

# **COLLECTIVE BARGAINING AGREEMENT**

**Between the**

**CHENEY COACHES ASSOCIATION**

**and the**

**CHENEY SCHOOL DISTRICT NO. 360**

**Effective**

**September 1, 2022 through August 30, 2025**

## CONTENTS

|  |    |
|--|----|
| ARTICLE I: RECOGNITION AND AGREEMENT   | 1  |
| Section 1.1: Recognition Statement   | 1  |
| Section 1.2: Official Certification Document                                       | 1  |
| Section 1.3: Definitions   | 1  |
| Section 1.4: Ratification and Relationship to Existing Policies                    | 1  |
| Section 1.5: Conformity to Law   | 1  |
| Section 1.6: Distribution of Agreement   | 1  |
| Section 1.7: Access  | 2  |
| Section 1.8: Appendices  | 2  |
| <br>   |    |
| ARTICLE II: EMPLOYER RIGHTS  | 2  |
| Section 2.1: District Rights   | 2  |
| <br>   |    |
| ARTICLE III: EMPLOYEE RIGHTS   | 2  |
| Section 3.1: Dues  | 2  |
| Section 3.2: Notification of Employees   | 2  |
| Section 3.3: Association Responsibilities  | 3  |
| Section 3.4: Employee Rights, Responsibilities and Authority                       | 3  |
| Section 3.5: Membership Communication  | 3  |
| Section 3.6: Right of Consultation   | 3  |
| Section 3.7: Individual Rights   | 3  |
| Section 3.8: Just Cause  | 3  |
| Section 3.9: Grievance Procedure   | 4  |
| Section 3.10: Concerns and Issues  | 4  |
| Section 3.11: WIAA Compliance and District Files                                   | 4  |
| Section 3.12: Employee Protection  | 5  |
| Section 3.13: Contracts  | 5  |
| Section 3.14: Vacancy  | 5  |
| Section 3.15: Professional Development   | 5  |
| Section 3.16: Evaluation Process   | 5  |
| <br>   |    |
| ARTICLE IV: SALARIES   | 6  |
| Section 4.1: Salary  | 6  |
| Section 4.2: Postseason Pay  | 6  |
| Section 4.3: Summer Coaching Pay   | 6  |
| Section 4.4: Pay Period  | 7  |
| Section 4.5: CDL Incentive Pay   | 7  |
| Section 4.6: Mandatory Training  | 7  |
| Section 4.7: Miscellaneous Provisions  | 7  |
| <br>   |    |
| ARTICLE V: DURATION  | 7  |
| <br>   |    |
| SIGNATURES   | 7  |
| <br>   |    |
| APPENDICES   |    |
| Appendix A - Salary Schedule   | 8  |
| Appendix B –Verification of Coaching Experience Form                               | 11 |
| Appendix C.a - Athletic High School Head Coach Evaluation                          | 12 |
| Appendix C.b – Athletic High School Asst Coach/Middle School Head Coach Evaluation | 14 |
| Appendix C.c – Other Athletic Staff Evaluation                                     | 16 |
| Appendix C.d. – Coach Self-Evaluation Form   | 17 |

## **ARTICLE I: RECOGNITION AND AGREEMENT**

### **Section 1.1: Recognition Statement**

The Board of Directors of the Cheney School District No. 360, Spokane County, hereby recognizes the Cheney Coaches Association as the employee organization and exclusive bargaining representative for all employees who conduct extracurricular athletics in the Cheney School District for which no certification is required excluding supervisors, confidential employees, certificated employees when performing as such, casual employees and all other employees or current positions represented by the Cheney Education Association.

### **Section 1.2: Official Certification Document**

The Association was certified as the bargaining unit, following a Public Employment Relations election, on June 17, 2008, Case Number 21569-E-08-03340, Decision 10076-A - PECB.

### **Section 1.3: Definitions**

Unless the context in which they are used clearly requires otherwise, when used in this Agreement:

The term "Agreement" shall mean this entire document including appendices

The term "Association" shall mean the Cheney Coaches Association

The term "Board" shall mean the Board of Directors of the Cheney School District No. 360

The term "District" shall mean the Cheney School District No. 360

The term "Employee" means employee within the bargaining unit

The term "Day" shall mean calendar day

The term "WIAA" means the Washington Interscholastic Activities Association

Unless the context in which they are used clearly requires otherwise, words used in this agreement denoting number include both singular and plural, and words used in this agreement denoting gender shall include both feminine and masculine.

### **Section 1.4: Ratification and Relationship to Existing Policies**

This Agreement shall become effective when ratified by the Board and the Association and executed by authorized representatives thereof and may be amended or modified only with written mutual consent of the parties.

### **Section 1.5: Conformity to Law**

This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement or any application of this Agreement to any employee or groups of employees covered hereby shall be found contrary to law by a court of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect.

