



Dubuque
COMMUNITY SCHOOLS

Middle School / High School

**Coach / Director
Handbook**

Last Update: October 16, 2023

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Note: term coach/director is interchangeable

Mission Statement / Beliefs / Values

DCSD Activities/Athletics Mission Statement

Dubuque Community Schools Activities/Athletic Programs will provide opportunities where all students can acquire the favorable habits and attitudes necessary for success in life.

Beliefs

- Activities must be competitive at the local, conference, and state level.
- Activities must receive positive evaluation by stakeholders.
- Activities must result in excellent citizenship and sportsmanship at all levels.
- Activities must promote learning life skills and academic success.
- Activities must provide the means for all students to reach their potential.
- Activities must connect to community programs.
- Activities must require the commitment of everyone involved.

The Board of Education Values

- Essential skills of digital-age literacy, inventive thinking, effective communication, and high productivity.
- Innovative programming options.
- Extra-Curricular activities and character development.
- Building leadership capacity for all employees.
- Community engagement and multiple ways of communication.
- Being transparent, ethical, and using resources wisely.

General Information

Sportsmanship

- Coaches set the tone of how we treat opponents, officials and fans
 - It is expected that coaches (and their teams) display a positive and respectful attitude towards opponents and officials at all times

Coaching Leave Time for DCSD Employees

- Professional Development
 - Coaches are encouraged to attend coaching clinics/workshops in the sports they are coaching.
 - The athletic budget for each sport includes money for professional development. It is budgeted for each coach to receive \$75.00 per sport to put toward registration, lodging, and/or transportation. Receipts for all expenditures must be shown.
 - Head Varsity Coaches will be allowed two days of school time to attend approved clinics/workshops in their sport.
 - All other high school athletic coaches will be allowed one day of school time to attend approved clinics/workshops in their sport.
 - NOTE: All coaching leaves must be pre-approved by the building Activities Directors.
- School Business
 - When teams or individuals qualify for state-sponsored tournaments/meets, head coaches and assistant coaches (depending on number of qualifying students) may be excused from school to accompany their participants to such competitions.
- Approval
 - In advance of the event, requests for absence from school must be submitted to the Activities Directors and the building principal as soon as possible. This is to help facilitate coverage of assigned duties.

Coach attendance

- Coaches are NOT to be present for practices and/or competitions on the same day they are not a work due to an illness (ie. all day or PM)
 - The same standards that apply to students apply to coaches

Uniforms

- Coaches looking to purchase new uniforms need to work with their building AD prior to any inquiries and/or purchases can be made to ensure proper funding for the purchase
 - Approval on design and colors require approval from the building AD, principal and Director of Activities and Athletics before an order can be placed

Coaches apparel

- Coaches should look the part of being the team leader for your sport
- Coaches are expected to wear school colors and school appropriate apparel when coaching
- If fundraising dollars are used to purchase coaches apparel it belongs to the school and should be turned in with student athlete uniforms at the end of the season

Student Eligibility

- Coaches should work with their building AD to ensure all student athletes on their roster are eligible and don't have any academic or conduct violations that need to be served
- Coaches should work with their building AD and Athletic Trainer to ensure all student athletes have the required physical, concussion testing and consent to participate forms completed and submitted prior to practicing/competing

Practice sessions when inclement weather

- Early Release due to heat and humidity
 - Grades 6-8
 - Cancel practices and games.
 - Grades 9-12
 - Coaches will communicate with building Activities Director and school administration to modify practices as necessary for given conditions.
 - Potential practice modifications when high heat and humidity
 - Practice when conditions are more favorable (early a.m. or late p.m.)
 - Decrease conditioning and sprints
 - Provide frequent water breaks
 - Ready access to cold towels
 - Gear down or shade breaks for 15 minutes
 - Limited use of full equipment
 - Two-hour time limit on field
- Early Release due to inclement winter weather
 - Grades 6-9 Teams
 - Cancel practice and events
 - All bus route students should ride DCSD bus.
 - Sophomore/JV/Varsity Teams
 - Possible Non-Mandatory practice when scheduled through the building Activities Director within a two-hour window after school.
- Cancellation of School
 - Grades 6-9 Teams
 - No practice

