

B YEARLY DUTIES OF THE ATHLETIC DIRECTOR

1 An Athletic Director's Timeline

- a. During the Summer:
 - i Order MHSAA rule books as needed at summer athletic directors' meeting.
 - ii Contact non-league schools for scheduling purposes once league schedules are received.
 - iii Inventory all athletic equipment.
 - iv Purchase sports equipment as necessary.
 - v Schedule gym use for the upcoming school year with the appropriate building use person/committee.
 - vi Schedule the annual "Parent Sports Orientation" with the principal and the appropriate building use person/committee.
 - vii Prepare/update coaches handbook.
 - viii Photocopy permission forms, medical cards, and physical forms, and distribute.
 - ix Schedule off-campus facilities as needed for fall practices/games.
 - x Prepare "season pass" note to go home, flyers to post, and cards to sell.
 - xi Prepare and mail information regarding any home sports invitationals.
 - xii Secure sponsorship of any home invitationals held during the coming school year.
 - xiii Prepare concessions information for parent workers.
 - xiv Publicize and prepare for the annual "Parent Sports Orientation."
 - xv Prepare or update display information on school sports bulletin board.
 - xvi Complete the various sports game schedules.
 - xvii Coordinate parent volunteer program for fall seasons.
 - xviii Update/review athletic policies with the principal.
 - xix Update and print athletic handbook.
 - xx Confirm referee schedule with coordinator.
 - xxi Inspect, repair and annual maintenance of fields and facilities.
 - xxii Meet with entire staff of coaches to review policy/procedure changes for the coming school year.
 - xxiii Confirm coaches for the coming year.
 - xxiv Update maps directory and prepares for distribution.
- b. By Late August
 - i Distribute "season pass" information to families and post flyer.
 - ii Confirm/meet with concessions/admissions coordinator.
 - iii Prepare concessions cash box and admission cash box.
 - iv Distribute fall sports paperwork and equipment to coaches.
- c. By the First Week of September
 - i Pay league entry fee for the coming school year.
 - ii Prepare fall sports roster(s).
 - iii Renew MLSPEA membership.
- d. By the End of September
 - i Confirm keynote speaker and caterer for spring athletic banquet.
- e. By Early November
 - i Recognize coaches for service.
 - ii Collect, inventory, and store fall sports equipment and uniforms.
 - iii Set date for any fall invitationals for next year.
 - iv Coordinate winter sports gym use with coaches and the appropriate building use person/committee.
 - v Coordinate parent volunteer program for winter season.

- f. By the End of November
 - i Prepare winter sports roster.
- g. By the End of January
 - i Prepare girls volleyball roster.
 - ii Set date for any winter invitations to be held next school year.
 - iii Review status of Athletic Banquet.
 - iv Coordinate parent volunteer program for winter season.
- h. By the End of February
 - i Collect, inventory, and store winter sport equipment and uniforms.
 - ii Recognize coaches for service.
 - iii Make spring sports practice schedule(s).
 - iv Coordinate any necessary spring sports gym use with coaches and the appropriate building use person/committee.
 - v Prepare fields and track for spring sports.
- i. By Early April
 - i Prepare spring sports roster.
 - ii Recognize coaches for spring sport service.
- j. By the End of May
 - i Collect, inventory, and store spring sport uniforms and equipment.
- k. By the End of the School Year
 - i Begin scheduling for next school year.
 - ii Arrange concessions/admissions coordinator for next school year.
 - iii Secure referee coordinator for next school year.
 - iv Mail tournament dates for next school year.
 - v Set date for next year's athletic banquet.
 - vi Begin organizing for next year's athletic banquet.
 - vii Set date and arrange help for on-campus August field preparation.

2 Athletic Department Responsibilities

- a. Expectations of a Principal as it Relates to Athletics
 - i Secure an athletic director.
 - ii Maintain the chain of command and to request that parents, coaches, and players discuss any questions or concerns with the coach first and the athletic director second before going to the principal.
 - iii Publicly support the decisions of the athletic director and the coaching staff based upon his or her input.
 - iv Promote a Christ-centered approach and program.
 - v Monitor academic eligibility of student-athletes.
 - vi Actively attend athletic contests and promote programs.
- b. Responsibilities of the Athletic Director
 - i Chain of Command
 - a) Reports to the principal
 - b) Meets with the principal on a regular basis.
 - c) Advises principal of coaches' concerns and league matters.
 - d) Addresses questions and/or concerns of coaches and/or parents while adhering to the