If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, an Attorney General's Opinion, or an Auditor's Report, the parties shall meet to consider re-bargaining such provision if requested by either party.

### **Section 1.6: Distribution of Agreement**

The District shall post this Agreement on its website.

### **Section 1.7: Access**

Representatives duly authorized by the Association shall be permitted to transact official Association business on District property during non-work times, provided that this shall not interfere with or interrupt normal District operations, and provided normal District facility use procedures are followed. The representative will notify building/facility office of his/her visit whenever possible.

### **Section 1.8: Appendices**

The appendices are integral parts of this Agreement and by this reference are incorporated herein.

## **ARTICLE II: EMPLOYER RIGHTS**

### **Section 2.1: District Rights**

Except as expressly covered and controlled by the provisions of this agreement, the management and conduct of the business of the District and the direction and assignment of all employees of the District are the exclusive right and responsibility of the District; the District shall have the right to hire, assign, transfer, discipline and discharge the personnel of the District, and to take all other actions relating to employees it deems appropriate (this general statement of District authority shall be deemed the equivalent of a detailed and comprehensive list of all the areas and ways in which the District's legal authority may properly be exercised); and the District retains full authority to adopt policies, rules and regulations from time to time as it may deem appropriate for the proper conduct of the business of the District, and to direct and manage the workforce as it deems appropriate.

## **ARTICLE III: EMPLOYEE RIGHTS**

### **Section 3.1: Dues**

The Association shall have the exclusive right to have deducted from the compensation of its members the dues required for membership in the Association (including any special assessments). All dues collected will be in accordance with applicable state and federal laws.

Upon receipt of a written Enrollment and Dues Authorization from a bargaining unit employee, the District will make the appropriate payroll deduction as certified by the president of the Association.

Employees who wish to revoke the Dues Authorization may do so upon written notice to the District.

On or before the beginning of each sports season and/or the period for which compensation is paid, the Association shall give written notice to the District of the dollar amount of individual dues and assessments which are to be deducted by payroll deduction during the sports season and/or period for which compensation is paid.

For the life of this Agreement, the District shall continue to deduct all Association dues and special assessments required as long as the employee continues as a member of the bargaining unit as defined in Section 1.1 of this Agreement and the employee has not exercised her or his right to revoke membership as described above. Dues shall be deducted as a lump sum payment during the first pay period for which a stipend is paid for service performed by the employee.

For all membership dues described above, the District agrees to remit directly to the treasurer of the Association all monies to be deducted, accompanied by a list of employees from whom the deduction has been made.

The Association will indemnify, defend and hold the District harmless against any claims made, and any suits or other legal proceedings instituted against the District on account of the dues, assessments and fees deduction provisions of this Agreement. The District retains sole and unlimited discretion to choose its attorney. The Association will refund to employees any amount paid to it in error on account of the dues deduction provisions. The District will notify the Association promptly in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement the provisions of this paragraph.

### **Section 3.2: Notification of Employees**

The District shall notify the Association of the names of all employees performing service within the bargaining unit upon

Board approval. Such notice shall include job title and District building location.

### **Section 3.3: Association Responsibilities**

The Association recognizes that the education of students, which includes all school sponsored activities during and after school, whether within the purview of this Agreement or not, shall be to the highest standards, and the Association expects that its members shall conduct themselves in all aspects of their employment in a proper manner. The Association recognizes that the best possible teaching and education for students are the primary goals of the District, including in extracurricular activities.

### **Section 3.4: Employee Rights, Responsibilities and Authority**

All employees shall have the responsibility and authority to control and discipline and/or exclude students participating in their activities pursuant to and consistent with building, District, League, and/or WIAA rules and their supervisors' directives relating thereto.

Employees are not allowed to use their own vehicle for transporting student(s) to and/or from any District function. Employees transporting students shall have a valid Type II Commercial Driver's license and shall conform with other reasonable District practices and directives. All employees, without cost, shall obtain their Type II Commercial Driver's license from the District by working with transportation to schedule a time for training classes.

At no cost to the employee, the District shall offer required first aid training classes (Basic CPR and First Aid) for employees at times scheduled by the District. If certification is necessary at a time District-offered classes are not available, responsibility for securing certification and the cost of such resides with the employee. Employees have the responsibility to keep current in training.

Employees who do not possess a current Basic CPR and First Aid card by the first day of practice will not be allowed to coach per WIAA rules and regulations; the coach must meet with his/her direct supervisor within two days and commit to a plan to obtain certification at own expense. No extra pay is given for this or other training unless specifically stated herein.

Employees are deemed professional and shall have the right to determine team selection, athletes to play and amount of playing time per athlete, consistent with District-prescribed processes as they may be established or modified.

