

# Chilton Athletic Department



## Coaches Handbook

July, 2012

**A. Statement of Philosophy:**

At Chilton Public Schools, student's activities are considered a supplement to the school's academic program which strives to provide experiences that will help to develop students physically, mentally, socially and emotionally. We believe that the opportunity for participation in a wide variety of student selected activities is a vital part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the other students involved, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

**B. Objectives:**

- 1) To realize the role of men and women in athletics as participants in a Chilton co-curricular program.
- 2) To emphasize the role of athletics as a part of the total educational program.
  - a. Through recognition of individual and group athletic performance.
  - b. By emphasizing on educational values while trying to win and learning to compete.
  - c. By implementing the goals of group cooperation.
- 3) To develop good citizenship and respect for rules and authority:
  - a. By instilling principles of justice, fair play, and good sportsmanship in students.
  - b. By providing the opportunity to adjust individual roles to corporate goals.
- 4) To promote and contribute to the goals of the educational program.
  - a. Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
  - b. By providing a strong interscholastic athletic program that attracts student body interest and contributes to a positive learning atmosphere.
  - c. By providing student participation in planning and execution of the programs through the use of student leadership talents.
- 5) To promote community interest and involvement in Chilton athletics and athletic support groups.
  - a. By providing safe and enjoyable experiences for participants and spectators.
  - b. By establishing rules and standards for athletics that reflect behavior expected by the community.
  - c. By providing opportunities to develop a strong sense of school spirit within the entire Chilton community, which includes parents, students, faculty and coaches.
- 6) Mere participation in co-curricular programming does not insure the attainment of these objectives. Every effort should be made to influence participants as to the proper goal and benefit for which these programs were established.

**C. Responsibilities:**

Privileges always carry responsibilities. The privilege of participating in co-curricular programming is extended to students in good standing who are willing to assume the following responsibilities. Your greatest responsibility is to be a credit to your parents/guardians, school, community, and self.

It is agreed that students involved in co-curricular activities are expected to set a good example in regard to social behavior, academic effort, appearance, training, practices and meetings. Student athletes should come into each season balanced in their mental, physical, and technical skill preparation.

**D. Code of Ethics**

It is the duty of all concerned with Chilton Public Schools Athletics:

- 1) To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- 2) To stress the values derived from playing the game fairly.
- 3) To show cordial courtesy to visiting teams and officials.
- 4) To respect the integrity and judgement of sports officials.
- 5) To encourage leadership, use of initiative and good judgement by players on the team.
- 6) To remember that the purpose of athletics is to promote the physical, mental, moral social and emotional well-being of the individual participants.
- 7) To achieve a thorough understanding and acceptance of the rules of the game and team.
- 8) To represent Chilton Schools with great character and class by being modest in victory and gracious in defeat.
- 9) To provide a high quality, safe and fun environment for participation.
- 10) To remember that an athletic contest is only a game.

**E. Administrative Organization:**

1. Board of Education: The Chilton Public Schools Board of Education sets the policy for the athletic programs in the District
2. Principal: The High School and Middle School Principals are administrators of all departments in the school district. As such, the Athletic Director is responsible to the Principals.
3. Athletic Director: The Athletic Director supervises the district's athletic extra-curricular activities and coaches on a day-to-day basis. He shall provide overall leadership and coordination among the various sports and facilitate programs to provide students with a worthwhile learning experience.

**F. Affiliations:**

1. Wisconsin Interscholastic Athletic Association (W.I.A.A. at the High School level only).
2. Olympian Conference; primary. Eastern Wisconsin Conference for swimming and tennis.

## **PERSONNEL POLICIES**

**A. Athletic Director:**

1. Monitor the athletic budget.
2. Advise and supervise the inventory turned in by the head coach of each sport.
3. Prepare sports schedules for teams in grades 7-12.
4. Contract officials for all athletic contest in grades 7-12 not assigned by the conference.
5. Prepare practice schedules for all sports.
6. Arrange transportation for all teams including vehicles and time schedules.
7. Coordinate the use of all the district athletic facilities.
8. Coordinate with the maintenance staff to prepare athletic facilities for practice and home events.
9. Coordinate event supervision with the administration.

