



WAUKESHA WEST ATHLETICS

ASSISTANT COACH EVALUATION

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 standards of expectations, and those areas that may require growth and improvement. This 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. The following indicators will be used:

- ❖ NA – Not Applicable
- ❖ G – Area for Growth and/or Improvement Needed
- ❖ P – Proficient/Standard Met
- ❖ D – Distinguished

COACH: _____ **SPORT:** _____

SEASON: _____

1a. PLANNING & PREPARATION – BUDGET/ASSETS				
Review program budget with head coach, specifically how budget allocations and equipment/resources will impact assistant position	NA	G	P	D
Bring new ideas to the head coach's attention as appropriate	NA	G	P	D
1b. PLANNING & PREPARATION - TRANSPORTATION				
Lower level coaches review bus schedule with head coach	NA	G	P	D
Notify athletic office of changes in a timely manner	NA	G	P	D
1c. PLANNING & PREPARATION – PRE-SEASON MEETINGS				
Meet with head coach to align philosophy and policies, including:	NA	G	P	D
✓ Program Philosophy	NA	G	P	D
✓ Program Expectations	NA	G	P	D
✓ Practice Schedules	NA	G	P	D
✓ Competition Schedule	NA	G	P	D
✓ Tryout/Cut Policies	NA	G	P	D
✓ Expectations of Student-Athletes	NA	G	P	D
✓ Expectations of Parents & Roles for Involvement	NA	G	P	D
✓ Lettering/Award Policy	NA	G	P	D
✓ Eligibility & Blue Card Requirements	NA	G	P	D
✓ Athletic Code Review	NA	G	P	D
✓ Promote Booster Club Membership	NA	G	P	D
Conduct a pre-season meeting with head coach for students and parents together	NA	G	P	D



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1d. PLANNING & PREPARATION – STUDENT ELIGIBILITY	
Keep accurate record of blue/silver card status for all athletes	NA G P D
Encourage early registration for all athletes	NA G P D
1e. PLANNING & PREPARATION – RULES, POLICIES, PROCEDURES, & RISK MANAGEMENT	
Complete online rules exam prior to first competition	NA G P D
Coach is knowledgeable about WIAA, Classic 8, and NFHS rules respective to their sport	NA G P D
Coach is knowledgeable and puts in place prevention plans for addressing risks commonly associated with their program, practice, games, and supervision responsibilities	NA G P D
Coach has thorough knowledge of school policies and procedures and adheres to them. Including but not limited to privacy, harassment/bullying, hazing, and the athletic code of conduct	NA G P D
1f. PLANNING & PREPARATION – SCHEDULING & FACILITIES	
Collaborate with head coach to arrange practice schedule and update athletic office of changes as appropriate	NA G P D

2a. PROGRAM ENVIRONMENT - COMMUNICATION	
Coach communicates expectations, concerns, and roles to athletes.	NA G P D
Coach assists in promoting sport within the school, media, and community through youth programs.	NA G P D
Coach provides information in a timely manner to athletes/parents/athletic director on any changes in schedules and on special programs	NA G P D
Coach is responsive to concerns and follows through with contact to athletes, parents, head coach, and the athletic director appropriately.	NA G P D
2b. PROGRAM ENVIRONMENT - LEADERSHIP	
Coach models good sportsmanship and uses appropriate language	NA G P D
Coach is approachable and maintains an open mind	NA G P D
Coach is consistent in applying team philosophy and rules	NA G P D
Coach promotes the benefits of participation in other sport and activity programs	NA G P D
Coach serves as a resource for community programs	NA G P D
Coach cultivates a student-driven team atmosphere demonstrated through individual leadership development	NA G P D



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2c. PROGRAM ENVIRONMENT – FACILITIES & EQUIPMENT				
Coach ensures all facilities and equipment are safe and prepared for practice and competition	NA	G	P	D
Coach reports facility and equipment concerns in a timely manner	NA	G	P	D
Coach provides ideas for improvement as able	NA	G	P	D

3a. PROGRAM INSTRUCTION - PRACTICES				
Coach is able to instruct athletes in the fundamental skills, strategy, and physical training associated with the sport	NA	G	P	D
Practice plans and pre-competition routines are specific, detail-oriented, and demonstrate an overall purpose	NA	G	P	D
Coach instructs athletes on the rules of the sport	NA	G	P	D
Coach provides positive and corrective feedback to athletes during practices	NA	G	P	D
Coach is able to modify instruction to meet the developmental needs of all athletes	NA	G	P	D
Coach directs other coaches, managers, and program personnel in an efficient and purposeful manner	NA	G	P	D
3b. PROGRAM INSTRUCTION - COMPETITIONS				
Coach provides positive and corrective feedback to athletes during competitions when able	NA	G	P	D
Coach stresses positives, learning, and work ethic to athletes	NA	G	P	D
Coach maintains discipline and works to increase team morale, cooperation, and teamwork	NA	G	P	D
Coach directs other coaches, managers, and other program personnel in an efficient and purposeful manner	NA	G	P	D
Plays athletes in accordance with established team rules and expectations, modeling consistency	NA	G	P	D
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	NA	G	P	D
3c. PROGRAM INSTRUCTION – ASSISTANT COACHES				
Coach communicates with head coach prior to practice or competition to define roles and responsibilities for the day	NA	G	P	D



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4a. PROFESSIONAL RESPONSIBILITIES				
Coach has thorough knowledge of all school and district athletic policies and is responsible for their implementation	NA	G	P	D
Coach refers all requests or grievances through the proper channels	NA	G	P	D
Coach attends professional clinics or workshops	NA	G	P	D
Coach attends all coaches meetings held by the Athletic Director including but not limited to seasonal meetings, and the annual all-coaches meeting	NA	G	P	D

Coach provides documentation of season ending reports within two weeks of final competition including team awards summary, inventory, and WIAA start/end participation numbers by grade level or information as directed by the head coach	NA	G	P	D
Coach advises Athletic Director on any policy, method, procedural changes as directed by the head coach	NA	G	P	D
Coach assists athletes in their college or advanced educational selection as appropriate	NA	G	P	D
AED/CPR & First Aid Certified	NA	G	P	D
Coaches Not Licensed to Teach (CNLT) Certification for non-educators prior to their second year coaching at West HS	NA	G	P	D

Distinguished

- > 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

- > 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

Growth Area/Needs Improvement

- > Inconsistency
- > Reminders necessary
- > Athletes, parents, athletic department uninformed or lacking details at times
- > Reactive nature
- > Disrespectful or inappropriate modeling for student-athletes

Recommendation:

- ✓ Renewal of coaching contract for next season
- ✓ Renewal of coaching contract with the following expectations
- ✓ Non-renewal of coaching contract

Assistant Coach

Date

Head Coach

Date