### **Section 3.5: Membership Communication**

The Association shall have the right to utilize a portion of the bulletin board in each faculty lounge of each school or work location in the District or place of reasonable access to employees in the event faculty lounges are not in existence in a given school or work location. Bulletins posted by the Association are the responsibility of the Association. The Association shall have the right to utilize employee mailboxes, and the District's internal mail delivery system, for membership communication. Such communication shall exclude local, State and National political campaign materials.

The Association shall have the right to utilize District facilities to conduct meetings and hold conferences when such facilities are not in use for other purposes, consistent with the District's facility use policies and fee schedules.

The District requests that the Association share official communications and meeting schedules with Superintendent or designee.

### **Section 3.6: Right of Consultation**

The Superintendent and/or designee shall meet with Association representatives at mutually-agreed times to discuss matters of concern to either party.

### **Section 3.7: Individual Rights**

In compliance with District policies, State and Federal law, employees are protected from harassment.

Coaches/advisors have the right to discipline and/or exclude students within the parameters of school and district policies, WIAA rules, and state law.

### **Section 3.8: Just Cause**

No employee shall be disciplined, or reduced in position or compensation without just cause. During the term of each employee's contract, the District has the right to take action for just cause. As described elsewhere in this Agreement, each employee's contract terminates automatically at the end of the contract term/season.

### **Section 3.9: Grievance Procedure**

A grievance is defined as an alleged violation of a specific item of this Agreement or a dispute involving an interpretation of a term or terms of this Agreement.

Every effort shall be made to resolve grievances, or potential grievances, through a free and informal communication between the grievant and his/her immediate supervisor. The employee may be accompanied by a local Association representative at this discussion. However, if such informal process fails to provide an acceptable adjustment of the grievance, then a formal grievance may be filed according to contract language.

#### **STEP 1**

- A. Every effort shall be made to resolve grievances, or potential grievances, through a free and informal communication between the grievant and his/her immediate supervisor. The employee may be accompanied by a local Association representative at this discussion. However, if such informal process fails to provide an acceptable adjustment of the grievance, then a formal grievance may be filed according to contract language.
- B. If the matter is not settled on an informal basis in a manner satisfactory to the classified employee involved, then the classified employee may institute a formal grievance by setting forth in writing on the Grievance Form (1) the nature of the complaint, (2) the specific terms or provisions of the Agreement allegedly violated, and (3) the remedy sought.
- C. The grievance must be presented to the supervisor in writing within twenty (20) workdays after the occurrence of the alleged violation or his/her knowledge of the occurrence of the alleged violation.
- D. The supervisor's decision will be in writing and delivered to the grieving party within ten (10) workdays of the receipt of the grievance.

#### **STEP 2**

- A. If the answer to the grievance in STEP 1 is not delivered within ten (10) workdays, or resolved, then the grieving party in STEP 1 may appeal the grievance to the Superintendent or his/her designated representative within ten (10) workdays after the receipt or non-receipt of the answer in STEP 1.
- B. The grievance must be set forth in writing on a Grievance Form and specifically state which portion of the answer to the Grievance in STEP 1 is being appealed, and the remedy sought.
- C. The Superintendent's decision will be in writing and delivered to the grieving party within ten (10) workdays of the receipt of the grievance.

### **Section 3.10: Concerns and Issues**

The District and Association expect that concerns and issues which could have an impact on the coach or advisor which are brought to the attention of a supervisor will be conveyed to the coach or advisor within three work days. If this timeline is not met, the direct supervisor will provide an explanation for the delay. The person who brought the concern or issue forward will be advised to address their concern directly with the coach or advisor first.

The coach or advisor is expected to be receptive to this feedback and deal with the student or parent in a professional manner without retaliation. The supervisor may facilitate a discussion between the person bringing forward a concern and the coach or advisor when appropriate. If resolution is not reached at this level, the complaint will be presented to the principal/designee for possible action. If resolution is still not reached, the complaint will be presented to the superintendent/designee.

### **Section 3.11: WIAA Compliance and District Files**

Certain documents required by WIAA or the District are kept on file by supervisor for each coach or advisor:

- Coach's verification of experience (WIAA and district required)
- Documentation of hours/clock hours (WIAA required)
- First aid/CPR documentation (WIAA and district required)

In addition, a copy of the coach/advisor contract is maintained at the District Office.

The District Athletic Director maintains a working file containing copies of assessments on high school head coaches/advisors.

### **Section 3.12: Employee Protection**

The District shall provide approved first-aid/injury prevention kits for use at all District facilities and where District-sanctioned athletic activities are being conducted away from the home facility. Employees have responsibility for reasonable use, upkeep and safekeeping of kits.

Employees are covered by Industrial Insurance subject to the rules and regulations of the Industrial Insurance Act. In the event an employee sustains an on-the-job injury, the employee shall immediately notify her/his supervisor and shall be advised to apply for worker's compensation.

