

Montgomery County Public Schools

Coaches Handbook

SY 2016-2017

This document is updated periodically throughout the school year and can be found online at

[http://www.mcps.org/departments/curriculum_pages/athletics.](http://www.mcps.org/departments/curriculum_pages/athletics)

Montgomery County Public Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

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The Montgomery County Public School District utilizes video surveillance equipment to ensure safety and security in its facilities. Employees of the Montgomery County Public Schools, therefore, are notified that surveillance equipment may record their actions at work. These recordings from the surveillance equipment may then be utilized to review employee conduct and appropriate work behavior.

Effective July 1, 2009 all Montgomery County Public school coaches (volunteer and paid) will be required to successfully complete the American Sport Education Program (ASEP) course entitled *Basic Virginia High School League Course*.

The basic course includes all coaching principles and sport first aid topics, plus the VHSL state and local component. It is available at http://www.asep.com/asep_content/org/VHSL.cfm.

Effective July 1, 2011 all Montgomery County Public school coaches (volunteer and paid) will be required to successfully complete the National Federation of State High School Associations (NFHS) course entitled *Concussion in Sports - What You Need To Know*.

This free course helps coaches to understand the impact sports-related concussion can have on players, how to recognize a suspected concussion, the proper protocols to manage a suspected concussion, and steps to help players return to play safely after experiencing a concussion. It is available at <http://nfhslearn.com/courses/61037/concussion-in-sports>

Preface

The purpose of this Handbook is to outline in specific detail the job description and responsibilities of coaches. This guide encourages uniformity of all programs within the county and serves as a source of information for coaches with questions. Modifications for the benefit and best interests of students can be approved by the Athletic Director and/or Administration. Each secondary building within the county may provide additional pages specific to their particular circumstances.

Philosophy and Goals of the Athletic Program

The activities program is an integral part of the educational program. The aim is to develop highly competitive activities keeping in mind the educational values of sportsmanship, health, scholastic attainment and maximum involvement of the student body.

The goals of the athletic program are:

1. To contribute to the physical fitness of student/athletes by teaching and presenting a sound program of conditioning and practice.
2. To teach the value of sportsmanship according to the VHSL sportsmanship code in order that participants may learn to be humble in victory and gracious in defeat.
3. To teach self-discipline to participants by requiring them to adhere to a life style that will contribute in a positive way to team effectiveness.
4. To teach the compatibility of self-reliance and cooperation through activities designed to give recognition of individual athletes and will show that success of the programs depends on the team effort.
5. To unify the school by providing common goals, involving all students, and creating a common purpose, thereby generating school spirit.
6. To provide a wholesome environment for athletic participation and will provide carry-over value by teaching positive attitudes and the recreational value of participation.
7. To provide opportunities to achieve educational and personal goals for student-athletes by counseling participants to establish goals consistent with their interests, abilities and needs.
8. To provide equal opportunity to all students regardless of race, color, national origin, sex, handicap and/or age as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or Section 504 Coordinator at 750 Imperial Street, SE, Christiansburg, VA 24073 or call (540) 382-5100.

Code of Ethics

This is a set of ethical principles and standards designed to guide in taking acceptable and approved action. Every head coach, assistant coach, and sponsor is expected to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair conduct.
2. Stress the values derived from playing the game fairly.
3. Show courtesy to visiting teams and officials.
4. Establish a good relationship with the visiting team.
5. Respect the integrity and judgment of sports officials.
6. Encourage leadership, use of initiative and good judgment of the players on the team.
7. Realize the purpose of athletics: to promote the physical, mental, moral, social and emotional well-being of each player.
8. Remember that an athletic contest is only a game
9. While supervising students, set a good example of conduct by refraining from using tobacco products, alcohol, or inappropriate language while at and away from school and by acting in a professional manner.
10. Maintain personal and professional behaviors that demonstrate positive role modeling for students, colleagues, and the coaching profession. Refrain from discourse and actions that undermine the integrity of self or other employees and compromise the professional standards of the school division.

Virginia High School League

The Virginia High School League is a member of the National Federation of State High School Athletic Associations. All rules and regulations governing secondary school boys' and girls' interscholastic athletic contests may be found in the Virginia High School League Handbook. All coaches and sponsors of the athletic and activities programs must be thoroughly familiar with these regulations. Coaches and Sponsors are responsible for properly administering all rules governing their particular activity. These regulations include: age of contestants, official date for start of practices, eligibility, game standards, and officials.

A copy of the Virginia High School League Handbook is available in the athletic director's office for any coach or sponsor needing to refer to it. The handbook is available online at <http://www.vhsl.org/about.vhsl-handbook>.

General Regulations and Procedures

The following will enable coaches to understand athletic procedures:

1. Coaches are expected to work together to see that each student is encouraged and assisted in reaching maximum potential as an athlete and student. Any coach who feels unable to work with colleagues in the best interest of the students should contact the athletic director.
2. Coaches are expected to serve their contract hours. Exceptions should be rare and approval for these exceptions must be granted by the principal.
3. Athletic equipment will not be purchased without approval of the Athletic Director or Principal.
4. No practices, meetings, or other team gatherings are to be held on Sundays.
5. No practice shall be conducted off school property without prior approval of the athletic director.
6. The coaches shall supervise athletic facilities when in use by their players. This includes the training room.
7. Head coaches (or designated assistant coaches) are responsible for providing supervision to students who remain after school for games, practice, and conditioning.
8. Coaches should seek clarification or assistance regarding athletics by asking the athletic director.

Duties and Responsibilities

The following standards must be practiced:

1. Work of the coach must be an integral part of the school system by making an educational contribution, enforcing school rules and encouraging academic achievement.
2. All coaches must receive Bloodborne Pathogen Training. The on-line course may be accessed at <http://professional.montgomery.k12.va.us/>
3. New coaches must complete the documents found at this link [New Hire Documents](#) prior to making an appointment at HR to be fingerprinted.
4. Be familiar with and enforce VHSL, district and school rules. Each coach is responsible for making sure each participant has an up-to-date physical and is eligible for participation.
5. Proper and professional behavior at all times as emphasized in our code of ethics.
6. Always have emergency phone numbers for all for your students available to you whether at practice, home or away games/matches/contests.

