



Cardington-Lincoln Local Schools

Brian Petrie, Superintendent • Jon Mason, Treasurer
Joseph Mills, High School Principal • Jennifer Zierden, Middle School Principal
Scott Hardwick, Elementary Principal • Tom Hack, Athletic Director



COACHES EVALUATION FORM

Developed from National Standards for Sports Coaches-

Coach: _____ Sport: _____ Season/Year _____

Designations: 1- Not Achieved 2- Achieved with Challenges 3 - Achieved 4- Achieved with Excellence N/A - Not able to be observed

COACHING COMPETENCIES	Rating	Notes/observations
<p>1. PHILOSOPHY and ETHICS: The coach establishes a coaching philosophy that focuses on the safety, development and well-being of the student- athlete.</p>		
<p>2. SAFETY and INJURY PREVENTION: The coach is properly trained in injury prevention, is able to recognize high-risk situations, as well as unsafe equipment facilities, and environmental conditions in order to ensure the safety of the students and make necessary modifications to the playing environment should unsafe conditions exist.</p>		
<p>3. PHYSICAL CONDITIONING: The coach is responsible for implementing research-based, developmentally appropriate drills and teaching techniques that support athlete development while maintaining safety. The coach encourages healthful decisions by the student to promote healthy lifestyles and low-risk training practices.</p>		
<p>4. GROWTH and DEVELOPMENT: The coach is knowledgeable about the age and skill level of his/her athletes. The coach is able to recognize the patterns of cognitive, motor, emotional and social development and can create effective learning environments that allow athletes to progress and improve at different rates.</p>		



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<p>5. TEACHING and COMMUNICATION: The coach is able to plan and implement organized practices so that athletes have a positive learning experience. The coach is able to use a variety of systematic instructional techniques to provide a positive learning environment and maximize the potential of each student.</p>		
<p>6. SPORT SKILLS and TACTICS: The coach is able to develop skills of all team members into an efficient and successful group. The coach knows how to utilize athletes' abilities to maximize meaningful participation.</p>		
<p>7. ORGANIZATION and ADMINISTRATION: The coach provides information regarding the needs of the student, serves as a key communicator of program goals and policies, and facilitates compliance with established program, school and state association policies.</p>		
<p>8. EVALUATION: The coach is able to make accurate and timely decisions regarding all aspects of his/her program.</p>		
<p>SUMMARY and Recommendations</p>		

Evaluator _____ Signature _____ Date _____

Coach _____ Signature _____ Date _____



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COACH'S SELF-EVALUATION

(to be kept on file in athletic office)

Coach _____ Sport _____

Coaching Position _____ Date _____

1. Please discuss the achievements of which you are most proud that have occurred during the past season. What obstacles were overcome to accomplish these achievements? Please discuss these in a priority order.

2. What could you do to improve your program next year?

3. Discuss other issues of concern or satisfaction:

Signature of Coach

Date

Cardington-Lincoln Athletic Department



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Parent/Athlete Pre-Season Meeting

- I. The following shall be covered at the mandatory pre-season parent meeting. Please check each item to indicate they have been discussed and/or completed:
- 1. **TAKE ATTENDANCE OF PLAYERS AND PARENTS**
 - 2. WELCOME AND INTRODUCTION OF COACHES
 - 3. CARDINGTON-LINCOLN ATHLETIC TRAINING RULES AND CODE OF CONDUCT/ELIGIBILITY (GPA Requirements, must be enrolled *and* passing 5 courses or the equivalent)
 - 4. **OHSAA REQUIREMENTS** (including concussions, steroid use, and risk of injury and procedures to follow in case of injury).
 - 5. SPORTSMANSHIP, ETHICS AND ROLES OF PARENTS - Provide information on free course a www.nfhslearn.com
 - 6. YOUR TEAM GUIDELINES Communicate your team policies regarding attendance, tardiness, physical appearance, tryout procedures, foul language, locker room behavior, behavior when traveling, safety guidelines, care of facilities & equipment, curfews, wearing team apparel in school, using the athletic training room, disciplinary measures for violating rules, team meals, sportsmanship towards opponent & officials, etc.
 - 7. **CRITERIA TO EARN A VARSITY LETTER IN YOUR SPORT**
 - 8. TRAVEL GUIDELINES: Expectation is that the athlete ride to and from events on the bus *unless prior permission has been granted.*
 - 9. WARN OF INHERENT RISK OF INJURY - *remind parents they must read and sign the form from the Ohio Department of Health regarding concussions.*
 - 10. SHARE PRACTICE AND GAME SCHEDULES
 - 11. COMMUNICATION - *remind is a great tool for communication*
 - 12. ROLE OF THE REFEREE / DISCUSS ANY MAJOR RULE CHANGES
 - 13. TRAINER SERVICES AVAILABLE
 - 14. QUESTIONS AND ANSWERS