10. Assist building principal with application of the athletic code.
11. Assume responsibility with the building principal for determining when athletic contest should be scheduled or postponed and re-scheduled.
12. Assist building principal with the hiring and evaluation of coaches, or termination of coaches when necessary.
13. Coordinate the Athletic Trainer services for the school.
14. Represent the School District at WIAA and Conference meeting and communicate information to the administration and coaches from these organizations.
15. Schedule and coordinate Athletic Awards Night Programs as appropriate.
16. Prepare and maintain records of physical exams, eligibility, squad roster and awards.

**A. Head Coaches:**

The head coach is the administrator of all aspects and levels of his/her sport. He/she is responsible for overall program development for grades 7-12. The head coach will be responsible to the athletic director and principal. To this end the head coach will:

1. Coordinate all levels of the specific sports program.
2. Support the entire athletic program and uphold the philosophy of the program.
3. Be responsible for care, maintenance, inventory and ordering of all equipment and supplies for that sport.
4. Prepare a proposed budget for the sport.
5. Attend the WIAA Sports Rules Interpretation meeting and complete the written exam by the due date.
6. Make pre-season plans with coaches at all levels as to their duties and expectations in the program.
7. Prepare well thought-out written practice plans for each practice.
8. Set-up along with the athletic director the practice schedule and facility usage for the sport.
9. Maintain an organized record of statistics for your sport.
10. Pursue professional enrichment for themselves and their assistant coaches.
11. Supervise, evaluate and provide the Athletic Director and Principal with feedback regarding the performance of all assistant coaches and all lower level coaches in their sport.
12. Strongly encouraged to be visible/participate in youth activities related to their program.
13. Provide all necessary information to maintain good media relations.
14. Attend meetings required by the conference.

**B. Assistant Coaches:**

1. Carry out all duties as outlined by the head coach.
2. Work to gain a full understanding of the system employed by the head coach.
3. Support the head coach and the program they are using. This means assistant coaches will run like drills, offense, defense, terminology and philosophy the head coach has in place.
4. Attend staff meetings as called and make suggestions to the head coach.
5. Work with the head coach to prepare written practice plans.
6. Have an awareness of all equipment, problems related to equipment or facilities and inform the head coach of these problems.
7. Continue to improve yourself through attending clinics, reading related materials and

general observations. It is required that you complete the WIAA rules material and concussion information.

8. Attend athletic awards programs for your sport.
9. Dress in appropriate coaching attire at all practices sessions.
10. Be in direct charge of team at all times including the locker rooms.
11. Complete the WIAA rules test and turn in to the athletic director.

**C. All Coaches – Support and Loyalty**

1. It is expected that all coaches be supportive and loyal to fellow coaches, administrators and athletic policies. Disagreements that do occur should be handled up front and in a professional way within the department. We strive to create teamwork on all sports teams our coaching staff should utilize this same ethic. All athletes must be shared by all coaches, make sure you allow for this in and out of season. **Our athletes should not be forced to become sport specific.**

**D. All Coaches – Professional Conduct**

1. All coaches are expected to conduct themselves in a professional manner. Coaches have certain obligations to the young people they coach. They should never forget how much influence they have on their players. Because of this responsibility, a coach must be a good role model. The welfare of their athletes should be the top priority. Organizational skills, good communication between players, parents, support groups, and school administration are part of your expectations. As professional people, coaches are expected to stay abreast of current trends and developments within sports.

**E. All Coaches - Legal Duties:**

1. Properly plan the activity and keep a written record of activity.
2. Provide proper instruction.
3. Provide safe physical environment.
4. Match your athletes.
5. Evaluate your athletes.
6. Supervise the activity closely.
7. Warn of inherent risks.
8. Be familiar with the emergency plan and provide appropriate emergency assistance.
9. Evaluate athletes for injury or incapacity and communicate with the athletic trainer.