7. Never leave students unattended following practices, home or away games (upon your return). Wait with your students until all have safely left the school grounds.
8. Make sure you have an accurate head count when traveling and use it each time you re-board the bus.
9. If a student becomes sick or injured and needs to go to a hospital and there is more than one coach present, one coach should accompany the student to the hospital in the absence of a parent, guardian or trainer.
10. Coaches shall not degrade officials to the press.
11. Each coach/sponsor shall be responsible for assisting the athletic director in providing the proper facilities, safety and care for visiting teams and officials.
12. Report any incident of unsportsmanlike conduct in writing to the athletic director within 24 hours.
13. Emphasize the following to your squad members:
 - a. Attendance at all practices
 - b. Keeping the locker room, their locker, and their body clean
 - c. Use of profane or obscene language and physical abuse of participants shall not be allowed
 - d. Encouragement of good sportsmanship both in victory and defeat
 - e. Respect of authority both on and off the playing field
 - f. Good conduct in the locker room, on the bus, and on the playing field
 - g. The serious consequences for illegal use of drugs or alcohol
14. Follow the directions of the physician or trainer concerning the health and status of any and all participants under your charge.
15. Be responsible for all equipment assigned to the activity coached or sponsored.
16. Collect all issued equipment at the end of the season and be responsible for collecting reimbursement for lost or stolen items issued.
17. Through a meeting, notify students and parents of team rules, school rules, and other information that might be appropriate. Set this date and notify the athletic director so he can arrange to be present.
18. Each head coach is responsible for issuing safe equipment to each participant.
19. Names for the VHSL eligibility list should be in the hands of the athletic director 10 days prior to the first scheduled game or contest.
20. The coach should strive to develop a professional relationship with sportswriters. In the absence of a sportswriter at your game, the coach is responsible for providing information (game results and related items) to the local newspapers.
21. A coach shall remain in the locker room after games to supervise the team

- (especially away games).
22. Complete necessary forms for competition in district and regional events.
 23. Work with school nurse and parents to be aware of the medical needs of student athletes.
 24. Attend meetings to select All District teams as well as other meetings deemed necessary.
 25. All money collected for athletics must be receipted and turned in to AD according to individual school policy.

Coaching Stipends

Athletic Directors recommend personnel for hire under a supplemental coaching contract. The MCPS School Board must approve each supplemental contract for hire to be official. Approved supplemental contracts are issued through the Human Resources Dept. Coaches must fulfill all requirements for employment prior to working with student athletes. The contract must be signed for any payment to be issued.

Volunteer Coaches

Anyone wishing to assist with an athletic team must have the approval of the Athletic Director and Head Coach. Each volunteer will need to check in at the high school and present their driver's license prior to working with student athletes. For volunteers with ongoing interactions with athletes, it is necessary to visit the Human Resources Department at 750 Imperial Street, Christiansburg to complete background information checks. Volunteers can make an appointment through Human Resources at 540.382.5100 x 1069. Volunteers must comply with protocols listed in the MCPS Volunteer Handbook.

Substance Abuse

Employees cannot consume alcohol, use illegal drugs, or consume substances that knowingly may impair their judgment while tasked with supervising, supporting, or assisting student activities or trips. Having students supervised by volunteer chaperones or other coaches does not excuse them from the district standards - employees tasked with the supervision of students at any type of activity must adhere to our employee expectations.

Contracts will be withdrawn from employees that knowingly and willfully with the intent to compromise the outcome of an athletic competition procures, sells, or administers anabolic steroids or causes such drugs to be procured, sold, or administered to a student who is a member of a school athletic team, or fails to report

the use of such drugs by a student to the school principal and division superintendent as required by the *Code of Virginia*. Any person whose administrative or teaching license is suspended or revoked by the Board pursuant to this section shall be ineligible for three school years in the public schools of the Commonwealth.

Tobacco Use

No tobacco products should be used in the presence of students or anywhere on campus. This includes all tobacco products.

Standards for Student-Athletes

Students will be held to the following standards:

1. Regular attendance at school is mandatory in order to participate in athletics.
2. Please see each school's attendance policy regarding the effect of attendance on practice or play.
3. Improper conduct in the classroom will not be tolerated.
4. Student-athletes are expected to maintain self-control at all times both on and off the playing field.
5. **Students serving a multiple day in-school suspension may resume practice or play following the completed suspension assignment. Students serving an out-of-school suspension may not return to play or practice until they have returned to school. Further consequences may be appropriate and input from the Athletic Director and/or principal is expected.**
6. Students must be on time to practice unless given permission by the coach not to attend.
7. An athlete who finds it necessary to miss practice must make necessary arrangements *personally* with their respective coach. This should always be done before, not after, missing practice. (Illness may be an exception.)
8. In case of illness, a squad member should notify their coach by phone prior to practice.
9. The use or possession of alcohol, tobacco, or drugs will not be permitted.
10. All equipment must be handled with the utmost care.
11. Practice gear should be laundered periodically.
12. Each player is responsible for turning in his/her own equipment following the season.
13. Players are requested to wear proper attire (neat and representative) for away games as specified by the coach.
14. Students should be reminded of proper conduct while on the bus.

15. Specific consequences to violations of student conduct standards are available from the Athletic Director.

Injury/Illness

The following steps should be taken when a student injury/ illness occurs:

1. Emergency plan must be on file with the Athletic Director. (Blank forms available in the appendix.)
2. If needed, the coach should administer First Aid immediately.
3. If the athletic trainer is available, notify the trainer immediately. The trainer will be in charge of the situation.
4. If the injury/ illness is serious and the trainer is not available, the coach should contact a parent or guardian and advise them of the situation. If the coach feels that the victim needs to be immediately transported to a hospital, the parents should be contacted as soon as possible. An assistant coach or athletic trainer should accompany the student to the hospital in the absence of a parent/guardian and stay with the student until a parent or guardian arrives.
5. Any student suspected of sustaining a concussion must leave the playing field and not return until evaluated and given written permission by a licensed health-care provider.
6. The coach must complete an injury report with the help of the trainer, if present.
7. The principal and athletic director shall be notified immediately of any injury that requires transporting a student to the hospital.
8. Superintendent's office or the Director of Secondary's office shall be notified within 24 hours of any injury requiring transporting to the hospital. If the injury is life threatening, the notification to the superintendent must be immediate.

The following steps should be taken when a coach is injured:

1. Make the call before seeking treatment.
 - Notify supervisor of the injury/incident
 - In a quiet place, employee and/or supervisor call Company Nurse at: 888-770-0925.
 - You will be asked to provide the following information during the call:
 1. Search Code (V060B)
 2. Employer name and/or worksite
 3. Employee personal information
 4. Injury details: Who? What? When? Where?
 - Possible Outcomes as a result of the Call:
 - o Self-care or basic first aid, OR
 - o Referral to medical facility by a Nurse – Occ Health or Urgent Care or ER.