- Sophomore/JV/Varsity Teams
 - Non-Mandatory practice if weather conditions improve when scheduling through the building Activities Director

Events when inclement weather

- In-town events
 - Events may be held if weather conditions are not hazardous for driving
 - Consult with building Activities Director and Director of Activities and Athletics
- Out-of-town events
 - Decisions regarding events should include the following:
 - Weather Bureau reports
 - Bus company / transportation reports
 - Consult with building Activities Director, Director of Activities and Athletics as well as with other school / district administrators
 - Highway Patrol / DOT reports

Camps / Clinics / Tournaments

- State Regulations
 - School personnel, whether employed or volunteers of a member or associate member school, shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from official first day of practice through the finals of tournament play. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.
- Application Process
 - Coaches must work with their building Activities Office and/or district facility scheduler to secure dates, times and facilities for their event.
 - Coaches should discuss camp opportunities with their building Activities Director prior to submitting an application.
 - Applications must be submitted to the Director of Activities and Athletics at least 30 days prior to the event for approval.
 - Any volunteer working an event **MUST** first complete a Non-Employee Background Check Packet and be approved by the Human Resource Department.
 - In order to be paid, event staff must have a completed I-9, W-4 and direct deposit form on file with the Payroll Department.
 - All event registrations should go through the approved district camp registration provider.
 - Coaches should not be collecting registration fees on their own.

Guidelines for Volunteer Coaches

- A volunteer coach of athletics is one who formally agrees to be of service to the Dubuque Community School District on a non-pay basis.
- The Dubuque Community School District requires that all volunteer coaches possess either a Coaching Endorsement or a Coaching Authorization from the state of Iowa.
- Applicants for volunteer coaching positions must:
 - Complete all forms in the DCSD Non-employee Background Check Packet and return the signed disclosure forms to the DCSD Human Resources Department.
 - **NOTE: Volunteer coaches are not able to work with students until they have a valid Iowa coaching license, their background check has been approved by the Chief Human Resource Officer and have a signed Volunteer Coach Agreement.**
 - Interview with the Head Coach and building Activities Director.
 - Meet with the Head Coach and building Activities Director to review the rules, regulations, policies and procedures connected to their assignment.
 - Sign and return the Volunteer Coach Agreement to the building Activities Director.
 - The Volunteer Coach Agreement can be found on the “Coaches” page on the district website.
 - Note: The building principal must approve the assignment of all volunteer coaches prior to any team involvement
- A volunteer coach is not covered by Workers’ Compensation under existing Iowa law.
- A volunteer coach is not authorized to drive vehicles owned by the Dubuque Community School District.
- The Agreement for Volunteer Coach is valid for one school year and one sport.
 - A different agreement must be signed and returned for each sport and each school year.
- Any changes in the Volunteer Disclosure Statement must be reported immediately to the DCSD Human Resources Department.

Equipment Rental

- If a student/athlete uses school equipment to attend a camp/clinic there will be a \$10.00 rental fee charged. If a student/athlete needs the equipment they must do the following.
 - Talk to coach regarding the equipment needs and rental dates.
 - Fill out the rental agreement form.
 - Return the rental agreement form and \$10.00 to the school Business Office.
 - Return all rental equipment once the camp/clinic is finished.

