

CIF-SS Athletic Administrator's Summit

Evaluating Coaches

By: Lauren Kamiyama

Background

- Athletic Director Experience
 - North High School 4th year
- Coaching
 - Cerritos High School (2 years)
 - North High School (8 years)
 - Girls' Basketball

Coaches Evaluation/ “Conversations”

- Purpose
 - Provide feedback to coach
 - Positives
 - Things to work on
 - Future expectations
- After awards banquet

What's in the Evaluation/ "Conversation"

- Evaluation form given to coaches before season
- Coaches Handbook and CIF Blue Book
- Document throughout the season
 - Google Doc
 - Meeting if necessary
 - Report to Administration - AP

Cont.

- Watch practices and competitions
- Personality
- Management
- Professionalism
- Performance
- Communication



BAND

Create a Band

Edit

North Torrance Girls Basketball

North High Tennis

Back-to-School
Team Fundraising

Create a Band

Check Invite

Home

Feed

Notifications

Chat 8

More 1

Verizon 9:04 PM 1%
North Torrance Girls...

Coach Lauren
Jul 12, 2019, 9:58 PM

Here are the tournament schedules for next weekend

Comment 1 Like 1

Verizon 9:06 PM 1%
North Torrance Girls Basketb...

Coach Lauren
Jul 6, 2019, 6:44 PM

Read by **53**

Jamba Juice card money is due Friday July 12th

Be the first to leave a shout.

Verizon 9:07 PM 1%
Chat North Torrance Girls Basketball

(4) Jul 15
Coach Lauren : Okay, I'll tell coach Kellee to remind her. Thanks

(3) Jul 15
Coach Darin : It is our pleasure! I hope they can have a lot of good memories th...

(42) Jul 15
Coach Darin : if you have any questions let me know

Coach Darin
Jul 15
<https://ham01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.marriott.com%2Fres...>

Jul 12
Did you find out what's wrong

Jul 12
Did you already bring those

Jul 12
Okay, when then

Jul 12

Events North Torrance Girls Basketball **Add**

Show upcoming events and national holidays.
[Settings >](#)

Today

< Sep 2019 >

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Sep 2019

02 Mon Labor Day

Oct 2019

14 Mon Columbus Day (regional holiday)

31 Halluween



Messaging Your School Community

Cont.

- Coaches self evaluate using form
- Evaluation/Conversation is a private meeting
- Unsatisfactory/Needs Improvement
- Coaches vent

NORTH HIGH SCHOOL HEAD COACH CHECKLIST

Pre-Season

- Turn in Final Schedule and include all levels: Fall – May 1st; Winter June 1st; and Spring – November 1st.
- Notify AD of any new transfer students (students who did not attend our school and will be playing at ANY level)
- Submit list of ALL coaching staff members (volunteers included) to AD and make sure that ALL are cleared by TUSD and North High to coach, and have all mandatory certifications and a signed CIF Code of Ethics on file in the Athletics Office prior to having contact with our athletes
- Notify AD of tryout dates and post all associated information (tryout dates, time, location) on school and team websites.
- Turn in final rosters for eligibility clearance at the end of tryouts.
- Review ALL CIF and TUSD/North High policies
- Arrange for a pre-season parent meeting and communicate expectations, practice and game schedules, fundraising information. Distribute and discuss your itemized budget and any requested voluntary donation (state Constitution – Free Public Education statement included).
- Ensure that you (and all lower level head coaches) have a hard copy emergency card for each athlete.
- Submit all transportation requests least three weeks prior to first trip
- Any off-campus practice must be coordinated with Athletic Director and School Site Administration

During-Season

- Notify Athletic Director about early dismissal (if different from google sheet) from classes due to athletic contests via email and at least 1 week prior to date of contest
- Report scores to newspapers and online media (PressBox, Max Preps, Daily Breeze), homecampus
- Have practice plans on file
- Notify AD of ANY changes in schedule (time, location, date, etc.)
- Notify AD and all other necessary entities (transportation, parents, etc.) once you have received tournament brackets with dates/times.
- Notify AD of any roster changes or modifications
- Plan and notify AD of the date, time and location of awards banquet

Post-Season

- Properly complete ALL required CIF Playoff forms (eligibility, scores, at-large, and media forms) and submit online prior to deadline @ www.cifssome.org – click on sport specific varsity team.
- Submit award information and end-of-season report with all score and records for each level to the AD at least two weeks prior to the actual banquet. Please spell names correctly and completely (no nicknames).
- Inventory all uniforms and equipment

Year-Round

- Communicate with AD and the appropriate school staff in an efficient and professional manner
- Return parent and student-athlete phone calls and emails in a timely manner (24 hrs. recommended).
- Conduct off-season training program.
- Help organize fundraising activities.

Questions....

- **Administrative Duties...**

- Follows the Mission Statement of the athletics program
- Provides an opportunity for participation for all students
- Goals are in line with the athletic program
- safety and well-being of athletes before winning
- Stays informed and up-to-date on athletic clearances,
- Procedures for equipment distribution and return

Questions....

- Coaching staff supports and follows decisions made by medical staff (athletic trainer/doctors)
- Communicates with parents
- Regular communication with the AD/Principal/AP
- Attends meetings as called by AD, AP or Principal
- Coaching staff maintains cooperative and professional relationship with administration, faculty and staff

Cont.

