

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

### Coach's Evaluation Form

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

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

**1 – Excellent   2 – Good   3 – Needs Improvement   4 – Unsatisfactory   5 - Not Observed**

**ADMINISTRATIVE RESPONSIBILITIES:**

\_\_\_\_\_ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.

\_\_\_\_\_ Communicates with assistant coaches in regards to roles, duties, and expectations.

\_\_\_\_\_ Cooperates with requests for information from the athletic office on time.

\_\_\_\_\_ Abides by all relevant Board of Education policies and guidelines.

\_\_\_\_\_ Attends MPA rules interpretation conference and meetings.

\_\_\_\_\_ Cooperates with team booster club to enhance the athletes' experience as team members.

\_\_\_\_\_ Recommends scheduling and officiating requests to the AD.

\_\_\_\_\_ Follows proper budget and purchase order procedures.

\_\_\_\_\_ Maintains and updates team and individual records.

\_\_\_\_\_ Supervises practice area and locker room when athletes are present.

\_\_\_\_\_ Publicizes team and individual accomplishments to the media and school (daily announcements).

\_\_\_\_\_ Demonstrates care of school facilities and equipment.

\_\_\_\_\_ Prepares a detailed inventory of team equipment and updates it after each season.

\_\_\_\_\_ Submits end-of-season list of award winners at least one week prior to the team banquet.

**RELATIONSHIPS:**

\_\_\_\_\_ Demonstrates enthusiasm for working with high school athletes.

- \_\_\_\_\_ Communicates effectively with athletes and parents.
- \_\_\_\_\_ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- \_\_\_\_\_ Promotes all school activities and encourages students to participate in a variety of activities.
- \_\_\_\_\_ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- \_\_\_\_\_ Keeps commitments and is punctual.
- \_\_\_\_\_ Shows an interest in the athletes' academic experiences.
- \_\_\_\_\_ Supports team as well as individual accomplishments.
- \_\_\_\_\_ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- \_\_\_\_\_ Works with coaches at levels below high school to develop athletes.

**COACHING PERFORMANCE:**

- \_\_\_\_\_ Conducts self in a professional and sportsmanlike manner at all times.
- \_\_\_\_\_ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- \_\_\_\_\_ Develops a well-organized practice schedule with specific objectives for each practice.
- \_\_\_\_\_ Uses personnel and strategies effectively in games.
- \_\_\_\_\_ Praises athletes for positive performances.
- \_\_\_\_\_ Offers constructive criticism for poor performances.
- \_\_\_\_\_ Maintains effective individual and team discipline at practice and in games.
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- \_\_\_\_\_ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- \_\_\_\_\_ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

**ATHLETIC DIRECTOR'S COMMENTS:**

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Recommended for continued employment: Yes      No      (Please circle one)**

Coaches will be evaluated, at least, annually. The above evaluation will be completed by the AD with approval by the building principal.

\_\_\_\_\_  
**Athletic Director's Signature/Date**

\_\_\_\_\_  
**Principal's Signature/Date**

**The signing of this evaluation form does not indicate agreement; rather, that he/she has read and received a copy of the evaluation.**

**COACH'S SELF-EVALUATION FORM  
(To be completed prior to evaluation)**

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

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Assess the team's performance this season.**

**Assess your performance as a head coach this season.**

**What are your goals for the team next season?**

**What are your personal goals as a head coach next season?**

**What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?**

_____		_____	
Coach's Signature		Date	
History:	Adopted	Meeting #465	October 2, 1985
	Revised	Meeting #967	May 2, 2016