

## **Possible Talking Points for Athletic Coaching Evaluations**

The following list contains items that may be considered during pre- and post-season evaluation conversations. It is intended to support meaningful and helpful conversations between assistant coaches, coaches, and the Athletic Director. It is not intended to be a comprehensive checklist.

### **• Professional Responsibilities – Rules, Policies, Procedures, Risk Management**

- reads emails and refers to Google spreadsheet regularly and often
- uses Google for supervision plan, emergency action plan, and evaluation forms
- completes online rules exam prior to first practice
- knows, follows, and implements WIAA, Big 9, and NFHS rules for his/her sport
- knows, follows, and implements school policies & procedures, especially related to privacy, harassment/bullying, hazing, and athletic code of conduct.
- implements risk prevention plans for practice, games, & supervision
- keeps accurate records of grade card status for all athletes
- encourages early registration for all athletes
- refers all requests or grievances through proper channels
- attends professional clinics/workshops and encourages coaching staff to do the same
- attends all coaches meetings held by the AD
- attends at least one Booster Club meeting per year
- maintains membership in their respective State Coaches Association
- provides documentation of season ending reports within two weeks of final competition including:
  - team awards summary
  - season statistics
  - inventory (beginning, ending, fines needed)
  - WIAA start/end participation numbers by grade level
- advises AD on any policy, method, or procedural changes.
- assists athletes in their college or advanced education selection as appropriate

### **• Planning & Preparation – Budget & Assets**

- Reviews budget & communicates program needs/projections with Athletic Dept.
- works with Athletic Director & staff to secure purchase orders following guidelines
- monitors & manages student activity account appropriately & avoids deficits
- updates program inventory of all assets on Google docs within two weeks of season's end

**Wenatchee School District / Co-Curricular Employees Association**

**• Planning & Preparation – Transportation, Scheduling, Facilities**

- meets with AD to review transportation needs prior to season's start
- reviews transportation information on a weekly basis during the season
- submits full in-season calendar including practices & competitions no later than two weeks prior to start of the season
- regularly monitors online calendar and website information & alerts AD of changes
- conducts a pre-season meeting with students and parents together
- keeps accurate records of grade card status for all athletes
- Develops a program handout that includes the following:
  - program philosophy & expectations
  - schedules for practices & competitions
  - policies for tryouts/cuts, lettering, & grades
  - expectations of student-athletes & parents including involvement roles/rules
  - requirements for eligibility and grade cards
  - review of athletic code
  - promotion of Booster Club membership
- Conducts a pre-season meeting with program staff (assistants, volunteers, etc.) that covers the following topics:
  - expectations for skill development
  - protocols for safety and emergencies
  - opportunities for clinic/workshop attendance
  - booster club support
  - program support of all athletics & activities, and between all levels
  - review of academic expectations and eligibility rules & procedures
  - review of transportation schedules
  - review of WIAA/Big 9 or State Association rule changes
  - review of 14 duties defined by law – liability issues

**• Program Environment – Communication**

- establishes and communicates skills and techniques to be taught throughout the season and monitors and mentors others as needed
- communicates to athletes regarding expectations, concerns, and roles
- promotes his/her sport within the school, and through media and community groups
- provides information in a timely manner to athletes, parents, and AD regarding special events/programs or changes in schedules
- responds appropriately and promptly to concerns expressed by athletes, parents, and AD

**• Program Environment – Leadership**

- models good sportsmanship and appropriate language
- maintains an open mind and approachable manner
- consistently demonstrates and applies team philosophy and rules
- promotes participation in other sports and activities
- serves as a resource for community programs
- cultivates a student-driven team atmosphere demonstrated by individual leadership development

**• Program Environment – Facilities & Equipment**

- ensures equipment and facilities are safe and prepared for use
- reports equipment and facilities concerns in a timely manner
- works with AD to develop short- and long-range plans for improvement of equipment and facilities

**• Program Instruction – Practices**

- instructs athletes in fundamental skills, strategy, and physical training associated with the sport
- creates practice plans and pre-competition routines that are specific, detail-oriented, and demonstrate overall purpose
- instructs athletes in the rules of the sport
- provides positive and corrective feedback to athletes during practices
- modifies instruction to meet the developmental needs of all athletes
- directs assistant coaches, managers, and other program personnel in an efficient and purposeful manner

**• Program Instruction – Competitions**

- provides positive and corrective feedback to athletes during competitions when able
- stresses positives, learning, and work ethic to athletes
- maintains discipline and works to increase team morale, cooperation, and teamwork
- directs assistant coaches, managers, and other program personnel in an efficient and purposeful manner
- models consistent adherence to established team rules and expectations
- consistently informs athletes of current standing within team structure, depth chart, etc. and how the athlete can increase their playing time or level of competition

• **Program Instruction – Assistant Coaches**

- communicates with assistant coaches prior to practice or competition to define roles and responsibilities for the day
- assigns instructional roles to assistant coaches that highlight their strengths and provide opportunities for growth
- observes assistant coaches during skills instruction and provides regular feedback
- involves assistant coaches in practice planning, competition decisions and strategy, and overall program development.