

# Forest Park Jr/Sr H.S. Athletic Handbook



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# FOREST PARK HIGH SCHOOL

## ATHLETIC HANDBOOK

### I. Organizational Control

#### A. Member of the Indiana High School Athletic Association:

Forest Park shall be a member of the Indiana High School Athletic Association and shall abide by all rules and regulations set forth by the governing board of that organization.

#### B. Forest Park shall be a member of the Pocket Athletic Conference:

The Athletic Department of Forest Park, cognizant of its responsibility as a member of the IHSAA and Conference shall: (1) strive to develop a well-rounded athletic program; (2) promote amiable relations and good sportsmanship with opponent schools; (3) affirm their support and belief in the constitution and code of the IHSAA and Pocket Athletic Conference.

#### C. Southeast Dubois County Schools Board of Education:

The Southeast Dubois County Schools Board of Education endeavors to provide support and facilities, which will provide a well-rounded athletic program to students. The Board has determined that the athletic programs are valuable; however, the academic program must always take priority.

### II. Duties and Responsibilities of the Principal

The school Principal is the administrative head of all athletic activities. The school Principal is directly responsible to the IHSAA and to the Superintendent of schools for all athletic activities.

### III. Duties and Responsibilities of the Athletic Director

#### A. General Duties

Southeast Dubois County Schools recognize student athletes as having a unique and powerful opportunity to bring schools and communities together through extra-curricular competitions. The athletic department, through the Coaches, Athletic Director, and administration, will administer programs which develop character and guide and mentor student athletes in order to give them rewarding and memorable experiences that foster teamwork, discipline, and service.

#### The Athletic Director will:

- Be responsible, with the Principal, to keep the athletic program compliant with the requirements of the IHSAA. The Athletic Director will share with the Principal information which may be deemed of value to the Principal in order to have proper oversight to assess and maintain the athletic program. The Athletic Director and Principal shall make staffing recommendations to the Superintendent for approval.
- Evaluate all Head Coaches.
- Be responsible for and manage all athletic monies. This includes creating an annual budget and submitting all receipts and expenses to the treasurer in accordance with the policies established by the School Corporation.

- Purchase needed equipment for the athletic program in coordination with the Head Coaches. The Athletic Director is responsible for the maintenance of this equipment by working with Coaches, the Schools' maintenance staff and/or contractors.
- Work with the Head Coach to properly outfit athletic teams. Coaches must have the approval of the Athletic Director to sell, through fundraisers, or wear any apparel, at contests, whether it is purchased through department funds or through outside sources. Varsity uniforms are purchased on a five-year rotation.
- Coordinate the pricing and selling of all athletic tickets.
- Be responsible for scheduling all athletic events at Forest Park Jr Sr High. It is the Athletic Director's responsibility to ensure contracts are up to date and the correct information has been disseminated to the media.
- Communicate with all coaches a policy for who and when it is necessary to contact maintenance or custodial staff.
- Plan for necessary workers at all athletic events. This includes but is not limited to gate workers, custodians, security, scorekeepers, bookkeepers and announcers.
- Develop facility and team practice schedules.
- Coordinate press releases, communication with the media about contests, tournaments, athletic team or individual achievements or any other information that is beneficial to promote or inform the public in regards to Forest Park athletics.
- Purchase and facilitate the selection and presentation of all athletic awards.
- Supervise Coaches to assure criteria are followed in regards to letter winners and other department awards. The athletic Director will assist in the planning of awards programs.
- Keep current all records such as letter winners, award letters, performance records, and any other information deemed necessary for historical purposes.
- Be responsible that all IHSAA entry forms for state competitions are completed and returned to the IHSAA when the entry forms are due.
- Approve all advertising in coordination with the Principal, Superintendent, and School Board
- Collect and distribute FOBs/ keys to Coaches. Only Head Coaches and paid assistant Coaches will be assigned FOBs/keys.
- Budget for scouting expenses for each program. Common scouting resources, such as Hudl, will be assessed on a cost share basis between the athletic department and the programs that utilize the resource.
- **Assume any or all duties not listed which would be reasonably be found to be duties of an Athletic Director.**

## **B. Specific Duties of the Athletic Director**

The Athletic director will ensure that all coaches, paid and volunteers, submit to and pass the Corporation background check. Neither paid coaches nor volunteers can participate in individual or team activities until the background check is completed and the results of the test have been evaluated by the athletic director.