II. Submit a roster form (last name / first name / birthday) to the athletic office as soon a possible

III. Sign and date below to verify that you have completed all items on the checklist and returned to the athletic office.

Signature	Sport	Date
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Cardington-Lincoln Athletic Department Head Coach Checklist

The following CHECKLIST is provided to *assist* coaches with the responsibility of being a head coach.

Pre-Season

- _____ Communicate all responsibilities and expectations of your staff.
- _____ Inventory all equipment, supplies, uniforms, and related and related items (*Inventory Form*)
- _____ Obtain medical kits for all squads
- _____ Submit to the athletic director a preliminary roster of athletes listed in alphabetical order (*Roster Form*)
- _____ Meet with the trainer.
- _____ Complete the Emergency Action Plan (*Form*)
- _____ Obtain Emergency Medical Forms for all athletes and student managers prior the the first contest
- _____ **BEFORE PARTICIPATING in *any* practice, all athletes must be on file in the athletic office:**
 - Physical Examination Form
 - Emergency Medical Authorization Form
 - Insurance Waiver Form
 - Cardington-Lincoln Athletic Training Rules and Code of Conduct
- _____ Check that all coaches have completed required tasks for Pupil Activity Permit
- _____ Physically inspect of facilities and all equipment
- _____ Submit practice times and location(s) to the athletic director
- _____ Issue uniforms and equipment and keep records of the assigned equipment (*Form*)

During the Season:

- _____ Supervise locker rooms and other facilities
- _____ Visible attendance at junior high school games
- _____ Organize all practices and make game preparations
- _____ Carry a copy of Emergency Medical Forms of all student athletes
- _____ Call in scores and/or stats to Media
- _____ Email athletic Director with any practice changes and game summaries for school announcements
- _____ Check with students to ensure they maintain eligibility
- _____ Maintain active contact with student/athletes and their parents
- _____ Discuss schedule for next season with the athletic director
- _____ Maintain accurate records of all information (*stats, forms, etc.*)
- _____ Email weekly stats to KMAC officials
- _____ Complete incident report within 24 hours and return to the athletic director
- _____ Inform athletic director immediately of any problems that may arise



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End of the Season:

- _____ Complete end of the season summary and stats
- _____ Prepare end of the season awards
- _____ Collect and inventory all uniforms and equipment and store neatly
- _____ Complete Inventory/Uniform Form and turn in copy to athletic director
- _____ Clean locker room
- _____ Clean first aid kit
- _____ Evaluate program and make recommendations for improvement
- _____ Recommendations for coaching staff for next season
- _____ Complete Self-Evaluation
- _____ Meet with athletic director for evaluation (form)



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Cardington-Lincoln Athletics Injury Report Form*

Part I

Athlete's Name: _____ Age: _____

Witness(es): _____

Place of the injury: _____

Time the injury occurred: _____ Date: _____

Explanation: _____

Where was the coach(es)? _____

Parents Contacted Yes _____ No _____

What procedure was followed after the injury was detected?

