

Collective Bargaining Agreement

Between

EATONVILLE SCHOOL DISTRICT

AND

EATONVILLE COACHES ASSOCIATION
(An affiliate of the Eatonville Education Association)

September 1, 2015
To
August 31, 2018

Table of Contents

PREAMBLE 3
ARTICLE I – ADMINISTRATION..... 3
Section 1 –Recognition 3
Section 2 – Status of Agreement..... 3
Section 3 – Conformity to Law 4
Section 4 – Distribution of Agreement 4
ARTICLE II – BUSINESS 4
Section 1 – Association Rights and Responsibilities 4
Section 2 – District Rights and Responsibilities 5
ARTICLE III – PERSONNEL 6
Section 1 – Due Process..... 6
Section 2 – Personnel Files 7
Section 3 – Employee Evaluation 7
Section 4 – Employee Protection 8
Section 5 – Professional Development 8
Section 6 – Salary, Individual Contracts and Salary Payments 8
ARTICLE IV – GENERAL WORKING CONDITIONS 10
Section 1 – Student Discipline 10
Section 2 – Coach/Athlete Ratio 10
ARTICLE V – GRIEVANCE PROCEDURE 10
ARTICLE VI – RATIFICATION AND IMPLEMENTATION 12
APPENDIX A 13
EATONVILLE EXTRA CURRICULAR / CO-CURRICULAR SALARY SCHEDULE 13
APPENDIX B 15
COACH/PLAYER RATIOS 15
APPENDIX C 16
Evaluator’s Summary Comments 17
Indicators of Evaluative Criteria for Coaches 18

PREAMBLE

In accordance with the provisions of RCW 41.56, the Public Employees' Collective Bargaining Act (hereinafter the ACT): and to set forth prescribed rights with respect to wages, hours, terms, and conditions of employment of the employees who hold extracurricular positions in the Eatonville School District which do not require OSPI certification, this Agreement is made and entered into by and between the District and the Eatonville Education Association.

ARTICLE I – ADMINISTRATION

Section 1 – Recognition

- 1.1.1 The Eatonville School District, hereinafter referred to as the District, hereby recognizes the Eatonville Coaches Association, and affiliate of the Eatonville Education Association, hereinafter referred to as the Association, as the bargaining unit for all employees who conduct extracurricular/co-curricular activities in the Eatonville School District for which no certification is required, excluding certificated employees (when performing as such), supervisors, confidential employees, casual employees, and all other employees. Casual employees are defined as those who perform less than 30 days of compensated employment from August 1st of one year to July 31st of the following year. A day shall be defined as a “day” of work for each calendar day during which the individual performs compensated work on extracurricular/co-curricular activities, regardless of the number of hours worked and regardless of what non-extracurricular/co-curricular work is performed on the same day.
- 1.1.2 The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.
- 1.1.3 Unless the context in which they are used clearly requires otherwise, words in this Agreement denoting gender shall include both the masculine and the feminine; and words denoting number shall include both the singular and plural.

As referred to in this Agreement, ECA shall mean the Eatonville Coaches Association, an affiliate of the Eatonville Education Association (EEA/WEA/NEA).

Section 2 – Status of Agreement

- 1.2.1 This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District, which shall be contrary to or inconsistent with its terms.

- 1.2.2 This Agreement may be reopened on any item(s) during the term of the contract by mutual consent of the parties. Any modification of the Agreement will be by written mutual agreement of the parties.
- 1.2.3 If any employee's individual contract contains any language inconsistent with the Agreement, this Agreement shall be controlling.
- 1.2.4 The parties recognize that all extra-curricular and most co-curricular activities are supported by community levy funds. In the event of a double levy failure, the economic provisions of this contract are suspended and the parties will meet to determine a future course of action until levy funding is restored.

