



# *Beresford High School Athletics*

## **Head Coach Evaluation**

Coach: [Click here to enter text.](#)

Sport: [Click here to enter text.](#)

Season: [Click here to enter text.](#)

Total Years Experience: [Click here to enter text.](#)

Years in this assignment at Beresford: [Click here to enter text.](#)

The supervision and evaluation of coaches is a key element in improving the quality of student co-curricular/athletic experiences in the Beresford School District. It is the goal of the Beresford School District to have students experience high-quality activities/sports as part of their education.

The purpose of this assessment is to assist coaches with understanding the expectations of their positions and to recognize actions that are exemplary, those that meet the standards of expectations, and those areas that may require growth and improvement. This evaluation tool is aligned with the standards established for quality teaching (Charlotte Danielson), and is meant to be utilized as both a form of self-assessment and reflection as well as observation.

Standards addressed through the coaching evaluation will include the following four domains: 1) planning and preparation; 2) program environment; 3) program instruction; and 4) professional responsibilities.

Each of the four final practice ratings—unsatisfactory, basic, proficient, and distinguished—is defined in general terms to illustrate the continuum of possible performance relative to the coaching standards outlined in the four domains. The following indicators will be used to address standards in the four domains:

**Unsatisfactory**—a coach performing at the “Unsatisfactory” level does not appear to understand the underlying concepts of effective coaching and does not implement the standards into professional practice. Performance at this level requires significant intervention and coaching to improve the coach’s performance.

**Basic**—a coach performing at the “Basic” level appears to understand the framework conceptually but struggles to implement the standards into professional practice. Performance at this level is generally considered minimally competent for coaches early in their careers and improvement is expected to occur with experience.

**Proficient**—a coach performing at the “Proficient” level clearly understands the concepts represented by the framework and implements them well. Coaches performing at this level have mastered the art of coaching while working to improve professional practice.

**Distinguished**—a coach performing at the “Distinguished” level is a master coach and makes a contribution to the field, both inside and outside the coaching arena. While all coaches strive to

attain Distinguished-level performance, this level is generally considered difficult to attain consistently.

- U—Unsatisfactory / Well Below District Standard (Requires an Immediate Plan of Assistance/Improvement Plan)
- B—Basic / Does Not Meet District Standard (Area for Growth and/or Improvement Needed and May Require a Plan of Assistance/Improvement Plan)
- P—Proficient / Meets District Standard
- D—Distinguished / Well Above District Standard

Following are characteristics of distinguished, proficient, basic, and unsatisfactory practices:

#### Distinguished Practices—Well Above District Standards

- Embedded in practice and habit
- Highly responsible and quality model for student-athletes
- Student-awareness of philosophy, tradition, and expectations
- Focus on individual student-athlete development
- Vision and perspective in program dealings

#### Proficient Practices—Meets District Standards

- Timely and consistent
- Responsible and appropriate model for student-athletes
- Expectations and implementation of policies and procedures are clear
- Focus on whole-group development and at times specific student-athletes
- Proactive approach in program dealings

#### Basic Practices—Area for Growth and Improvement Needed to Meet District Standards

- Inconsistency
- Reminders necessary
- Athletes, parents, and Activities department are uninformed or lacking details
- Reactive nature
- Disrespectful or inappropriate modeling for student-athletes

#### Unsatisfactory Practices—Well Below District Standards

- Frequent pattern of inconsistency
- Frequent reminders are necessary
- Athletes, parents, and Activities department are frequently uninformed or lacking details
- Frequently reactive in nature
- Consistently disrespectful or inappropriate modeling for student-athletes