- Inputs scores on Homecampus following games for all levels
- Works with Athletic Director to establish a budget
- Evaluates assistants

Questions.....

- **Coaching Duties**

- Athletes skills improve throughout the season
- Athletes mental skills improve throughout the season
- Athletes social skills improve throughout the season
- Promotes and takes an ethical view on practices and games
- Atmosphere of sportsmanship
- Equipment is safe, sanitary and maintained
- Procedures followed for injury or emergency situation

Questions.....

- **Coaching Duties**

- Student-athletes are always properly supervised
- Promotes good citizenship and conduct
- Communicates positively to all media
- Maintains high standards of conduct for program
- Blue Book Knowledge for specific sport

NORTH HIGH COACHING EVALUATION FORM

Date: _____

Coach: _____ Position: _____ Sport: _____ Level: _____

1 = Unsatisfactory

2= Needs Improvement

3= Satisfactory

I. Teaching Personality

___ Self-control and poise

___ Emotional stability

___ Enthusiasm working with athletes

___ Appearance

___ Punctuality in attendance

III. Team Management

___ Team discipline and sportsmanship

___ Supervises locker room before/after

___ Keeps attendance records

___ Care of equipment/facilities

___ Establishes clear roles and utilizes staff

___ Leads by example in appearance, manners, behavior, language, etc.

II. Professional Qualities

___ Harmonious relationship with staff

___ Upholds department and school policies, rules, and regulations

___ Has good relationship with parents

___ Follows goals and objectives daily, seasonally, and yearly

___ Submits required paperwork on-time

___ Maintains communication with athletic

administration regarding sport

IV. Coaching Performance

___ Possesses knowledge and expertise of sport

___ Has the ability to motivate athletes

___ Has the ability to give clear/concise directions

___ Exhibits effective leadership on field/court/etc.

___ Provides effective instruction – individual/group

___ Possess effective tactical skills (energy)

___ Makes effective in-contest adjustments as necessary.

RELATED RESPONSIBILITIES

1. ___ Attends to the cleanliness and upkeep of the practice, playing and locker room facilities on a regular basis.
2. ___ Attends coaching clinics related to the sport and seeks added professional input for growth of program.
3. ___ Care of equipment before, during and after the season with respect to proper inventory, replacement, and players' cooperation with same.
4. ___ Attend to post-season areas of individual players with respect to individual assessment and being available for college contact.
5. ___ Provides teaching base with players to use only legitimate and ethical means of improving their skills and attempting to win athletic contests.
6. ___ Cooperative and understanding in the sharing of facilities.
7. ___ Keeps athletic administrator(s) informed of all aspects of program with regard to procedures/practices/policy.
8. ___ Supports the overall athletic program by attending other sport's contests and takes in interest in student-athletes outside the season of sport.

COMMENTS

Coach's Signature: _____

Date: _____

Athletic Director: _____

Date: _____

Asst. Principal: _____

Date: _____

Principal: _____

Date: _____

MISC. on Google Doc

- Expiring Certifications
- Best ways to communicate
- Off-season expectations
- Post-season Player meetings Recommended
- Program improvement
- Scheduling
 - 1st/2nd year coaches
 - Veteran Coaches
- ASB - budget
- Offer feedback from coach
 - What support needed in future

Sample Evaluation – Head Coaching

Communication

- GREAT!

Building leaders on campus

- Players
- Red cards
- CODE of Conduct with all athletes and signed - review.
 - Talk to players...respect for officials
- Yellow card - sit for half

Equipment

- Pug goals (12 team)

Fundraising

- Eastbay for online store

Blue Book Rules -

- Soccer section

Teacher Appreciation - day

- Candy bag and certificate - approx date dec.

Coaches

- [REDACTED] is staying

Physicals....

- June 8th and June 15th

Transportation

- In the red approx. \$1500

Scoreboard

- Timer

Schedule

- Power rankings and scheduling
- SB dates to AD

Certifications - ALL COACHES

- Heat Illness and Cardiac Arrest this year
- Next year ALL 4 (Heat, Cardiac, Concussion, CPR)

Summer Athletics -

Dead Period May 31st June 21st

Summer - June 24th - Aug 2nd 7am - 9am

Clearances

- Transportation - stay on kids to donate

Budget - will do budget from July 1 2019- June 30th 2020

Communication

- Communication through email

Teacher appreciation Day? - send template; certificates and goody bags/candy lei's

Support - good, Great year

- Improvement -
- Sending scores and comment on meets and invt.

Fundraising

- Team store (eastbay); road runner/village runner shoe night
- CIF fundraising (online donations)

Scheduling

- Clovis - missing school; board approval form
- Google sheets - done except for PV/EI Segundo meet
- 12:45PM early release

Equipment -

- mat tape reslite (clear) 10 rolls
- Scoreboard about \$2,000

Communication -

- Texting me scores
- Email with parents...
- Band app

Fundraising

- McDonald's off-season
- Spirit pack
- Online fundraiser - similar to snapraise

Transportation

- donation...

Board Approval for CIF

- CIF Master's Meet TBA
- CIF State Meet TBA

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