



**School District of Altoona
Coaches Handbook
2018-2019**

**711 7th Street West
Altoona, WI 54720**

Athletic Advisory Committee Members

The Athletic Parent Advisory Committee (PAC) as a way to help our athletic department improve our programs, performance, and processes, and allow us to provide the best possible experience for our student athletes and fans. PAC will meet in the evening, on an every-other-month basis for approximately six meetings per year.

*Jim Bergh
Sam Borman
Ben Coenen
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Jesse Hays
Kyle Henning
Ryan Gunderson
Tim Gunderson
Katie Kuenkel
Julie Lutteke
Corry Mahnke
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Paul Swartos
Tyler Tomesh
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Kim Wudi*

*Jason LeMay - Altoona High School Principal
Michael Markgren - School District of Altoona, Business Manager
Scott Meyer - Booster Club President
Jamie Oliver - Altoona High School Dean of Students and Athletic Director
Dave Rowe - School District of Altoona, School Board Clerk
Elissa Upward - Athletic Department Administrative Assistant*

Mission Statement

Develop a culture of champions athletically, academically and within the community.

Core Values

1. Participation and Retention

- a. Majority of student body at every level participate
- b. Focus on retention of athletes year to year
- c. Athletes and coaches provide leadership to youth level

2. Athletic Diversity

- a. Encourage multiple sport participation
- b. Balance athletics and external responsibilities

3. Culture of Champions

- a. Academically
- b. Athletics
 - i. Coaches and athletes act with integrity
- c. Community
 - i. Support from school board, administrators, parents, alumni and community

4. Excellence

- a. Personal and professional development for athletes' coaches and staff
- b. Facilities and equipment

TABLE OF CONTENTS

Coaching Philosophy of Athletics	4
Multiple-Sport Policy	4
Strength & Conditioning	4
Holidays/School Breaks/Inclement Weather	5
Job Descriptions (Head and Assistant Coach/Volunteer)	6-9
Communication (Community, Youth and Parent/Guardian Outreach)	10-11
Primary Responsibilities of all Altoona Coaches	11-13
Emergency Action Plan	14-15
FORM: Emergency Action Plan	16
FORM: Preseason Goal	17
FORM: Coach Evaluations (Head and Assistant Coach/Volunteer)	17-21
FORM: End of Season Summary	22-24
FORM: Inventory	25-27
FORM: Postseason Checklist	28
FORM: Coaches' Handbook Sign-Off	29

Coaching Philosophy of Athletics

We believe that athletics play a vital role in the overall educational experience in students and develop characteristics that will help that student succeed in life. We desire to create a culture of champions at Altoona athletics that addresses the three dimensions of the student athlete. These three dimensions are: fundamentals (physical), psychology (mind), and heart (spirit). We desire for coaches to teach and implement the fundamentals, address the psychology of athletes, and pursue the heart of the individual. We believe in supporting the coaches and staff so they are prepared to engage in all three dimensions to create a successful environment for not only athletic, but also lifelong success. We believe that all students should have the opportunity to engage in athletics and pursue multiple sports. We believe that student-athletes and coaches are an avenue to build strong leaders for our communities and desire for them to be involved in the Altoona community.

Coaches Code of Conduct

We follow the NFHS Coaches Code of Conduct. See website:

<https://www.google.com/url?q=https://www.wiaawi.org/Schools/Sportsmanship/CodeofConduct.aspx&sa=D&ust=1530148138729000&usg=AFQjCNH3JZyp8TpFTOYpJlnp1Ua3PVL0cA>

Multiple-Sport Policy

In accordance with the philosophy of Altoona Athletics, the coaches and athletic administrators recommend student athletes participate in multiple sports. A multiple sport athlete develops skills such as agility, balance, and coordination which are helpful in all sports. Learning from multiple coaches and athletes helps to develop mental and physical toughness, and humility. Multiple sport athletes are visible leaders within the community and school and help to establish the culture. Participation in multiple sports builds qualities such as attitude, effort, coachability, accountability, which are integral for lifelong success.