- chain of command. The involved parties before going to the athletic director should discuss parent, coach, or player problems. The athletic director may refer them to the principal as necessary.
- e) Report to the school board on the athletic program.
 - f) Publicly support the decisions of the coaching staff.
- ii Communication
 - a) Maintain communication with parents, student athletes, faculty, and congregations.
 - b) Serve as a resource person for the school and congregation in athletic matters.
 - iii Documents
 - a) Maintains written athletic philosophy of the school.
 - b) Maintain a coaches and athletic handbook.
 - c) Prepare a map directory for school use.
 - d) Maintains school athletic record book, if applicable.
 - e) Maintains readily accessible file of permission slips, medical cards, and annual physicals.
 - iv Equipment
 - a) Maintains an inventory of all athletic equipment and provide for its storage during the off-season.
 - b) Purchases athletic equipment, uniforms, and jerseys as needed for each school sport.
 - c) Maintains medical kit.
 - d) Collects statistics/scorebooks at the end of each sport season.
 - e) Provide the appropriate materials/equipment necessary in maintaining courts and fields.
 - v Finances
 - a) Oversees school athletic financier.
 - vi Meetings
 - a) Attend league athletic directors' meetings as scheduled.
 - b) Meet with the entire staff of coaches to review changes in policies and/or procedures and to determine needs for the coming year.
 - c) Meet with the coaching staffs of the individual sports prior to the start of their seasons.
 - vii Personnel
 - a) Fills coaching vacancies for the various school sports.
 - b) Evaluates the athletic program and the athletic staff as necessary.
 - c) Arrange for concession/admission coordinator/committee.
 - d) Responsible for communicating information and distributing resources to the coaching staff.
 - e) Direct the use of lay involvement in the athletic program.
 - f) Provide recognition for coaches and volunteers.
 - viii Rule and Policy Enforcement
 - a) Monitor the enforcement of school, league, and athletic department policies and rules.
 - b) Provides training rules and other unique regulations of the sport to coaches.
 - c) Monitors scholastic eligibility of student-athletes.
 - ix Scheduling
 - a) Schedule athletic events for the coming seasons.
 - b) Schedule referees/officials for each home game through a coordinator.
 - c) Coordinates practice schedules.
 - d) Schedule the appropriate gym/field/court use with the appropriate person/committee.
 - x Specific Tasks
 - a) Helps prepare facilities for scheduled events.

- b) Secures student releases from class as needed.
 - c) To develop, modify and complete the athletic director's timeline as needed.
 - d) Design, advertise, sell, and distribute family season passes.
- xi Supervision
- a) Administers all home games/contests.
 - b) Oversees/coordinates home invitationals.
 - c) Direct and oversee the end-of-year all sports athletic banquet.
 - d) Organize any summer camps or clinics.
 - e) Organize any end-of-season exhibition games such as staff vs. team, parents vs. team, an alumni game, etc.
 - f) Develops a plan for dealing with medical emergencies.
- xii Teams and Sports
- a) Organize and promote school athletic teams.
 - b) To determine the number of teams necessary, and their composition, in such a manner as to carry out the philosophy of the athletic department.

C PERSONNEL POLICIES

1 Purpose of an Athletic Coach

- a. To be directly responsible for the coaching of a school interscholastic team(s), and to use the sport as an avenue to minister to participants and their families.

2 Qualifications

- a. It is preferred that each coach would have the following characteristics:
 - i Be a Christian
 - ii Be actively involved in regular worship and Bible study
 - iii Have a basic knowledge of the sport he/she would coach
 - iv Communicates well with staff, parents and athletes
 - v Able to work well with children