How was the athlete transported? _____

Who was in charge? _____

**Note:* The injury report must be filed with the athletic director within 24 hours of the incident



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Part II - For the Attending Physician/Trainer

Diagnosis: _____

Recommendations (treatment/rehabilitation): _____

Athlete can return to practice/competition *no sooner* than:

Physician's Signature

Date



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Cardington-Lincoln Athletics Same Season-Two Sport Policy

Athletes at Cardington-Lincoln High School are allowed to participate in more than one sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall not discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a **primary sport** and a **secondary sport**.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. A league *meet* (ex. track) will take precedence over any contest.
5. If contests are scheduled on the same day, the athlete will participate in his/her primary sport.
6. OHSAA tournament events will take precedence over non-league or league events. In the event that two OHSAA tournaments are held the same day, the primary sport will take precedence as in #5.
7. If non-league contests are scheduled on the same day, the athlete will participate in his/her **primary sport**.
8. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she *will NOT be allowed to drive* to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
9. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
10. On days that an athlete is not in competition, he/she would make an effort to practice both sports. If only one sport can be practiced, it should be the **primary sport**.
11. All eligibility rules will remain the same.
12. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
13. **BEFORE being allowed to participate in two sports during the season, the athlete, his/her parents/guardian, athletic director, and the two coaches involved must meet and sign below.**

(Student Athlete)

(Parent/Guardian)

(Primary Sport)

(Secondary Sport)

(Primary Sport Coach)

(Secondary Sport Coach)



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Cardington-Lincoln Athletics Travel Release Form

Date _____

This is to certify that _____ has my permission
(Athlete's Name)

to ride (to / from / both) the _____ on _____
(Sporting Event) (Date)

at _____
(Location of Event)

I certify that I am personally transporting the above named student.

The reason for not riding the bus:

I understand that the Cardington-Lincoln Athletic policy requires athletes to ride buses to and from all athletic events and departure of this requirement will release Cardington-Lincoln Schools from all liability for any adverse results that may occur.

I agree to release Cardington-Lincoln Schools and its employees and officers from all liability with reference to the above-stated transportation.

This form must be on file in the athletic office **by noon** on the day of the contest.

APPROVED / NOT APPROVED

APPROVED / NOT APPROVED

Signature of Parent or Guardian

Signature of Athletic Director

Signature of Coach



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Cardington-Lincoln Athletics Roster Form

Sport: _____ Coach: _____ Year: _____

- Varsity
- JV
- Junior High

Please complete this form in alphabetical order

Last Name	First Name	Birthdate	#	Grade Level



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Cardington-Lincoln Athletics Uniform and Equipment Distribution Form

Sport: _____ Coach: _____ Year: _____

- Varsity
- JV
- Junior High

Name	Jersey #	Bottom Sz.	Warm-up	_____	_____	Returned



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Cardington-Lincoln Athletics Sport Equipment Inventory Form

Sport: _____ Coach: _____ Year: _____

Quantity	Size	Description	Condition



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Uniform Inventory

Sport: _____ Coach: _____ Year: _____

- Varsity
- JV
- Junior High

Quantity	Size	Description	Condition



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Season Summary

<u>Opponents</u>	<u>Score</u>	<u>Outstanding Performances / Accomplishments</u> (ex. All-KMAC, All-District, etc.)
1. _____	_____ W/L	_____
2. _____	_____ W/L	_____
3. _____	_____ W/L	_____
4. _____	_____ W/L	_____
5. _____	_____ W/L	_____
6. _____	_____ W/L	_____
7. _____	_____ W/L	_____
8. _____	_____ W/L	_____
9. _____	_____ W/L	_____
10. _____	_____ W/L	_____
11. _____	_____ W/L	_____
12. _____	_____ W/L	_____
13. _____	_____ W/L	_____
14. _____	_____ W/L	_____
15. _____	_____ W/L	_____
16. _____	_____ W/L	_____
17. _____	_____ W/L	_____
18. _____	_____ W/L	_____
19. _____	_____ W/L	Season Record
20. _____	_____ W/L	_____ - _____
21. _____	_____ W/L	League Record, Standing
22. _____	_____ W/L	_____ - _____ , _____