Section 3 – Conformity to Law

- 1.3.1 This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any employee or groups of employees covered hereby, shall be found contrary to law, such provision or application shall have effect only to extent permitted by law, and all other provisions or applications of the Agreement shall continue in full force and effect. In the event a provision(s) is/are determined to be contrary to law, such provision shall be renegotiated.

Section 4 – Distribution of Agreement

- 1.4.1 Following ratification and signing, the District shall print two copies of this Agreement for archival purposes and post the Agreement to the District website.

ARTICLE II – BUSINESS

Section 1 – Association Rights and Responsibilities

- 2.1.1 Association representatives, during working hours, without loss of time or pay, shall be allowed to represent employees and investigate grievances to the District when mutually agreed upon meetings are scheduled during the workday.
- 2.1.2 The District agrees to furnish the Association, in response to requests, all publicly available information concerning the financial resources of the District and such other information as will assist the Association in developing programs on behalf of the employees in the bargaining unit, together with information which may be necessary for the Association to process any grievance or complaint or to develop bargaining proposals.
- 2.1.3 The District agrees to furnish the Association with a then-current list of employees it believes to be covered by the Agreement. At the request of the association, the District will provide the list within ten (10) working days.

- 2.1.4 Equipment and Facilities Use: The Association may use, after notification to the school administrator, school equipment including typewriters, computers, work processors, email, duplicating equipment copy machines, and audio-visual equipment, providing that such equipment shall not be removed from school property without permission of the school administrator and further provided that equipment requiring some expertise and sophisticated knowledge be operated only by competent operators and that repairs required by incorrect operation or care be paid for by the Association. Expendable supplies in connection with such equipment use will be furnished or paid for by the Association.

School facilities may be used for Association meetings at reasonable times during non-duty hours provided that such meetings shall not interfere with the normal school operations.

The Association will give prior notice to the school administrator of any such activity or property use. Pursuant to RCW 28A.320.510, the District has the right to require a reasonable rental for the use of school district facilities and equipment.

The Association shall be responsible for claims arising from accidents, theft, and loss or damage resulting from the use of facilities and equipment.

- 2.1.5 Inter-school mail facilities may be used for distribution of Association communications so long as such communications are labeled as Association materials and contain the name of the authorizing Association official.

The Association may post notices of activities and matters of Association concern on designated bulletin boards, one of which shall be provided in each faculty lounge; provided, that such notices are labeled as Association materials and contain the name of the authorizing Association official.

Section 2 – District Rights and Responsibilities

- 2.2.1 The Eatonville School District #404 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, creed, gender, sexual orientation, disability, familial status, marital status, or age. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW Officer and/or Section 504/ADA Coordinator.
- 2.2.2 There is reserved exclusively to the District all responsibilities, powers, rights and authority vested in it or implied by the laws and constitution of the State of Washington and the United States, or which have been heretofore exercised by it,

excepting where the District expressly and in specific terms has agreed to limit those rights in this agreement.

- 2.2.3 By way of illustration and without limiting or abridging the generality or specificity of the above right, the District retains the right:
- (a) To manage and administer the school system, its properties and facilities and to direct its employees, administrators, and teachers in the execution of their duties. To make such operating changes as deemed advisable for efficient, effective operation of the District.
 - (b) To determine work and requirements of an extracurricular or co-curricular position, to determine applicant and employee qualifications, to supervise and evaluate all employees holding such assignments, to determine the standards of performance required, and to determine the conditions for continued employment.
 - (c) To determine the standards of behavior, discipline, and order of students, and procedures for the enforcement of such.
 - (d) To develop and control the annual budget of the District and to submit to its electorate such propositions for authority to borrow moneys or to levy such taxes, as it may deem necessary, and to exercise full control over the financial affairs of the District.
 - (e) To develop and implement policies, rules, procedures and regulations as required by law or as it deems advisable for the operation of the District. In making rules, procedures, and regulations related to personnel policies, procedures, and practices, the District will give due regard and consideration to the rights of the Association and to the employees and to the obligations imposed by this Agreement.
- 2.2.4 The District's failure to exercise these rights shall not be construed as a waiver of them.