The Athletic Director is responsible to arrange all transportation needs for away contests and arrange for meals and lodging when necessary.

For both home and away contests, the Athletic Director will coordinate the distribution of complimentary passes and tickets.

In preparation for home contests the Athletic Director will check that all necessary equipment and facilities are contest ready. Additionally, the Athletic Director will:

- Greet officials providing them with dressing facilities, access to those facilities, and payment for their work.

- Create a detailed timeline for basketball, football, and tournament events prior to the day of the event to guide both the Athletic Director, administration, and visiting teams.
- Assign ticket takers and provide them with guidance, appropriate change for gate admissions, and tickets.
- Plan for custodial staff.
- Arrange for programs to be produced and distributed.
- Greet visiting teams and provide them with dressing facility access, if necessary.
- Extend all courtesies of the school to visiting teams, officials, and visitors.
- When needed, coordinate with the band, dance team, or other entities involved during pre-contest, intermission, or post-contest presentations.

#### Post-Home Game Duties

- Coordinate with Coaches to see all equipment and facilities are secured
- Secure game receipts, count the monies and ensure monies are properly transferred to the school treasurer.
- In conjunction with Coaches, evaluate officials

### **C. Booster Club**

Southeast Dubois County Schools recognize the Forest Park Athletic Booster Club as a separate organization and independent Board not directly governed by the School Corporation. However, since the Booster Club was created to support Athletics at the School Corporation, the Athletic Director will work together with the leadership of the Booster Club to ensure that the philosophy and principles of the Booster Club are consistent with those of the School Corporation. The Athletic Director will provide guidance and leadership to the Booster Club and only accept donations in accordance with the policies that apply to any other organization.

The Booster Club meets on a bi-monthly schedule. The Athletic Director gathers requests from each individual program and submits these to the Booster Club. The Booster Club only acts on requests submitted by the Athletic Director. The Booster Club endeavors to support each sport in an equitable manner.

## **IV. Duties and Responsibilities of the Head Coach**

Head Coaches are key individuals in the school athletic program. For many in our community, the Head Coach is an extension of the School. Therefore, a Coach assumes great responsibility when acting and speaking. Whether these actions and words are on the field of competition, at practice, in the dressing room, or out in the community the Head Coach is expected to represent Forest Park in the best possible manner.

A Coach is expected to be a role model and mentor for the athlete and to deal with the team in a firm, fair, and consistent manner. They should encourage good sportsmanship toward officials and the opposing team which will serve as a model for the general public.

There are many reasons the Coach needs to communicate with athletes. However, a Coach's communication should always be in a professional manner and not be through texting but rather through an appropriate app such as **Remind**. Sundays are off limits for engagement with athletes and this includes communication.

Corporation policies and procedures must be followed. Coaches are expected to be supportive of all school sponsored activities and to communicate with other Coaches, the Athletic Director, and administration, to coordinate activities among School programs.

Head Coaches lead, train, and set expectations for paid and volunteer Coaches. Head Coaches must clearly communicate to those under them to ensure that wins and losses are never placed ahead of running a program that is consistent with the philosophy and values of Southeast Dubois School Corporation. Good feeder systems are essential to a program's success. Head Coaches are responsible to work with Coaches in these programs to ensure continuity in the teaching of skill development. In the same manner, creating and managing a working relationship with programs, related to but not directly operated by the School Corporation, is an expectation of a Head Coach.

Each Coach is directly responsible for the students, equipment, and facilities under their care and supervision. Student athletes are always to be supervised and facilities and equipment must always be properly maintained.

