

Southern Wells JR-SR High School COACHING PHILOSOPHY OF ATHLETICS

We believe that competitive teams help develop pride and loyalty in the school and each other, as well as self-confidence and a sense of accomplishment as an individual. We believe making a varsity team is an HONOR that an athlete earns with hard work and dedication, as well as the development and refinement of his/her talents.

1. Coaches of varsity teams will select for their teams those players who can compete competitively in a contest at the varsity level. The ultimate goal of a varsity team is to be as competitive as possible. In MOST game situations, not all players will have the opportunity to play. When looking to promote underclassmen to the varsity level, overall player development should be considered along with the potential for team success. Ultimately, continuous player development and long term program success is our goal.
2. Junior Varsity coaches will make greater efforts than varsity coaches to promote participation in games by all team members. They must balance their wish to build a winning team spirit with the need for giving hard-working young players the opportunity to compete during each contest. Playing time at the high school level is never equal among players each game. At the JV level, the main focus should be to develop players for the varsity level by working on the skills and knowledge they will need to be successful at the varsity level.
3. Freshman & Jr High coaches will make greater efforts than varsity coaches to promote participation in games by all team members. They must balance their wish to build a winning team spirit with the need for giving hardworking young players the opportunity to compete during each contest. Playing time at the high school level is never equal among players each game. At the freshmen level, the main focus is to develop interest in the sport by attempting to attract as many athletes as possible to the sport.
4. Coaches must be aware at all times that they are teachers and must, therefore, keep their educational goals clear. This means that they have the responsibility of maintaining open communication with their players and parent, and personally evaluating the situation of each player.
5. As teachers and role models, coaches must maintain a professional atmosphere with their teams. This means that at all times they must demonstrate an understanding of the distinct difference between “coach” and “friend” with individual team members. Contact with current and returning students outside of school, athletics, or related events is strongly discouraged. A heightened awareness of public communication such as text-messaging, Facebook and other social media should be displayed and all communication via these methods should be kept professional and should only include information related to team activities.
6. **Sportsmanship** plays a **vital role** in every contest in which we participate. Fairness in competition and positive group, as well as individual, behavior are imperative.
7. Athletics at Southern Wells are by definition extra-curricular and voluntary in nature. It is the goal of the Athletic Department to encourage as many students as possible to participate in sports while attending Southern Wells Jr/Sr High School. Coaches are encouraged to build their programs to participation maximums at all levels while striving for individual, team and program standardization.

MANDATORY PARENT MEETING

The most important meeting you will have as a coach is your parent meeting. It is an opportunity to be proactive with athletic department and team rules, policy and expectations. This meeting will be scheduled by the coach early in the season before the first contest. It will be the responsibility of the head coach to notify athletes and parents of the time and place of meeting and to encourage all to be in attendance. Invite the Athletic Director and the Athletic Trainer.

Sample agenda:

Welcome
Introduction of coaches
Program philosophy
Team rules
Athletic Handbook
Coaches/parent expectations
Breakdown into varsity, junior varsity, frosh teams
Thank you

FOR COACHES TO EXPLAIN TO PARENTS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student-athlete. When your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

Communication you should expect from your child's coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., practices, special equipment, out-of-season conditioning, fees etc.
5. Procedure followed should your child be injured during participation
6. Discipline that may result in the denial of your child's participation and its impact on the team. (including, but not limited to academic rules, code violations, administrative discipline for improper conduct, etc)

Communication coaches expect from parents

1. Concerns should follow this chain of command: 1) coach 2) athletic director 3) principal
4) Superintendent
2. Notification of any schedule conflicts well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations

As your child becomes involved in the programs at Southern Wells Jr/Sr High School, he/she will have the opportunity to experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. **Playing time (although coaches should effectively communicate each player's role on the team)**
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow

1. Call the coach to set up an appointment
2. If the coach cannot be reached, contact the athletic director. A meeting will be set up for you.
3. **It is never appropriate for parents to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.**

The Next Step

What a parent can do if the meeting with the coach does not provide a satisfactory resolution.