Off-Season Practice Policies - When a student athlete makes a commitment to participate in a team sport, he/she is making a commitment to the team to be at his/her peak performance at all times during the season. The Altoona Athletic Department recommends coaches create a strategy that allows the student athlete to continue developing athletically without requiring participation in multiple workouts/practices. Coaches cannot require participation in off-season development/practices while an athlete is currently competing in another school sport season. Coaches of WIAA sanctioned sports are expected to hold any off-season workouts or practices in a manner that is consistent with WIAA rules.

Strength and Conditioning

Proper conditioning allows the athlete and team to function at the highest possible level by improving overall athleticism. Improving an athlete's speed, agility, power, balance through strength and conditioning provides athletes the ability to participate at a high level. Participating in the strength and conditioning program builds character traits such as accountability, effort, attitude, and commitment.

The purpose of the Altoona Strength and Conditioning Program is to maximize the potential of each student-athlete through a comprehensive, year-round program that develops all of the vital components necessary in achieving athletic excellence. It is the responsibility of the coaches to meet with the strength and conditioning coach to develop both in-season and out-of-season strength and conditioning programs. Coaches will promote and be active in the strength and conditioning program. The Athletic Director will be responsible for evaluating a coach's adherence to the objectives of the program.

Holidays/school breaks/inclement weather

The Athletic Department will not schedule events/practices on Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, Easter Sunday. Coaches, in consultation with administration, need to set the practice schedule and have a written policy on how they will handle absences from practice during breaks.

Holiday breaks in which families may take extended vacation time (Memorial Day, Labor Day) or prolonged school breaks (Winter break, Spring break) coaches must seek approval from the Athletic Director before scheduling practice. In the event that schools are closed by the superintendent for any weather-related or emergency reasons, all extracurricular activities, including practices and contests, will be cancelled.

JOB DESCRIPTION

HEAD COACH JOB DESCRIPTION

TITLE: Head Coach
DEPARTMENT: Athletics
SPORT: _____
COMPENSATION RATE: _____
REPORTS TO: _____

MISSION STATEMENT:

Develop a culture of champions athletically, academically, and within the community.

All coaches are expected to exemplify the mission statement of Altoona Athletics at all times, and to act as role models and ambassadors for the Altoona Athletics Program and the School District of Altoona. The School District of Altoona expects head coaches to take ownership of your sport program at all levels.

Responsibilities:

The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Establish the fundamental philosophy, skills and techniques to be taught by the coaching staff. Design conferences, clinics and staff meetings to ensure staff awareness of the overall program.
- Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Utilize the services provided by the School District of Altoona strength and conditioning coach.
- Adhere to injury procedures established by the Altoona Athletic Department.
- Ensure that all coaches work together toward a common goal within their respected programs and provide unity with the feeder schools and affiliated youth leagues within the School District of Altoona.
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis (i.e. statistics, film, challenge matches, etc.).
- Train and inform staff and encourage professional growth by promoting clinic attendance.
- Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club's sponsors, booster clubs, and administrators.

- Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
- Monitor and enforce student eligibility criteria for extracurricular participation.
- Work with the athletic department to schedule competitions and coordinate arrangements (i.e. facilities, busing, camps, special events, etc.).
- Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
- Instruct and advise students on WIAA rules and regulations.
- Maintain all student-athlete personal and medical files, and pertinent Altoona High School (AHS) materials, eligibility forms, transfer forms, grade reports, and ensure that the AHS and district guidelines are followed.
- Apply and enforce student discipline during athletic contests, and encourage sportsmanlike conduct in all phases of athletic participation.
- Establish and maintain open, professional and respectful communications with students, parents, teachers, athletic director and youth feeder coaches.
- Have the total athletic and school program at interest. Be supportive of student participation in other School District of Altoona activities and communicate with colleagues regarding expectations in and out of season.
- Maintain inventory of all uniforms and equipment within program.
- Annually establish and meet performance goals.
- The administration or designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.
- Be familiar with and adhere to the Coaches Handbook and school board policies, particularly those governing student nondiscrimination, anti-harassment, bullying, mandatory reporting, student record confidentiality, and other pertinent school board policies.
- Advise students and parents on athletic code of conduct, including consequences for violation, and coordinate with athletic director in instances of possible violations of the code of conduct.