**F. Coach Qualifications and Certification**

1. Preferably possess a bachelor's degree in teaching.
2. Preferably possess a teaching certificate from the DPI.
3. It is preferable to be a member of the teaching staff.
4. Coaches not Certified to Teach (CNLT) may be hired if ASEP certified, or become ASEP certified in their first year of employment. ASEP is a certification course offered around the state or on-line. See the WIAA Bulletin.

**G. Volunteer Coaches**

1. The Volunteer Coach will sign a Volunteer Coaching Contract and have it on file with the District Office. See Assistant Coach for qualifications and responsibilities.

# **ATHLETIC POLICIES AND PROCEDURES**

## **A. Transportation of Players:**

1. The athletic Director and head coach will arrange for transportation of players to and from contests.
2. Teams will travel in buses, vans or vehicles owned or serviced by the School District.
3. All players will travel with the team to and from the scheduled event. Parents may transport their own son/daughter if they sign the alternate transportation form.
4. Any exceptions to this policy must be approved prior to the event by the building Principal.
5. In no case will an athlete be allowed to ride home with a student.

## **B. Transportation of Staff:**

1. All coaches are required to travel to all athletic contests with their teams. Any change must be approved by the athletic director.
2. Coaches may use school vehicles for attendance at clinics, rules meetings, conference meetings etc. The coach should make arrangements with the district office well in advance of the event. Use of private cars will be allowed only in emergency cases and with prior approval of the District Office. Mileage will be paid at the rate agreed upon in the employee handbook.

## **C. Injuries:**

1. Athletes may have injuries and it is essential that coaches have an understanding of first aid techniques and procedures. Just as important to knowing what to do, coaches should know equally well what not to do. The following guidelines are offered to assist in an emergency situation.
  - a. Check the athlete and if possible identify the area and extent of the injury.
  - b. Administer the necessary immediate emergency first aid.
  - c. Contact parents and if further treatment is deemed necessary, continue under their direction. If parents can not be contacted, the coach should refer to the emergency card and use discretion in determining further emergency treatment.
  - d. If necessary, summon the ambulance service available.
  - e. Complete an injury report and file with the district office.
2. The school will work hard to secure an athletic training service to provide assistance with treating injuries incurred by our athletes. The coach shall maintain an open relationship with the service provided.
3. A complete first aid kit should be on hand at all practices and events.
4. Coaches should have emergency cards with them at all events.

## **D. Public Relations - Media**

1. All coaches should make a concerted effort to maintain positive public relations through the use of the media. It is the coach's responsibility to provide information to the media following events.
2. Head coaches are responsible for providing the conference commissioner with stats as requested and do so in a timely manner.

## **E. Public Relations – Parents**

1. Organizes parents, coaches, and players for pre-season meetings to discuss:

- a. Practice.
    - i. Excused and unexcused and consequences of missing practice.
    - ii. Hand out a practice schedule.
  - b. Communication; process of talking to the coach. After a game, we will not discuss any complaint until 24 hours have passed. You will tell the parents that you will be happy to discuss their complaint the next day after practice; but not before.
    - i. Athlete/student – to the coach or moderator.
    - ii. Athlete/student and parents to the coach or moderator.
    - iii. Athlete/student and parents and the coach or moderator along with the Athletic director and/or administrator.
  - c. Travel; ride home with parents only – sign form.
  - d. Equipment and lockers; student/athlete responsibility.
  - e. Curfew; what you expect from your athletes/students.
  - f. Code of conduct; general attitudes and behavior.
  - g. Award criteria; letters.
  - h. Program philosophy.
  - i. Selection of team process.
  - j. Any questions parents might have.
2. Promotes all sports within the school and promotes all sports outside the school through news media.
  3. Responsible for maintaining good public relations with news media, booster clubs, parents, officials, and fans.

