

# Athletic Coach Evaluation Report: JV and Assistant Coaches

Albany Unified School District

|                 |                    |
|-----------------|--------------------|
| Coach's Name:   |                    |
| Position/Title: |                    |
| School Year:    |                    |
| School:         | Albany High School |
| Evaluator:      |                    |
| Date:           |                    |

**3= Surpasses the expectation**

**2= Meets the expectation**

**1= Needs improvement in this area**

## Attendance

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

comments:

## Parent Relations

- ☐ Attends 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 JV Schedule if required by Head Coach
- ☐ 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

comments:

## Equipment/Uniforms

- ☐ Distributes and collects all uniforms
- ☐ Distributes and collects all equipment

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

comments:

#### Head Coach Relations

- ☐ Communicates information and updates to Head Coach on a regular basis
- ☐ Understands and follows coaching role as assigned by Head Coach
- ☐ Provides evidence of continuity between JV and Varsity Programs
- ☐ Follows all directives from the Head Coach
- ☐ Demonstrates loyalty to the Head Coach and Program
- ☐ Puts the Varsity's interests as the primary priority; JV second

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

comments:

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|                                 |  |
|---------------------------------|--|
| Team/Program's accomplishments: |  |
|---------------------------------|--|

|                            |  |
|----------------------------|--|
| Professional Development : |  |
|----------------------------|--|

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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

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Evaluator's Signature

Date

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Athletic Director's Signature

Date

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

- ☐ **Rehirable**
- ☐ **Not rehirable**
- ☐ **Needs to be reviewed**