3 Responsibilities and Expectations

- a. Professional
 - i Each coach's primary objective is to develop each child's zest for living his life in Christ by exploring the life experiences in athletic competition.
 - ii Set a good Christian example at all times. Stress the importance of this aspect.
 - iii Have the team pray before and after each event!
 - iv Make every effort to up-grade their knowledge and capabilities to minister to his athletes by attending workshops, clinics, reading pertinent periodicals, or any other means to that is available to him.
 - v Make sure you have read the sports rules for the students and are aware of them.
 - vi Have a basic first aid course to aid him in case of injuries. It is strongly encouraged that coaches continue to stay current on the research concerning the holistic development of young athletes.
 - vii Abide by the school's philosophy of athletics and athletic policies.
 - viii Have complete charge of and control of team on and off the field or court.
 - ix Attend all coaches meetings as set up by the athletic director.
- b. Organization
 - i Each coach will take charge of his individually assigned sport to insure proper communication with the participants and their parents.
 - ii Each coach will promote his or her sport among the students to encourage participation and skill development.
 - iii Consultation with the athletic director is necessary to insure proper coordination and communication of events.
 - iv All communication sent home to parents regarding information about the team or team player must be approved by the athletic director.
 - v Get season schedule from the athletic director and work out practice sessions for the entire season. Schedules will then be included on the monthly athletic calendar.
 - vi Any practice or game rescheduled must be cleared with the athletic director.
 - vii Check to see that all athletes have on file, in the athletic director's office, the necessary forms required by the school and or league (These may be a Physical Examination, Emergency Information, Commitment Form, etc.).
 - viii Team roster needs to be given to the athletic director.
 - ix Report any problems to the athletic director.
 - x Each coach may secure his own assistant coach(es), manager, etc. and hold any necessary training for them. This should be discussed beforehand with the athletic director.
 - xi Coaches are directly responsible for all participants during games and practices. Students waiting for rides should wait in the properly designated area.

- xii Practice sessions are to begin on time.
- xiii Organize a practice and keep to an age appropriate length.
- xiv No canceling of practice sessions without one day notice to parents; first having been approved by the athletic director. Exception: inclement weather.
- xv No early dismissals of practice sessions unless previously arranged with the athletic director or coach.
- xvi All practice sessions must be supervised throughout their entirety. Coaches are not to leave until all players have been picked up from the practice session.
- xvii During the first week, all players should be given a schedule of all games and practices. The athletic director should receive a copy and any changes should be made through him. Parents appreciate good organization on the part of the coaches so they can make plans.
- xviii Home games and practices -- Must supervise indoor facilities until your team members are clear of building. Make sure locker rooms are in order, and all equipment is properly stored. This includes balls, pinnies, scoreboard panel, bleachers, etc.
- xix Away games -- Responsible to stay until all your team members have cleared the building and have secured rides home.
- xx Have in his or her possession at all practices and games a copy of each athlete's forms, such as medical emergency and parental permission forms as required by the school.
- xxi In the case of an injury, fill out an accident report form and return it to the athletic director. (It is important to write down what happened and what first aid was administered.)
- xxii Cooperate with the athletic director and principal regarding any enforcement of rules and regulations. Any irregularities and disciplinary action taken on your own should be reported immediately to the athletic director
- xxiii Game days need to be organized. (Rides, maps, First Aid Kit, equipment, etc.)

4 Equipment and Uniforms

Coaches should specify to athletes situations and equipment requiring direct supervision; i.e., pitching machine, volleyball standards.

- a. Each coach is responsible for the proper care of the individual sports equipment.
- b. Players are not allowed in the equipment room without the coach's supervision.
- c. Any needed equipment or uniforms should be requested through the athletic director.
- d. A properly supplied first aid kit should always be available at all games and practices.
- e. Each coach is responsible to assign, collect, and store all uniforms to be used.
- f. Make sure all equipment and supplies are properly stored after each practice, games, and at the end of each sport season.
- g. Volleyball standards are not to be installed by players without coach's supervision.

5 Transportation

- a. Each coach should be his team's transportation coordinator as to the departure and arrival times for home and away games.
- b. Each coach should be sure that the parents driving to games and tournaments have maps and directions.

6 Coaching Objectives

- a. Teach a God-pleasing competitive spirit -- Christian characteristics.
- b. Teach and model respect values and authority.
- c. Work toward a caring team unit.
- d. Develop an acceptance of each other.
- e. Recognize the importance of each team member.
- f. Recognize our own strengths and weaknesses. Know yourself and team.
- g. Realize that sports provide many life experiences.

- h. Provide students a challenge to apply advanced physical skills.
- i. Instill a desire to improve mentally, emotionally, spiritually, physically, and socially.
- j. Strive for maximum effort and develop potential of God given blessings.
- k. Be thankful for one's abilities to play a sport -- play to God's glory.
- l. Model what he/she coaches.

