

# Coaching Coaches Playbook

## Quick Reference

### **DOMAIN I. PROFESSIONAL AND PERSONAL RELATIONSHIPS**

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- Criterion 1:** Meets with Campus Athletic 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.
- Criterion 2:** Maintains filed copies of current team rules that have been approved by the campus principal and signed by student athletes and parents.
- Criterion 3:** 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. Teams 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, un-sportsmanship-like behavior, and violating the student code of conduct. Major infractions such as felonies may result in immediate removal from the team.
- Criterion 4:** Exhibits sports-appropriate dress and appearance during athletic practice and game situations. Coaching attire in school colors will be worn at practice. Professional attire in game situations will be sport-specific.
- Criterion 5:** Develops and maintains good public relations with colleagues, parents and community. Attends booster club meetings, reports scores and stats to newspapers, holds parent meetings at the beginning of the season.
- Criterion 6:** Shows interest in student athlete's accomplishments on and off the playing field attends parents' night, sports banquets, athletic awards ceremonies and pep-rally assemblies. Prepares and sends recommendation letters to colleges on behalf of future athletes.
- Criterion 7:** Demonstrates diplomacy, tact, self-control and respect for all.
- Criterion 8:** Works with feeder coaches at every level to develop well-coordinated, vertically aligned athletic programs by visiting area campuses, observing athletic practices and games. Coaches are expected to run the same offensive and defensive schemes/systems throughout the learning community in appropriate sports.
- Criterion 9:** 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.
- Criterion 10:** Accepts and acts upon constructive criticism in a professional manner. Develops loyalty, flexibility and a spirit of cooperation among colleagues, campus administration and athletic department.

## **DOMAIN II. COACHING PERFORMANCE**

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- Criterion 1:** 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.
- Criterion 2:** Provides effective team supervision on and off campus grounds before, during and after practices and games.
- Criterion 3:** 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.
- Criterion 4:** 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.
- Criterion 5:** Keeps current with, demonstrates knowledge of and adheres to YISD Athletic Department, Board and District policies.
- Criterion 6:** Encourages positive interactions and good sportsmanship between athletes and opponents. Enforces a “no taunting” policy and teaches/models respect for officials and their decisions.
- Criterion 7:** Exhibits positive attitude and enthusiasm.
- Criterion 8:** Self-explanatory
- Criterion 9:** Involves all athletes in team concepts, promoting health, well-being and character development.
- Criterion 10:** Maintains individual and team discipline in a fair and positive manner. Enforces team rules consistently. Notifies parents, athletic coordinator and campus administrators when extreme discipline (such as dismissal) is required.
- Criterion 11:** Athletes demonstrate correct fundamental skills, have good attitudes, demonstrate team work, exhibit high levels of competitiveness, and participate in organized, consistent practices. Coaches are able to maintain and increase student athlete participation in their sports programs.
- Criterion 12:** Minimum Competition Standards as set forth in Athletic Handbook (not applicable 2013-2014)

## **DOMAIN III. RELATED COACHING RESPONSIBILITIES**

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- Criterion 1:** 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.
- Criterion 2:** 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.

**Criterion 3:** 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.

**Criterion 4:** 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 activities.

**Criterion 5:** Opens gym and weight room during off-season, holiday, and summer periods. Provides information related to summer sports leagues and tournament opportunities.

**Criterion 6:** Aids in promoting effective school and public relations by sharing athletic facilities for community activities and fitness and health related activities in athletics.

**Criterion 7:** Engages in continuous professional development and learning as provided by YISD.

**Criterion 8:** Self-explanatory

**Criterion 9:** Self-explanatory

**Criterion 10:** Self-explanatory

**Criterion 11:** Self-explanatory

**Criterion 12:** 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.

**Criterion 13:** 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.

**Criterion 14:** Supervises and maintains cleanliness of weight rooms, dressing rooms, and athletic facilities.

**Criterion 15:** Self-explanatory

**Criterion 16:** Self-explanatory

**Criterion 17:** Self-explanatory

#### **DOMAIN IV. SUPERVISION/LEADERSHIP (HEAD COACHES ONLY)**

**Criterion 1:** Addresses concerns and issues with school administration, Athletic Office, coaches, athletes, parents, booster organizations, community, etc.

**Criterion 2:** Provides staff agendas at monthly meetings; disseminates information received at coordinator's meetings to athletic staff.

**Criterion 3:** 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.

**Criterion 4:** 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.

**Criterion 5:** Provides input to Campus Athletic Coordinator regarding the selection of new coaches, including a review of resumes, job search, interviews and final selection.

**Criterion 6:** 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 feedback and constructive criticism. Performs coach/staff observations efficiently and in a timely manner.

**Criterion 7:** Ensures that campus facilities are utilized fairly by all staff and community.

**Criterion 8:** Demonstrates effective organization and management skills. Exhibits effective oral and written communication skills. Maintains squad lists, insurance forms, squad size forms, end of season reports, win-loss records, physicals, parent approvals, eligibility lists and letterman procedures.

**\*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.**