No participant should be "cut" from a squad until adequate time has been given for observation and assessment of the athlete's ability during the official practice season. Head Coaches are expected to consult with assistant Coaches prior to cutting an athlete. When a participant is cut, there shall always be a conference with the athlete prior to the cut.

No Coach is allowed to be on the sideline or bench without approval from the Athletic Director. All Coaches must complete training per NFHS courses required by the IHSAA.

A Coach will not enter his team in any activity sponsored by non-school groups without prior knowledge and approval of the Athletic Director.

**Head Coaches will:**

- Be responsible for the coaching of the team, develop fundamental skills and knowledge of their sport.
- Recommend to the Athletic Director a schedule of games and teams to be played.
- Be responsible for the conduct of team members.
- Regulate all activities in their program and feeder programs.
- Evaluate their program and staff.
- Recommend coaching assignments to the Athletic Director.
- Recommend budget and equipment needs to the Athletic Director. These reports are to be submitted within two weeks of the close of the season.
- Seek approval of the Athletic Director to have the team sell or wear, at a contest, any apparel whether it is purchased through the department funds or through outside sources.
- Maintain good public relations through available news media, public speaking engagements, and releasing information that pertains to their sport.
- Compile statistics necessary for the athletic program, check results for record breaking performances, communicate this information to the Athletic Director.
- Encourage participants to participate in other sports.
- Discuss with the Athletic Director and Principal any solicitation or advertising ideas before committing to companies or individual donors.
- No meetings are to be called causing an athlete who is participating in a sport that is in season to have a conflict with another sport in season.
- Help with preparation of facilities.
- Report disciplinary action to the Athletic Director.
- Check athletic eligibility certification with the Athletic Director.
- Serve as role models and should conduct themselves properly at all times,
- Supervise their team from the time of a team gathering for departure until return home and at no time will athletes ridicule or belittle another athlete.
- Maintain dressing rooms in excellent condition at all times. There is no excuse for dirty or littered dressing rooms. When using visiting schools' facilities, leave the facility in better condition than when the team arrived.
- Understand that most conversations between Coaches and players should be confidential, unless other assistance is needed.
- Provide to the Athletic Director a roster of all Coaches and their roles.

- Provide to the Athletic Director a roster of all participants in their sport within one week after the first practice.

## **V. Duties and Responsibilities of the Assistant Coach**

- Develop fundamental skills and knowledge of rules and strategies emphasize team play in accordance with handbooks developed by Forest Park Head Coaches.
- Evaluate team members.
- Hold practice sessions as directed by the Head Coach and/or Athletic Director. Extra sessions or additional meetings are not allowed unless approved by the Head Coach.
- Assume scouting responsibilities assigned by the Head Coach.
- Assist the Head Coach in preparing playing facilities.
- Supervise playing areas, practice areas and locker rooms.
- Perform other specific duties as assigned by the Head Coach; such as review films, prepare practice plans, check academic standings, make minor equipment repairs, etc.

## **VI. Guidelines for Volunteer Coaches**

- Before engaging with any athletes, the volunteer Coach must:
  - Be recommended by the Athletic Director and approved by the School Board.
  - Complete training per NFHS courses required by the IHSAA.
  - Submit to and pass the background check that is used by the School Corporation.
- No volunteer Coach should be left in a supervisory role without a paid Coach in the facility.
- Volunteers Coaches are held to the same standards of professionalism and same expectations as other Coaches at Southeast Dubois County Schools.

## **VII. Equipment and Supplies**

- The Head Coach of each sport will inventory all equipment and request new equipment and supplies at the end of their season
- Under no circumstances shall equipment or supplies be ordered without the approval of the athletic Director.
- Athletic equipment issued to team members may not be worn in class or worn apart from practice or game situations without permission of the Head Coach.
- It is the Coach's responsibility to see that all equipment is returned and in good condition. If equipment is lost or damaged, the athlete will be charged accordingly.
- At the end of each season, the Coaches (all levels) will check and make sure equipment and uniforms have been returned.