Preferred Qualifications:

Education/Certification:

Valid teaching certificate or prior coaching experience and NFHS Certification
CPR/First Aid Certification

Special Knowledge/Skills:

Must have experience or a desire to work in a diverse school district
General knowledge of coaching techniques and procedures
Knowledge of WIAA/Conference rules
Demonstrated ability to instruct, lead and supervise student athletes
Excellent organizational, communication and interpersonal skills

ASSISTANT COACH/VOLUNTEER JOB DESCRIPTION

TITLE: Assistant Coach/Volunteer
DEPARTMENT: Athletics
SPORT: _____
COMPENSATION RATE: _____
REPORTS TO: _____

MISSION STATEMENT:

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All coaches are expected to exemplify the mission statement of Altoona Athletics at all times, and to act as role models and ambassadors for the Altoona Athletics Program and the School District of Altoona.

Responsibilities:

The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Display loyalty to the Head Coach.
- Assume supervising control over all athletes in program when such control is needed.
- Assist Head Coach for any special needs, i.e., awards night, parent meetings.
- Make suggestions and recommendations that will help the program.
- Apply and enforce student discipline during athletic contests, and encourage sportsmanlike conduct in all phases of athletic participation.
- Attend pre-season organizational meetings as assigned by coach.
- Participate in professional development and become current to new coaching strategies.
- Assist in the organization and execution of home events, including postseason events hosted by the School District of Altoona.
- Be familiar with and adhere to school board policies, particularly those governing student nondiscrimination, anti-harassment, bullying, mandatory reporting, student record confidentiality, and other pertinent school board policies.
- Assist in the enforcement of the athletic code of conduct;

- Be prepared and willing to serve as head coach in the absence of the head coach for any reason.

Preferred Qualifications:

Education/Certification:

Valid teaching certificate or prior coaching experience and NFHS Certification
CPR/First Aid Certification

Special Knowledge/Skills:

Must have experience or a desire to work in a diverse school district
General knowledge of coaching techniques and procedures
Knowledge of WIAA/Conference rules
Demonstrated ability to instruct, lead and supervise student athletes
Excellent organizational, communication and interpersonal skills

Experience:

Prior coaching experience is preferred.

COMMUNICATION AND OUTREACH

Community

Head coaches are the face of the organization, and must represent the organization in an appropriate manner at all times. Coaches must develop a good rapport with any number of individuals and groups, including the community as a whole. These groups of people include, but are not limited to spectators, officials, fellow league coaches, media representatives, booster club, and the parents of his/her players. Coaches must also communicate and work with other school personnel, guidance counselors, teachers, administrators, etc. to guarantee the best interests of each student-athlete. Good rapport and an image of competency are invaluable to the team, the organization, and the School District of Altoona.

The community has an interest in you. It is the responsibility of the coach to educate the community as to the history and philosophy of the program as well as the objectives of our athletic program, your team and interscholastic sports in general. Each coach is responsible for their respective sport, to have a positive relationship with the community.

Full cooperation with all representatives of the news media is vital. In addition to reporting scores (win or lose), media responsibilities include preseason interviews/requests for information as well as statements throughout the regular and postseason. Below are some helpful tips.

1. Always reply and be prompt and accommodating when asked for an interview. Altoona fans are interested and excited when their team is in the news.
2. Be prepared. Outline key talking points and anticipate questions. Keep it short.
3. You may be asked the same questions over and over again by different media outlets. Please be patient, and keep your messaging consistent.
4. Remember, nothing is “off the record”. Be careful when responding to a charged question.
5. Celebrate the good news, address the challenges positively.
6. Designate key student-athletes for interviews, and prepare them.
7. DO NOT answer questions regarding student information that will violate the [Family Educational Rights and Privacy Act](#), and Wisconsin pupil records confidentiality requirements.” This includes any information regarding student discipline or eligibility questions.
8. DO NOT answer questions regarding employee discipline or investigations.

- **Chippewa Herald** **715-723-5515**
- **Leader Telegram** **715-833-9212/1-800-236-7077 x3212**
- **WEAU TV 13** **715-852-1537**
- **WQOW TV 18** **715-831-1824**

Coaches are required to use district-sponsored social media (Facebook, Twitter, Instagram, etc.) and should refrain from posting student-athlete information to their personal accounts. Information produced by the School District of Altoona coaches is a reflection on the entire district and is

subject to the district's [Acceptable Use Policy](#). By accessing, creating or contributing to any blogs, wikis, or other social media for athletic purposes, coaches agree to abide by these guidelines. Coaches are required to obtain the list of students who do not have parental permission for release of directory data. The Athletic Department will provide this list to each Head Coach.

