

NSC STAFF EVALUATION

PURPOSE

1. Identify factors and procedures that will enhance the Newburgh Sea Creatures, and its athletes. These include but are not limited to athletes' performance, Coach's performance, Head Coach's performance, club administration procedures, and club morale.
2. Provide feedback to Coaches on a "job well done."
3. Identify improvement opportunities for the Coach to better serve the athletes.

PROCEDURE

This form will be filled in by the Head Coach and reviewed with the coach.

The coach will be given the opportunity to add opinions and comments verbally in writing.

Written Action Plan will be developed by the Head Coach and Coach. Such Plans shall be measurable and specific. Subsequent evaluations will address the Action Plan.

RATING SYSTEM

Consistently Above Expectations	5
Excellent: Fully meets expectations	4
Adequately meets expectations	3
Needs Improvement	2
Unacceptable, Needs Immediate attention	1

“DRY RESPONSIBILITIES”

PROFESSIONALISM

- _____ Communicates openly with other staff members
- _____ Only positive public comments about NSC , Warrick County School District, etc., other staff members, parents (customers), or athletes (clients).
- _____ Works to keep the air clean in relationships with coworkers
- _____ Seeks help from Head Coach whenever questions arise
- _____ Dresses appropriately (No sexually suggestive tee shirts, etc.) and professionally.
- _____ Treats parents with courtesy and respect. Remains calm in communications with parents.
- _____ Takes initiative to communicate swimmer problems/issues to parents
- _____ Communicates any issues with parents or swimmers to Head Coach ASAP.
- _____ Personal Contact: Touches swimmers only in “The Zone”; hands (high fives) tops of shoulders, upper half of back, top of head. Hugs are acceptable. Stops inappropriate talk IMMEDIATELY!
- _____ Never takes out anger on athletes, especially anger left over from issues with their parents
- _____ Willingness for continued education in the profession

ADMINISTRATIVE

- _____ Maintains current USA Swimming certification (STSC, First Aid, CPR)
- _____ Follows group change protocol
- _____ Knows and conforms to all USA Swimming, LSC Swimming Rules and Regulations
- _____ Knows and conforms to all Club policies, rules, and regulations
- _____ Monitors and records daily attendance records for assigned group(s)
- _____ Turns in attendance records on time*
- _____ Notifies Head Coach of any additions or deletions to roster.
- _____ Attends staff meetings
- _____ Actively contributes opinions and information at staff meetings

“WET RESPONSIBILITIES”

PRACTICES

- _____ Available 10 minutes before and after practice to talk to parents, make contact with swimmers and set up/take down any equipment necessary.
- _____ Instructs technique to all swimmers at all practices – almost constantly
- _____ Has a seasonal, phase, and daily plan and uses them
- _____ Employs up-to-date stroke technique as prescribed by the Head Coach.
- _____ Employs up-to-date training methods as prescribed by the Head Coach.
- _____ Handles discipline without berating, excessive sarcasm, public humiliation
- _____ Creates an environment where training is challenging, fun, and appropriate for the age/ability of the swimmers in that group.
- _____ Encourages improvement through praise for any progress demonstrated by the athlete.
- _____ Keeps safety in mind at all times

MEETS

- _____ Available 10 minutes before warm-up and stay until the last swimmer has had a chance to talk about their last swim
- _____ Collects awards if necessary
- _____ Ensures at least one staff member attends all coaches' meetings
- _____ Dressed in team apparel and is neat (business casual) in appearance
- _____ Conducts and supervises team warm up sessions with safety in mind.
- _____ Cooperates with staff and other teams in sharing lane space
- _____ Talks to swimmers before and after each swim (whenever possible)
- _____ Offers praise and encouragement for things well done, and constructive criticism for the one thing that the athlete should focus on to improve the most for the next meet.
- _____ Inform swimmers who will compete in relays as soon as possible (Before the meet if possible).
- _____ Fills out relay cards on time
- _____ Treats officials with courtesy and respect
- _____ Ensures awards are picked up after the meet and distributed promptly at the next practice