### **Section 3.13: Contracts**

A contract for employment will be issued on a per-season basis. As described elsewhere in this Agreement, each employee's contract terminates automatically at the end of the contract term/season.

### **Section 3.14: Vacancy**

The District determines the necessity for opening positions and filling all vacancies. Supervisor shall notify CCA President when an open position occurs. Head coach/advisor recommendation will be considered in filling an open coach/advisor position, as long as the recommended individual meets all district requirements for employment.

As described elsewhere in this Agreement, each employee's contract terminates automatically at the end of the contract term/season. The Athletic Director will make recommendations on re-issuing contracts to coaches. Head Coaches who have been recommended for another year's contract, with agreement from the Athletic Director and Principal, may request to repost any or all assistant coaching positions at the conclusion of the season, with no restriction as to who is eligible to apply, as long as the individual meets all district requirements for employment.

High School Head coaches will be on the hiring committee to the extent possible for all Middle School coaches of their same sport.

### **Section 3.15: Professional Development**

Both the District and the Association strongly encourage all coaches to participate in professional development to stay current on rules, regulations and current professional best practices per WIAA requirements. The District agrees to provide up to \$4,000 (\$3,000 for CHS, \$500 per middle school) per year to match funds provided by the Association in support of professional development for coaches. The allocation will be \$1,000 per season at the high school level (fall, winter, spring) and will be on a rotating priority basis by sport for first right of refusal. The rotation of sports will be determined in collaboration with CCA and the Athletic Director. Allocation of these funds will be determined in collaboration between Association leadership and District athletic directors.

### **Section 3.16: Evaluation Process**

- 1) Observations will be conducted throughout the season.
  - a. The athletic director will observe/evaluate all coaches.
  - b. The athletic director may delegate observation and evaluation to head coaches for their assistant coaches.
- 2) The athletic director will meet as early as possible with any coach not meeting expectations.
- 3) The right of representation by the Association shall be given to an employee before any such meeting addressing failure

to meet expectations.

- 4) In the event a coach is told that he/she will not be returning to the position, the athletic director will, upon request, provide written notification to the employee following the meeting.
- 5) At the conclusion of the season, the athletic director or designee will meet as early as possible with coach(s) for a final evaluation.
- 6) The athletic director will submit all evaluations no later than ten days after the WIAA-recognized season end date to human resources.

## **ARTICLE IV: SALARIES**

### **Section 4.1: Salary**

Employees of the Cheney School District shall be compensated pursuant to supplemental contract as found in Appendix A. Classified District employees will be paid the salary for the position on Appendix A or the amount required by the Fair Labor Standards Act, whichever is greater. For purposes of calculating FLSA wages, the minimum wage will be used for coaching hours and a blended rate will be calculated to determine the overtime rate for time worked beyond 40 hours in a workweek. Classified District employees will be authorized by the athletic director to work a number of hours determined appropriate to a position. The employee will document hours worked on a time sheet and submit them to the athletic director at the conclusion of the season. Additional hours must be approved by the athletic director.

Placement on Appendix A from prior coaching experience will be calculated as follows:

- 1) Paid Head Coaching experience will count as one full year (high school, middle school, AAU, club and collegiate) toward head coaching position salary placement
- 2) Paid Assistant Coach experience will count as two to one (2:1); for every two years of coaching, one year of credit will be given toward head coaching position salary placement
- 3) Paid Assistant Coach experience will count as one to one (1:1) toward assistant coaching position salary placement.
- 4) "Rule of Three:" When moving into a new coaching position that an individual has not previously coached, experience will be granted at one year for every three years of paid head coaching experience in other sports (high school, middle school, AAU, club and collegiate all will apply)

In order for coaching experience to be considered for salary placement, a district-provided verification of coaching form (Appendix B) must be completed by the prior school/program and returned to Human Resources prior to the start of the season whenever possible. If the verification is received after to the end of the season, the pay adjustment will be made retroactively. If no verification is received, the coach will be placed at Step 0.

Once determined that an additional coach is needed based on increase in participation numbers, the extra coach's stipend will be prorated based on the percentage of season coached.

Head and Assistant Coach stipends may be split or pooled upon agreement between the head coach and athletic director.

#### **Section 4.1.1: Longevity S**

A longevity stipend will be given based upon years of coaching in the Cheney School District. The longevity stipend will be added on to the coaches first extra-curricular contract of the year. The years of experience will be based upon calculating in Section 4.1 – for experience in Cheney only as follows:

High School      10 years: \$250; 15 years: \$500; 20 years: \$1000

Middle School    10 years: \$125; 15 years: \$250; 20 years: \$500

In the event a coach has longevity experience at both the high school and middle school level, only the higher of the two will apply.

#### **Section 4.2: Postseason Pay**

Postseason competition includes high school varsity district, regional and state tournaments. For teams who qualify to compete in postseason, the head coach and assistant coach(s) who continue to coach, will be compensated for each postseason week (seven days). In addition, the athletic trainer(s) will receive post season pay, after the end of the longest regular season, through the end of all playoffs.

