

Coaching Coaches Playbook

I. Professional and Personal Relationships

1. Maintains open lines of communication with campus athletic coordinator both verbally and in writing; regularly updates athletic coordinator regarding athletic issues.

Performance Descriptor: *Meets with coordinator on a regular basis or as needed; shares coordinator agendas with appropriate staff; reports issues of concern to designated individual(s) in a timely manner.*

2. Provides written team rules, as approved by campus athletic coordinator, to squad members, and parents.

Performance Descriptor: *Maintains filed copies of current team rules that have been approved by the campus athletic coordinator and signed by student athletes and parents.*

3. Employs fair and consistent behavior management strategies with all student/athletes; heeds due process procedures when investigating student/team misconduct.

Performance Descriptor: *Implements a written discipline management plan that is fair, consistent, allows due process for student athletes, and maintains individual and team discipline in a positive manner. Team rules should be clearly defined and include a progression of consequences from verbal/written warnings, coach/team discipline, parent notification, suspension, or, in extreme cases, removal from team. Specific rules should reference behavior consequences for: excused/unexcused absences from school and/or games, tardiness, unsportsmanlike behavior, and violating the student code of conduct.*

4. Dresses appropriately at practices and games as recommended by the Athletic Department.

Performance Descriptor: *Exhibits sport-appropriate dress and appearance during athletic practice and game situations. Coaching attire in school colors will be worn at practice and professional attire in game situations will be sport-specific.*

5. Develops effective public relations with the school, parents, and community.

Performance Descriptor: *Develops and maintains good public relations with colleagues, parents, and community. Attends booster club meetings, reports scores and stats to newspapers and Athletic Office, holds parent meetings at the beginning of the season.*

6. Supports student/athletes athletic programs by participating in sports related school functions and promotes all sports in the athletic program and fosters school spirit and pride.

Performance Descriptor: *Shows interest in student athlete's accomplishments on and off the playing field, attends parents' nights, sports banquets, athletic awards ceremonies and pep rally assemblies. Prepares and send recommendation letters to colleges on behalf of student/athletes.*

7. Maintains appropriate professional conduct towards players, coaches, officials, and patrons at athletic practices and games.

Performance Descriptor: *Demonstrates diplomacy, tact, self-control and respect for all.*

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8. Works cooperatively with coaches at the middle school and high school level to develop a coordinated, comprehensive, and vertically aligned athletic program.

Performance Descriptor: *Works with feeder coaches at every level to develop well-coordinated, vertically aligned athletic programs by visiting campuses in learning community, observing athletic practices and games. Coaches are expected to run the same offensive and defensive schemes/systems throughout the learning community in appropriate sports.*

9. Establishes and maintains open lines of communication with students and parents.

Performance Descriptor: *Organizes and prepares pre-season meetings with parents to review team policies, procedures, calendar and additional information regarding the upcoming sports season. Conducts parent/coach conferences as needed.*

10. Works cooperatively with coaching staff, campus administration, and Athletic Department.

Performance Descriptor: *Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility, and spirit of cooperation among colleagues, campus administration, and Athletic Department.*

II. Coaching Performance

1. Models respect for athletes, coaches, officials, and patrons during all coaching situations and events.

Performance Descriptor: *Acts as a role model for athletes by exhibiting integrity, dependability, emotional stability, and maturity. Demonstrates fairness and patience with team members. Provides constructive criticism and is generous with praise. Teaches respect for officials and their decisions. Exhibits appropriate dress code and appearance.*

2. Provides responsible supervision for student athletes.

Performance Descriptor: *Provides effective team supervision on and off campus grounds before, during, and after practice, games, and team functions.*

3. Demonstrates and implements effective leadership strategies that foster individual and team success.

Performance Descriptor: *Develops written rules and procedures for student athletes. Motivates players to give maximum effort at all times. Coaches all players. Encourages the development of strong, positive, and competitive attitudes among players.*

4. Designs flexible, well-coordinated and well-organized practice/game schedules that maximize team, staff, and facility resources.