7 Game Etiquette

- a. The coach knows he is an ambassador for Christ, and as such, conducts himself in a proper manner when dealing with athletes, referees, parents, and fans.
- b. The coach will treat each player, referee, opposing coach, parent, and administrator with respect and dignity.
- c. The coach will use the game as an avenue to minister to children, parents, and fans.
- d. The coach sets a good example for players and spectators.
- e. The coach maintains self-control at all times. The desire to win must not overcome rational behavior.
- f. The coach helps players appreciate opponent's good performance and encourages opponents who make mistakes.
- g. The coach expects good sportsmanship from his athletes and himself.
- h. The coach removes players using profanity or dangerous play from the game.
- i. The coach shows respect to his opponents; he doesn't run up scores or embarrass his opponents in any way.
- j. The coach helps in setting up for a home game. He may use players to assist in preparing for home games.

8 Code of Ethics For Coaches

- a. I will treat each player, opposing coach, official, parent, and administrator with respect and dignity.
- b. I will do my best to learn: fundamental skills, teaching and evaluation techniques, and strategies of my sport.
- c. I will become thoroughly familiar with the rules of my sport.
- d. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
- e. I will uphold the authority of officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
- f. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
- g. I will conduct my practices and games so that each player has an opportunity to improve their skill level through active participation.
- h. I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
- i. I will cooperate with the athletic director in the enforcement of rules and regulations, and I will report any irregularities.
- j. I will protect the health and safety of my players by insisting that all of the activities under my control be conducted for his spiritual, psychological and physiological welfare.
- k. See **Appendix C-1**.

9 Professional Meetings

- a. Coaches meetings are a vital way to coordinate and communicate with the support staff and the athletic director. The intent of these meetings are to discuss and review the following topics:
 - i Schedules: practices, games, tournaments
 - ii Coaches: number of teams & grades, divisions, playbook, prayer, conduct and attire, parent communication

- iii Athletic Policy: special points of emphasis, eligibility, medical issues
- iv Players: excuses, sickness, game day attire, late practice after school, playing time, etc.
- b. The meetings allows for discussion among coaches of a certain sport, each season or at the beginning or end of the school year.
- c. See **Appendix C-2** for sample coach's meeting outline.

10 Evaluations

- a. To become more effective as a coach, one needs to reflect on a past athletic season or seasons. Evaluations, whether done by the coach and/or the athletic director, can help determine the coach's strengths and weaknesses. This can be a starting point for growth as a coach and as a tool for improvement. The coach and athletic director should keep this evaluation private. However, to maximize the best benefit of this tool, it would be necessary to discuss the evaluation with the athletic director.
- b. See **Appendix C-3** and **C-4** for a sample evaluation.

11 Application and Interview

- a. There are times where there are more volunteers, than coaching positions that are available. Therefore, the need to know more information about individuals wanting to coach may become necessary.
- b. The process may possibly be as follows:
 - i Prospective coach fills out an application. (See **Appendix C-5**)
 - ii When an application is submitted a personal interview with the athletic director takes place. This may include the principal and/or Board of Education member. (See **Appendix C-4**)
 - iii Prospective coach is notified of his/her status.
- c. A criminal background check may be required. Check the policy of the school.

12 Coaching Salary Schedule

The tradition in the Lutheran Schools has been for volunteer coaches or required expectations of teachers. This service may be recognized through a small gift of appreciation from the school, athletic boosters, or a team collection. Recent trends indicate paying a set salary for athletic coaching. Rational for this includes validation for the time, expertise, and professionalism for the coaching staff. This system encourages the increased involvement of the teaching staff and work to raising the financial package Lutheran Schools can offer educators.

The following are a list of factors to consider when developing a salary schedule.

- a. Salary Factors
 - i Length of season
 - ii Number of coaches
 - iii Length of practice sessions
 - iv Level of competition (7th-8th, 5th-6th, etc.)
 - v Number of contests
 - vi Number of players on the team
 - vii Previous coaching experience
 - viii Tournament play
 - ix Contact time

APPENDIX C-1**A COACHING CREED**

- ~~☞~~ ~~☞~~ **B**e a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- ~~☞~~ ~~☞~~ **R**ecognize individual differences in athletes and always think of the athlete's long-term best interests.
- ~~☞~~ ~~☞~~ **A**im for excellence based upon realistic goals and the athlete's growth and development.
- ~~☞~~ ~~☞~~ **L**ead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents, and proper attitudes in language, dress, and deportment.
- ~~☞~~ ~~☞~~ **M**ake sports challenging and fun. Skills and techniques need not be learned painfully. Be honest and consistent with athletes. They appreciate knowing where they stand.
- ~~☞~~ ~~☞~~ **B**e prepared to interact with league officials and parents. They too, have important roles to play in sports.
- ~~☞~~ ~~☞~~ **C**oaching involves training by responsible people who are flexible and willing to continually learn and develop.
- ~~☞~~ ~~☞~~ **E**ncourage athletes to be fit all year, every year, and not just for the season.

