 N/A
1 2 3 4 N/A	Checks weekly eligibility lists and communicates scholastic eligibility with students in a timely manner.	1 2 3 4 N/A
1 2 3 4 N/A	Conducts a preseason meeting with students and parents/guardians covering the team guidelines (must use guidelines template).	1 2 3 4 N/A
1 2 3 4 N/A	Utilizes the " Team Rules & Expectations Template " to create a set of guidelines for his/her sport or organization. Gives guidelines to athletic director and building administrator in advance.	1 2 3 4 N/A
1 2 3 4 N/A	Maintains an accurate record of statistics. Records must be maintained through the athletic director.	1 2 3 4 N/A
Comments:		

<u>Self Evaluation</u>	<u>VI. COACHING/LEADERSHIP PERFORMANCE</u>	<u>Supervisor Evaluation</u>
1 2 3 4 N/A	Uses sound proven methods and leading/coaching.	1 2 3 4 N/A
1 2 3 4 N/A	Displays enthusiasm and interest in instruction.	1 2 3 4 N/A
1 2 3 4 N/A	Earns respect through his/her appearance, behaviors, language, and conduct during practices and contests.	1 2 3 4 N/A
1 2 3 4 N/A	Establishes and communicates the fundamental philosophy, skills, and techniques to be taught by coaches at various levels of the program.	1 2 3 4 N/A
1 2 3 4 N/A	Provides proper supervision at ALL times (before, during, and after all practices and contests).	1 2 3 4 N/A
1 2 3 4 N/A	Develops integrity within his/her staff and fellow coaches/sponsors.	1 2 3 4 N/A
1 2 3 4 N/A	Promotes school spirit and loyalty among all participants.	1 2 3 4 N/A
1 2 3 4 N/A	Sets proper examples for participants in terms of respect and courtesy towards opponents and game officials.	1 2 3 4 N/A
1 2 3 4 N/A	Works with other coaches to facilitate multi-sport athletes.	1 2 3 4 N/A
1 2 3 4 N/A	Remains current on coaching practices. Seeks out professional development opportunities.	1 2 3 4 N/A
1 2 3 4 N/A	Creates out-of-season programs that align with the goals of his/her sport/activity.	1 2 3 4 N/A
1 2 3 4 N/A	Provides out-of-season opportunities for students to maintain and better skills.	1 2 3 4 N/A
Comments:		