Compensation will be determined as follows:

Coaches Regular Season Stipend Amount/(Number of days in regular season x FTE)



**Section 4.3: Summer Coaching Pay**

As a part of the high school coaching contract, it is an expectation to run, at a minimum, a one-week summer camp for students of all ages to build program and sport awareness for all students. For any additional summer camps and programming offered, the district will budget \$15,000 per year for summer sports camps and activities, including summer weight training and conditioning. Stipends will be based upon weekly offerings at the discretion of the Athletic Director and will not exceed the \$15,000 allocation. Title IX requirements will apply.

All summer camps and facility use must be submitted through facility scheduling in maintenance to ensure they have firsthand knowledge of when spaces are being used and to allow the maintenance department to work around those times for summer projects. Any summer camps or programming not scheduled through facilities, will not be eligible for compensation.

**Section 4.4: Pay Period**

Employees covered by either CEA or PSEC contract and also filling a coach/advisor role will be paid in equal monthly installments through the remainder of the contract year in which the employee was hired and performed service for their supplemental contract. Employees from out of District shall be paid only during the season of performance. Seasonal stipends, based on participation, are paid at the end of the season. Employees who do not perform the service for which they are hired must reimburse the District for service not rendered. All employees will be paid via direct deposit; thus, no payments will be made until banking information is provided to the District.

**Section 4.5: CDL Incentive Pay**

Employees who obtain their CDL including the school bus endorsement, for purposes of driving sports teams to games and activities will be reimbursed for the out of pocket expenses of permits and testing. All hours spent driving will be paid at Step 1 bus driver wages according to PSEC Schedule A, without reduction to any coaching wages. In addition, all employees covered under this agreement who maintain their CDL to drive as needed, will be paid an annual stipend in June of each year in the amount of \$250.

**Section 4.6: Mandatory Training**

Prior to the season starting, all employees must provide proof of first aid certification and complete all required WIAA trainings. For those that need first aid training, the district will provide it at no cost to the employee. Within 30 days of being hired or prior to the start of the season, all required Vector trainings must be completed. Failure to complete the required training may result in delay or reduction in pay until trainings have been completed.

**Section 4.7: Miscellaneous Provisions**

Active coaches will be admitted to all home regular-season contests/games without charge at the gate.

**ARTICLE V: DURATION**

This Agreement shall be effective from September 1, 2022 and shall continue in effect through August 30, 2025.

**SIGNATURES**

For the Association \_\_\_\_\_  
Bobby Byrd, President

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

For the District \_\_\_\_\_  
Ben Ferney, Superintendent

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







**APPENDIX B: VERIFICATION OF COACHING EXPERIENCE FORM**



**VERIFICATION OF COACHING EXPERIENCE**

The individual below is employed by Cheney School District and has reported previous coaching experience with your district/organization.

Please complete this form and return it to the contact listed at the bottom of the form.

|  |           |
|--|-----------|
| <b>Previous School District/Organization Name - To Be Completed By Coach</b> |           |
| Address  | Fax/Email |

|  |      |       |                                 |                        |
|--|------|-------|---------------------------------|------------------------|
| <b>Personal Data - To Be Completed By Coach</b>  |      |       |                                 |                        |
| Name   | Last | First | M.                              | Social Security Number |
| Name under which service was rendered (if different from above).                             |      |       | Approximate Dates of Employment |                        |
| I authorize the above named organization to release the information that has been requested. |      |       |                                 |                        |
| Signature  |      |       | Date                            |                        |

| <b>Coach/Advisor Experience - To Be Completed By Previous School/Organization</b> |                |                     |                  |                    |               |      |
|---|----------------|---------------------|------------------|--------------------|---------------|------|
| School year during which service was rendered                                     | Sport/Activity | School/Organization | # Days in Season | Actual Days Served | Position Held |      |
|   |                |                     |                  |                    | HEAD          | ASST |
| From ____ to ____   |                |                     |                  |                    |               |      |
| From ____ to ____   |                |                     |                  |                    |               |      |
| From ____ to ____   |                |                     |                  |                    |               |      |
| From ____ to ____   |                |                     |                  |                    |               |      |
| From ____ to ____   |                |                     |                  |                    |               |      |
| From ____ to ____   |                |                     |                  |                    |               |      |

|  |                 |              |      |
|--|-----------------|--------------|------|
| <b>I certify that the above information is true and correct according to our official records.</b> |                 |              |      |
| Signature of certifying officer  | Title           | Phone Number | Date |
| School District/Organization   | Mailing Address |              |      |

**Please email, fax, or mail the completed form to:**

|  |  |
|--|--|
| Attention: Hailey Garza<br>Fax: (509) 559-4575<br>hgarza@cheneyisd.org | Cheney Public Schools<br>12414 South Andrus Road<br>Cheney, WA 99004 |
|--|--|

## APPENDIX C.a: ATHLETIC HIGH SCHOOL HEAD COACH EVALUATION

### Procedure for High School Head Coach Evaluation

The Athletic Director who is the direct supervisor for a head coach meets with the coach at the conclusion of the season to review the season and provide feedback using the following form.