Youth

Each head coach is responsible for the success of their respective sports, and are the leaders for their program. It is the coaches' responsibility to develop and maintain the alignment of feeder programs. The coach will work with volunteer coaches, coordinators and parents of youth programs, both school sponsored and school affiliated clubs, in order to ensure consistent communication and structure between all grade levels.

The structure of a good feeder program includes, but is not limited to the following:

1. Preseason meetings with youth coaches to discuss
 - a. Mission, vision and goals of your program
 - b. Coaching philosophy
 - c. Drills and practice strategies
 - d. Skills expectations for each grade level
2. Mid-season activities
 - a. Attend youth practices and games
 - b. Encourage JV and Varsity players to engage in youth practices and games
 - c. Encourage youth to attend JV and Varsity Games through youth nights and other activities such as first pitch, coin flip, honorary captain, etc.
3. Off-season
 - a. Communicate upcoming camps and clinics to youth coaches and coordinators.
 - b. Get involved with community-run youth programs.
 - c. Communicate strategies for the upcoming season, and how to prepare.

Parent/Guardian Communication

Coaching at the high school level is a relationship business and all coaches have an opportunity to positively affect every member of the team; as a result, communication and establishing an authentic and meaningful relationship with every student-athlete and their parent/guardian should be the goal for every coach.

The School District of Altoona recommends that parents/guardians and student-athletes attend a preseason meeting. This meeting is to be scheduled prior to the start of tryouts. It is the coaches responsibility to notify the Athletic Director the date, location and time of the meeting. Topics to be discussed at the preseason meeting include, but it are not limited to:

1. Tryout process, how will teams are chosen and criteria for team selection.
2. Practice schedules, game schedules, and policies.
3. Team rules, and discipline or consequences for rule infractions.
4. Altoona athletics mission and philosophy.
5. Your coaching experience and philosophy.

6. Your expectations of student-athletes, including practices, training and games.
7. Requirements for earning a letter.
8. Your expectations of guardians and spectators.
9. Procedures for discussing concerns with coaches and chain of command.
10. Transportation policy.

Coaches are expected to respond to parent calls, emails, texts, etc. within 48 hours of receipt of the message. If the message is received before a school break, every reasonable effort must be made to respond that day, if not, the very next school day. Topics that should not be discussed with parents/guardians include playing time, game strategy, play calling and/or other student-athletes.

Parents should not approach the coach to discuss issues before, during, or immediately following a contest. Use the 24-hour rule (cooling off period) to avoid charged conversations.

1. After allowing 24 hrs to pass after an issue arises, the meeting with the parent and student-athlete and coach must be face-to-face.
2. The appropriate steps must be used by the parent and student-athlete.
 - a. The first step is a meeting, which would include no fewer than 2 members of the coaching staff along with the parent/guardian and student-athlete.
 - b. The next step is a meeting with the Athletic Director, entire coaching staff, student-athlete and parent/guardian will be held on a date and time that works with all schedules.
3. Failure to follow these steps can result in parent suspension from the program until the conflict is mended.

PRIMARY RESPONSIBILITIES OF ALL ALTOONA COACHES

Year Round

1. Cooperate with the administration and the athletic director and keep them informed about the program. Drop into the athletic office at least once a week during the academic year to check mailbox etc.
2. Have the total athletic and school program at interest. Be supportive of student participation in other Altoona School District activities and communicate with colleagues regarding expectations in and out of season.
3. Formulate goals and objectives for the upcoming sports season and attend up to four athletic department coaches' meetings.
4. Work with the Athletic Director to keep abreast of rules, rule changes, new knowledge, innovative ideas and techniques by attendance at clinics, workshops, readings etc. First year coaches are required to obtain NFHS Certification in lieu of clinics.
5. All coaches must be in total compliance and adhere to all matters related to the Altoona School Board Policies regarding harassment and non-discrimination as approved by the Altoona School Board. This includes fostering a culture totally void of hazing, bullying or harassment of all AHS students.
6. Head coaches or an assistant coach are expected to maintain communication with leadership of the Altoona Booster Club and attend meetings.
7. Head coaches will meet with the strength and conditioning coach to establish both an in-season and out-of-season plan to work in harmony with other sports and encourage multisport athletes.