ARTICLE III – PERSONNEL

Section 1 – Due Process

- 3.1.1. No employee will be disciplined during the term of his/her supplemental contract year without just cause. Any action taken against an employee shall be appropriate to the behavior which precipitates said action. All charges forming the basis for discipline will be made available to the employee, in writing, at the

time the action is taken. It is understood, however, that nonrenewal of an employee's contract is not "discipline" covered by this article.

- 3.1.2 Any employee shall be entitled to have present a representative of the Association during any meeting which might reasonably be expected to lead to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present, provided that such representation does not unduly delay the meeting.
- 3.1.3 Any formal complaint made against an employee by a parent, student, or other person shall be called to the attention of the employee as noted below. A formal complaint shall mean one or more incidents or complaints which the employee's supervising principal or athletic director deems to be of such potential seriousness that he/she creates a written record of the matter. Such complaints, including the name(s) of the complainant(s), shall be brought to the attention of the employee within fifteen (15) days of the receipt of the written record.

Section 2 – Personnel Files

- 3.2.1 An employee shall, upon request, have the right to inspect all the contents of his or her personnel file. An Association representative, at the employee's request, may be present in this review. Derogatory material shall be shown to the employee within fifteen (15) days of receipt or composition. Anonymous material shall not be included in the personnel file. No derogatory material shall be kept or placed in the personnel file without the employee's signed acknowledgement and opportunity to attach his/her own comments. A signature does not necessarily imply agreement with the contents of the document; it merely acknowledges existence of the document. A working file may be kept at the school level.

Section 3 – Employee Evaluation

- 3.3.1 A head coach shall be notified within thirty (30) days of the last contest of that sport's season if he/she will not be hired the following year as head coach.
- 3.3.2 Assistant coaches will be rehired with input from head coaches.
- 3.3.3 Program continuity is valued. Therefore, assistant coaches at the high school, as well as middle school head coaches in that sport or activity will be hired or retained considering input from the high school head coach.
- 3.3.4 The high school athletic director evaluates high school head coaches. The high school athletic director evaluates high school assistant coaches with input from the high school head coach of that sport. The middle school athletic director and the high school head coach evaluates the middle school head coach of the same sport. The middle school head coach evaluates middle school assistant coaches of the same sport with input from the middle school athletic director. Refer to Appendix C for evaluation forms and criteria.

Section 4 – Employee Protection

- 3.4.1 The District shall provide legal defense, through the Puget Sound School Risk Management Pool, to employees acting within the course and scope of their official duties, including reasonable and prudent restraint of a student to prevent harm to another student, employee, or him/herself.
- 3.4.2 The School District shall provide employees with insurance protection covering those employees while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting those employees from loss or damage of their personal property incurred while so engaged. (RCW 28A.400.370)

Section 5 – Professional Development

- 3.5.1 The District shall provide the driver education component, training, and abstract for those employees who drive a district vehicle that requires special training and an abstract.
- 3.5.2 The District shall provide at no cost a course in first aid and CPR for any individual for whom that card is a condition of employment.
- 3.5.3 The District will provide \$300.00 per year, per coach, per sport for coaching clinics that provide WIAA clock hours, and for required associated lodging, up to a maximum of \$8,500 for all coaches. Any portion not utilized during the school year will NOT be carried forward. This provision may be suspended during school years impacted by a double levy failure.
- 3.5.4 The District will provide Washington State Coaches Association (WSCA) membership for all coaches each year.