**F. Scheduling**

1. All Olympian Conference Interscholastic schedules are prepared by the conference commissioner.
2. All non conference contests within the limits of the WIAA regulations, will be made by the Athletic Director with recommendations by the head coach.
3. Special consideration will be given to the following events in scheduling non-conference contests.
  - a. Distance traveled
  - b. Size of school
  - c. Cost of event
  - d. Established patterns of scheduling
4. School Cancellation.
  - a. No Practice sessions unless approved by the Principal.
  - b. Athletic event postponement will be reviewed later that day by the athletic Director and the Principal.
5. Early Dismissal.
  - a. All events will be postponed.
  - b. No practice sessions are permitted.
6. The Athletic Director will make arrangements for re-scheduling events that are postponed or cancelled.

**G. Officials**

1. All officials must be duly registered with the W.I.A.A.
2. The head coach may make recommendations to the Athletic Director for the hiring of officials.
3. The head coach and assistant coaches will assist in evaluating non-varsity level officials.

4. All varsity head coaches will submit at the conclusion of the season, a W.I.A.A. evaluation of all officials who have worked at contests during the season.
5. Final decisions on hiring officials will be made by the conference commissioner for all conference varsity games and by the Athletic Director for all other contests,
6. The Athletic Director or the meet/game manager is responsible for the general welfare of the game officials. This includes welcoming and providing accommodations for all officials.
7. In cases when the athletic director or meet/game manager is not in attendance at athletic contests, the Head Coach may be asked to look after the welfare of the officials.

**H. Equipment**

1. The Athletic Director will work with the Head Coach to determine program equipment needs and the Athletic Director shall be responsible for the ordering of equipment.
2. The Head Coach is responsible for the distribution, collection, maintenance and inventory of equipment.
3. Athletes who fail to turn in issued equipment will be charged replacement cost.
4. All coaches are responsible of efficient management of the equipment rooms.
5. Equipment is to be stored in the proper storage area in a orderly fashion.
6. Equipment belonging to the school district should not be loaned to outside groups without the approval of the Athletic Director, who will notify the principal.
7. Proper care of school issued towels is the responsibility of all coaches.

**I. Locker Rooms**

1. At least one coach should be responsible for the locker room area at all times. This includes supervision and complete charge of the area. Coaches should demand a neat locker room and proper conduct of athletes at all times.
2. Insist that all athletes lock their lockers at all times when away from the locker room.
3. Clean speech is mandatory in the locker room.

**J. Evaluations**

1. The head coach in each sport will meet with the athletic director at the end of the season to discuss the past season and direction of the program and performance of all coaches in the program.
2. A written evaluation will be provided to all head coaches signed by the Principal and Athletic Director.
3. Assistant coaches should meet with the head coach at the conclusion of the season to discuss the past season and direction of the program.

**K. Early release from class**

1. All contests should be scheduled if possible so that students do not miss class for travel for away games.
2. When necessary to leave school early, the coach should provide in advance a list of all students and the departure time to the Principal, athletic director and all staff members.
3. Student athletes are responsible to see the teacher of missed classes before missing class to make arrangements to make up the work at the teachers convenience.

**L. Personal/Team Rules**

1. Coaches may implement rules or guidelines that exceed the minimum rules set forth by the WIAA and the Co-Curricular Code. Coaches' rules will be put in writing and agreed to by the Athletic Director prior to the first practice and a copy signed by the participant and

their parents/guardians. The Athletic Director will maintain a file of approved coaches' rules. The head coach will enforce any violation of the personal rules. Consequences for violating the coaches' personal rules must be written. Discipline will be fair and just and will be administered equally to all team members. The coach should contact parents/guardians.

**M. Practices**

1. All requests for practice on Sundays or Holidays must be approved by the Principal.
2. All requests for practice on weekends and vacations should be turned in to the athletic director. The Athletic Director will make a complete schedule for all teams.
3. Teams must complete Wednesday evening practices by 6:00 pm for all levels.
4. All coaches must be at all practices unless exempted in advance by the A.D. or Head Coach in the case of an assistant coach being absent.
5. It is the coach's responsibility to make sure that no athlete who missed the afternoon block(s) of school is allowed to practice or compete on that day. Exemptions to this rule include: doctor's appointments or court appointments.
6. *Coaches should be the first and last to leave the practice sessions.* At no time are athletes to practice without coaches' supervision.

