

Gervais School District #1

Code: **EGB-AR (2)**
Adopted: 03/15/2007

Code of Conduct for Interscholastic Activities (Coaches)

Agreement and Evaluation Forms

This agreement is made between [Print Person's Name] and the [District's Name] School District to coach/participate in [List Activity] for the 20 - school year.

I promise to comply with the code of conduct listed in Board policy EGB - Code of Conduct for Interscholastic Activities. I will follow Oregon School Activities Association (OSAA) rules. I will demonstrate good sportsmanship. I will treat others with respect and compete in a fair and ethical manner.

I understand that my violation of the terms of this policy and agreement may result in OSAA fining the district. In the event the district is fined by OSAA for my actions that are in violation of the terms of this policy and agreement, I agree to reimburse the district for any monetary penalty imposed by OSAA. I understand that violation of these terms may result in my dismissal as coach.

I have read, understood and now agree to abide by the district's code of conduct for interscholastic activities and terms of this agreement.

Signature of [Employee or Volunteer] Date

Signature of Principal Date

Name: _____ Year: _____

Sport: _____ Experience: _____

**GERVAIS SCHOOL DISTRICT NO. 1
HEAD ATHLETIC COACH
EVALUATION INSTRUMENT**

The success of the athletic program has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good mental health. The position of head athletic coach includes such other unusual aspects as extended time, risk injury factor, due process and other factors.

PERFORMANCE RESPONSIBILITIES

(5 = Excellent, 4=Good, 3=Average, 2=Below Average, 1= Unacceptable)

Standard 1: The Head Coach uses knowledge of the sport to promote the growth and development of the athletes entrusted to his/her care.

- | | <u>Rating</u> |
|---|---------------|
| a. Coordinate and execute a comprehensive plan for practice and competition, appropriate to the physical development of the athletes, grade 7 through 12. | _____ |
| b. Attend coaching clinics to enhance professional growth as a coach and to remain abreast of development in the sport. | _____ |
| c. Maintain discipline and promote a high degree of staff team moral. | _____ |
| d. Make a positive contribution to the physical, social, and emotional development of each athlete. | _____ |
| Comments: _____ | |
| _____ | |

Standard 2: The Head Coaches will use effective communications to promote staff unity and develop a positive image in the community.

- | | <u>Rating</u> |
|--|---------------|
| a. Instill in each student, respect for school property. | _____ |
| b. Train new staff members about procedures that are necessary for the proper function of the program; such as, program philosophy, team rules, district and school rules, specific coaching duties, and others. | _____ |
| c. Deliver communications from the administration and/or Athletic Director to assistant coaches as is necessary to keep all members up to date on expectations. | _____ |
| d. Develop and maintain a sound relationship with local media. Be aware of local news deadlines. Report scores for varsity contests in a timely manner. | _____ |
| e. Set a good example of sportsmanship and good behavior. | _____ |
| f. Check with faculty members to see that each athlete is doing acceptable classroom work. | _____ |
| Comments: _____ | |
| _____ | |

Standard 3: The Head Coach will make safety a paramount concern of the coaching staff.

Rating

The Head Coach will:

- a.
 - See to it that all equipment and property are used properly;
 - Maintain adequate records to insure the return of all issued items; and
 - Will make a complete inventory of all equipment and clothing at the end of the season._____
 - b. Supervise all practices, or make provision for adequate supervision. _____
 - c. Instruct all athletes regarding the hazards peculiar to the sport, prior to allowing athletes to participate in practice sessions. _____
 - d. Be responsible for providing adequate supervision on all team trips or activities. _____
 - e. Supervise the locker room when athletes are present. _____
 - f. Insure that at least one staff member is present until all athletes have left the grounds after practices or games. _____
- Comments: _____

Standard 4: Head Coaches will be in charge of administrating their own programs.

