

# Athletic Coach Evaluation Report

Albany Unified School District

Coach's Name:	
Position/Title:	
School Year:	
School:	Albany High School
Evaluator:	Zeke Lopez
Date:	

**3= Surpasses the expectation**

**2= Meets the expectation**

**1= Needs improvement in this area**

## Attendance

- ☐ On time for all practices and games
- ☐ Attends TCAL Pre-Season Coaches Meeting
- ☐ Attends TCAL Post-Season Coaches Meeting
- ☐ Attends Albany Athletics Coaches Meeting
- ☐ Coordinates a Post-Season Banquet

comments:

## Parent Relations

- ☐ Holds Pre-Season Parents Meeting
- ☐ Communicates coaching philosophy
- ☐ Communicates playing time policy
- ☐ Provides practice and game schedule
- ☐ Communicates the importance of Athletic Depart. Fundraising
- ☐ Returns parent phone calls and emails in a timely manner
- ☐ Assigns Parent Rep for Albany Athletics Boosters Organization
- ☐ Follows "Dispute Resolution Process"
- ☐ Solicits and oversees parent volunteers as needed
- ☐ Assigns parents for game gate ticket-taking
- ☐ Interacts with parents in a professional manner

comments:

## Athletic Department Relations

- ☐ Develops a complete Pre-Season Schedule
- ☐ Submits a Pre-Season Schedule in a timely manner
- ☐ Submits Game/Meet Scores weekly
- ☐ Submits rosters at the beginning of season and communicates changes
- ☐ Submits completed Player Roll Sheet at the end of the season
- ☐ Communicates damaged equipment and/or facilities
- ☐ Updates Athletic Director of team issues and concerns
- ☐ Sends game/promotional announcement to Athletic Director

comments:

## Equipment/Uniforms

- ☐ Distributes, collects and inventories all uniforms
- ☐ Distributes, collects and inventories all equipment
- ☐ Returns all keys that were issued
- ☐ Cares for equipment and uniforms
- ☐ Completes End of Season check off sheet

comments:

## Staff Relations

- ☐ Helps with the hiring of quality staff
- ☐ Communicates information and updates to staff on a regular basis
- ☐ Communicates coaching role for each staff member
- ☐ Provides evidence of continuity between JV and Varsity Programs
- ☐ Verifies Staff paperwork/board clearance before allowing staff to coach
- ☐ Evaluates staff at the end of season

comments:

## Rules

- ☐ Follows all school rules
- ☐ Follows all Athletic Department rules as outlined in Coaches' Handbook
- ☐ Follows all NCS and CIF rules

comments:

## Player Relations

- ☐ Verifies all athletes clearance prior to students attending a practice/game
- ☐ Carries Student Medical/Registration forms at all times
- ☐ Carries Medical Kit to all practices and games
- ☐ Supervises athletes at all times
- ☐ Communicates team rules and coaching philosophy
- ☐ Communicates playing time policy
- ☐ Communicates player's role on the team
- ☐ Communicates with players in a professional manner
- ☐ Enforces team rules fairly
- ☐ Creates a community of player buy-in to the program

comments:

## Day to Day

- ☐ Practices well planned and organized
- ☐ Teaches fundamentals/skills and game/meet strategy
- ☐ Dresses in a professional manner
- ☐ Locks-up all facilities after all practices and games/meets

comments:

## Program development

- ☐ Athletes show evidence of improvement
- ☐ Supports other sports and Athletic Department as a whole

comments:

Finance

- Follows all school purchasing procedures
- Submits a school approved PO prior to ordering equipment/uniforms
- Follows school fundraising procedures
- Submits a budget for the following season

comments:

Team/Program's accomplishments:	
Professional Development :	

3= Surpasses the expectation      2= Meets the expectation      1= Needs improvement in this area

It is understood that in signing this evaluation, the Coach acknowledges having read and discussed this report. The Coach's signature does not necessarily imply agreement with the conclusions of the Evaluator. The Coach has the right to attach to this document any signed, written comments or reflections about the evaluation. This document with any attachments will be placed in the Coach's personnel file.

Coach's Signature

Date

Evaluator's Signature

Date

Based on this evaluation the evaluator has determined that the above named coach is:

- Rehirable
- Not rehirable
- Needs to be reviewed