Performance Descriptor: *Organizes and prepares for daily practices. Organizes and develops creative game plans and weekly itineraries. Efficiently delegates responsibility to assistant coaches. Plans and executes programs to achieve short and long term goals.*

5. Models the fundamental philosophy, skills, and techniques endorsed by the Ysleta ISD Athletic Department for student athletes.

Performance Descriptor: *Keeps current with, demonstrates knowledge of and adheres to Ysleta ISD Athletic Department, Board, and District policies and practices.*

6. Demonstrates respect and good sportsmanship on and off the playing field; establishes expectations for student/athletes and staff to do the same.

Performance Descriptor: *Encourages positive interactions and good sportsmanship between athletes and opponents. Teaches/models respect for officials and their decisions.*

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7. Models effective leadership skills that promote positive attitudes and efforts among student/athletes.

Performance Descriptor: *Exhibits positive attitude and enthusiasm.*

8. Follows required guidelines for addressing student injuries as found in the Athletic Handbook, Board policy, and District procedures.

Performance Descriptor: *Self-explanatory*

9. Places appropriate emphasis on the role of competitive athletics in the total development of student athletes.

Performance Descriptor: *Involves all athletes in team concepts, promoting health, well-being and character development.*

10. Communicates to student/athletes the importance of accepting responsibility for their own decisions and behavior on and off the playing field.

Performance Descriptor: *Maintains individual and team discipline in a fair and positive manner. Enforces team rules consistently. Notifies parents and campus athletic coordinator when extreme discipline (such as dismissal) is required.*

11. Achieves optimal individual and/or team performance levels that extend beyond season win-loss records.

Performance Descriptor: *Athletes demonstrate correct fundamental skills, have good attitudes, demonstrate teamwork, exhibit high levels of competitiveness, and participate in organized, consistent practices. Coaches are able to maintain and increase student athletic participation in their sports programs.*

12. (Head Coaches only) Meets or exceeds Minimum Competition Standards as set forth by the Athletic Office. (first year coaches exempt from standards during their initial coaching year). ****Not applicable in 2013-2014**

Performance Descriptor: *Minimum Competition Standards as set forth in Athletic Handbook.*

III. Related Coaching Responsibilities

1. Actively participates in campus initiatives which address academic success.

Performance Descriptor: *Shows interest in the classroom endeavors of student athletes. Initiates study hall and tutoring sessions, supports campus efforts and initiatives, and consistently monitors students' academic progress.*

2. Ensures all student athletes meet eligibility requirements in accordance with UIL competition guidelines.

Performance Descriptor: *Demonstrates promptness and efficiency with clerical work related to student athlete eligibility: physicals, parent approval, insurance, transfers, end-of-season reports, academic eligibility, equipment, inventories, etc.*

3. Encourages athletes to participate in as many sports as desired.

Performance Descriptor: *Facilitates complaints from parents/students regarding coaches' pressuring athletes to participate in a particular sport. Coordinates opportunities for coaches of other sports to invite athletes to participate in their sport; allows athletes to go to off-season programs in a fair manner.*

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4. Supports student/athletes' participation in other school related activities.

Performance Descriptor: *Supports participation in other sports and school activities of interest to the student athlete. Makes an effort to attend student's activities, and works with other club sponsors and coaches to allow adequate practice time among shared athletes.*

5. Encourages and/or facilitates opportunities for athletes to further develop individual and team skills during pre- and post-season periods (high school only).

Performance Descriptor: *Opens gym and weight room during off-season, holiday, and summer periods. Provides information related to summer sports leagues and tournament opportunities.*

6. Demonstrates a willingness to share athletic facilities with other school-related programs.

Performance Descriptor: *Aids in promoting effective school and public relations by sharing athletic facilities for community activities and fitness and health-related activities in athletic areas.*

7. Attends in-services, athletic department/school meetings and sports clinics necessary for growth of the athletic program and the improvement of coaching performance.

Performance Descriptor: *Engages in continuous professional development and learning as provided by Ysleta ISD.*

8. Attends all meetings, practices, and athletic events at designated times.

Performance Descriptor: *Self-explanatory*

9. Follows requirements as described in the Athletic Handbook, Board policy, and District procedures.

Performance Descriptor: *Self-explanatory.*

10. Understands and follows rules and regulations set forth by all governing agencies, including but not limited to UIL, TEA, Ysleta ISD Board of Trustees, the District, professional organizations, and campus administration.