Rating

- a. The Head Coach will be supportive of other coaches and teams within the athletic program. The coach will seek to instill loyalty toward the total athletic program on the part of the assistant coaches in the program. _____
 - b. Plan team travel in coordination with the Athletic Director. _____
 - c. Be responsible for insuring that each athlete has the following items before being allowed to participate or practice:
 - Annual interval athletic form on file with the Athletic Director;
 - Physical examination on file (good for two years); and
 - Clear on academic and attendance eligibility._____
 - d. Assist in the evaluation of assistant coaches. _____
 - e. Develop team rules and guidelines and provide a written copy of these to the Athletic Director before the start of the season. _____
 - f. Comply with OSAA rules and special District rules and GHS Athletic Policy standards. _____
 - g. Maintain records as required by District policy, state law, Athletic Director directives and OSAA regulations. _____
 - h. Assist Athletic Director in providing personnel to manage sub-varsity contests. _____
 - i. Be responsible for locking facility if no custodians are on duty. _____
 - j. Coordinate with the Athletic Director and Facilities Department regarding practice sessions. Report all inadequate equipment, safety hazards, or other problems immediately. _____
- Comments: _____

Standard 5: Completion of duties

Rating

a. The Head Coach completes those duties assigned him/her by the Athletic Director _____

Additional Comments:

This is to certify that this document has been read, discussed and a copy will be placed in the employee's personnel file:

Coach being evaluated _____ Date _____

Athletic Director or Administrator _____ Date _____

The building principal has read this evaluation:

Principal _____ Date _____

Name: _____ Year: _____

Sport: _____ Experience: _____

Season: _____

**GERVAIS SCHOOL DISTRICT NO. 1
ASSISTANT COACH
EVALUATION INSTRUMENT**

The success of the athletic program has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good mental health. The position of assistant coach includes such other unusual aspects as extended time, risk injury factor, due process requirement, and other factors.

PERFORMANCE RESPONSIBILITIES

(5 = Excellent, 4=Good, 3=Average, 2=Below Average, 1= Unacceptable)

Standard 1: The Assistant Coach will use knowledge of the sport to promote the growth and development of the athletics entrusted to his/her care.

- | | <u>Rating</u> |
|---|---------------|
| a. Attend all meetings, practice sessions, and games as directed by the Head Coach. Supervise those activities for which he/she is responsible. | _____ |
| b. Assist Head Coach in carrying out coaching responsibilities. | _____ |
| c. Attend professional clinics to enhance growth as a coach and to remain abreast of new developments in the sport. | _____ |
| d. Instruct athletes in the techniques of the sport. Warn athletes regarding the inherent dangers in the sport. | _____ |
| e. Instill in each athlete respect for school property and equipment. | _____ |

Meets responsibilities? Yes No

Comments: _____

Standard 2: The Assistant Coach will use effective communications to promote team morale and establish positive community relations.

- | | <u>Rating</u> |
|---|---------------|
| a. The Assistant Coach followed the chain of command in dealing with situations in the program. | _____ |
| b. Set a good example of sportsmanship and proper behavior. | _____ |
| c. Aided in ensuring that all athletes were eligible, academically and attendance-wise before allowing participation. | _____ |

Meets responsibilities? Yes No

Comments: _____

Standard 3: The Assistant Coach will make safety a paramount concern.

Rating

- a. The Assistant Coach is responsible for all athletic clothing assigned to him/her by the Head Coach. All clothing is to be returned to the Head Coach at the end of the athletic season _____
 - b. Notify the Head Coach of any irregularities in fields or courts or of any safety hazards. _____
 - c. Aid the Head Coach by instructing all athletes regarding the hazards peculiar to a sport prior to allowing the athletes to participate in practice session. _____
 - d. Aid in the supervision of the locker room when athletes are present. _____
 - e. Be present until all athletes have left the grounds after practices or games, whether assigned the duty by the Head Coach, or if coaching a game which occurs at a time other than a varsity game. _____
- Meets responsibilities? Yes No

Comments: _____

Standard 4: The Assistant Coach will aid in the administration of the athletic program.

Rating

- a. Assist in the maintenance of discipline and morale. _____
 - b. Comply with West Valley Conference and OSAA rules, as well as Gervais School District policies and regulations. _____
 - c. Perform other coaching related duties as assigned by the Head Coach. _____
- Meets responsibilities? Yes No

Comments: _____

Standard 5: Completion of duties

Rating

- a. The Coach completes those duties assigned him/her by the Athletic Director _____

Additional Comments: _____

This is to certify that this document has been read, discussed and a copy will be placed in the employee's personnel file:

Coach being evaluated _____ Date _____

Athletic Director or Administrator _____ Date _____

The building principal has read this evaluation:

Principal _____ Date _____