Within one month prior to season

1. Properly mark and identify all equipment before issuing.
2. Make sure that each athlete has his/her physical form turned in and online registration completed prior to the first day of tryouts. If an athlete is missing any of these forms, he/she shall NOT participate until the missing information is received and verified. Multisport registration (i.e. registering for all sports that a student-athlete will be participating in during the academic year) is preferred.

During the season

1. Make sure your athletes and parents of the athletes are fully aware of the department's athletic philosophy, policies, academic requirements and athletic code and all aspects of it. Ignorance is no excuse.
2. Coaches are responsible for locker room supervision and athletes until they leave school. Coaches MUST remain with students until the final participant is picked up.
3. Students are only allowed in the training room when supervised by a coach, or the athletic trainer. Do NOT leave the equipment room, training room, weight room or gyms unsupervised or unlocked.
4. Discuss the expectations for your captain(s) at the beginning of the season.
5. Encourage athletes to utilize the services provided by the School District of Altoona strength and conditioning coach, both for performance enhancement and more importantly for injury prevention. Adhere to injury procedures established by the Altoona Athletic Department.
6. Teach fundamental techniques and skills that will enable the athletes to develop to their fullest

potential.

7. Always make sure the athletic office has an updated and current roster on file.
8. Each coach is responsible for distributing uniforms and keeping accurate inventory.
9. When cancellation or change of practice schedule occurs, please inform the athletic office immediately.
10. Following each home game and away games outside the local area, varsity coaches must report scores to the proper media.
11. Submit periodic updates on your team's accomplishments to morning announcements, athletic director and webmaster.
12. Communicate bus schedule times accurately with the Athletic Office.
13. All uniforms and spirit wear ordered for teams must have the approved Altoona logo and be sourced through the approved vendor. Purchase orders for equipment and/or uniforms must be approved by the Athletic Director.
14. All fundraising efforts must be approved by the Athletic Director.
15. Recommended recognition of parents, seniors, youth and staff. These events may be combined if necessary.

End of season

1. Within 10 days, collect and inventory uniforms and equipment of your last contest.
2. Within 10 days, complete the Coach Self-Evaluation of your last contest. Head coaches should discuss evaluations with assistant coaches prior to meeting with athletic director. (See next item.)
3. Within 10 days, head coaches must schedule a meeting with the Athletic Director to discuss evaluations and other matters pertinent to the sport. All equipment must be checked in including equipment and keys from your assistants. The Athletic Director will hold the last check payment until this is done.
4. Each Head Coach MUST have an awards banquet.
5. Stay in touch with the athletic office. Continue to stop in. Help out and encourage other sports and activities, especially those in which your athletes are participating.
6. Each Head Coach must participate in the Senior Awards Night if you had senior athletes in your program that academic year.

EMERGENCY ACTION PLAN

HAVE A PLAN which **TELLS** the people **WHAT TO DO**.

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided. Each coach is responsible for completing the emergency action plan form for practice situations, as well as competitions and keep with them at all times. Each coach is also responsible for informing athletes and parents of this plan and must have a copy of the plan on file in the Athletic Director's office prior to the start of the season.

For each team there are two steps that must be completed:

- Identify WHAT the TEAM needs to know
- Identify WHO will be on each TEAM

Establish your Emergency Action Plan teams:	
Call 911 Team (6 students)	Find nearest phone & call 911 Meet the ambulance Call contacts
CPR/AED Team (4 students)	Start CPR When AED arrives Turn it on and follow voice prompts
AED Team (4 students)	Get AED Get the Athletic Director
Heat Stroke Team (4 students)	Fill tub daily Get water, ice and towels

PRACTICE THE EMERGENCY PLAN - REGULARLY

Please review the regulations that provide for safe & healthful facilities for competitors and spectators as outlined in **state statutes 254.11** to **254.178** and be familiar with school emergency evacuation procedures.