2. Report distribution after the call
 - Report of Injury is e-mailed or faxed to key stakeholders at the employer.
 - If injured employee is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee at their facility.
3. Follow-up Call
 - Additional Nurse Advice: Employees who were triaged by a nurse but not initially referred, are welcome to call our nurses again if injuries become worse or new symptoms develop for which they may require additional nurse advice or injury triage services and a possible referral for medical treatment.

Medication/Diabetes Training

Coaches with student athletes requiring medication or diagnosed with diabetes must complete training through MCPS. This training is typically provided at the pre-season coaches' training. The Athletic Director may require a coach to have the training in order to meet student needs.

Concussion Policy Regulations

The Montgomery County School Board is committed to ensuring that any student who sustains a head injury and/or is suspected of sustaining a concussion is properly diagnosed, given adequate time to heal, and is comprehensively supported until he or she is symptom free. Concussion management is based on physical and cognitive rest until symptoms resolve, followed by a return to play protocol after medical clearance.

For injuries sustained during an athletic event:

1. All coaches will complete an online NFHS course for the recognition of signs and symptoms of concussion. Coaches will present certificates of completion to the athletic director no later than the first day of their respective seasons. After completion of the course, coaches are required to attend an annual coaches' training provided by MCPS and must re-take the online course.
2. In order to participate in any extracurricular athletic activity, each student athlete and the student athlete's parent or guardian shall annually review information on concussions provided by the school division.
3. After reviewing the material describing the short and long term health effects of concussions, each student athlete and the student athlete's parent or guardian shall sign a statement acknowledging receipt, review and understanding of such information.
4. Student athletes will complete a baseline assessment, for example ImPACT or SCAT 2, which will be submitted to the Athletic director for reference during the sport season.
5. Any student suspected of sustaining a head injury or concussion shall

immediately be removed from the activity and shall not return to play that same day and until

(a) evaluated by an appropriate licensed health care provider, and (b) being in receipt of written clearance to return to play from such licensed health care provider.

6. A student removed from play should be evaluated by a licensed healthcare provider using the *Head Injury Referral Form* so that the attending physician has the information to aid in diagnosing the symptoms. A copy of the evaluation form should be given to parent/guardian of the student athlete.
7. A copy of the *Head Injury Referral* form must be initialed by the athletic director, a school administrator, and the school nurse so that steps can be taken to ensure appropriate school personnel are notified. Modifications may be necessary in academic classes, physical education classes, and other school activities.
8. When the student/athlete returns to school, a physician's note may provide guidance on activity limitations or the note may declare the student/athlete to be symptom-free and ready to return to play. Any such note must be shared with the athletic director, a school administrator, athletic trainer and the school nurse.
9. Once a student is cleared for return to play, this protocol will be followed:
 - a. Low levels of physical activity. This includes walking, light jogging, light stationary biking, light weightlifting (lower weight, higher reps, no bench, no squat).
 - b. Moderate levels of physical activity with body/head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from the typical routine).
 - c. Heavy non-contact physical activity. This includes sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).
 - d. Full contact in controlled practice.
 - e. Full contact game play.
10. The student athlete will be checked for symptoms using the *Post Injury Return-to-Play Tool*. This assessment may be conducted by the athletic trainer, the School nurse, team Physician, or other trained MCPS employee. As long as the student/athlete remains at baseline or does not have any exacerbated symptoms, the protocol can advance through the 5 levels. If the assessment reveals any new or returning symptoms, the student/athlete must again be referred to a physician for evaluation. The process begins again using the *Head Injury Referral form*.

For injuries sustained during school-sponsored activities:

1. Any student suspected of sustaining a head injury or concussion shall immediately be removed from the activity.

2. A student removed from an activity should be evaluated by a trained MCPS employee using the *Head Injury Referral Form* so that the attending physician has the information to aid in diagnosing the symptoms. A copy of the evaluation form should be given to the parent/guardian of the student.
3. A copy of the *Head Injury Referral* form must be provided to the athletic director, a school administrator, and the school nurse so that steps can be taken to ensure appropriate school personnel are notified. Modifications may be necessary in academic classes, physical education classes, and other school activities.
4. When student/athlete returns to school, a physician's note may provide guidance on activity limitations or the note may declare the student/athlete to be symptom-free and ready to return to play. Any such note must be shared with the athletic director, a school administrator, and the school nurse.
5. Once a student is cleared for return to school, the physician's directions will be followed. If the student is also an athlete, the return-to-play protocol should be followed.
6. The student may be checked for symptoms using the *Post Injury Return-to-Play Tool*. This assessment may be conducted by a trained MCPS employee. If the assessment reveals any new or returning symptoms, the student's parent/guardian should be encouraged to have the student re-evaluated by a physician.

Individual Eligibility Rules

To be eligible to represent a High School in a VHSL interscholastic athletic activity the athlete must meet the following criteria:

1. Must be a regular bona fide student in good standing of the school you represent.
2. Must have been promoted to the ninth grade (eighth grade students who do not qualify for varsity participation under the foregoing provision may be eligible for junior varsity competition).
3. Must have enrolled no later than the fifteenth day of the semester.

4. School specific information:

a. A student at Christiansburg High School must have passed at least 5 credit subjects the previous semester and must be currently taking no less than 5 credit subjects.

b. A student at Auburn High School, Blacksburg High School, or Eastern Montgomery High School must have passed at least 4 credit subjects the previous semester and must be currently taking no less than 4 credit subjects.

c. Middle school students playing on Junior Varsity must meet minimum requirements as outlined by VHSL.

Students must pass 71% of their previous semester courses.

5. Must not have reached your nineteenth birthday on or before the first day of August of the current school year.
6. Must have been in residence at your present high school or junior high school from which your high school receives its students, during the entire semester immediately preceding the one in which you desire to participate. (See exceptions a-f in the VHSL Policy Manual.)
7. Must not, after entering the ninth grade for the first time, have enrolled in or been eligible for enrollment in high school more than eight consecutive semesters, nor have represented a high school or prep school more than four years.
8. Must be an amateur as defined by the Virginia High School League, Inc.: “A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived there from.”
9. Must have submitted to your principal before becoming a member of any school athletic team an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed, attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents’ consent to your participation.
10. Must not have received in recognition of your ability as a high school athlete any award not presented or approved by your school or League.
11. Must not have participated in any all-star contest between teams whose players are selected from more than one high school.
12. Questions or concerns regarding eligibility should be brought to the attention of the Athletic Director.