APPENDIX C-2

COACHES MEETING AGENDA

I. SCHEDULES

- A. Practice**
- B. Games**
- C. Tournaments**

II. COACHES

- A. Divisions – number of teams and grades**
- B. Equipment**
 - 1. Specific to the sport season**
 - 2. Uniforms**
 - 3. Care of uniforms**
 - 4. First Aid Kit**

III. ATHLETES

- A. Athletic Policies (Student Athletic Handbook)**
 - 1. Eligibility**
 - 2. Illness**
 - a. Practices**
 - b. Games**
 - 3. Excuses**
 - 4. Game Day Attire**
 - 5. Playing Time**
 - 6. Conduct**
- B. Forms**
 - 1. Physicals**
 - 2. Medical**
 - 3. Other**

IV. MISCELLANEOUS

- A. Team Pictures**

APPENDIX C-3**COACH'S SELF-EVALUATION FORM**

Coach's Name _____ Sport _____ Date _____

Use this form as a helpful tool, which can serve as a starting point, or as a periodic evaluation of growth as a coach. I thank you for volunteering your services to our school and it's families. If you have questions or would like to discuss any part or all of this evaluation, please contact me.

Sincerely,

Athletic Director

Please rate yourself in the following areas by circling 1 through 5, with 1 being "never" and 5 being "outstanding."

PERSONAL

- | | |
|---|-----------|
| 1. Effective witness for Christ through my words and actions. | 1 2 3 4 5 |
| 2. Appropriate/professional practice and game day appearance. | 1 2 3 4 5 |
| 3. Talk with respect to players, coaches, fans and referees. | 1 2 3 4 5 |
| 4. Model the proper procedure for voicing disagreements. | 1 2 3 4 5 |
| 5. Promote personal relationship with Christ among athletes. | 1 2 3 4 5 |
| 6. Promote academic responsibilities with athletics. | 1 2 3 4 5 |
| 7. Continue to seek ways to improve coaching skills. | 1 2 3 4 5 |
| 8. Bring enthusiasm and joy to your task. | 1 2 3 4 5 |

PRACTICES

- | | |
|---|-----------|
| 1. Begin/end practices with prayer/devotion. | 1 2 3 4 5 |
| 2. Start on time | 1 2 3 4 5 |
| 3. End on time | 1 2 3 4 5 |
| 4. Prepare to use practice time wisely. | 1 2 3 4 5 |
| 5. Our team is physically fit. | 1 2 3 4 5 |
| 6. Our team is prepared for our opponent. | 1 2 3 4 5 |
| 7. Offensive philosophy/plan is clear and age appropriate. | 1 2 3 4 5 |
| 8. Defensive philosophy/plan is clear and age appropriate. | 1 2 3 4 5 |
| 9. Teach skills as well as position play. | 1 2 3 4 5 |
| 10. My discipline has a purpose. | 1 2 3 4 5 |
| 11. Each practice has an objective/goal. | 1 2 3 4 5 |
| 12. Each practice reflects objectives/goals for the season. | 1 2 3 4 5 |
| 13. Establish rapport with each player, recognize individual needs. | 1 2 3 4 5 |
| 14. Strive to get the best out of all athletes. | 1 2 3 4 5 |
| 15. Sufficient water breaks | 1 2 3 4 5 |
| 16. Request equipment from Athletic Director as needed. | 1 2 3 4 5 |
| 17. Nurture a love of the game in the players. | 1 2 3 4 5 |