Emergency Action Plan Worksheet – Student Response Team

Coach/Advisor Name: _____

Activity: _____

Level: _____

1 911 TEAM



CALL 911	
CALL 911. Explain emergency. Provide location.	
PRACTICE	EVENTS
Closest Phone	
EMS Access Point	
Street Intersection	
Student 1	
Student 2	
MEET AMBULANCE at EMS Access Point. Take to victim.	
PRACTICE	EVENTS
Entry Door/Gate	
Student 1	
Student 2	
CALL CONTACTS. Provide location and victim's name.	
NAME	CELL
Athletic Trainer	
Athletic AD	
Student 1	
Student 2	

2 CPR/AED TEAM



START CPR	
<ol style="list-style-type: none"> Position person on back. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression. Take turns with other responders as needed 	
Coach	
Student 1	
Student 2	
Student 3	
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS	
<ol style="list-style-type: none"> Remove clothing from chest. Attach electrode pads as directed by voice prompts. Stand clear while AED analyzes heart rhythm. Keep area clear if AED advises a shock. Follow device prompts for further action. After EMS takes over, give AED to Athletic Administrator for data download. 	

3 AED TEAM



GET THE AED	
PRACTICE	EVENTS
Closest AED	
Student 1	
Student 2	
GET THE ATHLETIC TRAINER	
Typical location	
Student 1	
Student 2	

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

4

HEAT STROKE TEAM



PRACTICE		EVENTS	
Tub Location			
Water Source Location			
Ice Source Location			
Ice Towel Location			
Student 1			
Student 2			

PREPARE TUB DAILY			
PRACTICE		EVENTS	
Student 1			
Student 2			
<ol style="list-style-type: none"> Remove equipment/excess clothing. Move to shade. Immerse athlete into cold ice water tub, stir water. <ul style="list-style-type: none"> *If no tub: cold shower or rotating cold, wet towels over the entire body Monitor vital signs. Cool First, Transport Second. <ul style="list-style-type: none"> a. Cool until rectal temperature reaches 102°F if ATC or M/D is available. b. If no medical staff, cool until EMS arrives. 			

PRE-SEASON GOALS

Each Head Coach will establish pre-season goals by filling out this form and returning to the Athletic Director, prior to the start of your sports season. This form must be filed in the Athletic Office.

NAME: _____

DATE: _____

Please indicate your personal, team, or program goals for this year's sport season. Also, list the target dates, and the means you plan to implement the goals as they relate to your coaching assignment.

Goal #1: _____

Target Date: _____

Measurable Outcome: _____

Goal #2: _____

Target Date: _____

Measurable Outcome: _____

Goal #3: _____

Target Date: _____

Measurable Outcome: _____

Signature of Head Coach

Date

Signature of Evaluator

Date

Coaching Evaluations

Head Coach Self-Evaluation

As you prepare for your annual performance review, please fill out the evaluation below and bring it to your conference. When ranking, fill in the first line only as the remaining lines will be filled in by the Athletic Director/Evaluator and your overall score from the Student Athlete Evaluations. The “Final” rank (last line) will be mutually agreed upon by yourself and the Athletic Director/Evaluator at the time of your conference.

Rating Scale:

- 1: Unsatisfactory**
- 2: Needs Improvement**
- 3: Average**
- 4: Good/Very Good**
- 5: Excellent**

Ratings Example:

Self, Supervisor, Student, Final

1. Delegates authority with responsibility while remaining accountable for such delegations.

Professional and Personal Relationships

- | | |
|-------|--|
| _____ | 1. Delegates authority with responsibility while remaining accountable or such delegations. |
| _____ | 2. Is fair, understanding, tolerant, and patient with team members. |
| _____ | 3. Supports and conforms to decisions, policies, and procedures after they have been established; both in fact and spirit. |
| _____ | 4. Understands and follows rules and regulations set forth by all governing agencies (e.g. Altoona School District, WIAA, etc.). |
| _____ | 5. Maintains accurate communications with news personal and conference commissioner in a timely fashion. |
| _____ | 6. Cooperates with school administration in promoting the total athletic program and promotes school pride. |
| _____ | 7. Maintains a positive rapport and cooperates with building personnel. |
| _____ | 8. Works cooperatively with middle school and feeder program coaches in developing an articulated program. |
| _____ | 9. Is respected by students, parents and players. |
| _____ | 10. Establishes rapport and communication with parents. |
| _____ | 11. Maintains acceptable professional conduct before, during and after contests towards participants, officials, workers and spectators. |