#### CHENEY HIGH SCHOOL HEAD COACH EVALUATION

Head Coach: \_\_\_\_\_ Position & Sport: \_\_\_\_\_ Year: \_\_\_\_\_

---

#### PERFORMANCE

Satisfactory \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

#### RECOMMENDATION

Renew Contract for \_\_\_\_\_ (SY)  
Non-Renew Contract for \_\_\_\_\_ (SY)

---

#### GENERAL RESPONSIBILITIES

- \_\_\_\_\_ 1. Demonstrates familiarity with the athletic policies of School/District and the League.
- \_\_\_\_\_ 2. Demonstrates responsibility to athletic director and principal(s) for entire program (varsity, junior varsity, C, sub varsity, if applicable).
- \_\_\_\_\_ 3. Attends coaches' meetings, clinics, and in-service programs. Studies/seeks out sport-related information and resources for professional improvement.
- \_\_\_\_\_ 4. Is available to counsel all participants in decision-making relative to college choice, vocation, or daily problems.
- \_\_\_\_\_ 5. Cooperates with athletic director and principal(s), all other coaches/sponsors, and athletic trainer to upgrade total athletic program.
- \_\_\_\_\_ 6. Cooperates with teaching staff, parents, members of the news media, and other citizens to ensure good public relations.
- \_\_\_\_\_ 7. Oversees the safety conditions of the facility or area in which assigned sport activities are conducted at all times the athletes are present.
- \_\_\_\_\_ 8. Promotes respect by example through appearance, manners, behavior, language, and conduct during practice and contests.

#### MAJOR PRE-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Cooperates with other coaches in conditioning programs to promote physical fitness.
- \_\_\_\_\_ 2. Holds a pre-season meeting with students and parents to inform them of the philosophy of the program, rules and regulations, along with schedules, practice times, attendance, criteria for earning a varsity letter, etc.
- \_\_\_\_\_ 3. Secures medical clearance of squad candidates according to Cheney Public Schools, the League, and the Washington Interscholastic Activities Association.
- \_\_\_\_\_ 4. Submits a list of students identified by grade, position, and team level, within 2 weeks before the first athletic contest, to the athletic director for purpose of determining whether the student is eligible to compete in the program.
- \_\_\_\_\_ 5. Utilizes FinalForms to verify student eligibility (student forms, parent forms, ASB fee payment, and physical exam) prior to first practice.

#### MAJOR IN-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Issues equipment to players and maintains records of issued items.
- \_\_\_\_\_ 2. Supervises assistant coaches, assigns their respective duties, and conducts staff meetings as necessary.
- \_\_\_\_\_ 3. Plan, organizes, and implements the teaching of fundamentals, strategy, rules, and techniques.
- \_\_\_\_\_ 4. Properly supervises student-athletes under immediate care, and specifically fulfills a coach's responsibilities in conjunction with district, region, and state contests.
- \_\_\_\_\_ 5. Ensures all participants have made necessary arrangements for transportation home when returning from road trips.
- \_\_\_\_\_ 6. In cooperation with the athletic director and athletic trainer, fulfills responsibilities to provide health services and an environment free of safety hazards.
- \_\_\_\_\_ 7. Promotes good health habits with student/athletes, including the establishment of sound training rules.
- \_\_\_\_\_ 8. In cooperation with the athletic trainer, maintains properly supplied first aid kit and has the student-athlete emergency cards with them at all times.
- \_\_\_\_\_ 9. In cooperation with the athletic trainer, implements procedures for handling injuries and completing injury report forms for student health records and for insurance purposes.
- \_\_\_\_\_ 10. Takes proper care of equipment, supplies, and facilities.
- \_\_\_\_\_ 11. Assists athletic director in pre-game preparations.
- \_\_\_\_\_ 12. Provides an atmosphere conducive to good sportsmanship and assists visiting team, coaches, and officials.
- \_\_\_\_\_ 13. Teaches student-athletes to use only legitimate and ethical means in attempting to win a game.

\_\_\_\_\_ 14. Reports all levels of athletic contest scores and other pertinent information to the athletic director and reports varsity athletic home contests to the local media immediately following a home contest.