Section 6 – Salary, Individual Contracts and Salary Payments

- 3.6.1 Supplemental contracts shall be issued at the earliest possible date. Supplemental contracts will be issued as soon after school board approval as is practicable. The District shall make every effort to follow the same timeline for retuning employees whose assignment is known.
- 3.6.2 If an employee decides to resign from an extra-curricular/co-curricular assignment, written notice must be given prior to board approval of the individual contract. Exceptions will be made for extreme hardships or emergencies.
- 3.6.3 For certified employees who take on extra-curricular assignments, payment for extra compensation supplemental contracts will begin in the month when the

extracurricular activity begins. The employee may elect to, 1) be paid in equal monthly installments over the course of the activity; or, 2) be paid in total in the final month of the activity; or, 3) if the employee is a certificated employee of the District, be paid in equal installments over the remaining pay periods of their certificated contract.

- 3.6.4 Bargaining unit employees shall be compensated as per the Eatonville Extracurricular Salary Schedule (Appendix A). Assistant coaches will be paid at a rate equal to 70% of the head coach in that sport.
- 3.6.5 When a new extra-curricular activity is created or an existing extra-curricular activity is modified, the District and the Association shall each select representatives to negotiate a placement on Appendix A for that activity. If the parties are unable to agree to placement then each party shall have the option of obtaining three (3) salary schedules from school districts of the same size classification as Eatonville. The average of the obtained salary schedules for the other districts shall serve as a guideline in placing the new or modified activity on the Eatonville schedule (Appendix A).
- 3.6.6 If at the end of the regularly scheduled season any high school team has qualified for postseason playoffs, tournaments, or meets they will then be considered to be in "extended season." Head coaches will be paid an additional 1.0% of the base salary for each week during an extended season. Effective December 1, 2007, for team sports, assistant varsity and junior varsity coaches will be paid 0.07% of the base salary per week. C-team coaches will not receive extended season pay. For individual sports, the number of compensated coaches shall not exceed a ratio of one assistant for each four (4) participants (up to the maximum number of coaches for the regular season) or when the Athletic Director shall deem additional supervision necessary due to issues surrounding split locations of competition or the need for opposite sex supervision. Payment will be prorated at a per day rate for partial weeks. A week will be defined as 5 days of supervision. The band director and the cheerleader advisor shall be compensated at a rate of \$60.00 for each day of post season performance.
- 3.6.7 The District shall pay an additional 1.0% of the base salary for any coach or activity director after that individual has completed eight (8) years in the same compensated sport, coaching position, or activity. The District shall pay an additional 2.0% of the base salary for any coach or activity director after that individual has completed twelve (12) years in the same compensated sport, coaching position, or activity.

ARTICLE IV – GENERAL WORKING CONDITIONS

Section 1 – Student Discipline

- 4.1.1 The Administration shall support the employees in their efforts to maintain reasonable and appropriate discipline in the District and during extra curricular activities.
- 4.1.2 Corporal punishment of students as defined by WAC 180-40-235 is prohibited. This shall not prevent the use of reasonable force to maintain order or prevent a student or other person from harming him/herself, or other students, school staff or property. When an employee is threatened with injury, or comes to the aid of another person about to be injured, or attempts to prevent other malicious interference with real or personal property which is in their possession or in the possession of another employee or student on school premises, employees are authorized to use reasonable force upon or toward a student or other person in the defense of such person or property as part of their assigned responsibilities. Any student who willfully physically assaults an employee will be subject to emergency removal as pursuant to WAC 180-40-290 subject to the rights and duties imposed under WAC 180-40 and federal and state student disability laws.

Section 2 – Coach/Athlete Ratio

- 4.2.1 Formulas used to determine the number of coaches per sport shall be found in Appendix B. If turnout is below the required numbers discontinuance of that team or activity will be considered.

ARTICLE V – GRIEVANCE PROCEDURE

- 5.1.1 **Purpose.** The purpose of the grievance procedure is to provide orderly and expeditious means for resolving problems or grievances at the lowest possible level.
- 5.1.2 **Definitions.**
Grievance: Shall mean a claim by an employee that there exists a violation, a misinterpretation, or misapplication of a specific provision(s) of this Agreement.

Grievant: Shall mean an employee in the bargaining unit.

