

Supplemental/End of Season COACH checklist.....in order to be paid 😊

	All equipment put away and accounted for (including cameras, ipads, etc)
	All uniforms inventoried and put away (with inventory sheet on top)
	All games scored/refs or umpires rated in MYOHSAA
	End of season paperwork turned in (for awards night)
	Head Coach Evaluation/Asst Coach Evaluation turned in/Conference with AD to sign forms
	Scorebooks turned in
	Time card turned in (if not a school employee)
	Supplemental Contract form signed/turned into AD
	Med kit returned
	Emergency Medical Forms returned or destroyed
	Keys turned in
	Please check your CPR/Pupil Activity dates! You are responsible for your certification.

All duties required by my supplemental contract as: _____
 have now been completed.

Coach Signature: _____

Date: _____

Athletic Director Signature: _____

Please give to "Treasurer" when all completed.

MONTH _____

Week 1	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Weekly Hours	

Week 2	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Weekly Hours	

Week 3	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Weekly Hours	

Week 4	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Weekly Hours	

MONTHLY TOTAL	
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OLD FORT ATHLETIC DEPARTMENT TIMESHEET



Coaches: Please print out as many of these sheets as needed, then return to AD

Coaches Signature: _____

**Old Fort Local Schools
Athletic Department
Head Coach Co-Evaluation Form**

Name _____ Sport _____ Year _____

1 – Satisfactory 2 – Needs Improvement 3 – Not Applicable 4 – Refer to Comments

PROFESSIONAL DUTIES:

- _____ Participation in off-season program
- _____ Quality of work in assigned task
- _____ Monitoring of equipment
- _____ Maintains proper supervision/control
- _____ Participates in in-service meetings/clinics/etc.
- _____ Develops rapport with coaching staff
- _____ Contributing ways to be more effective coach in your area
- _____ Attitude toward parent support groups

- _____ Willing to spend extra time with players
- _____ Has positive rapport with officials with good bench conduct

RELATED COACHING / ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with the athletic administrator to submit lists, bus times, parent permission and physicals, year-end reports, and roster information.
- _____ Keeps athletic administrator informed about unusual events.
- _____ Is concerned about the care of equipment including issue, collection, inventory, and storage.
- _____ Follows proper procedure for purchase of equipment.
- _____ Works well with parents of players, keeps them informed.
- _____ Imparts knowledge of the opponent to your players
- _____ Promotes all sports in the athletic program attempting to foster school spirit
- _____ Shows an interest in athletes in off-season

COACHING PERFORMANCE:

- _____ Teaches appropriate skills relative to the sport
- _____ Knowledge of the sport – Rules/Regulations/OHSAA Guidelines
- _____ Shows good organizational skills
- _____ Understands and is patient with young players
- _____ Demonstrates enthusiasm / Ability to motivate
- _____ Gives attention to detail

COMMENTS:

Anticipated NEEDS for next season:

_____ Athletic Director _____ Date This coach should be considered for contract renewal. Yes / No

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement. I understand I may make a written response to items contained in this evaluation and that my response will be attached to the evaluation.

_____ Head Coach _____ Date

**Old Fort Local Schools
Athletic Department
Assistant Coach Evaluation Form**

Name _____

Sport _____

Year _____

1 – Satisfactory

2 – Needs Improvement

3 – Not Applicable

4 – Refer to Comments

PROFESSIONAL DUTIES:

- _____ Participation in off-season program
- _____ Quality of work in assigned task
- _____ Monitoring of equipment
- _____ Maintains proper supervision/control
- _____ Participates in in-service meetings/clinics/etc.
- _____ Develops rapport with coaching staff
- _____ Contributing ways to be more effective coach in your area
- _____ Attitude toward parent support groups

COACHING PERFORMANCE:

- _____ Teaches appropriate skills relative to the sport
- _____ Knowledge of the sport – Rules/Regulations/OHSAA Guidelines
- _____ Shows good organizational skills
- _____ Understands and is patient with young players
- _____ Demonstrates enthusiasm / Ability to motivate
- _____ Gives attention to detail
- _____ Willing to spend extra time with players
- _____ Has positive rapport with officials with good bench conduct
- _____ Has developed a positive rapport with Head Coach and staff

RELATED COACHING RESPONSIBILITIES:

- _____ Able to review and present scouting reports
- _____ Analyzes tapes related to our own or opponent's players
- _____ Follows expectation and guidelines of the Head Coach
- _____ Imparts knowledge of the opponent to your players

STRENGTHS:

SUGGESTIONS:

COMMENTS:

Assistant Coach

Head Coach

Date

AD's Initials