1. Call and set up an appointment with the athletic director to discuss the situation.
2. If there is not a satisfactory resolution at this time you may proceed to upper school administration.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the SWHS athletic program less stressful and more enjoyable.

AFTER SCHOOL NEEDS

All coaches need to understand and be sensitive to the after school educational needs of athletes. If an athlete needs extra time after school for education support, this shall not be held against the athlete in any way. This must be directed by a teacher and communicated to coach in advance.

SW HEAD COACHING JOB DESCRIPTION

Head Coaches will be evaluated by the athletic director.

RESPONSIBILITIES: "Take ownership of your program"

- Plan and conduct daily practices for assigned team.
- Supervise athletes and team assigned to you. (games, practices, after practices, etc.)
- Coordinate and direct ALL levels of the program by conducting coaches meetings, developing team rules, assisting other coaches in the development of practices and maintaining strong communication at each level.
- Attend and participate in all athletic meetings set forth by the athletic director.
- Attend all required IHSAA and ACAC Conference meetings. (rules, awards, etc.)
- Plan, organize and conduct a post season awards banquet, in-season parent night, and outreach methods to encourage student body attendance at games.
- To be of assistance to athletes in determining their future level of competition upon graduation.
- Maintain accurate statistics for win/losses and athlete performances. (All-Conference, team records etc.)
- Follow rules and regulations in the Athletic Handbook.
- Team rules must be developed and on file with the Athletic Office.
- Meet with the athletic director for pre-season and post-season evaluation and planning meetings.
- Complete IHSAA rules test and other IHSAA communications by assigned date.
- Assume responsibility of communicating with the media and parents: pre-season (in-season and post-season).
- Complete all IHSAA official rating forms.
- Develop strategies and make recommendations to enhance the future of the program.
- Evaluate assistant coaches at post-season meeting with the athletic director.
- Display sportsmanship towards opponents, officials, parents, and one's team.
- Supervise all athletes during overnight trips.
- Keep accurate inventory of equipment, uniforms etc.
- Work with the athletic director on developing an appropriate annual budget.
- Must communicate with Elementary to promote Southern Wells Athletics.
- All efforts should be made to advance youth sport "feeder" programs.

SW ASSISTANT COACHING JOB DESCRIPTION

Assistant coaches will be evaluated by the head coach & the athletic director.

RESPONSIBILITIES:

- Display loyalty to the head coach.
- Supervise athletes and team assigned to him/her.
- Assume supervising control over all athletes in program when such control is needed.
- Assist head coach for any special needs, i.e., awards night, parent meetings.
- Make suggestions and recommendations that will help the program.
- Display **sportsmanship** towards opponents, officials, parents, team through appropriate behavior.
- Follow rules and regulations in Athletic Handbook.
- Plan and conduct daily practices for assigned team.
- Attend pre-season organizational meetings as assigned by coach.

-Attend and become current to new coaching strategies.

VOLUNTEER COACHES

All volunteer coaches will be evaluated and must be held to the same standards as paid coaches. They must be approved by the athletic director and superintendent and must complete and successfully pass a background check. They are required to hold an up to date CPR/AED card and have passed the NFHS Concussion Course.

PRIMARY RESPONSIBILITIES OF ALL SW COACHES YEAR ROUND:

1. Cooperate with the administration and the athletic director and keep them informed about the program. Check email regularly and respond to athletic needs in a timely manner.
2. Have the total athletic and school program at interest. Be supportive of all other activities and especially to other coaches in the system.
3. Formulate goals and objectives for the upcoming sports season.
4. Keep abreast of rules, rule changes, new knowledge, innovative ideas and techniques by attendance at clinics, workshops, readings etc.
5. All coaches must be in total compliance and adhere to all matters related to the Southern Wells Board Policies regarding harassment and non-discrimination.