Middle School Participation on JV Teams:

We encourage all our students in Montgomery County High Schools to get involved in athletics. Eighth graders are also welcome to join our JV teams if the sport is not offered at their middle school. If the sport is offered at your middle school we encourage you to play for your school.

Procedure if an 8th grader wants to try out for JV in a sport offered by the middle school.

STEPS

- 1) Parent/player has a meeting with middle school principal and middle school activity coordinator. If all feel it is in the player's best interest to try out for our JV teams in that sport go to step 2.
- 2) The middle school principal contacts the high school athletic director requesting that the player try out for the JV team. The athletic director and high school principal will review the request. The two principals will then confirm the decision.

*If the player doesn't make our JV team and tryouts at the middle school have already occurred in that sport, they may not be able to go back and play at their middle school. Please take this into consideration.

Coach/Sponsor Communications to Squad Members

The Head Coach/Sponsor is responsible for notifying students, parents and the athletic director in writing of standard practices and procedures involved with his/her activity. This information should be handed out at the mandatory meeting with the parents and team. The standard practices and procedures should include the following but are not limited to this list:

1. Physical examination
2. Practice schedule
3. Regulation on trips
4. Schedule of activities
5. Training and appearance rules
6. Sportsmanship
7. Conduct
8. Academic requirements
9. Award policy
10. Directions to away contests
11. Notification of parents' need to communicate medical issues

Communication with Athletes

All coaches should avoid using an unsecure means of communication, such as Facebook or personal texts. Remind 101, <https://remind101.com> is recommended for secure communications with students and parents. [Remind 101](#) provides a safe, one-way, mass text messaging system created specifically for use in Education. It keeps your phone number, and the phone numbers of your subscribers completely private, stores all messages, and it's free to use. Once the coach signs up and creates a list, parents and students are able to sign up with one text or email.

Squad Supervision

The following guidelines should be used when supervising your students:

1. Never leave your athletes unattended. This includes practices, open gyms, conditioning-weight room, locker rooms, home or away games. Following these activities, wait with the students until all have safely left the school grounds.
2. When you are with your athletes in one of the activities previously mentioned in guideline number one, always have emergency phone numbers with you.
3. Make sure you have an accurate head count when traveling so you can always verify that you have everyone each time you re-board the bus.
4. Keep a copy of the student emergency permission form at all practices and events.
5. Employees cannot consume alcohol, use illegal drugs, or consume substances that knowingly may impair their judgment while tasked with supervising, supporting, or assisting student activities or trips. Having students supervised by volunteer chaperones or other coaches does not excuse them from the district standards - employees tasked with the supervision of students at any type of activity must adhere to our employee expectations.
6. If a participant should become sick or injured, the steps in the **Injury/Illness Section** should be followed.
7. Make sure that all participants know what you expect of them behavior-wise.

Purchase Orders

The following steps should be used in making purchases for your team:

1. Before any equipment or supplies can be ordered, a purchase order (see AD) must be filled out completely.
2. The price of each item and the company with which the order will be placed must be listed.
3. Coaches should consult with the athletic director before any equipment or supplies are ordered.
4. After completing the purchase order it must be given to the athletic director for approval. The athletic director will then give it to the bookkeeper to obtain approval from the principal.
5. Following the principal's approval, **the athletic director will place the order.**
6. Allow extra time for purchase orders over \$1,000 because they must go to the central office.

Equipment Distribution / Safety Guidelines

The following information should be used in distributing equipment and for inventorying:

1. An orderly and organized method of equipment distribution must be established so that individual candidates may be properly fitted with the necessary equipment.
2. Individual accountability for issued equipment must be kept.
3. Coaches of athletes not returning school equipment should discuss this delinquency with the student involved and the parents, if necessary, before submitting the list to the athletic director.
4. A player may not advance to another sport until he/she has completed all obligations from the previous sport and has been release by the previous coach.
5. The head coach will see that equipment is cleaned and stored in the proper storage area. An inventory of all equipment will be taken. The athletic director should be told of equipment condition to see if replacements need to be purchased.
6. Suggested inventory forms are found in the appendix.

MCPS Soccer Goal Safety Guidelines

Montgomery County Public Schools has created the following guidelines to be in effect as of January, 2014 and beyond for all MCPS athletic facilities.

Objective:

To establish guidelines that will provide all coaches, parents, and administrators that are responsible for students participating in the sport of soccer and/or using facilities maintained by Montgomery County Schools that ensure proper installation, setup, maintenance, and transportation of movable soccer goals.

Anchoring/Securing/Counterweighing Safety Guidelines:

A properly anchored/counterweighted movable soccer goal is much less likely to tip over. Accordingly, it is imperative that all movable soccer goals are always anchored and that they are secured to the ground, making sure the anchors are flush with the ground and clearly visible.

There are several different ways to anchor a movable soccer goal. The type of anchors used will depend on a number of factors, such as soil type and playing surface (synthetic turf or natural grass) and total goal weight. The types of anchors recognized by MCPS include but are not limited to: ground anchoring, sandbags or other counter- weights and stability bars.

A warning label such as the following shall be posted on all movable soccer goals: ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL IF THIS GOAL IS NOT ANCHORED, DO NOT USE IT AND CONTACT: MONTGOMERY COUNTY PUBLIC SCHOOLS AT (540) 382-5100. SERIOUS INJURY OR DEATH CAN OCCUR IF THE GOAL TIPS OVER.

Under the supervision of an MCPS employee, goals may be moved in the following manner:

Utilized 6 people per goal; 2 on the cross bar evenly distributed to handle the weight of the goal, 2 on one side, and 2 on the other side. Those on the sides would be on the goal's upper corner and lower corner of each side.

Goals should be carried with the face of the goal down and parallel to the ground.

One person carried each sand bag.

Removals-End of Season:

At the conclusion of each soccer season (spring/fall), soccer coaches will ensure that all soccer goals are stored in a secure location, or otherwise secure such goals by removing the nets and placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or fully disassembling the goals for season storage.

Acquisition of Tip-Resistant Movable Soccer Goals:

Montgomery County Public Schools will not purchase a movable soccer goal whose inside measurements are not 6.5 to 8 feet high and 18 to 24 feet wide unless it is tip resistant and comes equipped with a counter-balance or stabilizer bar or other design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, MCPS may continue to use its existing goals in a manner consistent with this policy.