**MAJOR POST-SEASON RESPONSIBILITIES**

- \_\_\_\_\_ 1. Ensures return of athlete-issued equipment.
- \_\_\_\_\_ 2. Evaluates assistant coaches and submits completed evaluation to athletic director within ten days of end of season as delegated by athletic director.
- \_\_\_\_\_ 3. Make arrangements with Athletic Secretary to secure/identify where end of season banquet/awards night will be located
- \_\_\_\_\_ 4. Submits lettering information and awards to athletic secretary at least one week prior to end of season awards night
- \_\_\_\_\_ 5. Complete Coach Self-Evaluation form and schedule a time with athletic director for end of season evaluation.

**EVALUATOR COMMENTS**

**General Comments**

**Recommendations for the Next Season**

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**Athletic Director** **Date**

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**Coach Signature** **Date**

**Form No. 531A**

## APPENDIX C.b: ATHLETIC HIGH SCHOOL ASSISTANT COACH/MIDDLE SCHOOL COACH EVALUATION

### Procedure for High School Assistant Coach/ Middle School Coach Evaluation

The Athletic Director (or designee) meets with the coach at the conclusion of the season to review the season and provide feedback using the following form.

### HIGH SCHOOL ASSISTANT COACH/MIDDLE SCHOOL COACH EVALUATION

Coach: \_\_\_\_\_ Position & Sport: \_\_\_\_\_ Year: \_\_\_\_\_

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#### PERFORMANCE

Satisfactory \_\_\_\_\_

Unsatisfactory \_\_\_\_\_

#### RECOMMENDATION

Renew Contract for \_\_\_\_\_ (SY)

Non-Renew Contract for \_\_\_\_\_ (SY)

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#### GENERAL RESPONSIBILITIES

- \_\_\_\_\_ 1. Demonstrates familiarity with the athletic policies of School/District and the League.
- \_\_\_\_\_ 2. Attends coaches' meetings, clinics, and in-service programs. Studies/seeks out sport-related information and resources for professional improvement.
- \_\_\_\_\_ 3. Completes First Aid/CPR certification, WIAA training clinics, and district provided Vector Training prior to the start of the season.
- \_\_\_\_\_ 4. Cooperates with Head Coach, Athletic Director and Principal(s), all other coaches/sponsors, and athletic trainer to upgrade total athletic program.
- \_\_\_\_\_ 5. Cooperates with teaching staff, parents, members of the news media, and other citizens to ensure positive public relations.
- \_\_\_\_\_ 6. Oversees the safety conditions of the facility or area in which assigned sport activities are conducted at all times the athletes are present.
- \_\_\_\_\_ 7. Promotes respect by example through appearance, manners, behavior, language, and conduct during practice and contests.

#### MAJOR PRE-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Cooperates with other coaches in conditioning programs to promote physical fitness.
- \_\_\_\_\_ 2. Secures medical clearance of squad candidates according to Cheney Public Schools, the League, and the Washington Interscholastic Activities Association.
- \_\_\_\_\_ 3. If applicable, submits a list of students identified by grade, position, and team level, within 2 weeks before the first athletic contest, to the athletic director for purpose of determining whether the student is eligible for competition with this program.
- \_\_\_\_\_ 4. Utilizes FinalForms to verify student eligibility (student forms, parent forms, ASB fee payment, and physical exam) prior to first practice.

#### MAJOR IN-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Issues equipment to players and maintains records of issued items.
- \_\_\_\_\_ 2. Plan, organizes, and implements the teaching of fundamentals, strategy, rules, and techniques.
- \_\_\_\_\_ 3. Properly supervises student-athletes under immediate care, and specifically fulfills a coach's responsibilities in conjunction with district, region, and state contests.
- \_\_\_\_\_ 4. Ensures all participants have made necessary arrangements for transportation home when returning from road trips.
- \_\_\_\_\_ 5. In cooperation with the athletic director and athletic trainer, fulfills responsibilities to provide health services and an environment free of safety hazards.
- \_\_\_\_\_ 6. Promotes good health habits with student/athletes, including the establishment of sound training rules.
- \_\_\_\_\_ 7. In cooperation with the athletic trainer, maintains properly supplied first aid kit and has the student-athlete emergency cards with them at all times.
- \_\_\_\_\_ 8. In cooperation with the athletic trainer, implements procedures for handling injuries and completing injury report forms for student health records and for insurance purposes.
- \_\_\_\_\_ 9. Takes proper care of equipment, supplies, and facilities.
- \_\_\_\_\_ 10. Assists athletic director and/or head coach in pre-game preparations.
- \_\_\_\_\_ 11. Provides an atmosphere conducive to good sportsmanship and assists visiting team, coaches, and officials.
- \_\_\_\_\_ 12. Teaches student-athletes to use only legitimate and ethical means in attempting to win a game.