DURING THE SEASON:

1. Make sure that each athlete has all proper forms in prior to the first day of tryouts. These include their IHSAA Physical Form, Code of Conduct Form, Liability Wavier Form, Emergency Information Form, IPT Consent Form, and Concussion Forms. If an athlete is missing any of these forms, they shall NOT participate until forms are collected.
2. Copies of each athlete's emergency form will be kept with you at all times.
3. Make sure your athletes and parents of the athletes are fully aware of the department's athletic philosophy, policies, academic requirements and athletic code and all aspects of it. Ignorance is no excuse.
4. Coaches are responsible for locker room supervision and athletes until they leave school.
5. Students are not to remove items like tape and wrap from training room without approval.
6. **DO NOT** leave the equipment room, training room, or weight room unsupervised.
7. Discuss the expectations for your captain(s) at the beginning of the season.
8. Emphasize safety precautions. Be aware of the best conditioning, training, and injury procedures. Injured players who require examination by a physician must have a physician's release before they are allowed to return to participate in a sport. The same holds true for an injured athlete reporting to the athletic trainer. The athletic trainer must provide a release to the coach. Be responsible to report all injuries accurately and promptly. Make sure you have an emergency plan in case of injuries during practice and/or games.
9. Teach fundamental techniques and skills that will enable the athletes to develop to their fullest potential.
10. Always make sure the athletic office has an updated and current roster on file.
11. Each coach is responsible for distributing uniforms and keeping accurate inventory.

12. At the last game of the season, collect your uniforms or you must hold a team meeting where all athletes turn in equipment. (*REMINDER*: your collection of uniforms is the beginning of the process – the athletic office is the last resort.)
13. When cancellation or change of practice schedule occurs, please inform the athletic office immediately.
14. Following each HOME game, varsity coaches must report your scores to the proper media.
15. Submit periodic updates on your team's accomplishments to morning announcements and athletic director. Post on website when available.
16. Communicate bus schedule times accurately with Robin and athletic office.
17. All fundraising efforts must be approved by the athletic director.
18. A team roster must be kept in team med bag to be used in times of emergency.
19. In an emergency, such as fire or tornado, follow school protocols for student safety.
20. If lighting is seen, student athletes must be moved to safety for 30 minutes.

END OF THE SEASON:

1. You will receive an end of season forms from the athletic office. You must bring with you all enclosed end of season information. You will receive your written evaluation at this time. All equipment must be checked in including equipment and keys from your assistants.
2. You **MUST** have an awards banquet.
3. Stay in touch with the athletic office. Continue to stop in. Help out other sports.
4. You **must** participate in the ATHLETIC SENIOR AWARDS NIGHT.

ATHLETIC PURCHASING PROCEDURE

****Coaches that do not abide by these purchasing guidelines may be asked to pay for or reimburse funds for items that were not approved for purchase****

1. Contact the sales representative and ask for a quote on the desired items.
2. Submit the quote to the athletic director.
3. Once the quote is approved the athletic director will supply the sales representative with the approval to order.
4. All purchases over \$300 must be approved by Athletic Director.

****This is for items purchased through the athletic department or out of your team account****

COACHING EVALUATION CRITERIA

Philosophy: Evaluation is quality control, an assurance of minimal expectations, a process that measures if coaches are achieving predetermined standards. It must be noted that evaluation only measures growth. By itself it doesn't promote growth. Only when evaluation is joined with supervision and in-service training do coaches grow professionally. They need information that comes from in-service training, practice that comes from supervision, and the sense of direction that comes from evaluation. SW's evaluations involve the standards found in the coaches' handbook, coaching goals, and the job description. The evaluation process will include observations of coaching performance during practice and games, and in the "hallways and the classrooms" found throughout the building. Coaches will review the observation notes and comments and engage in a needed self-evaluation, as

well as an assistant coach evaluation before post-season meeting with the athletic director. Self-evaluations tend to promote ownership and the ownership of the results – specifically any decisions to perform differently in the future.

Duties and responsibilities

Professional Expertise

1. Instructs athletes in fundamental skills, training and strategies necessary to achieve success
2. Has strong knowledge of game rules, athletic handbook rules and league regulations and implements these rules on a consistent basis.
3. Uphold the dignity, honor and integrity of the coaching profession.

