



**TITLE: COACH EVALUATIONS**

**PURPOSE:** This documents outlines the process to evaluate coach performance. It is the responsibility of the Coach Committee to ensure that this process is completed. These evaluations are the critical component in determining coach selections for subsequent seasons.

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<u>WHAT YOU NEED TO DO</u>	<u>HOW TO DO IT</u>
Distribute coach evaluation forms to each team Manager.	<ul style="list-style-type: none"><li>- Distribute 1<sup>st</sup> week of July.</li><li>- Notify each team manager to print copies of the Coach Evaluation Form from the club web site and to give a copy to each team parent.</li></ul>
Collect completed Coach Evaluation Forms.	<ul style="list-style-type: none"><li>- Must be returned to Coach Committee 3<sup>rd</sup> week of July</li><li>- Remind team managers to return them to the Coach Committee</li></ul>
Review each coach's evaluations	<ul style="list-style-type: none"><li>- 4<sup>th</sup> week of July, the Coach Committee meets and reviews each coach's evaluations</li></ul>
Present summary of each coach's evaluations to him/her.	<ul style="list-style-type: none"><li>- 4<sup>th</sup> week of July, provide a summary of the coach evaluations, or the evaluations themselves to each coach.</li></ul>

This table can be condensed or will expand as text is introduced. The cells have *text wrap* and will keep the information from column a / column b aligned together. In a table, one navigates from cell to cell by 1. *Tab*; 2. *Cursor*, 3. *Keyboard Directional Arrows*. One thing that can't be done is move text within a cell with the tab.