End of season program

- Coaches should plan an end of season program to recognize and share positive stories about the student athletes in their program
- Although not required or suggested you may incorporate a meal with your end of season program
 - If you are going to incorporate a meal, you should work with your building AD to ensure the cost does not prohibit families from participating

Travel Information

District Covered State Events

- The district will cover all travel, meals and lodging expenses for those events deemed to be a STATE COMPETITION. **State competitions are defined as those state sanctioned events where students/programs had to qualify and not merely register to participate.**
 - Events where programs simply register to attend the district will cover transportation costs, but not lodging and meals

Departure Times for State Events

- Guidelines for departure times to State competitions are intended to give consistency and uniformity to all programs and schools. Criteria considered was distance, schedule (time of day), finances, available transportation, readjustment time for travel, and sleeping in a strange environment versus a familiar one. Teams traveling need to coordinate with their Building Activities Directors departure times. Teams will NOT be allowed to leave school early on non-competition days unless approved by the building principal and director of activities and athletics.
- If it's determined that a team needs to leave the day before the state event all students and district coaches must remain in school through the end of the school day or their normal release time.
 - The goal is to minimize the amount of school time lost by the student and coach/director.
- If leaving the day before the state event it will be our goal for teams to arrive to their hotel by 8:30 p.m.
- It will our goal for teams to not have to leave prior to 6:30 a.m. for a state event.
 - A coach (after consulting with their building AD) could decide to leave earlier than 6:30 a.m. if they would prefer to avoid an overnight stay to allow their students to sleep in their own bed the night before.
- The following factors will be used to determine whether travel the day before an event is necessary:

Travel Time: 1 hour or less

Event check-in / report time	Departure Time
8:00 a.m.	7:00 a.m.
9:00 a.m.	8:00 a.m.
10:00 a.m.	9:00 a.m.
11:00 a.m.	10:00 a.m.
12:00 p.m.	11:00 a.m.
1:00 p.m.	12:00 p.m.
2:00 p.m.	1:00 p.m.
3:00 p.m.	2:00 p.m.
4:00 p.m.	3:00 p.m.
5:00 p.m.	4:00 p.m.
6:00 p.m.	5:00 p.m.
7:00 p.m.	6:00 p.m.

Travel Time: 1.5 hours
 A 30-minute stop will be figured into travel time
2 total hours of travel time

Event check-in / report time	Departure Time
8:00 a.m.	Depart the day before
9:00 a.m.	7:00 a.m.
10:00 a.m.	8:00 a.m.
11:00 a.m.	9:00 a.m.
12:00 p.m.	10:00 a.m.
1:00 p.m.	11:00 a.m.
2:00 p.m.	12:00 p.m.
3:00 p.m.	1:00 p.m.
4:00 p.m.	2:00 p.m.
5:00 p.m.	3:00 p.m.
6:00 p.m.	4:00 p.m.
7:00 p.m.	5:00 p.m.

Travel Time: 2 hours
 A 60-minute stop will be figured into travel time
3 total hours of travel time

Event check-in / report time	Departure Time
8:00 a.m.	Depart the day before
9:00 a.m.	Depart the day before
10:00 a.m.	7:00 a.m.
11:00 a.m.	8:00 a.m.
12:00 p.m.	9:00 a.m.
1:00 p.m.	10:00 a.m.
2:00 p.m.	11:00 a.m.
3:00 p.m.	12:00 p.m.
4:00 p.m.	1:00 p.m.
5:00 p.m.	2:00 p.m.
6:00 p.m.	3:00 p.m.
7:00 p.m.	4:00 p.m.

Travel Time: 2.5 hours
 A 90-minute stop will be figured into travel time
4 total hours of travel time

Event check-in / report time	Departure Time
8:00 a.m.	Depart the day before
9:00 a.m.	Depart the day before
10:00 a.m.	Depart the day before
11:00 a.m.	7:00 a.m.
12:00 p.m.	8:00 a.m.
1:00 p.m.	9:00 a.m.
2:00 p.m.	10:00 a.m.
3:00 p.m.	11:00 a.m.
4:00 p.m.	12:00 p.m.
5:00 p.m.	1:00 p.m.
6:00 p.m.	2:00 p.m.
7:00 p.m.	3:00 p.m.

Travel Time: 3 hours
 A 120-minute stop will be figured into travel time
5 total hours of travel time

Event check-in / report time	Departure Time
8:00 a.m.	Depart the day before
9:00 a.m.	Depart the day before
10:00 a.m.	Depart the day before
11:00 a.m.	Depart the day before
12:00 p.m.	7:00 a.m.
1:00 p.m.	8:00 a.m.
2:00 p.m.	9:00 a.m.
3:00 p.m.	10:00 a.m.
4:00 p.m.	11:00 a.m.
5:00 p.m.	12:00 p.m.
6:00 p.m.	1:00 p.m.
7:00 p.m.	2:00 p.m.