Organizational and Administrative Duties and Responsibilities

Coaching Performance

____ _

____ _

____ _

____ _

____ _

____ _

____ _

____ _

____ _

____ _

____ _

- 30. Plans and conducts effective practice sessions.
- 31. Develops a well-organized practice schedule which utilizes his/her players and staff to its maximum.
- 32. Demonstrates the ability to teach fundamentals, skills, situational decision making and other qualities which improve the team's opportunities to be successful.
- 33. Can transfer knowledge into player skill and techniques.
- 34. Organizes, supervises, coordinates and evaluates practice sessions and related activities with proper attention to player's physical and mental well-being.
- 35. Is knowledgeable and innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.
- 36. Develops respect by example in appearance, manners, behavior, language and interest.
- 37. Participates in off-season program which is designed for conditioning, improving skills and creating commitment to the program and the overall health of the student.
- 38. Effectively motivates his/her team.
- 39. Emphasizes sportsmanship and self-control among players

Reflective Narrative

- 1. Please discuss the achievements of which you are the proudest that have occurred during the past season. What obstacles were overcome to accomplish these achievements? Please discuss these in a priority order.

- 2. What could you do to improve your program next year?

- 3. Discuss other issues of concern or satisfaction:

Signature of Head Coach

Date

Signature of Evaluator

Date

Coaching Evaluations

Assistant Coach/Volunteer Evaluation

Rating Scale:

- 1 Unsatisfactory**
- 2 Needs Improvement**
- 3 Average**
- 4 Good/Very Good**
- 5 Excellent**
- NA Does not apply**

Professional and Personal Relationships

- ___ 1. Supports the total athletic program of the School District of Altoona.
- ___ 2. Demonstrates loyalty to the head coach, program and school.
- ___ 3. Establishes good rapport with athletes in the program.
- ___ 4. Establishes good rapport with the rest of the coaching staff.
- ___ 5. Displays intensity of interest in coaching this sport.
- ___ 6. Develops respect by example in appearance, manners, behavior, language, and interest.
- ___ 7. Practices acceptable personal conduct before, during, and after contests.
- ___ 8. Demonstrates professional growth through attendance at coaching clinics, camps, etc.
- ___ 9. Understands and supports the total 7-12 program of this sport.
- ___ 10. Is respected by students, parents and players.

Organization-Responsibility

- ___ 1. Assists in planning of contests, banquets, awards nights, and various special events as requested by head coach.
- ___ 2. Reports injuries of participants to the proper school officials, including head coach, activities director, trainer, and principal as appropriate.
- ___ 3. Is punctual with assigned reports and responsibilities.
- ___ 4. Displays the ability to organize and conduct practices in an efficient and effective manner.

Coaching Performance

- ___ 1. Displays a knowledge of the sport.
- ___ 2. Displays teaching ability in the coaching assignment.
- ___ 3. Possesses ability to motivate athletes.
- ___ 4. Provides proper supervision of players in locker room and other pertinent areas.
- ___ 5. Assists with scouting of varsity games, when requested by head coach.
- ___ 6. Displays positive attitude towards players and the sport.

- ___7. Is punctual to practices, games, and other team functions.
- ___8. Assists in all facets of equipment issuing, collection, and storage as assigned by head coach.

Areas of success for the season:

Areas needing improvement:

Summary Comments:

Signature of Head Coach

Date

Signature of Assistant Coach/Volunteer

Date

Varsity Letter Winner and Awards

a. Varsity Letter Winner Criteria

- Baseball, Hockey, Softball, Tennis, Volleyball, Wrestling Letterwinner Criteria:
 - ◆ Must earn participation in ½ of the available scheduled games
 - Basketball, Football, Soccer Letterwinner Criteria:
 - ◆ Must earn participation in ½ of available halves/periods
 - Golf, Cross Country, Track and Field Letterwinner Criteria:
 - ◆ Must participate in all scheduled meets for the season.
 - Dance Letterwinner Criteria:
 - ◆ Must participate in all scheduled fall and winter sport contests for the season.
- At the coach's discretion, and with the approval from the athletic director, is an athlete who participates in the program but receives a long-term or season-ending injury that prevents him/her from meeting the playing time requirements
 - If an athlete does not complete the season due to quitting or being removed from the team, he/she will not receive a varsity letter.