Days: Shall mean school business days (days): when the Eatonville School District office is open for business.

Time Limits: The time limits herein shall be considered maximum except that both parties may mutually agree in writing to extend such limits with respect to any particular grievance. The grievance shall be considered waived if time limits

are not met by the grievant. If the District does not meet time limits, the grievant retains the right to proceed to the next step of the grievance procedure.

- 5.1.3 **Association Grievances.** The Association shall have the right to grieve any violation, misapplication, or misinterpretation of any provision(s) involving the Association (as a corporate entity).
- 5.1.4 **Informal Discussion.** Any employee having a problem concerning a violation, misinterpretation, or misapplication of this Agreement shall, within twenty (20) days of the time the employee had knowledge, or should have had knowledge of the problem, discuss the problem informally with the principal or appropriate immediate administrator and shall set forth the provision(s) believed to be violated, misinterpreted, or misapplied. In the event that the problem is not resolved informally in the discussion(s) with the immediate administrator, the employee may, within thirty (30) days of the time the employee had knowledge or should have had knowledge of the problem, may grieve the issue as outlined in section 5.1.5.
- 5.1.5 **Formal Grievance Procedure.** The following sets forth steps to be followed in attempting to resolve grievances:

Step 1. In the event that the problem is not resolved informally, as set forth in 5.1.4, it shall be reduced to writing and submitted to the appropriate administrator as a grievance within thirty (30) days of the time the grievant had knowledge or should have had knowledge of the problem giving rise to the grievance. The written grievance shall state the fact(s) upon which it is based, the issue involved, any Agreement provisions allegedly violated, and the relief sought.

A meeting between the grievant and the administrator shall be held to resolve the grievance within ten (10) days following the receipt of the written grievance by the administrator.

Step 2. In the event the grievant is unsatisfied with the disposition of the grievance at Step I, or in the event no decision is reached within five (5) days after the presentation of the grievance, the grievant and/or the Association may, within five (5) days thereafter, refer the matter in writing to the Superintendent, either by certified mail or in person.

- (a) If the Association decides not to pursue the grievance, it shall notify the grievant and the District Superintendent in writing, and the matter, insofar as the Association is concerned, is terminated.
- (b) The Association, in pursuing the grievance on behalf of the grievant, shall meet with the Superintendent or his/her designee within ten (10) days of the Superintendent's receipt of the notice, in an effort to reach an equitable solution.

- (c) The superintendent or his/her designee shall issue a written response to the grievant within fifteen (15) days following this meeting.
- (d) Time limits, as set forth in this section, shall also apply when an employee is acting in his/her own behalf.

Step 3. In the event the grievant is unsatisfied with the disposition of the grievance at the conclusion of Step 2, said grievant may, within ten (10) days, refer the grievance to the Eatonville School Board of Directors. A quorum of the board of directors shall consider the matter in executive session, if permitted by law, at which the grievant may appear. The board of directors may issue a bench decision, but in any event shall give its answer within ten (10) days.

- 5.1.6 **No Reprisals.** No reprisal of any kind will be taken by the Employer against any Employee because of his or her participation in any grievance.
- 5.1.7 **Separate Files.** All documents, communications, and records dealing with the processing of a grievance shall be filed separately and not in the individual's personnel file.

ARTICLE VI – RATIFICATION AND IMPLEMENTATION

- 6.1.1 This agreement is effective following Association and school board ratification as of the 15th day of August 2007.