Personal Behavior

1. Students will receive instruction and guidance that will lead to positive values, acceptable behavior, and self-discipline
2. Coach will exhibit responsible conduct both within and out of the arena.
3. Promote sportsmanship

School Relationships

1. Maintains records for sport and/or gives the completed to the department secretary for such items as physicals, insurance forms, parent consent forms, etc.
2. Promotes professional growth by encouraging staff members' attendance at clinics and conferences.
3. Assigns staff specific duties, supervises the assignments and completes proper evaluation at the end of the year.
4. Take an active role in the prevention and use of drugs, alcohol, tobacco and performance-enhancing substances.
5. Uses proper forms and procedures for everything from attendance to travel.

Community/Parent relationships

1. Responsible for good public relations with the media, boosters, parents and officials.
2. Consistently releases positive information to the media on a regular basis.
3. Promotes sports among parents, fans and players at all times.

Fiscal responsibilities

1. Responsible for the presentation of a yearly budget for the sport to the Athletic Director.
2. Responsible for the collection of all equipment and the cost of any misplaced equipment
3. Keeps good records of account for fundraising or for purchases.

Other responsibilities

1. Monitors locker rooms and hallways before and after practice and games until the last athlete has been picked up.
2. Develops in each athlete a respect for school property and its care.
3. Uses appropriate language and behavior
4. Respects the dignity of each athlete as an individual

5. Promotes safety at all times on the practice field or in the arena.
6. Promotes among athletes and coaches circumstances that gives each athlete the opportunity to reach his/her full potential.
7. Promotes time demands that acknowledge the primary importance of each athlete's academic and family responsibilities.
8. To promote among all athletes and coaches a solid sense of team membership.
9. To reflect in his/her coaching practices the best and most recent thinking/strategies of the sport.
10. To assist, whenever possible and mutually convenient, with post-high school planning of his/her players as it relates to athletics.
11. To be available to parents at mutually convenient times.
12. Work with other school personnel, guidance, teachers, administrators, etc. to guarantee the best interests of each student-athlete.
13. Seek out and help hire qualified assistant coaches.

EVALUATION

Each assistant coach will be formally evaluated by the varsity coach. The head coach shall also perform a self-evaluation. The athletic director will have a preseason meeting with each head coach to discuss goals for the season and have a post season discussion concerning the season.

INJURIES: PRACTICE / COMPETITION

Each coach is responsible for preparing an EMERGENCY PLAN for practice situations, as well as competition. Each coach is responsible for having a copy of the plan on file in the athletic director's office.

Some important points to keep in mind for your emergency plan are:

1. Stay with the injured athlete.
2. Have a responsible person contact EMS immediately.
3. Do not move the injured athlete until the possibility of serious injury has been ruled out. (especially head, neck, or back injury.)
4. Provide first aid until medical assistance arrives.
5. Complete an injury report with the athletic trainer.
7. Inform the athletic department of all injuries.
8. Do not leave the injured athlete or send them in with a student. Stop practice if need be.
9. Never try to relocate a dislocation.

EMERGENCY CALL INSTRUCTIONS:

When you call an emergency medical service (911), you should:

- a. Identify yourself and your exact location.
- b. Explain what happened and the type of injury (head, neck, spine, fracture, loss of consciousness, etc.).
- c. Give address of athletic facility and exact instructions on how the ambulance is to reach the injured athlete. This would include street address, gate information, building location, and entry information.
- d. Stay on the line until the operator disconnects the call.
- e. Return to the injury scene.

EMERGENCY PROCEDURES

Each coach is to identify 4 responsible athletes to help.

- Check team for student with Red Cross or other forms of safety training.
- Assign a student who will not panic.
- Assign each athlete a duty.
- Get athletic trainer/administrator to make call (911).
- Assist with team.
- Utilize an assistant coach where practical.
- Meet rescue team.
- Get help from another coach and or Administrator.
- A coach should review with these athletes the Emergency Plan and practice.
- Have your teams review the safety rules for the sport.