Travel Time: 3.5 hours
 A 120-minute stop will be figured into travel time
5.5 total hours of travel time

Event check-in / report time	Departure Time
8:00 a.m.	Depart the day before
9:00 a.m.	Depart the day before
10:00 a.m.	Depart the day before
11:00 a.m.	Depart the day before
12:00 p.m.	6:30 a.m.
1:00 p.m.	7:30 a.m.
2:00 p.m.	8:30 a.m.
3:00 p.m.	9:30 a.m.
4:00 p.m.	10:30 a.m.
5:00 p.m.	11:30 a.m.
6:00 p.m.	12:30 a.m.
7:00 p.m.	1:30 a.m.

Vans

- Request for reservations of vans should be made to the building Activities Director.
- School vans may not be used for non-school/personal purposes.
- Operators must adhere to guidelines, procedures, and rules relating to the use of vans (ie. have current auto insurance, a valid driver's license, etc.)
- Vans should be filled with gas at departure and refilled immediately upon return with BP receipts to the building Activities Director.
- Vans need to be cleaned out after each event.
 - All trash needs to be removed.
- If anything goes wrong or is broken, contact the building Activities Director as soon as possible.

Gasoline Credit Card

- This card is to be used to charge gas for a school van or a rented van. It is **NOT** to be used for a personal vehicle or any other vehicle.
- Procedure for using the gasoline credit card
 - Check out credit card from the building Activities Director.
 - Check to make sure the van is full. If it is not full, fill it before leaving.
 - Fill the vehicle as soon as you return (same day) so vehicle can be used the next day.
 - Return the credit card (and keys) with the receipt(s) of purchase to the Activities Director. Payment is made from the receipt so be sure it is returned the day following the event.
 - If you choose not to use the credit card *OR* no station is open, fill the van at your expense and give the receipt to the Activities Director for reimbursement.

Claims Request Form

- To be used for a personal vehicle or any vehicle other than school van or rental van.
 - Contact Activities Director and fill out a DCSD TRAVEL and PERSONAL EXPENSE CLAIMS REQUEST form. After your trip, return the completed form to Activities Director ASAP
 - Reimbursement will be made according to the approved mileage rate.

Travel Release from Custody of School

- All students participating in out-of-town activities should depart from and return to the school parking lot under the supervision of the assigned coach/sponsor. The following procedure should be followed if custody of a student is transferred to a parent:
 - Middle School
 - A parent/guardian should request release of the student by a note/email to the coach or by signing their child out on the designated sign-out sheet.

- Parent/guardian must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.
- High School
 - If the child will be released to someone other than a parent/guardian the parent/guardian must have a note/email to the building Activities Director at least 24 hours prior to the event.
 - The parent/guardian that will be accepting responsibility for the child at the conclusion of the event must also send a note/email to the building Activities Director at least 24 hours prior to the event
 - Activities Directors will then give the note/email to the coach.
 - The adult assuming custody of that student must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.

Travel parties for state track, wrestling, golf and tennis competitions

- Drake Relays and/or State Track: Varsity coaches may accompany teams on the following basis:
 - 1-5 athletes competing 2 coaches
 - 6+ athletes competing 4 coaches
- Drake Relays
 - District will pay for entry fees and transportation
 - District will **NOT** pay for lodging or meals
- State Wrestling: Varsity coaches may accompany teams on the following basis:
 - 1 athlete competing
 - +1 other athlete...coaches discretion
 - 2 coaches
 - 2+ athletes competing
 - +2 other athletes...coaches discretion
 - 4 coaches
- State Wrestling Cheerleaders: Varsity cheerleaders may accompany teams on the following basis:
 - 1 athlete competing
 - 2 cheerleaders / 1 coach
 - 2 athletes competing
 - 4 cheerleaders / 2 coaches
 - 3+ athletes competing
 - 6 cheerleaders (state allows up to 6) / 2 coaches