APPENDIX A

EATONVILLE EXTRA CURRICULAR / CO-CURRICULAR SALARY SCHEDULE

Assignment	% of Base Salary
------------	------------------

HS Basketball Boys HC	17%
HS Basketball Girls HC	17%
HS Football HC	17%
HS Wrestling HC	16%
HS Baseball HC	13.5%
HS Soccer Boys HC	13.5%
HS Soccer Girls HC	13.5%
HS Fastpitch HC	13.5%
HS Swimming HC	13.5%
HS Tennis Boys HC	13.5%
HS Tennis Girls HC	13.5%
HS Track HC	13.5%
HS Volleyball HC	13.5%
HS Cross Country HC	13.5%
HS Yell Staff Sum/Fall	8.5%
HS Yell Staff Win/Spr	8.5%

Athletic Director Stipend	17%
HS Equestrian HC Sum/Fall	8.5%
HS Equestrian HC Win/Spr	8.5%
HS Dance Team	8.5%

Middle School Extra Curricular	
MS Football HC	9.5%
MS Wrestling HC	9.5%
MS Basketball Boys HC	8.5%
MS Basketball Girls HC	8.5%
MS Soccer Boys HC	8.5%
MS Soccer Girls HC	8.5%
MS Fastpitch HC	8.5%
MS Track HC	8.5%
MS Volleyball HC	8.5%
MS Cross Country HC	8.5%

Assignment	% of Base Salary
------------	------------------

Co-Curricular	
HS Honor Society Advisor	3%
MS Honor Society Advisor	1%
HS ASB Advisor	12.5%
MS ASB Advisor	7%
HS Concession Stand	4%
HS Annual	7%
MS Annual	6%
CCS Annual	4%
HS Newspaper	7%
MS Newspaper	7%
HS Choir	5%
MS Choir	2%
HS Band	12.5%
CC Band	2%
CC Music	1%
EE Music	1%
WEY Music	1%
Pep Band	6%
Jazz Band	6%
Drama	12.5%
VICA	5%
FBLA	5%
FFA	5%
FCCLA	5%
Knowledge Bowl	6%

MS Intramural Program	
MS Intramural Coordinator	3%
MS Co-Ed Volleyball Advisor (2)	3%
MS Girls Basketball Advisor (2)	3%
MS Boys Basketball Advisor (2)	3%
MS Co-Ed Soccer Advisor (2)	3%

Ativity Stipends (10/Bldg)	
HS	1%
MS	1%
CC	1%
EE	1%
WEY	1%

APPENDIX B

COACH/PLAYER RATIOS

The following numbers of participants shall be used to determine the number of coaches in a given sport.

High School

Sport	2nd	3rd	4th	5th	6th	7th
Baseball	18	28	None	None	None	None
Basketball	16	26	None	None	None	None
Cross Country	18	28	None	None	None	None
Fastpitch	18	28	None	None	None	None
Football**	Automatic	30	Automatic w/JV	55	Automatic w/C	70
Golf*	16	26	None	None	None	None
Soccer	19	29	None	None	None	None
Swimming	18	28	None	None	None	None
Tennis	14	24	None	None	None	None
Track	18	28	38	48	58	None
Volleyball	16	26	None	None	None	None
Wrestling**	Automatic	28	38	None	None	None

Middle School

Sport	2nd	3rd	4th	5th	6th	7th
Basketball	16	None	None	None	None	None
Cross Country	18	None	None	None	None	None
Fastpitch	18	28	None	None	None	None
Football**	Automatic	30	Automatic w/JV	55	Automatic w/C	70
Soccer	19	None	None	None	None	None
Track	18	28	38	48	58	None
Volleyball	16	None	None	None	None	None
Wrestling**	Automatic	28	38	None	None	None

* Sports not currently offered at EHS

** Because football and wrestling have a higher rate of injury it is important that each team fielded (V, JV, C) have two coaches, one to deal with a potential injury situation and the other to supervise the team.

APPENDIX C

(Space intentionally left blank)

Eatonville School District
SUMMARY EVALUATION REPORT FOR COACHES
School Year 2007-08 | 2008-09

Name of Employee _____ Location _____
 Assignment _____

RECORD OF OBSERVATIONS
 DATE/TIME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

TYPE: Annual
 Other

Evaluator's Summary Comments

Include strengths, weaknesses, suggestions for improvement and recommendations. Comments relating directly to evaluative criteria and/or observation records are required for all "needs improvement" and "unsatisfactory" ratings.