1a. PLANNING & PREPARATION – BUDGET ASSETS				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Review budget with Activities Director by April 1st of prior school year to communicate program needs and set projections for the upcoming year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide program needs and budget projections (3-5 years) for long-range plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with Activities Director and Business Office to secure purchase orders per district policy and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage trust & agency account appropriately including monitoring of all account activity and never deficit spending.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete program inventory of all assets turned in to Activities Director two weeks after the season has ended to be maintained on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. PLANNING & PREPARATION - TRANSPORTATION				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Meet with Activities Director to review transportation needs. Turn in complete bus/school vehicle requests to Business Office one month prior to start of season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inform Business Office of any transportation changes in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c. PLANNING & PREPARATION – PRE-SEASON MEETING				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Develop a program handout that includes the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Program Philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Program Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Practice Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Competition Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Expectations of Student-Athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Expectations of Parents & Roles for Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Lettering/Award Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Eligibility Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Co-Curricular Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Join & Promote Booster Club Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a pre-season meeting with students and parents together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1d. PLANNING & PREPARATION – PRE-SEASON MEETING WITH COACHING STAFF				
Head coaches should conduct a pre-season meeting with their entire program staff (assistants, volunteers, etc.). Topics to be covered include:	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
✓ Program Philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Program Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Skill Development Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Safety Protocol – Emergency Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Clinic/Workshop Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Booster Club Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Program support between all levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Program support of all activities and athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Review academic expectations of all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Review ineligible athletes at all levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
✓ Transportation Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ NFHS & SDHSAA rule changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ 14 Duties defined by law – Liability Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e. PLANNING & PREPARATION – STUDENT ELIGIBILITY				
	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
Keep accurate record of eligibility status for all athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly review academic progress of student athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1f. PLANNING & PREPARATION – RULES, POLICIES, PROCEDURES, AND RISK MANAGEMENT				
	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
Coach attends online rules meeting per SDHSAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach passes online rules exam prior to first practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is knowledgeable about SDHSAA and NFHS rules respective to their sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach submits and updates online team rosters and game/match/meet results as required by the SDHSAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is knowledgeable and puts in place prevention plans for addressing risks commonly associated with their program, practice, games, and supervision responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach has thorough knowledge of school policies and procedures and adheres to them; including but not limited to privacy, harassment/bullying, hazing, and the co-curricular code of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1g. PLANNING & PREPARATION – SCHEDULING & FACILITIES				
	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
Full in-season calendar including competitions and practices submitted no later than three months before start of season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach double-checks online calendar and website information regularly and alerts Activities Director of changes not reflected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2a. PROGRAM ENVIRONMENT - COMMUNICATION				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach establishes and communicates skills and techniques to be taught by staff and contacts staff throughout the season for mentoring and assistance as needed (e.g. New Coach Orientation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach communicates expectations, concerns, and roles to athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach promotes sport within the school, media, and community through youth programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides information in a timely manner to athletes, parents, Activities Director on any changes in schedules and on special programs (parent/senior night, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is responsive to concerns and follows through with contact to athletes, parents, and the Activities Director appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach submits nightly and weekly game/match/meet results to the media, including articles and pictures when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. PROGRAM ENVIRONMENT - LEADERSHIP				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach models good sportsmanship and uses appropriate language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is approachable and maintains an open mind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is consistent in applying team philosophy and rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach promotes the benefits of participation in other sport and activity programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach serves as a resource for community programs and parent-coached teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach cultivates a student-driven team atmosphere demonstrated through individual leadership development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c. PROGRAM ENVIRONMENT – FACILITIES & EQUIPMENT				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach ensures facilities are safe and prepared for all practices and competitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach ensures equipment is safe and prepared for all practices and competitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach reports all facility and equipment concerns in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach ensures practice room, equipment room, locker room, training room, ice room, and coaches' office is organized and free of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach develops short-term and long-range plans for facility and equipment improvement/replacement with Activities Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3a. PROGRAM INSTRUCTION - PRACTICES				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach is able to instruct athletes in the fundamental skills, strategy, and physical training associated with the sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice plans and pre-competition routines are specific, detail-oriented, and demonstrate an overall purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach instructs athletes on the rules of the sport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides positive and corrective feedback to athletes during practices that is immediate, specific, growth-oriented, cause and effect, and preserves dignity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is able to modify instruction to meet the developmental needs of all athletes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach directs assistant coaches, managers, and other program personnel in an efficient and purposeful manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. PROGRAM INSTRUCTION - COMPETITIONS				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach provides positive and corrective feedback to athletes during competitions when able.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is approachable and maintains an open mind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is consistent in applying team philosophy and rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach promotes the benefits of participation in other sport and activity programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach serves as a resource for community programs and parent-coached teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach cultivates a student-driven team atmosphere demonstrated through individual leadership development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c. PROGRAM INSTRUCTION – ASSISTANT COACHES				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach communicates with assistant coaches prior to practice or competition to define roles and responsibilities for the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistant coaches are assigned instructional roles that both highlight their strengths and provide an opportunity for growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistant coaches are observed during skill instruction and provided feedback by the head coach on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach involves assistant coaches in practice planning, competition decisions and strategy, and overall program development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4a. PROFESSIONAL REPOSIBILITIES				
	<i>U</i>	<i>B</i>	<i>P</i>	<i>D</i>
Coach has thorough knowledge of all school and district activities policies and is responsible for their implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach refers all requests for grievances/complaints through the proper channels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach attends professional clinics or workshops and encourages his/her coaching staff to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach attends all coaches' meetings held by the Activities Director; including but not limited to seasonal meetings, head coaches meetings, and all-coaches meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach attends at least two Booster Club meetings per year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach properly submits tentative Booster Club allocation by July 1, completes all paperwork necessary, and confers with the Activities Director prior to presenting to the Booster Club.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is a member of the SD High School Coaches Association and their respective sport state coaches' association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides documentation of team statistics and awards within two weeks of final competition:				
✓ Year-end Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Letter Winners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ All-Conference Athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ All-Region Athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ All-State Athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Academic All-State Athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Academic Team Achievement Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ SD All-Star Games Athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ Other Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides documentation within two weeks of final competition of start/end participation numbers by grade level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach provides documentation within two weeks of final competition of inventory completion (assets, equipment, and uniforms counted and secured).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach advises Activities Director on any policy, method, or procedural changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach assists athletes in their college or advanced educational selection as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is AED/CPR & First Aid certified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach completes officials ranking as requested by Activities Director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach completes evaluations on assistant and junior high level coaches with Activities Director oversight within two weeks of final competition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activities Director's Summative Statement of Strengths and Improvement Needs:

Strengths: [Click here to enter text.](#)

Areas for Growth/Improvement Needs: [Click here to enter text.](#)

Suggestions to Remediate Improvement Needs: [Click here to enter text.](#)

Summative Evaluation and Recommendation:

- Satisfactory – is recommended for continued assignment.
- Probationary – to be recommended for reassignment, provided there is a successful completion to a plan of assistance/improvement plan. Failure to complete plan of assistance/improvement plan will result in non-renewal.
- Unsatisfactory – is not recommended for continued assignment.

Comments by Coach (Optional – may attach separate sheet):

Signatures below indicate a conference between coach and Activities Director was held. The signature below indicates the coach has read the evaluation, but may not necessarily concur. A refusal to sign will require a third party signature.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activities Director's Signature

\_\_\_\_\_  
Date