**N. Keys**

1. Each coach will be responsible for the proper use of keys and key cards in their possession. It is the expectation that the facilities will be used for scheduled practices and events and that the keys to the facilities will not be shared with others. Failure to follow this policy will result in discipline up to and including termination of coaching duties. Report any lost key to the Athletic Director immediately.

**O. User Fees**

1. A user fee will be collected for each athletic activity as set by the school board. A \$70.00 fee is charged for all high school sports if paid prior to August 1. August 1 and after, the fee is \$95.00.
2. All user fees should be turned in to the district bookkeeper before the first contest.
3. Athletes that do not turn their fee in by the first contest will not be allowed to participate.
4. Coaches should notify the Athletic Director if they feel a student is having difficulty paying the fee.

**P. Awards**

1. The High School will have an awards night at the conclusion of each sport seasons(i.e. Fall, Winter and Spring)
2. Specific varsity lettering requirements for each individual sport should be handed out to the athletes at the start of the season.
3. General requirements for earning an award should include attendance, number of seasons in the sport and other team expectations.
4. Awards may be granted to an athlete who is injured or becomes ill during the season.
5. The School will present the following High School awards
  - A. Varsity Letter
    1. A "C" will be given for the first varsity letter an athlete earns while in high school.
    2. Thereafter, the athlete shall receive a chevron with sport insert for each letter earned.

- B. Most Valuable/Most Improved/Other Awards
    - 1. Each Varsity sport may select a Most Valuable performer and Most Improved Athletes Award.
    - 2. Each Varsity sport may select other athletic awards pertaining to that sport.
    - 3. The Selection criteria for these awards shall be set up by the coach of the sport.
  - C. Senior Athlete Plaque
    - 1. The school will present an award plaque complete with all varsity accomplishments to seniors that have earned a varsity letter in each of the three sport seasons during their senior year.
6. Special Awards:
- A. Outstanding Senior Boy/Girl, Carl Hofmeister Athletic Citizenship Award
    - 1. The selection committee shall consider athletic achievement, character, and leadership qualities.
    - 2. The selection committee shall consist of head coaches, staff and faculty. Nominations for these awards are athletes with a 2.5 GPA or higher and no athletic code violations.
    - 3. The awards will be given at the spring sports awards night.
  - B. WIAA Scholar Athlete Award
    - 1. The selection committee shall consider athletic achievement, character, and leadership qualities.
    - 2. The selection committee shall consist of head coaches, staff and faculty. Nominations for these awards are athletes with a 3.5 GPA or higher and no athletic code violations.
    - 3. The awards will be given at the spring sports awards night.
  - C. Olympian Conference Scholar Athlete Award
    - 1. The selection committee shall consider athletic achievement, character, and leadership qualities.
    - 2. Nominations for these awards are athletes with a 3.6 GPA or higher, no athletic code violations and earned one letter as a senior..
    - 3. The awards will be given at the spring sports awards night.

**Q. Clinics**

- 1. Coaches are encouraged to attend coaching clinics to stay abreast of the current trends in coaching.
- 2. Being active in the state association and attending their clinics is strongly encouraged.

**R. Maintenance of facilities and grounds**

- 1. All coaches are responsible for the care and maintenance of all athletic facilities including:
  - a. Coaches offices
  - b. Locker room areas
  - c. Fields and courts used for practice and games
  - d. Training rooms
  - e. Equipment rooms
- 2. All breakdowns and problems to the facility should be reported to the custodians and athletic director so arrangements can be made for repair.
- 3. Gymnasium – Taking care of the gym floors is the responsibility of every coach. When students are using the gyms, proper footwear is required.