RATING: S = Satisfactory N = Needs Improvement U = Unsatisfactory

	S	N	U
Ability to Teach Athletic Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Role Model for Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Organization and Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Discipline of Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with Total Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. School/Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Concern for Safety and Welfare of Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Professional Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It is my judgment, based upon adopted criteria, that this employee's overall performance has been

(Satisfactory or Unsatisfactory)
 during the evaluation period covered by this report.

Additional pages attached: CIRCLE
 Yes No

 SIGNATURE OF EVALUATOR DATE
I have received a copy of this report

 SIGNATURE OF EMPLOYEE DATE
 CIRCLE
 Statement of employee attached: Yes No

c – Original: Personnel File
 Copy to: Evaluator
 Copy to: Employee

Indicators of Evaluative Criteria for Coaches

A. Ability to Teach Athletic Skills – The coach:

1. Knows how to motivate athletes.
2. Is knowledgeable of the techniques required to perform each skill (position, movement, stance) in the sport.
3. Uses sound, up-to-date methods to teach skills and techniques (drills, scrimmage, etc.).
4. Uses instructional media, particularly audio-visual aids such as movies and videos effectively.
5. Stresses good fundamental techniques and skills.
6. Effectively evaluates team personnel from drill performance, practice sessions, and games.
7. Uses appropriate reinforcement.
8. Uses appropriate player discipline and disciplinary procedures.

B. Role Model for Students – The coach:

1. Sets a positive example in word, deed, and appearance.
2. Has emotional stability and self-control.
3. Has a positive attitude and enthusiastic personality.
4. Demonstrates good sportsmanship.
5. Is respectful toward officials.

C. Organization and Planning – The coach:

1. Follows proper methods (District policy) in purchasing equipment.
2. Keeps up-to-date equipment and inventory records.
3. Makes certain that all players have a physical examination before turning out for a sport.
4. Effectively plans daily practices.
5. Plans for effective use of facilities and equipment.
6. Uses staff effectively.
7. Delegates responsibility effectively.

D. Discipline of Students – The coach:

1. Respects students' rights.
2. Is fair and consistent in discipline.
3. Makes certain the athletes know the training rules and other rules and regulations.
4. Makes certain the athletes know the consequences of breaking training rules and other rules and requirements.
5. Establishes contact with teachers regarding academic standing of athletes.
6. Communicates effectively with parents regarding standards and discipline.

E. Cooperation with Total Program – The coach:

1. Understands the role of athletics in education.
2. Knows the objectives of the athletic program.

3. Has a coaching philosophy that is in accordance with the objectives of the athletic program.
4. Supports other sports in the program.
5. Supports other coaches in the program.

F. School-Community Relations – The coach:

1. Is an active member of clubs and organizations relating to athletics.
2. Cooperates with school staff, parents, and community.
3. Is understanding and respectful with parents.
4. Has good rapport with community.
5. Relates well to organized support groups (PTSA, Boosters, EYSA, etc.)

G. Concern for Safety and Welfare of Students – The coach:

1. Has current Red Cross certification in first aid and CPR.
2. Is knowledgeable about the factors related to exercise.
3. Is knowledgeable about good general health habits.
4. Knows how to properly use training room equipment.
5. Uses proper measures for prevention of injuries.
6. Requires written permission by a physician for an injured athlete to report back for competition.
7. Is approachable to players.
8. Uses effective guidance techniques.
9. Is knowledgeable of the WIAA, District and school academic eligibility requirements as provided to the coaches by the District.

H. Professional Standing – The coach:

1. Has attended clinics, workshops, seminars, or taken courses relating to athletic coaching in the last five (5) years.
2. Knows the policies of the schools, the District, and the WIAA rules governing athletics.
3. Demonstrates success in coaching.
4. Stays current with the trends of the sport.
5. Promotes the sport.