

# COLDWATER ATHLETIC DEPARTMENT

## END OF SEASON REPORT

Assistant Coach

.....  
Payment is hereby authorized for:

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

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

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

*Athletic Director*

# End of the Season Report Instructions

## Assistant 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 Equipment and Supplies Inventory form
5. Complete the Uniform Inventory form
6. Complete the Needs/Wants form
7. Schedule a conference with the Head Coach after completing All forms

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/Level: \_\_\_\_\_

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

*Head Coach Checkoff*

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

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

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

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

Athletic Department  
Coldwater High School

Season Summary

Sport/Level \_\_\_\_\_ Date \_\_\_\_\_

Coach \_\_\_\_\_

Record \_\_\_\_\_ Conference Record \_\_\_\_\_

Team Recognition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Provide Season Scores and Opponents for All games at checkout







# SELF-EVALUATION

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

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

**DATE:** \_\_\_\_\_

**PART 1: TO THE COACH** 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

	<u>SELF</u>	<u>H.C.</u>
1. Loyalty to head coach and system.	-	-
2. Care of equipment.	-	-
3. Knowledge of the sport and fundamental skill techniques.	-	-
4. Fundamental teaching and coaching ability.	-	-
5. Ability to motivate athletes.	-	-
6. Rapport with players, parents, and community.	-	-
7. Meets all requirements according to ODE, OHSAA, Coldwater Schools	-	-
8. Supervision of players in locker room and other areas under coach's jurisdiction.	-	-
9. Relationship between coach and rest of coaching staff.	-	-
10. Seeks and follows directives of head coach.	-	-
11. Fulfills coaching assignments and adheres to practice schedules.	-	-
12. In-season and out-of-season involvement in program.	-	-
13. Respect, control, and discipline of athletes under your supervision.	-	-
14. Appearance, behavior and language utilized during games and practice sessions.	-	-
15. Has a positive coaching attitude and uses sound judgments when making decisions.	-	-

**PART 2: TO THE 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 3: TO THE HEAD COACH** Please check one of the following areas:

- \_\_\_\_\_ Recommend contract renewal  
 \_\_\_\_\_ Recommend conditional re-employment reassignment with the program  
 \_\_\_\_\_ Resignation accepted  
 \_\_\_\_\_ Recommended for non-renewal

**PART 4: SIGNATURE** Indicates that the signed person has completed evaluation.

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

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

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