## **VIII. Physical Form**

All athletes must have their parents create a Final Forms Account. In this account, parents will find the physical form that parents take to the physician.

Students that do not have an account, a completed physical, or IHSAA consent and release form are NOT eligible to practice or compete. These students will appear RED on the final forms roster. It is the responsibility of the Coach to check rosters to make sure that all of their athletes have taken all necessary steps to be eligible. Instructions for Coaches on how to access all Coach features and information is below.

All athletes are required to obtain a physical form from a physician who holds an unlimited license to practice medicine. A copy of this form and the parent consent form must be given to the athletic Director prior to the first team practice.

## IX. Dismissal from class

Athletes will not be dismissed from class to participate in a sporting event except in unusual circumstances, and then only with the direct permission of the Athletic Director. If students are dismissed, the Coach shall present a list of the names of the students to the Principal.

## X. Awards

All athletic awards are under the direct sanction, approval and supervision of the Athletic Director. School awards are provided for and presented by the athletic department on the recommendation of the Coaches in the various sports. No award, either school or non-school, will be given without a Coach's recommendation.

A Coach may recommend a student should receive an award even though standards have not been met. Such an award must be approved by the athletic Director.

To be entitled to receive an award, the athlete must be in good standing with the school, be academically eligible, and be a member of the team at the completion of the season.

Coaches will submit to the athletic office a signed list of names of all team participants, the types of awards that shall be given, and the recipients of each award. This is to be submitted immediately following the completion of the season.

### Types of Awards

**Letters** Letters will be presented to any varsity member who meets the criteria for that sport.

- A letter award shall consist of a certificate indicating a 1st letter has been awarded.
- Managers will receive the same letter awards, except it will indicate that the award is for managing.

A student-athlete who transfers to Forest Park may transfer varsity letters. For letters to transfer, all the following conditions must be met:

- 1) The student transfer must be valid according to IHSAA and Forest Park policy.
- 2) The transfer must be from a school, which is a member of the state association from which the athlete transferred.
- 3) Varsity letters earned from the prior school must be verified in writing by the Principal

**Letter Jacket** Upon receiving one varsity letter in any sport an individual shall be eligible for a Letter Jacket. The Letter Jacket should be green bodied with gold sleeves. Attached to the jacket will be a major letter.

**Senior Blanket** A blanket will be presented to a senior boy and girl athlete. The award will be presented on the basis of attitude, sportsmanship, and other characteristics the Athletic Director determines best exemplify the ideals of our athletic program. The number of varsity letters earned will be considered. In order for an athlete to be considered for the Blanket, the athlete must have attended Forest Park for a minimum of (4) consecutive semesters.

**Plaques** The number and kinds of trophies presented each year is not predetermined. Each sport will present an MVP trophy to be selected by the Coach and/or teammates. A Coach may make a recommendation for a special award as they see fit for their sport.



## **XI. Requirements for Earning Varsity Letters**

**Cross Country.** A runner must place in the top seven places for his team in 50% of the meets participated in or run in the postseason.

**Girls Volleyball.** A player must play in 1/3 of the varsity matches played in order to receive a major letter or make a significant contribution in tournament play.

**Boys and Girls Varsity Basketball.** A boy or girl must play in 1/3 of the quarters of all games or make a significant contribution in tournament play.

**Girls and Boys Track.** A runner must average 1 1/2 points per meet for all meets, or be an active participant in state tournament play. Points received in relays will be awarded to each participant on the relay team.

**Golf.** A player must play in 1/3 of all varsity matches scheduled or be an active participant in tournament play.

**Baseball and Softball.** A player must play in 1/3 of the total innings of all played games or be an active participant in state tournament play. Pitchers and other specialists may receive awards upon recommendation of their Coach.

**Tennis.** A participant must play in 1/3 of varsity matches or be an active participant in tournament play.

**Wrestling.** A participant must play in 1/3 of all varsity matches or participate in state tournament play.

**Football.** A participant must participate in 1/4 of all quarters played or be an active participant in tournament play. Special team participants may letter at the Coach's discretion.