4. Weight room – This area is very important to keep maintained. Inspect equipment and report any problems each time you use the facility.
5. Training room – This area needs to remain clean and organized. Taking care of supplies and cleaning up after yourself and your team is a must.
6. Keys – Coaches will be issued keys for the facility they will be using.

**S. Student managers**

1. Student managers are responsible to the coach they are working for.
2. Managers are subject to the same eligibility and scholastic rules as members of the team they manage.
3. Coaches should be highly selective in appointing student managers.

## **PROGRAMMING GOALS**

**A. Varsity**

1. The goal for each varsity program is to finish at a minimum in the top half of the conference each season.
2. Roster composition will be made up of the best competitive athletes in each program regardless of year in school as evaluated by the coaching staff.
3. Coaches will also consider emotional, physical, skill, social, and varsity pressure readiness when considering freshman and sophomore students for the varsity roster.
4. Playing time will not necessarily be equal between all players on the roster.
5. Participation in off-season skill and strength building opportunities is strongly encouraged. Doing so will affect the ability of the athlete to become the type of competitive player for which the coaching staff is looking for at the Varsity level.

**B. Junior Varsity**

1. The goal for each junior varsity program is to continue to fine tune each players' skills, enhance the team concept, and raise the awareness of the competitiveness required for varsity competition.
2. Establish a positive transition to varsity play.
3. Roster composition can be made up of freshman, sophomores and juniors.
4. Playing time will not necessarily be equal between all players on the roster.
5. Participation in off-season skill and strength building opportunities is strongly encouraged. Doing so will affect the ability of the athlete to become the type of competitive player for which the coaching staff is looking for at the Junior Varsity level.

**C. Freshman**

1. The goal for each freshman program is to focus on skill development, individual and team goal setting, nurture a competitive spirit and provide good numbers to the JV level.
2. Players should have fun while participating and build confidence for the JV level.
3. Roster composition can be made up of only freshman unless other arrangements have been made with the Olympian Conference Schools through the Athletic Director.
4. All players will play in meaningful game time situations.
5. Participation in off-season skill and strength building opportunities is strongly encouraged. Doing so will affect the ability of the athlete to develop his/her skills in preparation for Junior Varsity and Varsity play in future years.

**D. Middle School Grades 7-8**

1. The goal for each Middle School program is to focus on skill development and provide participants with a positive athletic experience to encourage continued participation when they begin high school.
2. The main objectives of the program are to help athletes to develop self-confidence, to understand the importance of team concept and to teach players about goal setting.
3. Set foundation of skill success by teaching varsity concepts.
4. Meaningful playing time is important for all players.
5. Participation in off-season skill and strength building opportunities strongly encouraged. Doing so will contribute to the athlete's ability to develop his/her skills in preparation for participation in high school athletics.

**WIAA POLICIES AND PROCEDURES**

**A. Transfer Students**

1. No student who has transferred from another school will practice or otherwise participate until cleared by the Athletic Director.

**B. WIAA Policy on Open Gyms**

1. It is the philosophy of the WIAA that coaches and/or schools should not be involved in conducting drills and teaching skills, etc., during open gym. A school open gym may be conducted if it meets the following criteria:
  - a. A coach may supervise an open gym, but there may not be any instruction, conducting of drills, teaching of skills, etc., during an open gym.
  - b. An open gym may not be limited to students with past school status in a particular sport.
  - c. An open gym in any sport may be conducted as long as these criteria are met.

**C. WIAA Policy on In and Out of Season Sport Clinics**

1. Many communities or groups within communities are conducting out-of-season sports clinics, apparently in an attempt to offer youngsters some alternative to paying considerable amount of money to go to a sport specific clinic located in another community. These are some guidelines that should be adhered to as these clinics are organized.
  - a. Schools cannot organize out-of-season clinics, as that would constitute practice out-of-season. School coaches can work with youngsters they will be coaching the following year provided they follow WIAA policy on Contact Days. The WIAA does not make a distinction between varsity and junior varsity or freshmen players.
  - b. Coaches may work with younger students from their community, whom they will not coach the following year. If school facilities are going to be used, the group organizing the clinic needs to make an arrangement with the local school administration and provide their own liability insurance.
  - c. The clinic must be open to students from the entire area, not limited to one school.
  - d. If there is a fee each youngster and his/her parents must pay their own way.

