

**ATHLETIC POLICY  
Evaluation of Coaches**

All head coaches shall be evaluated by the Athletic Administrator and/or the Superintendent's designated evaluator. The procedure for evaluation is as follows:

- A. Head Coaches (Varsity Level):
  - 1. A pre-season meeting between the Athletic Administrator and/or designated evaluator and the head coach at which time written goals and objectives will be stated, discussed, and acknowledged.
  - 2. A post-season meeting at which time the Athletic Administrator and/or designated evaluator will give the head coach a written evaluation to be reviewed, discussed and acknowledged.
  - 3. Evaluations of head coaches shall be performed on an annual basis and shall be completed no later than eight weeks after the end of a season (four weeks in the case of a coach of a spring sport). The evaluation instrument shall indicate whether the Athletic Administrator and/or designated evaluator will recommend that the Head Coach return for another year.
  - 4. Appeal of evaluations shall be, first, to the Principal; second, the Superintendent.
  - 5. The decision of the superintendent is final.
  
- B. Assistant Coaches (Junior Varsity, Freshman, Middle School):
  - 1. The head coach or designated evaluator will evaluate each assistant coach on an annual basis. The head coach will present to the assistant coach a written evaluation to be reviewed and discussed.
  - 2. The head coach or designated evaluator will submit the assistant coach's evaluation to the Athletic Administrator within four weeks of the close of a season (two weeks in the case of a spring sport).
  - 3. Appeals of Assistant Coach evaluation shall be to the Athletic Administrator.
  
- C. Designated evaluators will be recommended by the appropriate principal and Athletic Administrator to be approved by the Superintendent.
  
- D. All final evaluation documents will be placed in the personnel file of the coach located at the Central Office.

ADOPTED: May 14, 2002  
REVISED: June 10, 2003