BUS RULES FOR ALL COACHES

1. You are in charge of the athletes, NOT the bus driver.
2. No cleats or muddy shoes on buses.
3. Water is allowed on the bus. No drinking of pop or any power drinks of any kind on the bus.
4. Athletes are to remain seated on the bus at all times.
5. Keep noise to a minimum.
6. Athletes are to enter and exit through the entrance door only. The Emergency door at the rear of the bus is an Emergency Exit only!
7. Cell phones are allowed on the bus, (unless forbidden by team rules) and as long as they are used as outlined below:
 - No picture taking of any kind! (unless coach approved)
 - No flashes
 - No phone flashlights
 - Keep phones facing the rear of the bus. The light from the phone is very distracting to the driver while driving at night.
 - Texting is allowed.
8. No Profanity.
9. Keep your hands and head inside the bus.
10. Coaches need to walk the bus when they get back to school to check for trash and any equipment left on the bus. **Check all windows and make sure all are up.**
11. The bus driver is in charge of the bus. If you do not keep the rules enforced, the bus driver is to report this to the Director of Transportation, who will then report it to the athlete director.
12. All mini bus drivers must complete mini bus training before driving students.
13. If the coach is driving a mini bus, the above rules apply. In addition, there is to be no texting nor is it permissible to receive or place phone calls while driving. Failure to follow this rule will result in the coach being dismissed from his duties.
14. The use of seat belts is required on mini buses by the driver and all passengers.
15. Driver of Mini Busses are required by law to walk to the back of the bus after a trip to check and make sure all passengers are off.

16. Mini Bus drivers make sure bus is clean and equipment is off the bus. Make sure all windows are up. Return keys to the drop box between the two overhead doors or where you were instructed.

COACH/INSTRUCTOR CODE OF CONDUCT BEHAVIORAL EXPECTATION AGREEMENT

1. All coaches/are to maintain APPROPRIATE relationships with players/ ECA participants at all times. This includes but is not limited to:

a. Texting: All texting will be limited to items and information pertaining to practice, games, travel arrangements, etc. Jokes/texts of a sexual nature and tone are not to occur and will not be tolerated. This remains in effect after the season is ended.

b. Phone calls: Should be kept professional, i.e. concerning information regarding games and schedules, or discussion of that player's performance, etc.

c. Social Networking: It is advised that if you are adding students/players to social networking sites as "friends", ALL content and posts on your site are to be student friendly. Any activity not allowed in a school setting should not be visible to students/players visiting your pages: If you feel you are unable to control these issues on your sites do not add students/players to your friends list. e.g. Alcohol use, drug use, foul language, items/discussions/photos of a sexual nature, etc.

2. Every effort is to be made to have two adults present when a player/student/participant needs to be transported to another location. If possible, parents should be notified prior to departure.

a. If a private discussion needs to occur with a student /player it should be done on campus with parents informed, or another school official being made aware of the situation and your location with the student.

b. Parents need to be informed, and give permission for, any contact outside of practice or scheduled games or performances.

3. You are responsible for behavior /conduct of your team while under your supervision or authority. Any activity not tolerated on school property is not tolerated while on the bus or at another venue. No hazing/harassment, physical altercations, vandalism, foul language etc. School rules are in effect.

4. As a coach/sponsor, you are a role model for our students. Model your behavior, language and reactions to adverse situations accordingly.

5. Please be aware of any situation that could be misconstrued or put you or your player in jeopardy of being an object of speculation, or result in accusations against you as a coach.

6. Regardless of the proximity of age, or a player attaining the age of 18, YOU are always the adult in the situation, and are expected by Board of School Trustees and Administration to maintain that authority and provide guidance while in your capacity as coach/instructor.

7. Any violation of this code of conduct will result in investigation by the administration, notification of parents and termination of your contract.

I agree to the Code of Conduct as outlined above.