**D. WIAA Summer Contact Rules**

1. Members of a school's team may voluntarily assemble with their teammates and coaches in the summertime for purposes of instruction and/or competition for up to 5 days, which do not need to be consecutive. Contact must be between the last day of school and July 31. Coaches wishing to have contact days must file a form with the Athletic Director.

## **Chilton Co-Curricular Activity Student Evaluation**

The purpose of this evaluation tool is to provide feedback to the Chilton administrative staff, faculty, and Board of Education regarding your involvement with the co-curricular activities provided at Chilton. Please complete this survey for your activity. You may also work on this form with your parents and add any information on the form. Use the following scale for each question:

- |   |                      |                   |                  |
|---|----------------------|-------------------|------------------|
| 1. Disagree totally   | 2. Disagree somewhat | 3. Agree somewhat | 4. Agree totally |
|   |                      |                   |                  |
| 1. My participation in this co-curricular activity provided me with opportunities to develop my leadership skills at Chilton.         | 1                    | 2                 | 3 4              |
| 2. I enjoyed this co-curricular activity and will participate again. (Answer only if you will be at Chilton next year.)               | 1                    | 2                 | 3 4              |
| 3. I was treated fairly by the activity leader/team leader/coach.   | 1                    | 2                 | 3 4              |
| 4. Other team members were treated fairly by team leader/coach.   | 1                    | 2                 | 3 4              |
| 5. The team leader/coach helped their team to formulate goals and strive towards meeting those goals.                                 | 1                    | 2                 | 3 4              |
| 6. The coach/team leader addressed my personal concerns in a constructive manner.   | 1                    | 2                 | 3 4              |
| 7. I was given clear, concise messages regarding practice times, performance times, game times, etc.                                  | 1                    | 2                 | 3 4              |
| 8. I was encouraged to represent my school well.  | 1                    | 2                 | 3 4              |
| 9. Team/activity practices helped me and my teammates to be well prepared for games/meets/public performances.                        | 1                    | 2                 | 3 4              |
| 10. Involvement in this co-curricular activity has provided me with an opportunity to practice my skills as an effective team member. | 1                    | 2                 | 3 4              |

Parent/Guardian signature \_\_\_\_\_ Athlete signature \_\_\_\_\_

Co-curricular Activity \_\_\_\_\_ Date of Participation \_\_\_\_\_

Leader/Coach/Mentor \_\_\_\_\_ Date Evaluation completed \_\_\_\_\_

Please check one: \_\_\_\_\_ Senior \_\_\_\_\_ Junior \_\_\_\_\_ Sophomore \_\_\_\_\_ Freshmen

Please indicate which of the following leadership/team skills you feel this activity helped you to develop or improve (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> accept responsibility                     | <input type="checkbox"/> be honest and fair                   |
| <input type="checkbox"/> share ideas with team members'            | <input type="checkbox"/> portray a "can-do" attitude          |
| <input type="checkbox"/> generate enthusiasm in others             | <input type="checkbox"/> plan and clearly communicate         |
| <input type="checkbox"/> listen with understanding                 | <input type="checkbox"/> deal positively with negative issues |
| <input type="checkbox"/> lead and delegate                         | <input type="checkbox"/> weigh risks and make decisions       |
| <input type="checkbox"/> set high expectations for self and others | <input type="checkbox"/> value being prepared                 |
| <input type="checkbox"/> be committed to a shared vision           | <input type="checkbox"/> be loyal to team members             |
| <input type="checkbox"/> be open to learning new skills            | <input type="checkbox"/> the importance of self-discipline    |

On a scale of 1-10 (#10 being the most committed) rank yourself on the commitment to this activity. Base this ranking on out of season work, extra in-season work, commitment to the team, etc.

Ranking \_\_\_\_\_

Why? (comments)