- State Golf, Tennis, Bowling, Track, Swimming/Diving: Varsity coaches may accompany teams on the following basis:
 - Team to state
 - 2 coaches
 - Individuals
 - +1 other athlete if only a single qualifier...coaches discretion
 - 1 coach
- State Co-Ed Tennis and Golf
 - District will pay for entry fees and transportation
 - District will **NOT** pay for lodging and meals

Important information regarding *STATE* competitions

- It is expected that once a team is eliminated from competition the coaches and athletes return to Dubuque in a reasonable length of time.
 - A conversation should take place with the building Activities Director, Director of Activities and Athletics and head coach in advance, so a plan can be put in place regarding the return trip.
- If a team chooses to remain at the state competition after being eliminated all expenses (ie. meals, lodging, etc.) will be charged to their programs fundraising account.
- If an individual athlete qualifies for state competition the district will pay (ie. meals, lodging, etc.) for one teammate to accompany them.
 - Head coaches should coordinate which teammate will attend with the building Activities Director

Meal Guidelines

- Coaches have the option on **regular season** out-of-town contests to return directly to Dubuque following the contests or to stop with the team.
 - No food allowance will be provided.
 - If food is purchased for the team from outside vendors, all money collected from the parents/guardians must be deposited into a district account and a purchase order will be issued to the vendor.
- State Competition meal allowances (per person)
 - Current approved district meal allowances must be followed for each student and coach
 - If an overnight stay and the hotel offers free breakfast you should eat breakfast at the hotel
 - Coaches do not qualify for meal allowances on single day events where overnight travel is not required/approved

- Coaches should submit a request for meal money to the building Activities Director immediately upon qualifying for state competition.
- Coaches receiving checks for team meals are to return a financial report to the building Business Manager the *NEXT SCHOOL MORNING* after the trip.
 - Receipts for all expenditures need to be turned in with the form.
- Under *NO* circumstances are coaches to distribute cash to their players. Each coach is to pay the bill and return the paid bill and any unused money to the building Business Office.

Coaches Accompanying Squads

- Head coaches must accompany respective squads to all regularly scheduled games. Assistant coaches are expected to accompany their respective squads unless otherwise assigned by the head coach.
- Coaches may accompany their respective varsity squads to state sponsored tournaments if their team is *NOT* competing, as long as there is no loss of school time for either the athletes or coaches.
 - Consult with your building Activities Director before making arrangements.

Participation Information

Concussion Testing

- All 9-12 Student Athletes are required to complete a concussion pre-screening. This test will be done prior to the first official practice.

Dual Participation

- Dual participation is challenging for a student athlete due to the following reasons:
 - Time Demand
 - Physical Demand-susceptibility to injury
 - Conflicts between practices and contests
 - Difficulty of coaches agreeing on expectations
 - Potential impact on academic performance
- In certain circumstances some may feel that this would work for them. If a student/athlete is interested in dual participation they must follow the below guidelines.
 - Talk to the building Activities Director
 - Must have agreement between both coaches of both programs
 - Must complete a Dual Participation Contract (see Coach page on district website)

Overlapping Sports

- Student Athletes are allowed to practice for two DCSD sports at the same time with agreement between the two coaches involved.

Changing Levels of Competition

- When consideration is given to moving an athlete to a different level of competition, *OPEN and HONEST* communication is essential and must include:
 - The assistant principal-activities/athletics
 - The student-athlete
 - The parents/guardians of the student-athlete
 - The team the athlete is leaving
 - The team the athlete is going to

Non-school Participation Rule (DCSD Policy 5307)

- Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.
- Any student (grades 7-12) in the Dubuque Community School District who participates in school-sponsored sport programs may participate in a non-school-sponsored sport program during the same season. However, a student who chooses to give non-school participation priority over the school-sponsored sport programs may jeopardize his or her status or standing as a member of the school-sponsored sport program. Communication among athlete, parents, and coaches is essential in this regard.