Signature: _____ date: _____

Name Printed: _____

Witness: _____ date: _____

Name Printed: _____

Beginning of Season Checklist

Check	Task
	Turn in tentative practice schedule into AD office
	Check for athletes' eligibility with Athletic Director
	Make sure all athletes have an athletic pass from the office
	Check and get copy of emergency medical forms
	Check for Athletic Policy Handbook with AD office
	Check for Drug testing Consent with AD office
	Pass out uniforms and turn a copy of sign out in to AD
	Meet with parents and players
	Have parents sign off on all your team rules and expectations
	Work out bus schedule
	Inventory all equipment and turn into AD
	Attend IHSAA Rules Meeting (Head Coach)
	Approve all fundraisers through high school principal

Southern Wells JR-SR High School

Evaluation of Coaching Responsibilities

2016-2017

The purpose and procedure of the evaluation process is intended to be a positive experience. Through the completion of this instrument the coach should be reinforced about their effectiveness and recognize possibilities for improvement. Staff evaluation is an instrument whereby the Coach and the Athletic Director have an opportunity to communicate in a formal manner during and following the sports season to achieve the following objectives:

1. Provide the best possible instruction for student athletes.
2. Continually upgrade the coaching staff.
3. Encourage self-improvement within a coaching staff.
4. Recognize and give credit for an outstanding coaching performance.

Coach: _____ **Sport:** _____ **Date:** _____

Level: Varsity Junior Varsity Freshman 8th grade 7th grade 6th grade 5th grade

**1 – Definite Weakness 2 - Needs Improvement 3- Satisfactory/Acceptable 4 – Good
5 - Outstanding**

I. PROFESSIONAL AND PERSONAL MANAGEMENT

1. Maintains ethical standards.	1	2	3	4	5
2. Supports and conforms to Rules and regulations established by the IHSAA, ACAC, and local School Board and Athletic Department.	1	2	3	4	5
3. Works cooperatively and develops rapport with coaching staff, teachers, and administration.	1	2	3	4	5
4. Participates actively in other athletic, professional, and school activities.	1	2	3	4	5
5. Keeps things in perspective.	1	2	3	4	5
6. Actively seeks opportunities to enhance coaching activity.	1	2	3	4	5

II. STUDENTS AND ATHLETES

1. Is fair, understanding, and follows due process with team members.	1	2	3	4	5
2. Maintains individual/team discipline and control.	1	2	3	4	5
3. Promotes involvement in other extracurricular activities.	1	2	3	4	5

**1 – Definite Weakness 2 - Needs Improvement 3- Satisfactory/Acceptable 4 – Good
5 – Outstanding**

4. Exhibits enthusiasm and a sincere interest in working with athletes. 1 2 3 4 5

5. Clearly communicates with individual/team about goals, performance, and progress, both team and individually. 1 2 3 4 5