**MAJOR POST-SEASON RESPONSIBILITIES**

- \_\_\_\_\_ 1. Ensures return of athlete-issued equipment.
- \_\_\_\_\_ 2. If applicable, make arrangements with Athletic Secretary to secure/identify where end of season banquet/awards night will be located
- \_\_\_\_\_ 3. If applicable, submits lettering information and awards to athletic secretary at least one week prior to end of season awards night
- \_\_\_\_\_ 4. Complete Coach Self-Evaluation form and schedule a time with athletic director or designee for end of season evaluation
- \_\_\_\_\_ 5. Turn in keys and equipment at end of the season

**EVALUATOR COMMENTS**

**General Comments**

**Recommendations for the Next Season**

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**Athletic Director (or Designee)** **Date**

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**Coach Signature** **Date**

**Form No. 531B**

**APPENDIX C.c: OTHER ATHLETIC STAFF EVALUATION**

Procedure for High School Athletic Trainers, Game Managers, and Strength Coaches Evaluation

The Athletic Director who is the direct supervisor for Athletic Trainers, Game Managers, and Strength & Conditioning Coaches will meet with each of the before mentioned positions at the conclusion of the season (or year, if appropriate) to review the season (or year) and provide feedback using the following form.

**CHENEY HIGH SCHOOL ATHLETIC STAFF EVALUATION**

Coach: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_

PERFORMANCE

Satisfactory \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

RECOMMENDATION

Renew Contract for \_\_\_\_\_ (SY)  
Non-Renew Contract for \_\_\_\_\_ (SY)

GENERAL RESPONSIBILITIES

- \_\_\_\_\_ 1. Demonstrates familiarity with the athletic policies of School/District and the League.
- \_\_\_\_\_ 2. Demonstrates responsibility to athletic director and principal(s) for their specific program
- \_\_\_\_\_ 3. Attends coaches' meetings, clinics, and in-service programs. Studies/looks out sport-related information and resources for professional improvement towards specific program.
- \_\_\_\_\_ 4. Completes First Aid/CPR certification, WIAA training clinics, and district provided Vector Training prior to the start of the season
- \_\_\_\_\_ 6. Cooperates with athletic director, principal(s), coaches, and sponsors to upgrade total athletic program.
- \_\_\_\_\_ 8. Cooperates with building staff, parents, and other citizens to ensure positive public relations.
- \_\_\_\_\_ 9. Oversees the safety conditions of the facility or area in which assigned sport activities are conducted at all times the athletes are present.
- \_\_\_\_\_ 10. Present in community events, including but not limited to working with Cheney Blackhawk Booster Club to support all CHS activities and athletics.
- \_\_\_\_\_ 11. Promotes respect by example through appearance, manners, behavior, language, and conduct during practice and contests.

MAJOR PRE-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Coordinates with coaches to identify areas of support.
- \_\_\_\_\_ 2. Coordinates with athletic director on how best to support each sport during the season.
- \_\_\_\_\_ 3. Arranges for appropriate volunteer and paid staff to support program for the upcoming season.
- \_\_\_\_\_ 4. Utilizes FinalForms to verify student eligibility (student forms, parent forms, ASB fee payment, and physical exam) and enrollments.

MAJOR IN-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Maintains equipment and is responsible for reporting any faulty equipment to athletic director.
- \_\_\_\_\_ 2. Supervises support staff (both paid and volunteer), assigns their respective duties, and conducts staff meetings as necessary.
- \_\_\_\_\_ 3. Properly supervises student-athletes under immediate care, and specifically fulfills a coach's responsibilities in conjunction with district, region, and state contests.
- \_\_\_\_\_ 4. In cooperation with the athletic director and athletic trainer, fulfills responsibilities to provide health services and an environment free of safety hazards.
- \_\_\_\_\_ 5. Promotes good health habits with student/athletes, including the establishment of sound training rules.
- \_\_\_\_\_ 6. In cooperation with the athletic trainer, maintains properly supplied first aid kit and has the student-athlete emergency cards with them at all times.
- \_\_\_\_\_ 7. Takes proper care of equipment, supplies, and facilities.
- \_\_\_\_\_ 8. Provides an atmosphere conducive to good sportsmanship and assists visiting team, coaches, and officials.
- \_\_\_\_\_ 9. Teaches student-athletes to use only legitimate and ethical means in attempting to win a game.

MAJOR POST-SEASON RESPONSIBILITIES

- \_\_\_\_\_ 1. Ensures return of athlete-issued equipment.
- \_\_\_\_\_ 2. Updates inventory of equipment and submits any purchase orders for replacements at the end of the season with the business office.
- \_\_\_\_\_ 3. Submits proposed budget for next school year
- \_\_\_\_\_ 4. Stores and secures equipment not needed in the immediately following sports season

\_\_\_\_\_ 5. Evaluates support staff and submits completed evaluation to athletic director within ten days of end of season as delegated by athletic director.

**EVALUATOR COMMENTS**

**General Comments**

**Recommendations for the Next Season**

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**Athletic Director** **Date**

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**Staff Signature** **Date**

**Form No. 531C**

