

**West Virginia Department of Education
Policy 5310
Athletic Coaches Observation/Data Collection**

Coach's Name _____

School _____

Sport _____

Completion Date _____

Shall be completed within four (4) weeks at the conclusion of each sport's season as defined by WVSSAC.

Professional and Interpersonal Relations.

- a. cooperates with building principal,
- b. cooperates with athletic director,
- c. develops rapport with coaching staff within the school,
- d. organizes coaching staff,
- e. develops positive relationship with participants,
- f. develops positive relationship with student body,
- g. develops positive relationship with faculty,
- h. develops positive relationship with parents and community,
- i. develops positive relationship with game officials,
- j. develops positive relationship with news media,
- k. develops positive relationship with opponents,
- l. employs appropriate conduct during games,
- m. employs appropriate conduct during practices,
- n. attends league, conference and WVSSAC meetings,
- o. participates in activities that foster professional growth and development,
- p. motivates staff and players toward desired goals, and
- q. commands respect by example in appearance, manners, behavior and language.

Comments:

Coaching and Related Area

- a. develops high caliber and quality instruction,
- b. teaches fundamental skills,
- c. handles athletic injuries,
- d. cares for equipment,
- e. supervises participants and disciplines team appropriately,
- f. designs quality organization of practice sessions,
- g. designs pre-season planning,
- h. supervises managers and other support personnel,
- i. manages budget,
- j. follows purchasing procedures,
- k. initiates game organizational skills,
- l. follows league, conference, and WVSSAC policies
- m. devotes time and energy to coaching duties, and
- n. follows end of season procedures.

Comments:

Signing the observation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. (The Employee has the right to include a written statement as an addendum to the evaluation.)

Coach's Signature

Date

Addendum Attached

____ Yes ____ No

Evaluator's Signature

Date