**Soccer.** The player must participate in 1/2 the minutes of all games or be an active participant in state tournament play.

**Managers.** A manager will receive a varsity letter if he is a manager for the entire season and he is recommended by his Coach.

**Cheerleaders.** Will be given a varsity letter for each year of service that they are elected to the varsity cheerleader squad.

**Swimming.** A swimmer must score points in at least 1/2 of meets scheduled or participate in the State Tournament Meet.

A varsity letter will be given to an athlete in his senior year if he has participated in that sport in previous years and has not received a varsity letter, or at the discretion of the Head Coach.

## **XII. Transportation**

Bus Transportation

- All buses needed for athletic competition will be assigned by the athletic Director.
- Parents should be informed of departure and approximate return time by Coaches.
- Coaches must maintain proper supervision of all bus riders

Private transportation will not be allowed to an event unless approved by the Athletic Director.

Return from an event

Students who are members of the athletic team will return on the bus; unless a parent requests their child returns with them. This is allowed only with the approval of the Head Coach.

Never is an athlete or other member of the team allowed to return with anyone other than their parent(s)

The Coach is responsible that vehicles are clean of trash when returned.

### **XIII. Coaching Clinics**

All Coaches are encouraged to attend clinics for their sport. The athletic department may pay a predetermined amount to cover registration fees, mileage, meals, and rooms if a clinic is approved by the athletic Director.

### **XIV. Team Trips**

If a Coach wants to take a team on a field trip to a game or match away from home, the Coach must have approval from the Athletic Director. Any event that requires an overnight stay must be approved with the Southeast schools Dubois School Board. **Never should there be a team event or overnight stay at a Coach's residence.**

### **XV. Practice Schedule**

All practice schedules become the primary responsibility of the athletic Director working in close cooperation with the Head Coach. If changes are to be made, it shall be done with the consent of the athletic Director.

If a Coach is not going to use a practice time, it is their responsibility to inform other Coaches of the canceled practice. This will give others a chance to use the practice slot.

There is to be no practice at any time without a paid Coach personally present. A Coach shall remain at the facility after practices and games until athletes have left the building. At the completion of practice, the Coach shall check all dressing rooms and lock all equipment and school doors.

In the case of inclement weather that cancels school, practices are automatically canceled unless the Principal or Superintendent intercedes to allow practices.

Leading up to a sports season, sports that will be starting official practice in the next several weeks will be given priority for conditioning type practices over sports whose season is at least one season away. All disagreements will be sent to the Athletic Director to be resolved.

**Moratorium weeks-** We will recognize the IHSAA moratorium, which is the week of July 4th and Forest Park will expand the IHSAA week to include the following week.

### **XVI. Athletic Trainer**

Forest Park at various times has the services of an athletic trainer.

Renee Brinkmann (Pro Rehab) 812-827-9022

rbrinkmann@prorehab-pc.com

Weekly Athlete checks- Wednesday's 2:30 – 5 pm

Varsity Football- Home & Away Games

JV/Varsity Boys & Girls Basketball Home Games

Home Conference/IHSAA Events

## **XVII. Ticket Distribution for IHSAA Events**

Following is the order of ticket distribution for IHSAA events:

1. High School then junior high students
2. All faculty, school personnel season ticket holders, and parents of participants who are directly associated with the school and varsity program
3. All adult season ticket holders
4. All non-season ticket holders

The Athletic Director is responsible to make all necessary payments and to settle all financial business with the IHSAA or to school's hosting IHSAA tournaments.

## **XVIII. Logo**

The Ranger logo found on the front of this document is the official Forest Park logo. When branding any shirt, uniform, banner, letter, sign, etc., this is the Ranger logo that must be used. See the athletic office or the Principal for digital copies of the official Ranger logo. Green Code: #114211, Gold Code: #C4B454.

## **XIX. Reporting Results and working with the Media**

It is the Coach's responsibility that all results are reported to the local news media including the Ferdinand News, Herald, WITZ, WBDC, WQKZ, and the Principal's office.