b. All Conference Athlete Awards

- All Conference selections are based on each sports coaching staff and are dependent upon the success of the team and conference placing. The representative number of selected athletes has been predetermined by the Cloverbelt Conference Commissioner/Officials. All Conference selections receive a certificate (To have these certificates printed with the athletes information and award date, please turn in to the Activities office at least 1 week prior to your award ceremony).
- No coach, team, or club shall nominate a student athlete to receive an individual award who has been suspended for an athletic violation during that season until they have met with the Athletic Director and discussed the situation. If a suspension is carried over to another season, the athlete will only be penalized in the original season. Varsity and JV letter awards and numerals are not considered individual awards.

c. Senior Athletics Award

- A plaque will be awarded to any Senior that completes 3 or more Varsity seasons in 2 or more sports.
- A certificate will be awarded to any Senior that completes 3 or more Varsity seasons in 1 sport.

d. Senior Railroader Award

- A plaque will be awarded to the Senior with the most Varsity Letters in their High School career.

End of Season Summary - Season Results cont.

Standings	Wins	Losses	Ties
Conference			
Overall			

Team Awards & Recognitions (Check all that apply)	
<input type="checkbox"/>	Cloverbelt Conference Champion
<input type="checkbox"/>	Regional Champion
<input type="checkbox"/>	Sectional Champion
<input type="checkbox"/>	State Champion
<input type="checkbox"/>	State runner-up

Individual Awards & Recognitions	
<input type="checkbox"/>	Team Captains
<input type="checkbox"/>	All-Conference (1st)
<input type="checkbox"/>	All-Conference (2nd)
<input type="checkbox"/>	All-Conference (HM)
<input type="checkbox"/>	All-State

PLEASE WRITE A SHORT RECAP OF YOUR SEASON SEASON:

Athletic Department Inventory Form cont.

Replacement Items Needed for Next Year:

Item	Number or Amount	Description (size, color, etc.)	Approx. Cost	Comments

Wish List:

Item	Number or Amount	Description (size, color, etc.)	Approx. Cost	Comments

Post-Season Checklist

Varsity Coach: _____
 Sport: _____
 Date: _____

This checklist must be completed by each sport's varsity coach within 10 school days of the final season event. Copies must be given to the Athletics Director and Building Principal.

Write the names, keys, and cell phone numbers of your coaching staff.

Head Coach	_____	Cell	_____	Keys	_____
Assistant Coach	_____	Cell	_____	Keys	_____
Assistant Coach	_____	Cell	_____	Keys	_____
Assistant Coach	_____	Cell	_____	Keys	_____
Assistant Coach	_____	Cell	_____	Keys	_____

- ___ Varsity coaches' keys verified in main office
- ___ Assistant Coach/Volunteer keys' turned in
- ___ Assistant Coach/Volunteer Evaluations' completed
- ___ Inventory forms completed and submitted to Athletic Director
- ___ All inventory safely stored and repairs/replacements addressed
- ___ All uniforms cleaned/stored and repairs/replacements/missing uniforms addressed
- ___ Team Medical kit returned to the AD Office
- ___ Wish list completed
- ___ Proposed calendar for *out of season dates* shared with Athletics Director
- ___ Program evaluation completed
- ___ Season results, awards and varsity letterwinners submitted
- ___ Self-evaluation completed and given to Activities Director

Signature of Head Coach Date

Signature of Athletic Director Date



School District of Altoona Athletic Department

Coaches Handbook Sign-Off Form

(signed copy of this form must be kept on file in the Athletic Office)

You have been hired as a coach in the Altoona Athletic Department. One of your coaching obligations for coaches who wish to continue to coach at School District of Altoona is to read, understand and adhere to all of the philosophies, policies and procedures stated in the Altoona Coaches Handbook.

Coach's signature of Acknowledgment

*I have read the **School District of Altoona** Coaches Handbook and agree to abide by the provisions contained therein.*

Signature of Head Coach

Date

Signature of Athletic Director

Date