Conflicts between School Activities

- The DCSD Activities Council supports participation in as many and varied school activities as possible. To facilitate this belief, the following steps should be followed:
 - A strong effort should be made in scheduling to avoid major conflicts.
 - When confronted with a conflict, resolution should be handled with communication between the coach/sponsor/advisor of the two activities. If no resolution results, the assistant principal-activities/athletics should be involved.
 - Criteria that might be considered:
 - Two competitions / performances
 - Can both be attended?
 - Relative importance (i.e. State, Conference, etc.)
 - Competition/performance supersedes a practice
 - Two practices
 - Importance relative to upcoming competitions/performances
 - Resolution of conflicts shall not result in loss of membership, academic penalty, or status in either activity.

Dropping or Transferring Sports

- A student-athlete who makes the squad in one sport and who does not complete the season in that sport, will not be eligible to start practicing for another sport before the end of the competition in the sport he/she dropped, unless he/she has the consent of the coaches of both sports.

Playing at Two Levels

- MVC RULE-SECTION 10

Transferring In-District (DCSD Policy 5305)

- A student in grades 9 through 12 whose family moves from one district high school boundaries to the other would be immediately eligible once the change of residence has occurred.
- A student in grades 9 through 12 whose transfer between district high schools occurred due to a request for open enrollment is ineligible to compete at the varsity (“varsity” means the highest level of competition offered by the school) level for the first 90 school days of the transfer. This period of ineligibility may not apply if:
 - It is determined that the student was subjected to a founded incident of harassment and bullying which prompted the request for open enrollment.
 - It is determined that there are extenuating circumstances, which have been previously communicated to school staff, that substantially interfere with the student’s ability to participate in or benefit from the activities provided by a school.
 - A request identifying extenuating circumstances must be made to the Director of Activities and Athletics within 5 days of the approved open enrollment.
 - Within seven days the Director of Activities and Athletics will convene the Review Committee comprised of district staff, not associated with the situation, to receive information from the student, parents/guardians, school staff and other pertinent individuals.
 - The Review Committee can make the following recommendations:
 - Maintain the period of ineligibility for the full 90 school days.
 - Reduce the period of ineligibility
 - The decision of the Review Committee shall be based on the information shared at the appeal.
 - The Review Committee shall report their decision to the Director of Activities and Athletics who will inform the student and parents/guardians of the decision.

Boys Practicing with Girls

- As of November 2015, the IGHSAU has approved a policy change that boys can participate in girls' practice in all sanctioned sports.
- The Dubuque Community School District has adopted the following criteria related to boys practicing with girls.
 - The student **MUST**...
 - be a current student in the high school.
 - have a current physical.
 - follow the academic rule for all students involved in activities.
 - follow the code of conduct rule for all students involved in activities.
 - have a concussion screening like all students involved in activities.
 - must be approved by the building Activities Director prior to the first practice.

Links for coaches

Please use the following link to find all Dubuque Community School District Board Policies

- <https://www.dbqschools.org/school-board/policies/>

Policies pertaining to activities and athletics

- Policy 1001: Anti-Harassment/Bullying
- Policy 4606: Abuse of Students by School District Employees
- Policy 5301: Fund Raising by and for School Approved Activities
- Policy 5305: Participation Code for Activities
- Policy 6201: Foreign and Extended Travel, Domestic Student Trips

Iowa Girls High School Athletic Association

- <https://www.ighsau.org/>

Iowa High School Athletic Association

- <https://www.iahxaa.org/>

Iowa Cheer Coaches' Association

- <https://www.iowacheercoaches.org>

Iowa High School Speech Association

- <https://www.ihssa.org>

Iowa High School Music Association

- <https://ihsma.org>

Iowa Board of Educational Examiners

- <https://www.boee.iowa.gov/>

National Federation of State High School Associations

- <https://www.nfhs.org/>

Bound

- <https://gobound.com/ia>

**Dubuque Community School District
ASSISTANT Coaching Evaluation**

The first half of this form is to be completed by the assistant coach prior to the head coach completing the remainder of the form as part of their annual evaluation. The goal of this evaluation process is to help our coaches improve on any identified area(s) and enhance those areas of strength.