Sport specific social media pages must be managed by the coaching staff. It is the responsibility of the Head Coach to monitor the quality and the content of the posts. Tag Forest Park Ranger Athletics [https://www.facebook.com/Forest Park Athletics](https://www.facebook.com/Forest-Park-Athletics) to your posts.

The Forest Park High School website is [www.gorangersathletics.com](http://www.gorangersathletics.com)

The website promotes our sporting events, our accomplishments, and our student athletes. Coaches should utilize it to communicate with our community and our local media. Narratives and pictures must be shared with the athletic department through either Mr. Loudon or Mrs. Heilers.

Coaches, 7th through 12th grade, are required to report scores within a day of the completion of the event.

The Forest Park Athletic Department is not requiring the coaches for club sports to report scores of individual teams. However, team updates as a general post are encouraged.

Training will be provided to each coach when requested. The link below is a link to a training video. Please contact the Athletic Department if you are interested in training.

[New Athletic Website Training Recording - Click Here](#)

The Passcode is LrVKWj%2

## **XX. Preparation Before the First Practice**

A meeting will be held for all students and parents trying out for a sport in accordance with IHSAA regulations. The Coach will outline all requirements and expectations including but not limited to a discussion of the code of conduct, guidelines for appropriate lines of communication between parents and coaches, how coaches will communicate with athletes, equipment needs, procedures for athletes to travel to and from contests, and general times of practices and games.

Before the first practice, Coaches must check the Final Forms roster to make sure the roster is complete and all students are eligible.

If athletes join a squad after the roster has been submitted, a supplemental list must be forwarded to the athletic Director's office.

## **XXI. Athletic Code of Conduct**

Athletes must meet the following academic expectations:

All athletes must pass five classes each nine weeks to be eligible to participate in extra-curricular events.

If an Athlete is not passing five classes, the student is ineligible to play in any contest until the following nine-week grades come out.

Additionally, an athlete's conduct in and out of school shall not reflect discredit upon the school or the IHSAA, and shall not create a disruptive influence on the discipline, moral, or educational environment in the school. Conduct that results in an athlete being placed under probation or law enforcement supervision or action may be considered as violations of the Athletic Code of Conduct. Offenses of this type will be dealt with on an individual basis.

The following policy applies any time, including when the student/athlete is not participating in athletics, if the student/athlete is found to be in possession of any form of alcoholic beverage, tobacco, electronic cigarettes, vaping devices or controlled substance including an unlawful drug or a drug which requires a prescription, but for which the student/athlete does not have a prescription. Possession is defined as having any of the before mentioned substances or devices on the individual's person or under the individual's control. Any student/athlete cited by a law-enforcement officer for violation of possession or consumption of any of the before mentioned substances or devices will be presumed to be in violation of this Policy. If upon investigation by school authorities, it is substantiated that any violation of this rule has occurred, or a citation has been issued, the penalty will be enforced. Violations will be cumulative during the student/athlete's high school enrollment.

### **Consequences**

These consequences are not solely within one school year. After the student completes Junior High (normally 2 years) the students will enter High School resetting the consequences to zero. The consequences then accumulate over the entire tenure as a student of Forest Park High School.

Students who are caught using alcohol, being defined by a valid police report or arrest, or having a positive drug test will be suspended from participation in athletic activities according to the following guidelines.

- A. First Offense – The athlete will be removed for 1/3 of the scheduled contest dates\*. The athlete must agree to receive and complete a substance abuse program with an agency approved by the Principal. The program will consist of two (2) sessions at the athlete's expense. Once enrolled in the counseling program, failure to attend without the approval of the counselor will result in the athlete being removed from participation.
- B. Second Offense – The athlete will be removed from all athletic participation for one calendar year.
- C. Third offense – The athlete will be removed from all athletic participation for the remainder of the athlete's high school career.