PERSONNEL-PLAYERS

- | | |
|--|-----------|
| 1. Treat all players equally and fairly | 1 2 3 4 5 |
| 2. Promote a positive attitude in words and actions | 1 2 3 4 5 |
| 3. Develop leadership qualities in players | 1 2 3 4 5 |
| 4. Treat all injuries immediately and with concern | 1 2 3 4 5 |
| 5. Aware of absentees/accept written notes | 1 2 3 4 5 |
| 6. Communicate with players any changes in goals, policies, etc. | 1 2 3 4 5 |
| 7. Communicate pre-game routines, dress codes, sportsmanship | 1 2 3 4 5 |

APPENDIX C- 3b**GAME DAY BEHAVIOR**

- | | |
|---|-----------|
| 1. Begin each pre-game meeting with prayer/devotion | 1 2 3 4 5 |
| 2. Make every effort to play every member of the team | 1 2 3 4 5 |
| 3. Have a workable game plan | 1 2 3 4 5 |
| 4. Be flexible with regards to opponents strengths and weaknesses | 1 2 3 4 5 |
| 5. Have medical forms and first aid kit on hand | 1 2 3 4 5 |
| 6. Promote a fair contest. Knowledge of rules. | 1 2 3 4 5 |
| 7. Delegate duties as necessary | 1 2 3 4 5 |
| 8. Establish and maintain bench decorum. | 1 2 3 4 5 |
| 9. Maintain records and statistics | 1 2 3 4 5 |
| 10. Show respect to officials, opponents, players, fans | 1 2 3 4 5 |
| 11. Model good sportsmanship in losses and victories | 1 2 3 4 5 |

PHYSICAL PLANT

- | | |
|---|-----------|
| 1. Turn lights out, gather equipment, secure area when done | 1 2 3 4 5 |
| 2. Supervise and secure locker rooms | 1 2 3 4 5 |

COMMUNICATION

- | | |
|---|-----------|
| 1. Parents, players, coaches, AD informed of changes, goals, etc. | 1 2 3 4 5 |
| 2. Team rules (in addition to school rules) explained/handed out | 1 2 3 4 5 |

APPENDIX C-4

VOLUNTEER COACHING APPLICATION

Name: _____

Address _____

Phone: _____ Wk. Phone _____ Cell Phone/Pager _____ E-mail _____

Position applying for: _____

Days and Times available during the week (i.e. Earliest you can be to practice or games, special circumstances on certain days, etc.) _____

1. High School Attended: _____ Years: _____

2. List high school sports participation record:

	Sports Participation	Years	Letters Earned
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____

3. College Attended: _____ Major: _____ Minor: _____ Yrs. _____

List College sports participation record:

	Sports Participation	Years	Letters Earned
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____

Sports participation other than college: _____ Year _____

A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____

Adapted from: NAIAA Athletic Administration: A Comprehensive Guide

APPENDIX C-4b

4. List any paid experiences in sports, recreation or physical activities: Year

_____	_____
_____	_____

5. Do you have a valid First Aid Certificate? Yes/No. If so, Date_____ No._____

Please provide any additional information, which elaborates your skills or knowledge as a potential coach.

REFERENCES: Give name and address.

My signature below indicates that I have completed this application accurately and truthfully. I understand that misrepresentation of factual information herein is cause for termination as a volunteer coach.

Signature

Date

APPENDIX C-5**COACHING INTERVIEW GUIDELINES**

Position _____ Date _____

Name of Candidate _____

CHECK ONE RATING FOR EACH ITEM

	Low				High
Interpersonal Relations	1	2	3	4	5
Knowledge of Activity	1	2	3	4	5
Personality	1	2	3	4	5
Emotional Maturity	1	2	3	4	5
Health and Stamina	1	2	3	4	5
General Appearance	1	2	3	4	5
Enthusiasm for the Job	1	2	3	4	5
Overall Rating (Circle One)	1	2	3	4	5

Use reverse side for additional comments.

INTERVIEW QUESTIONS

1. What do you see as the role of the coach in the total education system?
2. What benefits do you feel athletes should receive from the athletic program?
3. How do you feel about other athletic teams?
4. Do you encourage your players to participate in other sports?
5. How would you handle a discipline program in which one of your starters violated a school policy?
6. If you have seen our athletic facilities, do you think they are adequate to do the job?
7. What is your philosophy in the care of equipment?
8. Do you consider yourself a firm and fair disciplinarian?
9. How do you feel about booster clubs?

OTHER COMMENTS OR QUESTIONS

Adapted from: NAIAA Athletic Administration: A Comprehensive Guide