Transportation

Bus/Car request forms must be filled out and submitted to MCPS Transportation by the athletic director. The athletic director will provide the head coach with an approved copy of their transportation schedule. Out-of-state trips require the approval of the school board and should be submitted two months in advance of travel. September and October trips should be submitted in May.

Student athletes are expected to travel with the team to a contest and return with the team on the team bus. The coach **may require** student athletes to ride together on the team bus as part of the athletic program.

Exception: Students must have the prior approval of the coach/AD if they are not riding the bus to or from an athletic event. The coach must personally release the student to the parent or parent designee after the game. With the coach's approval, a student may travel with his/her parents or their designee if there is advance consent provided, in writing, prior to the trip. A sample form is provided in the appendix.

Student athletes will not be released to another student for transportation.

Student athletes traveling in a private vehicle are not covered by the Montgomery County Public Schools transportation insurance policy.

Season Participation Rule

These guidelines should be followed in regard to student/season participation:

1. Students are expected to complete their entire season.
2. Once a student begins practice in a sport and his/her squad membership is terminated, he/she is ineligible to participate in any other sport unless given approval by the athletic director.
3. The student can be involved in a weight program or open gym program if these are open to all students. However, dismissal due to behavioral issues may result in a ban from open gyms, tryouts, or even game attendance upon Administration review.
4. Players dropped from the squad:
 - a. If a player is dropped from a squad for any reason, the coach must give, in writing to the athletic director, the reason for the dismissal from the squad.
 - b. If the player quits the team, the coach must give his/her name, in writing, to the athletic director.
 - c. At the conclusion of Junior Varsity season, if an athlete goes up to the Varsity for one day he/she becomes a part of the team for the duration.

Student Athletics/Activities Eligibility Requirement for Middle School

- (1.) Eighth grade students may participate on the sub-varsity level while in the eighth grade, **with permission of both the receiving and the sending schools**. The student must meet all other established criteria. No student below the eighth grade level is eligible to participate in any VHSL interscholastic contest.
- (2.) Eighth-grade students who passed five 8th grade subjects the past school year and reached the age of fifteen on or before the first day of August may compete on the varsity level.
- (3.) Eighth-grade students may participate in non-athletic events for one year only while in the eighth grade. Such participation does not affect the subsequent eligibility of the student under the Semester Rule.
- (4.) A student may participate in VHSL sub-varsity sports for one year only prior to entering the ninth grade.

- (5.) A student who turns 15 on or before August 1st of the current school year will not be eligible for middle school sports.
- (6.) Eighth grade students will be allowed to participate for one year only as an 8th grader in middle school sports and non-athletic events.
- (7.) 7th grade students may participate for one year only in middle school sports as a member of the 7th grade class.
- (8.) 6th grade students may serve as a team manager but not as a team player. Team managers do not need a physical and may not participate as players in practice or in games.

* Items in red are School and/or District Regulations

* Items in black are VHSL Rules and Regulations

Two Sports in One Season Rule

Each school will provide a statement for participating in 2 sports during a season.

Training Room

The training room is to be used only by those athletes who have business with the training staff. The following guidelines should be used while using the training room.

1. No students should be in the training room without supervision.
2. No food or drinks.
3. The training room will open immediately after school. Athletes needing care should get to the training room as soon as possible.
4. The equipment is to be used by athletes under supervision only.

Managers

Managers should perform the following duties:

1. Help set up facilities for the practice area.
2. Help set up facilities for games.
3. Should aid the coach in practices.
4. Aid the players in getting ready for practice or games.

Managers should not be responsible for:

1. Security
2. Supervision of players
3. Keys

Managers must complete "Emergency Medical Forms." The same rules about student eligibility apply to manager eligibility, except Managers need not submit a physical.

Facilities

Every effort will be made to provide the best practice and game facilities possible. Coaches shall be responsible for the practice area and shall see that their managers keep these areas clean and keep equipment in their respective storage areas. Coaches should report any damaged equipment or unsafe conditions to the athletic director.

|

Scheduling and Postponing Athletic Contests/Practices

The athletic director with the principal's approval schedules all interscholastic athletic contests. Schools are obligated to schedule all district contests first. Any schedule changes requested by the head coach will be given every consideration. To prevent scheduling conflicts, no coach shall schedule or reschedule an athletic contest.

The athletic director and/or principal will decide if a game is to be postponed. Factors considered in postponements are: safety to participants, travel conditions, and condition of playing field (damage to field and equipment). If a contest is postponed, the athletic director will notify our head coach, the opponent's athletic director, officials, newspapers, bus drivers, cheer sponsor, gate personnel, rescue squad, concessions (booster club), and custodians.

If coaches can jointly reach a decision for practice times and usage of the facilities, so be it. If not, the athletic director will schedule facilities for the teams. Remember that in-season sports will take precedence over out-of-season sports. Coaches should post their practice schedules so parents will know when to expect their child to be finished for parent pick-up. Coaches are reminded that parents have other commitments and are encouraged to finish practice on time. Also, coaches are reminded that member schools may not play an athletic contest or engage in practice or team meetings on Sunday.

If school is dismissed early due to severe weather conditions, all practices will be cancelled for that day. If we are not in school the following day or subsequent days, a decision will be made by the principal through the superintendent as to whether or not practice will be allowed on those days. The athletic director will notify coaches when a decision has been reached.

Lightning Policy

I. Responsibilities:

A. Prior to the start of a game:

Athletic Administration, Principal, Coaches and Athletic Trainers will consult each other over the possibility of postponement. Until such time as the officials arrive on the field, it will be the responsibility of the Athletic Director to postpone the event.

B. Once the officials have arrived on the game field:

It is the duty of the athletic director to alert the officials of lightning. Still, it will be the responsibility of the lead official to postpone and/or cancel the game.

- C. It is the coach's responsibility to read and understand this policy. If there are questions and/or concerns, the coach should consult the Athletic Director immediately.

II. Lightning Policy:

A. Once you see a lightning strike:

In accordance to NFHS (National Federation of State High School Associations) regulation the coach (in practice situations) or athletic director prior to the game should note the strike and count slowly to 30 (using a watch if available). If thunder is heard within this 30-second period, **clear the field immediately, and take shelter.**

1. Stadium:
 - a. Players and officials proceed to locker rooms, if visitors can get to their bus easily, allow them to use it.
 - b. Spectators should attempt to make it to their cars (convertibles are not an acceptable option), if not they should enter the concession area. Standing under the bleachers or in a dugout is **NOT** acceptable.
2. Practice Fields - Get students inside of building ASAP.
3. Tennis Courts - Get students inside of building ASAP.

