

# COLDWATER ATHLETIC DEPARTMENT

## END OF SEASON REPORT

Head Coach

.....  
Payment is hereby authorized for:

Name of Employee \_\_\_\_\_ Date: \_\_\_\_\_

Assignment: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Athletic Director*



# End of the Season Report Instructions

## Head Coach:

1. Complete the End of Season Checklist
2. Complete the "Self" column of the Self-Evaluation form.
3. Complete the Season Summary form
4. Complete the Banquet Information Form (Turn this form in at least 1 week prior to your banquet)
5. Complete the Equipment and Supplies Inventory form
6. Complete the Uniform Inventory form
7. Complete the Needs/Wants form
8. Schedule a conference with the Athletic Director after completing All forms
9. Complete the Head Coach column on the Self-Evaluation form for each paid assistant coach at the HS/JH level after they complete their End of Season report.

Within 2 weeks of the conclusion of your season – Return this packet.

Note: We do NOT help with any banquet expenses (food, decorations, etc.)

Be sure to collect ALL Uniforms and Equipment NOW! Do not fill in the form that you have inventoried it if you haven't yet.

Thanks

Eric Goodwin



Athletic Department  
Coldwater High School

End of Season Checklist

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

Date: \_\_\_\_\_

***Athletic Director Checkoff***

\_\_\_\_\_ Season Summary/Scores of all games \_\_\_\_\_

\_\_\_\_\_ Copy of end of season Varsity Stats \_\_\_\_\_

\_\_\_\_\_ End of Season Varsity Scorebook (if applicable) \_\_\_\_\_

\_\_\_\_\_ Awards Form/Banquet Sheet \_\_\_\_\_

\_\_\_\_\_ Equipment Inventory \_\_\_\_\_

\_\_\_\_\_ Uniform Inventory (Must have ALL uniforms returned) \_\_\_\_\_

\_\_\_\_\_ Needs/Wants for next year form \_\_\_\_\_

Coaches Returning for Next Season

Yes or No

Head Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

Assist Coach \_\_\_\_\_

















# SELF-EVALUATION

**NAME:** \_\_\_\_\_

**ASSIGNMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **YEARS AT CURRENT POSITION:** \_\_\_\_\_

**PART 1: (COACH – A. D.)** Using the scale below, please rate the performance of coaching duties using the proper column.

**1 - Excellent    2 - Effective    3 - Average    4 - Needs Improvement    5 - Unacceptable**

	<b>SELF - A.D.</b>
1. Cooperates with Athletic Department regarding rosters, transportation, eligibility, athlete paperwork, other necessary paperwork and end of season reports.	-
2. Follows athletic policy and fulfills duties as listed in job description.	-
3. Provides training rules to team members in writing and follows due process procedures.	-
4. Attends meetings necessary to the welfare of the Athletic Department.	-
5. Abides by the rules and regulations of the OHSAA, BOE, ODE, and MAC.	-
6. Maintains acceptable sideline conduct at games towards players, officials and others.	-
7. Develops rapport with teachers, coaches and administrators.	-
8. Promotes all sports in the athletic program and fosters school spirit.	-
9. Develops respect by example in appearance, behavior, language and conduct during contests and practices.	-
10. Provides proper supervision on the field, in the locker room and training room and on the bus.	-
11. Establishes the fundamental philosophy skills and techniques to be taught and conducts staff meetings to implement same.	-
12. Develops unity within the coaching staff and works towards development of better coaches.	-
13. Uses new coaching techniques and ideas in addition to sound, already proven methods.	-
14. Is prompt in meeting team for practices and games.	-
15. Works with athletes in off-season and classroom activities.	-
16. Provides leadership and attitudes that produce positive efforts by participants.	-
17. Delegates responsibility while remaining accountable for such delegation.	-
18. Is receptive to coaching suggestions from staff members and gives due credit.	-
19. Cooperates in the care, issuing, collection, inventory and storage of equipment.	-
20. Is cooperative in sharing facilities and equipment.	-
21. Displays enthusiasm and leadership in the performance of coaching assignment.	-
22. Follows adopted procedures for purchase of equipment and operates sport within budgetary parameters.	-
23. Knows and teaches fundamentals of the sport.	-
24. Conditions athletes properly to meet the physical demands of the sport.	-
25. Acceptable game/meet preparation and strategy.	-
26. Motivates athletes to their potential.	-
27. Develops team confidence.	-
28. Has a positive attitude and uses sound judgment when making decisions.	-
29. Monitors appearance and handles discipline of the team.	-
30. Monitors conduct of team members.	-

**PART 2: (COACH) Please provide information that will help the Athletic Department enhance your program.**

**Strengths:**

**Suggested Improvements:**

**Additional Comments:**

**PART 3: (COACH) Please check one of the following areas:**

\_\_\_\_\_ If offered, I would like to continue in this position for the next school year.  
\_\_\_\_\_ I do not wish to take this position for the next school year.

**PART 4: (A. D.) Please provide useful information for coach improvement.**

**Strengths:**

**Suggested Improvements:**

**Additional Comments:**

**PART 5: (A. D.) Please check one of the following areas:**

\_\_\_\_\_ Recommend contract renewal  
\_\_\_\_\_ Resignation Accepted  
\_\_\_\_\_ Recommend reemployment providing an understanding can be reached in those areas where improvement is suggested  
\_\_\_\_\_ To be recommended for non-renewal of contract

**PART 6: SIGNATURE**

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_