### **Penalty: Tobacco** including vaping and e-cigarettes

- A. First Offense – The athlete will be removed for one (1) contest.
- B. Second Offense – The athlete will be removed from 1/3 of scheduled contests.
- C. Third offense – The athlete will be removed from all athletic participation for one calendar year.
- D. Subsequent offense –The athlete will be removed from all athletic participation for the remainder of high school career.

\*All contests held on the same date are considered one contest.

- Any athlete violating this code of conduct has two (2) weeks or until the next scheduled contest of the season in which they are participating to notify school administrators. Failure to comply with this will result in the penalty being moved to the next highest level.

- Penalties referring to  $\frac{1}{3}$  of a season or any fractional part of a season, are enforced based on the sports the individual would normally have participated. Individuals will not be allowed to circumvent the penalty by going out for a sport that they did not participate in prior to the offense. If the offense occurs late in the season, so the suspension cannot be completed, the penalty will continue into the next season in which the athlete normally participates.
- If  $\frac{1}{3}$  of contests comes out to be .5 or higher we will round up and .4 or lower we will round down.
- Scrimmage/Jamboree will not count as one of the suspended contests. Coaches will determine if athletes serving a suspension will participate.

## **XXII End of Season Requirements**

- A. All athletes who satisfactorily completed the season shall be listed on the letter award form indicating whether they have earned a letter or not.
- B. This roster will be submitted to the Athletic Director.
- C. There must be a list of all teams and all levels of those teams.
- D. Coaches are to submit to the athletic Director a roster, all statistics and any other matters, which will be filed in the athletic office for future references.

The report should include the following:

- Season record, scores of all games, meet scores for all levels and individual statistics for each athlete.
  - Inventory of all equipment
  - Proposed needs for next season.
- E. End of Season Evaluation. Fill out page 2 prior to meeting with the Athletic Director.

### **Head Coach Evaluation**

1 = Unacceptable      2 = Needs Improvement      3 = Above Average      4=Excellent

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Year: \_\_\_\_\_

- Works well with media, and reports statistics and game results.
- Has a good working relationship with the athletic director \_\_\_\_\_
- Creates a positive atmosphere in his/her program \_\_\_\_\_
- Follows proper purchasing procedures \_\_\_\_\_
- Displays good organizational skills \_\_\_\_\_
- Takes care of equipment and inventory \_\_\_\_\_
- Turns in all paperwork to athletic director in a timely manner \_\_\_\_\_
- Maintains open communication with athlete \_\_\_\_\_
- Is a positive role model in dress, behavior, and language \_\_\_\_\_
- Receives suggestions and criticisms in a positive manner. \_\_\_\_\_
- Maintains effective discipline in a positive manner. \_\_\_\_\_
- Attends all practices and games, and is on time \_\_\_\_\_
- Demonstrates knowledge in his/her sport, and stays up on new trends \_\_\_\_\_
- Displays enthusiasm and energy for the job \_\_\_\_\_
- Assesses officials in an objective manner \_\_\_\_\_
- Promotes his/her athletes for honors, awards, and college opportunities \_\_\_\_\_
- Keeps accurate team and individual records and statistics \_\_\_\_\_
- Provides proper supervision on road trips \_\_\_\_\_
- Demands sportsmanship from the athletes at all times \_\_\_\_\_
- Develops a team whose performance reflects the talent level of the athletes. \_\_\_\_\_
- Turns in his/her completed Letter Form \_\_\_\_\_
- Takes ownership of the program \_\_\_\_\_
- Supports and works well with other FPHS head coaches \_\_\_\_\_
- Involved with his/her feeder program \_\_\_\_\_
- Athletes involved in weight program \_\_\_\_\_

**Comments:**

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

Name \_\_\_\_\_

<p><b>1. Key Accomplishments (Past Season)</b></p>	<p><b>2. Challenges (Next 1-2 Years)</b></p>
<p><b>3. Equipment/Facility Needs (Next 2-3 Years)</b></p>	<p><b>4. Growth (What do you need to continue to grow in your role as a coach?)</b></p>