B. Restarting the game and/or practice:

1. Once you have cleared the field, you must wait 30 minutes from the last lightning strike (and thunder clap within the 30 seconds).
2. Please Note: You must wait an additional 30 minutes for each time there is a qualifying strike (lightning and thunder within 30 seconds of each other).
3. Once the game has started the official has the final decision for restarting or postponing / canceling the game.

Safety Addendum:

If you cannot get indoors for some reason, squat low to the ground in an open place away from trees, poles, or metal objects. Place your hands on your knees with your head tucked between them. Do not lie flat on the ground. During an electrical storm do not use a cell phone or be in contact with anything metallic. If someone is struck by lightning, call 911 immediately. First Aid can commence if the victim is not touching any electrical source.

Coaching Assessments and Contracts

Evaluation of assistant coaches requires input from players. The head coach should complete the evaluation within two weeks of the close of the regular season.

Evaluation of head coaches requires input from players. The athletic director should complete the evaluation within three weeks of the close of the regular season.

Evaluation of the athletic director should be completed by the head coach within three weeks of the close of the regular season.

Evaluation forms are included in the appendix of this manual.

All coaching positions are a one year only contract. VHSL strongly recommends that schools try their best to fill all extracurricular positions with school personnel. Schools have the option of re-advertising any position, and those desiring another season in the position may re-apply.

Appendix

Athletic Emergency Plan

The emergency plan addresses immediate need for medical assistance in the instance of traumatic injury or illness. The emergency plan assigns duties for effective evaluation, transport and follow-up of the situation. The emergency plan impacts coaches, spectators, practice/game personnel as well as athletes. The emergency plan must address situations that may occur from the first practice through the last team meeting, it includes weekdays as well as weekends.

A checklist is attached for duties assigned to specific individuals, or information pertinent to the specific team/sport.

This plan may be used for any sport, for any site where the team practices and/or competes. It must be available at any time. It should also include additional information specific to a unique site or other circumstance.

Should an injury occur that needs medical assistance, the following critical items need to be addressed by a coach, certified athletic trainer (ATC), and/or athletic director.

1. Primary evaluation
2. Access ATC if on site
3. Access EMS
4. Immediate primary care (Coach notifies ATC and AD of all injuries within 24 hours)
5. Medical Emergency

- Notification of parent
- Notification of ATC

Cell phone _____

- Notification of AD by ATC

Cell phone _____

- Principal contact number

Cell phone _____

- Asst Principal contact number

Cell phone _____

****Do not send teammates to the hospital**

Home phone _____ Home phone _____ Home phone

Home phone

Emergency information sheets from VHSL physical forms, first aid kit and quick access to ice shall be the standard for each practice and event. Certified athletic trainer shall be within easy contact to provide care.

In case of catastrophic injury, no information shall be given to any party other than EMS. The ATC and/or coach shall notify the athletic director. The athletic director shall be responsible for contacting the principal of the school. The athletic director or principal will release appropriate information to the media.

The following page is to be filled out for each sport, level (Varsity or JV), and location.

Athletic Emergency Plan Information Sheet

Coach _____

Date _____

Sport _____

Game Site Address _____

Practice Site Address _____

The following information is to be filled out for proper quick appropriate action:

Who will give primary care to the athlete? _____

Where is the first aid kit? _____

Where are copies of the Student Emergency Information Sheets? _____

Who will notify the ATC? _____

Who will call EMS? _____

From which phone will the call to the EMS be made? _____

Who will notify parents? _____

Where should EMS come to have quick access to injured athlete? _____

Who will open gates/doors for EMS? _____

Who will meet/direct EMS to athlete? _____

Who will travel with injured athlete? _____

Who will manage the rest of the team while care is given? _____

Who will follow-up with parents? _____

Who will document the injury? _____

Who will speak to the parent in the instance of catastrophic injury? _____

Emergency Telephone numbers:

Athletic Trainer (ATC) _____

EMS _____

Emergency Care Facility _____

Athletic Director _____

Principal _____

Asst. Principals _____

Alternate Transportation Permission Form

Student athletes are expected to travel with the team to a contest and return with the team on the team bus. The coach **may require** student athletes to ride together on the team bus as part of the athletic program.

Exception: Students must have the prior approval of the coach/AD if they are not riding the bus to or from an athletic event. The coach must personally release the student to the parent or parent designee after the game. With the coach's approval, a student may travel with his/her parents or their designee if there is advance consent provided, in writing, prior to the trip.

Student athletes will not be released to another student for transportation.

Student athletes traveling in a private vehicle are not covered by the Montgomery County Public Schools transportation insurance policy.

_____ has permission to ride with
(Name of student athlete)

_____ for travel **to/from**
(Name of parent designee) (Circle)

the athletic event to be held on _____

Signature of parent/guardian _____

Contact Information: _____
Home/Office # _____ and Cell # _____

My signature indicates that I have read the transportation policy for athletes printed at the top of this page.

Baseball / Softball Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Bats		Catchers Mitts	
First Base Mitts		Shin Guards	
Catchers Masks		Chest Protectors	
Bases (Sets)		Batting Tees	
Field Liners		Screens	
Batting Helmets		Pitching Machines	

****Please list any additional items in the blank spaces.**

Basketball Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Nets		Cones	
Jump Ropes		Dribble Aides	
Rebound Machines		Ball Carts	

****Please list any additional items in the blank spaces.**

Football Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Dummies		Hand Shields	
Helmets		Knee Pads	
Hip Pads		Thigh Pads	
Face Masks		Chain Sets	
Sideline Markers (Sets)		Belts	
Sleds		Tees/Blocks	
Shoulder Pads		Headphones (Set)	
Collars		Scrimmage Vests	

**Please list any additional items in the blank spaces.

Golf Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Clubs		Training Devices	
Bags			

**Please list any additional items in the blank spaces.

Soccer Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Practice Goals		Practice Nets	
Game Goals		Game Nets	
Corner Flags/Posts		Small Goals	
Shin Guards			

**Please list any additional items in the blank spaces.

Swim Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Goggles		Starting Pistols	
Caps		Lap Counters	
Stop Watches		Kick Boards	

**Please list any additional items in the blank spaces.

Tennis Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Rackets			

Track / Cross Country Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Shot Put		Discus	
Batons		Hurdles	
High Jump Set		Tapes	
Starting Pistols		Cones	
Starting Blocks		Rakes	
Marking Poles/Flags		Measuring Wheel	