Performance Descriptor: *Self-explanatory*

11. Submits required documents as listed in the Athletic Handbook to the campus and Athletic Department in a timely manner.

Performance Descriptor: *Self-explanatory*

12. Provides a written report to campus administration and the Athletic Department regarding any critical incident as soon as practical, and not later than 24 hours after the incident, unless otherwise required by the school principal or the Athletic Department

Performance Descriptor: *Critical incidents must be reported to the campus principal and Athletic Department within 24 hours of occurrence; emergency situations must immediately be reported by phone to the school principal.*

13. Assumes responsibility for the proper procurement and care of athletic equipment.

Performance Descriptor: *Organizes the effective issuance and collection of athletic equipment; plans for the efficient purchasing, storage, and security of equipment. Inspects and maintains equipment to ensure student safety. Purchases, stores, and secures equipment as per District, Athletic Department, and campus guidelines.*

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14. Maintains and prepares facilities and equipment for practice and competition in accordance with Athletic Department, Board policy, and District procedures.

Performance Descriptor: *Supervises and maintains cleanliness of weight rooms, dressing rooms, and athletic facilities.*

15. Follows district guidelines for the purchase of equipment as specified in Board policy and District procedures.

Performance Descriptor: *Self-explanatory*

16. Follows district guidelines related to student activity accounts as specified in Board policy and District procedures.

Performance Descriptor: *Self-explanatory.*

17. (Head Coaches/Campus Athletic Coordinators only) Maintains expenditures for the assigned sport within the budget in accordance with Board policy and District procedure.

Performance Descriptor: *Self-explanatory.*

IV. Supervision/Leadership

1. Serves as a liaison for the Athletic Department.

Performance Descriptor: *Addresses concerns and issues with school administration, Athletic Office, coaches, athletes, parents, community, booster organizations, etc.*

2. Communicates Athletic Department information and philosophy via monthly and regularly scheduled coaches meetings.

Performance Descriptor: *Provide staff agendas at monthly meetings; disseminates information received at campus athletic coordinator's meetings to athletic staff.*

3. Works collaboratively with athletic coordinator to address issues related to the campus athletic program.

Performance Descriptor: *Supervises staff effectively and promotes staff development. Meets regularly with coaches and promotes positive staff morale. Engages in a shared decision-making processes. Maintains consistency between male and female athletic programs.*

4. Develops a collaborative and vertically aligned program for campuses within their learning community.

Performance Descriptor: *Relays expectations to staff; monitors practices and games; provides positive feedback and constructive criticism to coaches about observed practices and games; utilizes observation and verbal counseling reports; provides guidance to improve performance; facilitates training among feeder coaches regarding standard team plays, game, and sports strategies.*

5. Assists in the selection of new coaches.

Performance Descriptor: *Provides input to campus athletic coordinator regarding the selection of new coaches, including review of resumes, job search, interviews, and final selection.*

6. Assists in the observation record of campus based coaches.

Performance Descriptor: *Assists Campus Athletic Coordinator with the observation of campus-based coaches including the completion of observation records as appropriate. Provides formal and informal input to coaches and Campus Athletic Coordinator through observations of practices and competitions. Uses documentation tools to provide positive feed and constructive criticism. Performs coach/staff observations efficiently and in a timely manner.*

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7. Supervises and coordinates campus athletic facilities.

Performance Descriptor: *Ensure that campus facilities are utilized by all staff and community.*

8. Monitors and maintains up-to-date records for the assigned athletic programs.

Performance Descriptor: *Demonstrates effective organization and management skills. Exhibits effective oral and written communication skills, maintains squad lists, participations numbers, eligibility lists, end of season reports, win-loss records, coaches training certificates, UIL paperwork, etc.*

***Performance descriptors are intended to serve as an example of performance expectations for coaches. This list is by no means exhaustive. Additional criteria may apply.**