Coach's Name _____ Sport _____ Date _____

Assistant Coach Self-Evaluation Form

Assess the team's performance this season.

Assess your performance as an Assistant/Head coach this season.

What are your personal goals as an Assistant/Head coach next season?

Head Coach Evaluation of Assistant Coach

1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent

COMMUNICATION: The coach...

(Circle One)

1. communicated effectively with the coaching staff.

1 2 3 4 5

2. communicated effectively with the players.

1 2 3 4 5

3. communicated effectively with the parents.

1 2 3 4 5

4. communicated well with other coaches in the building

1 2 3 4 5

Comments:

- PREPARATION AND ORGANIZATION: The coach...** (Circle One)
- 1. is prepared for all practices. **1 2 3 4 5**
 - 2. is punctual and dependable . **1 2 3 4 5**
 - 3. accepted duties assigned by the head coach. **1 2 3 4 5**
 - 4. was willing to assume extra duties . **1 2 3 4 5**

Comments:

- COACHING PERFORMANCE: The coach...** (Circle One)
- 1. conducts self in a professional manner at all times. **1 2 3 4 5**
 - 2. conducts self in a sportsmanlike manner at all times. **1 2 3 4 5**
 - 3. is fair, honest, and patient. **1 2 3 4 5**
 - 4. provides positive, specific feedback to players. **1 2 3 4 5**
 - 5. gives constructive criticism. **1 2 3 4 5**
 - 6. works well with coaching staff. **1 2 3 4 5**
 - 7. was loyal to the head coach and coach's system. **1 2 3 4 5**
 - 8. is knowledgeable of the sport. **1 2 3 4 5**

Comments:

Head Coach Signature _____ Date _____

Assistant Coach Signature _____ Date _____

Dubuque Community School District
***HEAD* Coaching Evaluation**

The first half of this form is to be completed by the assistant coach prior to the head coach completing the remainder of the form as part of their annual evaluation. The goal of this evaluation process is to help our coaches improve on any identified area(s) and enhance those areas of strength.

Coach's Name _____ Sport _____ Date _____

Head Coach Self-Evaluation Form

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What equipment needs do you have for next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Activities Director Evaluation of Head Coach

1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent

COMMUNICATION: The coach...

(Circle One)

- 1. communicated effectively with the administration.
- 2. communicated effectively with the players.
- 3. communicated effectively with the media.
- 4. communicated effectively with the parents.
- 5. communicated well with other coaches in the building.

1 2 3 4 5
1 2 3 4 5
1 2 3 4 5
1 2 3 4 5
1 2 3 4 5

Comments:

PREPARATION AND ORGANIZATION: The coach...

(Circle One)

- 1. prepared for all practices. **1 2 3 4 5**
- 2. made good use of all practice times. **1 2 3 4 5**
- 3. had the team ready for competition. **1 2 3 4 5**
- 4. turned in all paperwork and required stats on time, including assistance coaching evaluations. **1 2 3 4 5**
- 5. maintains and updates team and individual records. **1 2 3 4 5**

Comments:

COACHING PERFORMANCE: The coach...

(Circle One)

- 1. conducts self in a professional manner at all times. **1 2 3 4 5**
- 2. conducts self in a sportsmanlike manner at all times. **1 2 3 4 5**
- 3. is fair, honest, and patient. **1 2 3 4 5**
- 4. provides positive, specific feedback to players. **1 2 3 4 5**
- 5. gives constructive criticism. **1 2 3 4 5**
- 6. adapts to mid-competition needs. **1 2 3 4 5**
- 7. has high expectations for all athletes. **1 2 3 4 5**
- 8. works well with coaching staff. **1 2 3 4 5**

Comments:

Activities Director Signature _____ Date _____

Head Coach Signature _____ Date _____