

**North Kitsap School District  
HEAD COACH EVALUATION**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

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

This form is designed to assist in formulating and recording an accurate appraisal of the individual's effort toward fulfilling the requirements related to his/her coaching assignment. The evaluation should be based on the following rating system:

<b>S</b>	Satisfactory	<b>NI</b>	Needs Improvement	<b>NA</b>	Not Applicable
		<b>NO</b>	Not Observed	<b>U</b>	Unsatisfactory

1. Coaching responsibilities:

A. Eligibility

- \_\_\_\_\_ 1. Ensures that all athletes have clearance from the Athletic Coordinator before they are allowed to participate.
- \_\_\_\_\_ 2. Submits roster to building Athletic Coordinator by designated date.
- \_\_\_\_\_ 3. Maintains records of weekly eligibility checks.
- \_\_\_\_\_ 4. Informs building Athletic Coordinator of any discipline which affects an athletes' eligibility.

B. Communication

- \_\_\_\_\_ 1. Conducts pre-season meeting with perspective athletes.
- \_\_\_\_\_ 2. Conducts parent meeting (prior to first contest).
- \_\_\_\_\_ 3. Distributes sport specific information/risk factor handouts.
- \_\_\_\_\_ 4. Has a working relationship with feeder programs, where applicable.
- \_\_\_\_\_ 5. Works to provide positive media coverage.
- \_\_\_\_\_ 6. Reports results of all home contests to newspapers.
- \_\_\_\_\_ 7. Follows proper procedures for early dismissals.
- \_\_\_\_\_ 8. Conducts post-season awards function.

C. Safety

- \_\_\_\_\_ 1. Ensures that all equipment is maintained and in safe working order.
- \_\_\_\_\_ 2. Ensures that all facilities are safe and free of potential hazards to the best of their knowledge.
- \_\_\_\_\_ 3. Ensures that all volunteers are properly registered with the District.

D. Practice/Contest organization

- \_\_\_\_\_ 1. Creates and maintains written daily practice plans
- \_\_\_\_\_ 2. Keeps accurate records of daily attendance
- \_\_\_\_\_ 3. Sets reasonable time limits for practice.
- \_\_\_\_\_ 4. Provides for maximum participation.
- \_\_\_\_\_ 5. Has first aid equipment and emergency cards present at all times.
- \_\_\_\_\_ 6. Delegates responsibility to and supervises assistant coaches.
- \_\_\_\_\_ 7. Teaches fundamental skills.
- \_\_\_\_\_ 8. Makes thorough preparation for contests.
- \_\_\_\_\_ 9. Provides appropriate supervision to student athletes.

E. Professional growth

- \_\_\_\_\_ 1. Attends clinics and workshops.
- \_\_\_\_\_ 2. Complies with WIAA coaching standards.
- \_\_\_\_\_ 3. Maintains First Aid/CPR certification.

F. Budget

- \_\_\_\_\_ 1. Secures approval for purchases prior to ordering.
- \_\_\_\_\_ 2. Follows procedures when conducting a fundraiser.
- \_\_\_\_\_ 3. Keeps spending within budget.
- \_\_\_\_\_ 4. Maintains an accurate inventory.
- \_\_\_\_\_ 5. Submits a fine list prior to or at time of evaluation..
- \_\_\_\_\_ 6. Uniforms/equipment maintained and stored properly.

G. Athletic policy

- \_\_\_\_\_ 1. Understands, supports and enforces the NKSD Athletic Handbook.
- \_\_\_\_\_ 2. Attends all required district and building coaches' meetings.
- \_\_\_\_\_ 3. Follows rules and regulations of district, league and WIAA.

II. Professional relationships

- \_\_\_\_\_ 1. Builds and maintains positive relationships with coaching staff.
- \_\_\_\_\_ 2. Builds and maintains positive relationships with players.
- \_\_\_\_\_ 3. Builds and maintains positive relationships with parents/community.
- \_\_\_\_\_ 4. Builds and maintains positive relationships with Administration.

III. Professional conduct

- \_\_\_\_\_ 1. Exhibits professional attitude towards officials.
- \_\_\_\_\_ 2. Displays professional conduct during games/practices in general.
- \_\_\_\_\_ 3. Serves as positive role model for athletes.
- \_\_\_\_\_ 4. Models understanding of professional boundaries between coach and players.

Recommended for rehire next year       Not recommended for rehire next year  
 (Subject to Athletic Program Needs – Article IV, Section 2 – 2.1, NKAAA Contract)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Coach)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Athletic Coordinator)

Date: \_\_\_\_\_

\_\_\_\_\_  
(School Administrator)

Date: \_\_\_\_\_