6. Promotes respect among teammates. 1 2 3 4 5

III. PUBLIC RELATIONS

1. Cooperates and communicates with parents. 1 2 3 4 5

2. Cooperates with members of the media to promote athletes and program. 1 2 3 4 5

3. Exhibits acceptable personal conduct and appearance before, during, and after game. 1 2 3 4 5

IV. EQUIPMENT AND SUPPLIES

1. Is concerned about the care of equipment and uniforms including issue, collection, and storage. 1 2 3 4 5

2. Submits equipment and budget requests on time. 1 2 3 4 5

3. Maintains accurate inventory records. 1 2 3 4 5

V. ADMINSTRATIVE RESPONSIBILITIES

1. Assists athletic director in planning contests, special events, etc. 1 2 3 4 5

2. Maintains an accurate team roster and frequently checks eligibility lists. 1 2 3 4 5

3. Is punctual with season ending reports and other information for your program. 1 2 3 4 5

4. Secures facilities after practices and contests. 1 2 3 4 5

5. Shows concern for student athlete's scholastic eligibility. 1 2 3 4 5

VI. COACHING PERFORMANCE

1. Organizational skills. 1 2 3 4 5

2. Is knowledgeable and innovative in addition to using sound proven methods of coaching. 1 2 3 4 5

3. Displays enthusiasm and exhibits interest in coaching. 1 2 3 4 5

**1 – Definite Weakness 2 - Needs Improvement 3- Satisfactory/Acceptable 4 – Good
5 - Outstanding**

4. Develops respect by example in appearance, behavior, language and conduct during practice and contests.	1	2	3	4	5
5. Communicates and works with medical personnel involving athletes injuries.	1	2	3	4	5
6. Establishes and communicates the fundamental philosophy, skills, and techniques to be taught by coaches at various levels of the program.	1	2	3	4	5
7. Provides proper supervision at all times before, during, and after all practices and contests.	1	2	3	4	5
8. Develops integrity within his/her coaching staff and fellow coaches.	1	2	3	4	5
9. Promotes school spirit and loyalty among all athletes.	1	2	3	4	5
10. Sets proper example for athletes in terms of respect and courtesy toward opponents and game officials.	1	2	3	4	5
11. Works with other coaches to facilitate multi-sport athletes.	1	2	3	4	5

*If a coach receives a (1), a written explanation must be included in the evaluation.

VII. COMMENTS: STRENGTHS, WEAKNESSES, AND SUGGESTIONS FOR IMPROVEMENT

COACH SIGNATURE _____ **DATE** _____

ATHLETIC DIRECTOR SIGNATURE _____ **DATE** _____

Signatures indicate that the coach and the athletic director have discussed this evaluation. The signatures do not necessarily denote agreement with all factors of the evaluation.

RECOMMENDATION FOR VOLUNTEERING
AT Southern Wells Schools

**CANDIDATE'S FULL LEGAL
NAME** _____

(Last)

(First)

(Middle)

ADDRESS: _____

City _____ **State** _____ **Zip** _____

TELEPHONE NUMBER: _____ **CELL** _____

E-MAIL _____ **SCHOOL LOCATION** _____

DATE OF BIRTH FOR CRIMINAL HISTORY CHECK: _____

(Mo.)

(Day)

(Year)

Adult Behavior Expectations for Faculty, Staff and Volunteers Who Work with Students

Because of concerns for the safety of our students, we have increased our security measures. In an effort to ensure that individuals who work with our students are indeed suitable for such contact, we ask that you complete this form.

The Adult Behavioral Expectations give faculty, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth are being treated with respect, dignity and attention to individual needs.

In my role as a faculty member, staff member or volunteer of Southern Wells School Corporation, I:

- Accept my responsibility to represent Southern Wells School Corporation with dignity and pride by being a positive role model for youth.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship and demonstrate reasonable conflict management skills.
- Respect, adhere and enforce the rules, policies and guidelines established by the Southern Wells School Corporation, including all laws related to child abuse, any form of harassment, sexual or otherwise and substance abuse.
- Under no circumstances allow or consume alcohol or illegal drugs at school events or activities. I understand that use of, or being under the influence of alcohol or illegal drugs while in the presence of students at a school program or activity may result in my termination.
- Recognize that verbal, physical or sexual abuse, failure to comply with the equal opportunity and anti-discrimination laws, or committing criminal acts may be grounds for termination from my position as a faculty member, staff member or volunteer.
- Respect confidentiality in regard to sensitive issues concerning students and/or the school.

By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations of this document.

A signed copy of this document will be kept in my personnel file at the administration office.

Signature

Date

Printed Name

Position Volunteering For

**SOUTHERN WELLS COMMUNITY SCHOOLS
FUNDRAISER APPROVAL FORM**

Please completely fill out this form and return it to the office for approval. If there are any questions that do not apply to your fundraiser, please indicate this with N/A in the blank.

Organization/Class: _____

Sponsoring Teacher(s): _____

Fundraiser Product/Activity: _____

Sales Dates of Fundraiser: _____

Briefly describe how the profit will be used : _____

What other fundraising projects are you considering for this year? _____

Revenues: Estimated sales _____

Expenses: Cost of Merchandise _____

Advertising/Promotional _____

Postage/Mailing _____

Miscellaneous _____

Estimated Net Profit _____

Submitted by: _____

APPROVAL REQUIRED:

Activities Director: _____

Principal: _____

School Board: _____