



SECONDARY COACHES' HANDBOOK



2024-2025

Elk Grove Unified School District
SECONDARY COACHES' HANDBOOK

I. PHILOSOPHY, GUIDELINES AND BASIC OBJECTIVES

A. Statement of Philosophy

The athletic programs at the secondary schools of the Elk Grove Unified School District (EGUSD) will be conducted as an integral component of the high school curriculum. Although the objectives of the programs conform in every respect to the general objectives of the institutions, the emphasis in athletics is upon the development of competitive spirit, alert minds, healthy bodies, sportsmanship, self-discipline and athletic skills.

The primary aim of the programs is the positive development of the participant. However, it is also vitally concerned with the promotion of pride and loyalty within the student body and with providing opportunities for wholesome school-community relations. It is further intended to serve as a focal point for numerous student activities which contribute to school morale.

B. Athletic Guidelines – Sportsmanship

Participation in the athletic program requires adherence to the highest standards of good sportsmanship. Aspects of good sportsmanship include ensuring fairness in competition and exhibiting respect for the people and institutions associated with athletic contests. In order to promote fairness in competition, the following 16 principles of “Pursuing Victory with Honor” have been adopted by the EGUSD Board of Education. Coaches and athletes of this district will be required to comply with the rules of each sport and to ensure that fairness in competition is not limited by their actions in any way.

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It is the duty of school boards, superintendents, school administrators, parents and school sports leadership – including coaches, athletic administrators, program directors, and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.

6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) the character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capabilities and limitations of the age group coached, as well as first aid; and 3) coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against undue influence of commercial interest. In addition, sports programs must be prudent, avoiding undue dependence on particular companies or sponsors.
16. The profession of coaching is a profession of mental and physical dimensions of their sport. Coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

Any coach who is unable to comply with these standards must understand his/her opportunity for employment may be suspended or terminated without pay.

C. Objectives of Participation

The general objectives of the athletic programs at the secondary schools of the EGUSD are outlined below:

1. To provide a positive image of school athletics.
2. To strive for the excellence that will produce winning teams within the bounds of good sportsmanship.
3. To expose students to a wide variety of social situations which will enable them to develop the positive qualities of sportsmanship, cooperation, loyalty, leadership and self-discipline.
4. To develop athletic skills and abilities to their fullest potential and an appreciation for athletics and competition.
5. To provide a rallying point for the student body through which it may develop pride and loyalty.
6. To develop respect for coaches, teammates, opponents, and officials.
7. To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.
8. To stimulate a desire to maintain high scholastic standards.
9. To formulate desirable habits of hygiene and sanitation.
10. To develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of an interest in curricular and extra-curricular school programs and for post secondary educational opportunities.

D. Coaches' Professional and Personal Relationships and Expectations

There is a definite need for precise criteria to measure coaching accomplishments within the framework of the athletic program.

Although each member of the coaching staff should make every effort to conduct a program that emphasizes excellence as a goal, no coach should be made to feel that their job depends strictly upon their won-lost records. Rather, competency will be evaluated on the basis of ability to teach the skills and knowledge that relate to a sport, the ability to develop positive attitudes, and the ability to properly manage or assist in the management of a sports program.

The following are major performance areas:

1. Rapport
A coach must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the school staff, the community as a whole, spectators, officials, fellow coaches in the league, media representatives, and the parents. Good rapport and an image of competency are invaluable for the coach.
2. Cooperation
The district expects a maximum of give and take between all individuals associated in any degree with the athletic program. Coaches must work hand-in-hand with their athletic director, principal and other members of their staff toward the goals of the athletic department.

3. Leadership
Diligence, enthusiasm, honesty, and love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are very important.
4. Discipline
Every facet of discipline is the coach’s responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away, and the conduct of the crowd – especially where the student body is concerned. A desire to do well, to win with modesty, to lose with dignity, should be emphasized. Staff, players, and spectators should be motivated toward established goals.
5. Improvement
A coach is encouraged to take advantage of opportunities presented for self-improvement. Attendance at rules clinics, special workshops, clinics in specific fields, and similar in-service training programs is important.
6. Behavior/Speech Provisions – And Relationship to Social Media
Coaches should be respectful of team members, school administrators, other coaches, other students, and parents at all times. Coaches are expected to maintain a positive attitude acceptable for the environment. Administrators may take appropriate corrective action where speech, conduct or electronic acts by a coach, whether taking place during a team, team-related, school, or school-related activity or event, or taking place away from school grounds or school or team activities, has a direct disruptive or detrimental effect on, or seriously threatens the discipline, environment, safety or general welfare of the program, other team members, other coaches, or other students, faculty, staff and/or administrators of the District.

II. LEGAL RESPONSIBILITIES OF THE COACH

A. All coaches must meet EGUSD Human Resources requirements.

COACHING CLEARANCE							
<u>Coaching Status</u>	TATC Application	Pre-Employment Paperwork Including Payroll & CalPERS or CalSTRS	Mandated Reporter Certification (Yearly)	TB Test**	Fingerprints*	Current First Aid/CPR, Concussion, Heat Illness & Sudden Cardiac Arrest Certification**	Coaching Certification
New Coach to the District	✓	✓	✓	✓	✓	✓	
Current District Employee (new coach)	✓	On File	✓	On File	On File	✓	
Returning Coach (from previous season)	On File	On File	✓	On File	On File	✓	✓
Volunteer switching to paid status	✓	✓	✓	✓	✓	✓	✓

* All applicants must be fingerprinted through the District even though they may have been printed by another agency.

** These certifications must be valid through the coaching season

- B. The authority of the coach extends to only what is just, proper and necessary for the welfare of the students.
- C. Prudence is the measure of negligence.
- D. All discipline (punishment) must be warranted, reasonable, not physically damaging and administered in a timely manner.
- E. Any discipline that results in a practice/game suspension must be documented and communicated to the parent/guardian of the student-athlete.
- F. The coach cannot give treatment for any injury or disease except bona fide emergency first aid. The coach cannot administer any medication. Every coach must make sure medical supplies are readily available.
- G. The coach must be present at all gatherings of team members which he/she has established.
- H. Coaches are not liable for accidents to students engaged in normal school activities, unless negligence on the part of the coach is the proximate cause of the injury or death. Common areas of negligence are:
 - 1. faulty equipment
 - 2. inadequate supervision (on the field and in the locker room)
 - 3. failure to take protective measures
 - 4. hazardous conditions of buildings and grounds
 - 5. poor selection of workout activities
 - 6. lack of medical care immediately available
 - 7. no written release by a physician after a student-athlete is injured

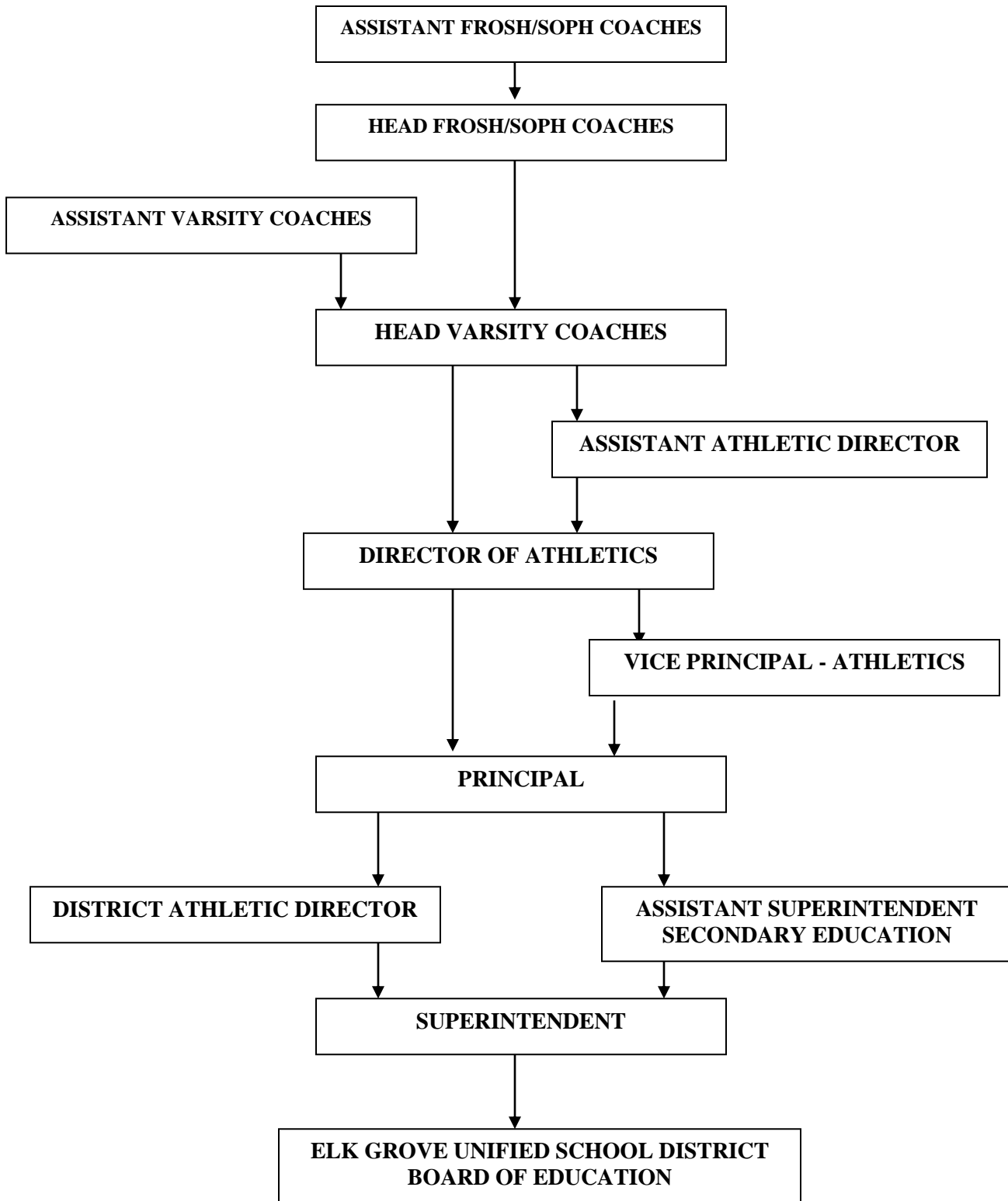
III. RESPONSIBILITIES OF THE COACH FOR STUDENTS/PARENTS/AGENTS NOT IN YOUR ATTENDANCE AREA

- A. Refer any call or contact from any of the above mentioned people to your athletic director immediately.
- B. DO NOT engage in any conversation other than the referral to the athletic director.
- C. Questions to ask and responses to provide:

Are you currently living in our attendance area or have you recently moved with your family into our attendance area? If the answer is "No," terminate the conversation by referring them to your athletic director. If the answer is, "We are going to/thinking about/planning to move," refer them to your athletic director. If the answer is "Yes," then you may answer any questions.

IV. ORGANIZATIONAL CHART

Adherence to proper channels of communication is necessary in order to assure adequate program coordination and conduct. The following organizational chart describes the official “chain of command” of the athletic department.



ATHLETIC DIRECTOR JOB DESCRIPTION

1. Responsible to the Principal of the secondary school.
2. Serves as liaison between staff members and the administration.
3. Develops and monitors the department budget.
4. Reviews staff requests and makes related recommendations to the administration.
5. Assists staff members in professional matters as requested or as the need for such assistance is observed.
6. Ensures that equipment is properly inventoried and maintained.
7. Approves departmental purchases.
8. Approves athletic schedules.
9. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the California Interscholastic Federation, the League, and the Elk Grove Unified School District.
10. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches' job assignments.
11. Responsible for evaluating all new varsity head coaching candidates for jobs and will be a member of each selection committee.
12. Responsible for all recommendations for improvement of facilities, which shall be directed to the Principal.
13. Coordinates with the Grounds Dept./Head Custodian the repair and maintenance of athletic fields, track, gymnasium, tennis courts, and weight room.
14. Resolves conflicts that develop within the Athletic Department.
15. Seeks and finds ways for supporting and financing the athletic program, including the coordinating/monitoring of the booster club(s).
16. Submits a financial report to the Athletic Department and the Principal at the beginning of each school year.
17. Supervises the Assistant Athletic Director(s).
18. Maintains a current file of student-athletes' physical form, insurance form, parent consent form, etc.
19. Responsible for determining initial and continuing eligibility of student-athletes.
20. Works with the Principal, Director of Student Activities, Cheerleading Advisors, and coaches involved in all athletic assemblies and spirit rallies.
21. Arranges for a medical doctor or a paramedic and an ambulance at all Frosh/Soph and Varsity football home games and an ambulance at all Frosh home football games.
22. Represents the school in all athletic business at District, League, Section, and State meetings.
23. Responsible for scheduling student/parent meetings.
24. Responsible for the annual review of the Coaches' Handbook and the Student-Athlete/Parent Handbook.
25. Constantly evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
26. Performs other duties as the Principal may direct.

ASSISTANT ATHLETIC DIRECTOR JOB DESCRIPTION

1. Supervises and monitors specific sports as assigned by the Athletic Director. The responsibilities in these sports may include:
 - a. Initial scheduling of contests
 - b. Evaluation of staff and program
 - c. Eligibility of student-athletes
 - d. Equipment inventory
 - e. Recommendations for the repair, maintenance, and/or improvement of athletic facilities
2. Monitors, develops and/or leads athletic fundraising activities.
3. Represents the school in athletic business at the various levels of authority, i.e., district, league, section meetings/conferences.
4. Aids the Athletic Director in developing ways of improving the athletic department.
5. Presents recommendations for changes in department policies.
6. May be responsible for ticket sales and gate revenue at contests.
7. Assists staff members in professional matters as requested or as the need for such assistance is observed.
8. Performs other duties as the Athletic Director may direct.

HEAD VARSITY COACH JOB DESCRIPTION

1. Serve as liaison between his/her staff and the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the Elk Grove Unified School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, not to include co-head coach designation, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale and cooperation.
8. Assists/provides the Athletic Director in scheduling, providing transportation needs and requirements for tournaments and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance and school employees.
11. Provides proper safeguards for maintenance and protection of assigned equipment.
12. Recommends policy, method, or procedural changes to the Athletic Director.
13. Enforces training rules, implements the unrest plan, and publishes any other unique regulations of the sport for each athlete.
14. Monitors the grades and conduct of his/her athletes.

HEAD VARSITY COACH JOB DESCRIPTION – Continued

15. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus.
16. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
17. Directs student managers, assistants and statisticians.
18. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.
19. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
20. Recommends/selects equipment and uniforms within budget appropriations.
21. Is accountable for all equipment in his/her program (Varsity, Frosh/Soph, and Frosh) and submits notification to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date.
22. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
23. Properly marks and identifies all equipment before issuing or storing.
24. Secures all doors, lights, windows, and locks and stores all equipment before leaving a building or area. Supervises locker room area before and after practice.
25. Instills in each player a respect for equipment and school property, its care and proper use.
26. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
27. Responsible for reporting scores and information after every home contest to the Sacramento Bee and the Elk Grove Citizen. Statistics required by local media, league representatives and Max Preps will also be the responsibility of the head coach. These duties may be delegated.
28. Head Coaches in football are responsible for having written contracts for non-league games with opposing schools.
29. Responsible for arranging for substitutes because of athletic events with the Principal's secretary or the Athletic Director as soon as possible.
30. Understands that all drivers must meet District requirements to transport student-athletes and must be at least 23 years of age.
31. Guarantees that all District equipment, including district vehicles, is used for official school business only and is operated safely.
32. Performs other duties which may be assigned by the Athletic Director or Principal.

HEAD FROSH/SOPH AND ASSISTANT COACHES' JOB DESCRIPTION

1. Serve as liaison between his/her staff and the Head Varsity Coach.
2. Has a thorough knowledge of the Rules and By-Laws of the California Interscholastic Federation, the League, and the Elk Grove Unified School District as they pertain to his/her sport.
3. Understands the proper administrative chain of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
6. Coordinates facility needs/repairs with maintenance and school employees.
7. Provides proper safeguards for maintenance and protection of assigned equipment.
8. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus.
9. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach an annual inventory.
10. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
11. Secures all doors, lights, windows, and locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
12. Instills in each player a respect for equipment and school property, its care and proper use.
13. Assists the Head Varsity Coach in carrying out his/her responsibilities.
14. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
15. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
16. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
17. Never criticizes, admonishes, or argues with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
18. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
19. Responsible for arranging for substitutes because of athletic events with the Principal's secretary. The Athletic Director may be contacted in an emergency.
20. Understands that drivers must meet District requirements to transport student-athletes and must be at least 23 years of age.
21. Guarantees that all District equipment, including district vehicles, is used for official school business only and is operated safely.
22. Performs other duties that are consistent with the nature of the position and that may be requested by the Head Varsity Coach.

V. EMERGENCY INJURIES

A. Emergency Injury Procedures

1. Remind your student-athletes to report all injuries directly to you.
2. The Head Coach/Athletic Trainer must fill out and sign an accident report and turn it in to the Athletic Director by the following school day.
3. Each coach is expected to have the emergency information forms in his/her possession.
4. When an injury occurs, follow these procedures:
 - a. Give first aid as needed. Use American Red Cross procedures. **When in doubt, call 911.** If you are using a **District phone, call 9-911.**
 - b. When a student-athlete is transported by ambulance, a coach or adult designee must accompany him/her.
 - c. Call parent – refer to emergency information form when parent cannot be contacted. Every coach must have this form in his/her possession and be available anywhere for everyone connected with his/her team.
 - d. Student-athlete should be turned over to parent, relative or adult designee as indicated on the Emergency Information form. If none are available, the coach is to be considered as the parent in absentia. The coach is responsible to make sure the student-athlete receives reasonable and prudent treatment.
 - e. Accident report forms must be filled out, signed and returned to the Athletic Director's office by the following school day.
 - f. A student-athlete who receives medical treatment from a doctor must have a written clearance to resume athletic participation.

VI. ATHLETIC FIELD TRIP BASIC RULES

1. A school district employee (coach) must supervise any field trip.
2. All students must have an emergency form, signed by their parent(s), prior to leaving.
3. The chaperone (coach) must take roll. A record must be with the chaperone on the field trip, and with the Attendance Office prior to the trip departure.
4. All field trips must be approved by the site administrator.
5. The chaperone (coach) is required to check the driver for a School Pupil Activity Bus (SPAB) certification and check the bus for SPAB clearance. Elk Grove Unified School District buses do not need to be checked.
6. If a student is being transported to or from the event by his/her parent, legal guardian, or a district approved driver, they must have a Student Alternate Transportation form on file. A student must not be released to anyone else.

VII. PROCEDURES

A. Procedure Prior to First Practice

Coaches must ensure that before practice begins:

1. Every student-athlete has completed the following forms as verified by the Athletic Director: Physical Form, Emergency Information Form, Agreement for Team Participation, Student Alternate Transportation Form, and Voluntary Athletic Contribution Form.
2. Every student-athlete is scholastically eligible as verified by the Athletic Director. Grade reports are available in the Counseling Office and on the District's Student Information System.
3. Practice times and location(s) are submitted to the Athletic Director. The Athletic Director will give copies to the Administration Office.
4. A transportation request has been submitted to the Athletic Director.

B. Procedure Prior to First Contest

Things to do:

1. Issue uniforms and equipment and keep records of all assigned equipment.
2. Submit a preliminary and final roster prior to the first contest.
3. Read through Field Trip Basic Rules, and make sure all emergency forms are in your possession.
4. The Employee and Volunteer Auto Usage Declaration Form and fingerprints must be on file for any adult (23 years or older) transporting students to a school sponsored activity or to their home.

C. Procedure After Season is Over

Things to do:

1. All Head Varsity Coaches are accountable for all equipment inventories, including Frosh/Soph equipment.
2. Evaluations of all Head Varsity Coaches will be done by the Athletic Director or Assistant Athletic Director.
3. Begin scheduling contests for next year if possible.
 - a. All Head Varsity Coaches are responsible for scheduling of their practice games and scrimmages. League schedules are approved by the Athletic Directors and Principals.

The complete schedule (including scrimmages) must be approved by the Athletic Director before it is final. The schedule should indicate date, time, opponent, place and bus time departure.

- b. Schedules must be completed on dates indicated by the Athletic Director.
- c. Practice games and scrimmage dates are designated by the Section. Consideration should be given to the amount of time students will be out of class, and to the distance of the practice games, meets, etc. Transportation costs should be considered by the coach. It is recommended that schools within 50 miles be scheduled. Also, there should be a balance of home and away games each year.
- d. Any scrimmage requiring a paid official will be defined as a game. There must be volunteer help for scrimmages to conform with section and league rules concerning scrimmages.

D. Procedures Prior to Adjunct Duty Pay

1. All off-campus coaches must turn in all athletic keys.
2. Inventory of Equipment:
 - a. Head Varsity Coaches shall submit their athletic inventories to the Athletic Director within three weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
 - b. All uniforms shall be marked for permanent identification.
 - c. Head Varsity Coaches will be responsible for the care and storage of athletic equipment and uniforms for their programs.
 - d. During the season, all equipment shall be secured in the proper storage areas after each contest or practice. Within the three week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated area until the following year. (Inventory forms are available in the Athletic Director's office.)
 - e. Charge slips on any late, damaged, or lost equipment should be filled out and submitted to the Athletic Director within the three week period at the season's end. (Charge slip forms are available in the Athletic Director's office.)

Elk Grove Unified School District

Annual Coach Feedback

Coach's Name: _____ Site: _____

Sport: _____ Season: _____ Position: _____

Performance Assessment:

	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory
Coaching Expertise	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Professionalism	_____	_____	_____	_____
Communication	_____	_____	_____	_____
Equipment Management	_____	_____	_____	_____
Budget (Head Varsity):	_____	_____	_____	_____
Program Responsibilities	_____	_____	_____	_____

Areas of Strength: (use back of page if necessary)

Areas of Growth: (use back of page if necessary)

Coach's Signature: _____ Date: _____

Feedback Completed by (Name/Title): _____

Please take into account the following considerations in each category when providing feedback on coaching performance, as appropriate for the competitive level

Coaching Expertise

- Demonstrates a knowledge of the sport
- Conducts an organized and well thought out practices
- Plans, organizes and implements effective strategies for scouting, practices and games
- Identifies, applies and adjusts competitive tactics and strategies
- States and implements clear standards and expectations for a successful program, including pre and post-season
- Demonstrates a knowledge of skill progression and has a plan to develop athletic skills
- Demonstrates effective and appropriate instructional strategies that are designed to achieve and master fundamental skill development

Leadership

- Communicates with student-athletes on program, academic and personal issues
- Identifies desirable behaviors (self-discipline, teammate support, following directions, etc.) and structures experiences to facilitate such behaviors
- Actively supports and monitors student academic progress.
- Builds rapport within program and inspires student motivation
- Demonstrates responsibility for student supervision
- Adheres to a discipline progression that holds individuals responsible for unrepresentable behavior and reinforces acceptable behavior
- Organizes and effectively communicates with team parent group(s)

Professionalism

- Serves as a role model for all stakeholders in competition, in the classroom and within the school community.
- Supports and enforces district/school rules to reflect the high integrity of district, school and athletic program
- Demonstrates cooperation with fellow coaches and other school staff
- Engages in positive relationships with student-athletes and all members of the school community
- Appearance, manners and language reflect positively on the program and are appropriate for the activity
- Is open-minded and receptive to individual differences and accepts the ideas of others
- Demonstrates a willingness to participate in continuing professional growth opportunities
- Demonstrates respect for cultural diversity and individuality within student-athletes
- Demonstrates responsibility for the duties of the position
- Treats all (officials, scorekeepers, staff, opposing coaches, etc) with dignity and respect

Communication

- Communicates effectively with all stakeholders within the program and school community
- Serves as a positive district representative when communicating with stakeholders
- Monitors the academic progress of student-athletes and effectively communicates with teachers
- Keeps the AD informed of all important issues
- Communication skills enhance the effectiveness of the coaching staff
- Implements directives of the athletic department

Equipment Management

- Inventories all equipment pre-season and documents the issuing of equipment
- Submits a complete inventory of equipment, uniforms, etc. to the AD at the time of the annual feedback
- Submits an itemized list/lost equipment/uniforms to the AD at the time of the annual feedback that matches both the pre- and post- season inventory
- Provide written documentation for lost or damaged equipment and for the need to replace specific equipment
- Submits completed student names to the AD for equipment not returned or for outstanding debts

Budget

- Develops and maintains a balanced budget through ASB account that reflects current expenditures/future planning needs according to required time lines
- Follows through with proper paperwork for check requests, reimbursements, entry fees, etc.
- Conducts annual fundraising activities to supplement budget and follows all district/site procedures
- Follows all district/site purchasing procedures

Program Responsibilities

- Seeks out and hires competent assistant and lower level coaches
- Turns in season schedule and transportation request complete and before the stated deadline
- Holds pre-season, in-season, and out of season staff meetings as necessary
- Actively involved in clearing coaches
- Honors, understands, and supports section and district eligibility standards for both athletes and coaches
- Follows district rules and regulations regarding eligibility, transportation
- Maintains facility; Reports issues in a timely manner

Recommendations

- **Recommended for renewal** - a renewal of coaching assignment granted for the following year
- **Conditional Renewal** - Renewal of coaching assignment granted for the following year when areas to improve are agreed upon by evaluatee and evaluator. Renewal can be retracted at any time if evaluatee does not work on the areas to improve
- **Not Recommended for Renewal** - Coaching assignment of evaluatee is terminated

CODE OF ETHICAL CONDUCT

The District shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent, contracted employee (e.g., athletic trainer), of the District who provides supervisory and instructional services in interscholastic athletic programs and activities. Such persons providing service shall:

1. Show respect for players, parents, other coaches, and staff.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury, a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e., equipment purchases, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct players in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to enroll in a particular athletic program at a public or private post-secondary educational institution.
12. Not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

I have read and will adhere to the policies of the Elk Grove Unified School District Secondary Coaches' Handbook and to this Code of Ethical Conduct and understand that failure to do so may result in suspension and/or dismissal from the position.

Date: _____ Coach: _____

Date: _____ Athletic Director: _____