Volleyball Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Standards		Nets	
Knee Pads		Net Antennas	
Ball Carts			

Wrestling Inventory Form

Coach _____

School _____

Year _____

Uniforms

Item	No.	Item	No.
Varsity Home Jerseys		JV Home Jerseys	
Varsity Away Jerseys		JV Away Jerseys	
Varsity Home Bottoms		JV Home Bottoms	
Varsity Away Bottoms		JV Away Bottoms	
Warm Ups		Hats	
Socks		Belts	
Practice Jerseys		Practice Bottoms	

Equipment

Item	No.	Item	No.
Mats		Head Gear	
Conditioning Suits		Portable Clocks	
Face Masks		Scales	

Evaluation of Assistant Coach

Name of Coach

Gender M / F / Both

Sport / School

Rating Scale:

N/A – Not Applicable
 1 – Definite Weakness

2 - Improvement Needed
 3 – Satisfactory

4 - Good
 5 – Excellent

Professional and Personal Relationship (circle rating)

- | | | | | | | |
|---|-----|---|---|---|---|---|
| 1. Demonstrates self-control and poise | N/A | 1 | 2 | 3 | 4 | 5 |
| 2. Is punctual | N/A | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates enthusiasm in working with students | N/A | 1 | 2 | 3 | 4 | 5 |
| 4. Shows proper conduct in practice and games | N/A | 1 | 2 | 3 | 4 | 5 |

Comments:

Coaching Performance (circle rating)

- | | | | | | | |
|--|-----|---|---|---|---|---|
| 1. Demonstrates a knowledge of the sport | N/A | 1 | 2 | 3 | 4 | 5 |
| 2. Has the ability to teach the activity assigned | N/A | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates high level of interest in coaching | N/A | 1 | 2 | 3 | 4 | 5 |
| 4. Shows an ability to motivate players | N/A | 1 | 2 | 3 | 4 | 5 |
| 5. Has a good rapport with players | N/A | 1 | 2 | 3 | 4 | 5 |
| 6. Is attentive to assigned duties | N/A | 1 | 2 | 3 | 4 | 5 |

Comments:

Related Coaching Responsibilities (circle rating)

1. Demonstrates a positive relationship with other staff	N/A	1	2	3	4	5
2. Follows procedures with regard to equipment care	N/A	1	2	3	4	5
3. Shows an acceptance of duties assigned by head	N/A	1	2	3	4	5
4. Demonstrates ability to adequately supervise players in locker room and other areas	N/A	1	2	3	4	5
5. Demonstrates a willingness to assume extra duties	N/A	1	2	3	4	5
6. Shows loyalty to the head coach and coach's system	N/A	1	2	3	4	5

Comments:

General Appraisal Regarding Evaluation:

Coach's Comment to This Evaluation of Sport Program:

Check the box below to indicate your recommendation:

- Satisfactory - to be recommended for continued for continued assignment
- Probationary - to be recommended for reassignment provided an understanding can be reached in areas where improvement is suggested
- Unsatisfactory - not to be recommended

Athletic Director's Signature

Date

Principal's Signature

Date

Coach's Signature**

Date

***The signature of the coach is only to show that the coach has reviewed the evaluation, and does not necessarily mean that they agree with the content of the document.*

Player Feedback for Assistant Coach

Name of Coach	Sport / School Gender M / F / Both
----------------------	---

Rating Scale: N/A – Not Applicable 2 - Improvement Needed 4 - Good
 1 – Definite Weakness 3 – Satisfactory 5 – Excellent

Please circle rating

1. Coach is a positive role model for the athlete	N/A	1	2	3	4	5
2. Coach demonstrates a general concern for the student-athlete	N/A	1	2	3	4	5
3. Relates well with the student-athlete	N/A	1	2	3	4	5
4. Provides clear and positive expectations of program and student-athlete role	N/A	1	2	3	4	5
5. Teaches, analyzes, and corrects athletic skills	N/A	1	2	3	4	5
6. Demonstrates a clear knowledge of the sport	N/A	1	2	3	4	5
7. Motivates players to want to excel	N/A	1	2	3	4	5
8. Makes efficient, effective use of practice time	N/A	1	2	3	4	5
9. Commands the respect of the student-athletes	N/A	1	2	3	4	5
10. Evaluates student-athletes fairly and objectively for participation in games, contests, matches, etc.	N/A	1	2	3	4	5
11. Treats all student-athletes equally with regard to discipline and expectations	N/A	1	2	3	4	5
12. Shows concern for the academic progress of the student-athlete by allowing student to obtain academic help when necessary	N/A	1	2	3	4	5
13. Is punctual to practices and contests	N/A	1	2	3	4	5
14. Works well with other members of the coaching staff	N/A	1	2	3	4	5

Comments:

Evaluation of Head Coach

Name of Coach M / F / Both	Sport / School	Gender
Rating Scale: N/A – Not Applicable 1 – Definite Weakness	2 - Improvement Needed 3 – Satisfactory	4 - Good 5 – Excellent

Professional and Personal Relationship (circle rating)

1. Understands and follows rules and regulations set forth by VHSL	N/A	1	2	3	4	5
2. Works cooperatively with Athletic Director	N/A	1	2	3	4	5
3. Keeps Athletic Director informed of any or all problems before, during, or after all sporting events	N/A	1	2	3	4	5
4. Respects and supports other coaches and athletes program and student-athlete role	N/A	1	2	3	4	5
5. Shows rapport with assistants before, during, and after the season for program development	N/A	1	2	3	4	5
6. Public Relations – cooperates with newspaper, media, booster clubs and PTSA	N/A	1	2	3	4	5
7. Accepts and implements athletic department decisions and policies	N/A	1	2	3	4	5
8. Maturely accepts criticism and/or recognition	N/A	1	2	3	4	5
9. Shows proper sideline conduct at games toward players, officials, fans, etc.	N/A	1	2	3	4	5
10. Fosters school spirit by promoting and supporting all extracurricular activities	N/A	1	2	3	4	5
11. Develops rapport with other teachers, coaches, and administrators	N/A	1	2	3	4	5
12. Cooperates and communicates with parents	N/A	1	2	3	4	5
13. Is appropriately dressed at practices and games	N/A	1	2	3	4	5
14. Participates in in-service meetings, other activities to improve coaching performance and attends meetings necessary to the welfare of the athletic	N/A	1	2	3	4	5
15. Participates in parents' night and award's night	N/A	1	2	3	4	5

Comments:

Coaching Performance (circle rating)

1. Develops respect by example in appearance, manner, behavior, language, and conduct during athletic contests	N/A	1	2	3	4	5
2. Provides proper supervision and security of locker rooms and practice areas	N/A	1	2	3	4	5
3. Maintains individual and team discipline and control	N/A	1	2	3	4	5
4. Is well versed and knowledgeable in matters concerning the sport	N/A	1	2	3	4	5
5. Provides supervision and control on bus trips	N/A	1	2	3	4	5
6. Understands written rules and regulations of coach's expectations for athletes during the sport's season	N/A	1	2	3	4	5
7. Develops well organized practice schedule which utilizes staff and team to it's maximum potential	N/A	1	2	3	4	5
8. Understands scouting responsibilities	N/A	1	2	3	4	5
9. Is innovative using new coaching techniques ideas in addition to sound, already proven methods of coaching	N/A	1	2	3	4	5
10. Is prompt and consistent in meeting team for practices and games	N/A	1	2	3	4	5
11. Shows and interest in athletes during off-season activities including classroom efforts	N/A	1	2	3	4	5
12. Provides leadership and attitudes that produce positive efforts by participants	N/A	1	2	3	4	5
13. Is familiar with each student's physical exam and is aware of the student-athlete's medical history	N/A	1	2	3	4	5
14. Utilizes current technology along with providing quality instruction on coaching techniques	N/A	1	2	3	4	5
15. Provides an atmosphere of cooperation in being receptive to suggestions and criticism	N/A	1	2	3	4	5
16. Understands team performance should be consistent with quality of athletes available	N/A	1	2	3	4	5

Comments:

Related Coaching Responsibilities (circle rating)

1. Is concerned about care of equipment, storage area and practice and game facility	N/A	1	2	3	4	5
2. Is prompt and consistent in issuing and collecting equipment and uniforms	N/A	1	2	3	4	5
3. Inventory information is handled in a timely manner	N/A	1	2	3	4	5
4. Is cooperative in sharing facilities	N/A	1	2	3	4	5
5. Uses facilities for intended purpose	N/A	1	2	3	4	5
6. Works with and shows interest in middle school program	N/A	1	2	3	4	5
7. Follows proper procedures for purchase of equipment	N/A	1	2	3	4	5
8. Follows proper procedures for trip requests	N/A	1	2	3	4	5
9. Follows proper bookkeeping procedures	N/A	1	2	3	4	5
10. Has team fundraisers to supplement school funds allotted for team needs	N/A	1	2	3	4	5
11. Is cooperative and timely in scheduling, transportation, and organizational needs	N/A	1	2	3	4	5
12. Cooperates with the athletic director in regards to submitting participant and eligibility lists, awards information, yearend reports, and other information relative to the coaching assignment	N/A	1	2	3	4	5
13. Is timely and consistent in evaluation of assistant coaches	N/A	1	2	3	4	5

Comments:

General Appraisal Regarding Evaluation:

Coach's Comment to This Evaluation of Sport Program:

Check the box below to indicate your recommendation:

- Satisfactory - to be recommended for continued for continued assignment
- Probationary - to be recommended for reassignment provided an understanding can be reached in areas where improvement is suggested
- Unsatisfactory - not to be recommended

Athletic Director's Signature

DATE

Principal's Signature

DATE

Coach's Signature**

DATE

***The signature of the coach is only to show that the coach has reviewed the evaluation, and does not necessarily mean that they agree with the content of the document.*

Player Feedback for Head Coach

Name of Coach

Sport / School

Year

Rating Scale: N/A – Not Applicable 2 - Improvement Needed 4 - Good
 1 – Definite Weakness 3 – Satisfactory 5 – Excellent

Please circle rating

1. Coach is a positive role model for the athlete	N/A	1	2	3	4	5
2. Coach demonstrates a general concern for the student-athlete	N/A	1	2	3	4	5
3. Relates well with the student-athlete	N/A	1	2	3	4	5
4. Provides clear and positive expectations of program and student-athlete role	N/A	1	2	3	4	5
5. Teaches, analyzes, and corrects athletic skills	N/A	1	2	3	4	5
6. Demonstrates a clear knowledge of the sport	N/A	1	2	3	4	5
7. Motivates players to want to excel	N/A	1	2	3	4	5
8. Makes efficient, effective use of practice time	N/A	1	2	3	4	5
9. Commands the respect of the student-athletes	N/A	1	2	3	4	5
10. Evaluates student-athletes fairly and objectively for participation in games, contests, matches, etc.	N/A	1	2	3	4	5
11. Treats all student-athletes equally with regard to discipline and expectations	N/A	1	2	3	4	5
12. Shows concern for the academic progress of the student-athlete by allowing student to obtain academic help when necessary	N/A	1	2	3	4	5
13. Is punctual to practices and contests	N/A	1	2	3	4	5
14. Works well with other members of the coaching staff	N/A	1	2	3	4	5

Comments:

Player Feedback for Coach Summary Sheet

Name of Coach

Sport / School

Year

Rating Scale: N/A – Not Applicable 2 - Improvement Needed 4 - Good
 1 – Definite Weakness 3 – Satisfactory 5 – Excellent

Question	NA	1	2	3	4	5	Total	Avg.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Head Coach Evaluation of Athletic Director

Name of Coach

Sport / School

Gender M / F / Both

Rating Scale: N/A – Not Applicable 2 - Improvement Needed 4 - Good
 1 – Definite Weakness 3 – Satisfactory 5 – Excellent

Please circle rating

1. Displays proper ideals for the Athletic Program	N/A	1	2	3	4	5
2. Treats all programs fairly and equally	N/A	1	2	3	4	5
3. Allows coaches the opportunity to express their concerns	N/A	1	2	3	4	5
4. Treats coaches fairly and with the proper	N/A	1	2	3	4	5
5. Allows input in the budget process	N/A	1	2	3	4	5
6. Provides adequate support at events for your team and program	N/A	1	2	3	4	5
7. Provides clear expectations of what your duties are as a coach	N/A	1	2	3	4	5
8. Is timely with providing information that you need to successfully coach in your program	N/A	1	2	3	4	5
9. Provides the necessary equipment needed for your program	N/A	1	2	3	4	5
10. Is available and approachable to coaches	N/A	1	2	3	4	5
11. Deals with student-athletes in a fair and consistent manner	N/A	1	2	3	4	5
12. Has the necessary knowledge to understand what it takes for your activity to be successful	N/A	1	2	3	4	5

Comments: