

**TELLURIDE  
R - 1 SCHOOL DISTRICT**



**Coaches'  
HANDBOOK  
2008 - 2009**

## **INTRODUCTION**

The Telluride Schools Athletic Coaches' Handbook is designed as a practical guide for coaches. This handbook will provide the necessary information for carrying out coaching assignments. Included in this handbook are the operating procedures for Telluride Middle/High School's Athletic Program. Using this handbook in conjunction with the Colorado High School Athletic Association (CHSAA) handbook, should answer most questions in regard to the athletic program. Coaches desiring more information in regard to the athletic program should contact Mike Hughes - Telluride Athletics Director.

## **PHILOSOPHY**

Telluride Middle/High School is committed to the goal of responsible interscholastic athletics that support our primary academic purpose. A strong program of interscholastic athletics, properly balanced with the academic program, will provide positive developmental opportunities for students. Telluride Middle/High School will do all that it can to help each student achieve his or her individual potential.

## **APPLICATION, SELECTION, AND APPOINTMENT OF ATHLETIC COACHES**

All athletic coaching assignments are made on seasonal basis. Telluride School District Staff members have priority for extra-curricular assignments. In the event that no suitable applications are received from Telluride School District Staff for a particular coaching assignment, CHSAA, CDE, and District guidelines will be followed for the hiring of outside coaches. At the high school level, non-certified coaches; that is, individuals who do not have a teaching certificate, must complete an approved coaching certification program as mandated by CHSAA. The Athletic Director, Principal, and representatives of the Athletic Advisory Committee will interview and make recommendations to the Board of Education, who must approve all appointments.

## **RULES AND REGULATIONS GOVERNING INTERSCHOLASTIC ATHLETICS COLORADO HIGH SCHOOL ATHLETICS ASSOCIATION-CHSAA**

Interscholastic athletic programs in the state of Colorado are governed by CHSAA. CHSAA supervises and administers all programs and rules as approved by the state. Those persons directly involved with interscholastic programs will receive a **CHSAA HANDBOOK** and **SEASONAL BULLETIN**. Coaches should become thoroughly familiar with its contents. **COACHES ARE EXPECTED TO KNOW AND FOLLOW ALL CHSAA GUIDELINES AND REGULATIONS.**

## LEAGUE AFFILIATIONS

Currently, Telluride High School is a member of the San Juan Basin League and the Southwest Soccer League. Telluride Middle School is also a member of the San Juan Basin League. The SJBL operates within the guidelines established by CHSAA, including all rules and regulations. Copies of the SJBL League Constitutions and By-Laws are available upon request from the Athletic Director. League/district affiliations are listed below:

<u>SPORT</u>	<u>HIGH SCHOOL</u>	<u>MIDDLE SCHOOL</u>
Girls Volleyball	San Juan Basin (2A)	San Juan
Boys Soccer	Southwest (3A)	Independent
Boys Golf	No League Affiliation	_____
Girls & Boys Cross Country	San Juan Basin League	San Juan
Girls Competition Spirit	No League Affiliation	
Girls & Boys Basketball	San Juan Basin (2A)	San Juan
Girls & Boys Track	San Juan Basin (2A)	
Girls Soccer	Southwest (3A)	Independent
Game Cheerleading	No League Affiliation	
Girls & Boys Lacrosse	No League Affiliation	

## TELLURIDE MIDDLE/HIGH SCHOOL REGULATIONS

In addition to CHSAA and league regulations, all Telluride Middle/High School rules and regulations shall be in effect while a student participates in interscholastic athletic programs. The following should be given special attention:

On the day of an athletic contest, student athletes who arrive late in the day (3 periods) or miss the entire day are INELIGIBLE to compete that day unless they obtain permission from the Principal due to extenuating circumstances.

Students on either in-school or out-of-school suspensions are not permitted to attend any day, evening, or weekend activities (practices, contests, extra-curricular events). A student's suspension will end at 12:00 midnight on the final day of suspension. If suspended, a one-week ineligibility penalty will automatically be imposed.

High school students must be enrolled in at least 2.5 Carnegie Units (5 classes) and must pass at least 2.0 Carnegie Units (4 classes) in order to be eligible by CHSAA standards. If enrolled in 3.0 Carnegie Units (6 classes), the student may fail no more than .5 Carnegie Units (ONE) class. This

standard must be met during the present quarter and during the previous quarter. **In addition to CHSAA standards, Telluride requires weekly eligibility.** Eligibility for school-sanctioned activities is recognized as a privilege awarded to a student who has a passing grade in both academic and conduct areas. Eligibility will be based on a student's passing grade in both conduct and academics on a week-to-week basis regardless of whether the student is passing on a cumulative basis. Teachers are required to submit eligibility sheets to the office manager by noon each Friday. Any student receiving two or more failing marks in any class for either conduct or academics will be ineligible for one week starting the following Monday. If a student is being placed on the ineligibility list, it is the responsibility of the teacher to inform the student of the problem. The student will not be able to participate in the activity for one week, Monday through Monday. Ineligible students may continue to practice with the team, subject to their coach's discretion. Students who are able to improve their grades to passing will be reinstated as eligible members of their team, provided all CHSAA guidelines are met. Any suspension for discipline automatically results in ineligibility from the day of suspension for a week.

School closings due to inclement weather may result in the cancellation of a game and/or practice. Coaches should contact the Athletic Director who will consult with the Principal in order to make the final decision regarding the activity. Coaches are responsible for contacting their players. It is highly recommended that all coaches establish a calling list of all athletes on their rosters.

High school students who meet all eligibility requirements must participate in NINE practices before participating in a scheduled game or scrimmage.

**Athlete misconduct: (Reference CHSAA Handbook Article 22)** Students receiving conduct violations during a contest (for example: 2 or more yellow cards or a red card in soccer, unsporting like behavior technical foul in basketball) will be immediately removed from the contest. In addition, the player will not play in the next regularly scheduled contest. With a second violation during a season, the student will be excluded from the next two contests. Additional violations (in each sport) are outlined in CHSAA regulations, Article 22. A third violation will necessitate removal from the team.

In addition to CHSAA regulations, students must adhere to the Student Code of Conduct, while competing, traveling, and practicing as a student-athlete. Any violation of the Code of Conduct will result in disciplinary action.

\* Coaches are to support these expectations and report any misconduct or unsporting like behavior to the Athletic Director. The Athletic Director will monitor and maintain eligibility and inform coaches of students that are ineligible. Any appeals will go directly to the Principal.

### **COACHES GENERAL RESPONSIBILITIES**

As an employee of the Telluride School District, you establish a model for your athletes. Preparedness, keeping accurate records, and having a very clear concept of what it means to be a student-athlete, are keys to developing and maintaining of a quality program. The school district does not equate a quality program with win-loss record. However, it does believe that hard work, caring about your athletes outside of the athletic arena, and making your behavioral expectations in and out of school extremely clear are very important. It is critical that you are consistent with your application of your rules and standards. This will allow the athlete to make appropriate choices and understand the consequences for making poor choices.

### **ORGANIZATION**

In the context of responsibilities, it is the expectation of the Athletic Director and the administration that you do the following:

Specific sports are expected to develop a Playbook (volleyball, basketball) and hand it out to the players (to show to their parents). The basic format is available from the Athletic Director.

Make explicit to the team and parents your decision-making process and how you will listen to student input.

Develop a daily practice plan and post it for athletes.

- a. Drills - organization
- b. Teamwork
- c. Conditioning
- d. Evaluate changes or additions for next session

Keep accurate attendance records to include who is on time and who is late. These records let the coaches, the players, parents, and administration know what any athlete(s) have missed and who deserves playing time. (See Athletic Director for blank attendance forms.)

Always be prepared. When the question is asked: Why are we doing this? Your preparedness and organization of critical information allows you to answer that question with confidence, patience, and unquestioned authority. Your athletes want to know your goals and objectives and you want them to have confidence in your direction.

Mental preparation is equally important. Players can read your facial expressions and body language very well. If you are excited to be at practice, they sense that excitement; conversely, if you bring the troubles of the day, they recognize your mood as well. Your positive enthusiasm is contagious and it can be one of the most important characteristics you can transfer to your athletes. If you ask our athletes to “check it at the door” then you need to do the same.

### **Criteria for Level of Play**

Establish criteria for Varsity and Junior Varsity teams. Athletes want to know where they stand in relationship to other team members and what their expected role will be. You are expected to regularly communicate this to players. The Varsity team is to compete at the highest level possible. The Junior Varsity team should be considered the developmental team, and as such, should not have Varsity player’s playing down for the express purpose of winning. Though this is a coaching decision, it is the philosophy of this department that the athlete can only learn sufficiently from game situations by playing the game which for he/she has practiced.

Skill development shall be the primary goal of middle school programs. The A teams should consist of the highest skill level players while the B teams shall be considered developmental squads. All players shall play in scheduled contests, with the exception of tournament play. At the high school level, skill levels again will determine squad placement. At both the middle school and high school levels, no advanced player shall play down. However, a coach may move an advanced player down to insure that there are sufficient players to complete the contest. The intent is to allow students to compete at their skill level.

## **II. COMMUNICATION**

Coaches **MUST** communicate regularly and effectively with the Athletic Director, other coaches, athletes, and parents. If problems arise the Athletic Director should be notified immediately. The Athletic Director is the coach’s immediate supervisor.

Parents with questions about coaching decisions will be directed first to the coach. Coaches should communicate at the pre-season meeting when they are accessible to parents and players off the field or court.

In order to address concerns before they become problems, coaches are asked to communicate with parents at the pre-season meetings, fall, winter, and spring. The basic communication steps will be as follows:

Written team goals are to be handed out at the pre-season meeting. Personal goals will be written with each player and copies given to the parents in attendance at the pre-season meeting. Goals will be given to the Athletic Director to mail to parents not in attendance.

An evening half way through the season will be set aside for parent/coach conferences for those parents requesting a meeting.

The Athletic Director and/or Principal will attend a meeting with the parent, athlete, and coach if previous communications between the parent and coach have failed.

Regularly check your box in the Athletic Director's office to see if you have mail or other communications that are essential to the smooth daily affairs of your program.

### **III. APPEARANCE AND CONDUCT**

All coaches should set and keep a high standard of appearance and conduct at all times. A coach's dress should be neat and appropriate for all occasions. Coaches should set an example for the athletes. Athletes are expected to dress neatly and behave appropriately as representatives of the school.

Students should maintain an appearance that represents the school well and that is in accord with the Student Dress Code.

### **IV. COACHES CONTROL AND GROWTH**

It is the coach's responsibility to control himself / herself and their players at all times. Failure to do so will result in a letter of reprimand, establishment of a growth plan, and if progress is not made according to the growth plan, termination. The expectation of the school district is that the coach is the model for mature behavior.

### **V. SUPERVISION**

Supervision of players and managers is the responsibility of the head coach and his/her assistants. Measures should be taken to insure that quality supervision is taking place during all practices, games, tournaments, and travel. Playing facilities and equipment should be routinely checked to make sure they are safe for use.

## **VI. EVALUATIONS**

Telluride High School takes very seriously the development and growth of staff. The Athletic Director at THS/TMS is committed to helping our coaching staff develop their individual and collective potentials. One way to insure that these opportunities are there is through the evaluation process. Coaches will be evaluated on the fourteen points of coaching that will be given to them during their preseason meeting with the athletic director. There will be a minimum of three evaluations performed with every coach, every season. There will be an informal evaluation where the Athletic Director will observe practice or practices' for shorter segments of time. There will be one formal evaluation where the AD will inform the coach that he/she is coming, will ask for a practice plan, and will want to evaluate the coach from the beginning to the end of that practice session. The last evaluation that will be performed is in a game setting. Coaches will be evaluated on all levels of professionalism and game coaching abilities. There will be several more informal evaluations that will also occur throughout the season. Any positive or negative that is accumulated in the non-formal evaluation can and will be documented and used in the final formal evaluation process.

## **VII. REMEDATION AND TERMINATION**

In some instances, the performance of a coach may not meet the guidelines established above. In such cases, the Athletic Director will develop a remediation plan for the coach in an effort to correct the deficiency or deficiencies. The purpose of the remediation, or Growth Plan, is to provide the coach with a document that states the problem(s) and identifies corrective action(s) that the coach must initiate. For serious infractions, identified by the Athletic Director and Principal, the coach may be terminated immediately.

## **VIII. INHERENT RISKS AND INSTRUCTION OF EQUIPMENT AND FACILITIES**

Coaches are required to inform and alert students and parents about inherent risks associated with the sport they are playing. Additionally,

coaches must provide detailed instruction about the use of equipment and facilities associated with the sport they are coaching.

## **IX. RESPONSIBILITIES FOR CLEARANCE AND ELIGIBILITY**

### **PRE-SEASON**

**Students are not allowed to participate in a practice, scrimmage, or game until he/she has turned in all clearances listed here.** Students are not allowed to participate in any sport, except CHSAA approved non-contact activities, until he or she has participated in nine practices. Coaches must inform students about the following forms which must be on file before an athlete can participate in **any sanctioned scrimmage or game:**

A current physical, which has been signed by a doctor or chiropractor. (Valid for one calendar year).

A signed insurance form. Parents are required to maintain health and accident insurance coverage.

A signed emergency treatment form.

A signed parent permission form.

A signed Code of Conduct form.

Coaches are responsible for collecting, documenting, organizing, and handing over all the above documents for each athlete to the Athletic Director. **A student cannot practice or compete until all paperwork is complete.** The coach should discuss the Code of Conduct with his/her team prior to the beginning of the season.

### **ELIGIBILITY**

Students must comply with CHSAA rules as well as Telluride Middle/High School rules. Coaches are responsible for being informed about weekly eligibility. An ineligibility list may be obtained from an administrative assistant or from the athletic department on Mondays. Students who receive two failures for the week in either conduct or academics are ineligible to compete from that Monday through the following Sunday. Coaches are encouraged to be in contact with teachers and students regarding eligibility.

### **STUDENTS MISSING CLASS**

All coaches, through the Athletic Director, are responsible for notifying (posting an excused list) staff members if athletes are going to miss a class(es). The staff should be notified at least one week in advance. A copy of the list should be given to the attendance secretary.

Coaches are responsible for telling the students to get a prearranged form if more than a half a day of school is to be missed. This form must be filled out at least three days in advance. Coaches should confirm with the attendance secretary before leaving for a trip, that the students are eligible and have returned their prearranged forms.

If the students are missing less than a half a day, the coach should remind students to talk to the teachers in order to get any work that may be missed.

### **IN-SEASON RESPONSIBILITIES**

#### **UNIFORMS, EQUIPMENT AND FACILITIES**

All coaches are responsible for uniform check out at the beginning and uniform check in at the end of the season. A copy of the checkout list should be given to the Athletic Director at the beginning of the season. Check your facility before and after practices and games to ensure a safe environment. In addition, emergency equipment and first aid supplies will be readily accessible regardless of practice plan or game situation. Any trash is to be removed from the practice site at the beginning and conclusion of a practice or game session. In short, make certain that it is ready for the next group. If your practice area is not clean and safe, let the Athletic Director know immediately so the problem does not reoccur.

The Athletic Director will schedule practice times with input from the respective coaches. Unscheduled practices must be cleared through the Athletic Director in order to prevent facility usage conflicts.

#### **CLASS COVERAGE/SUBSTITUTES**

Any on campus coach needing class coverage must fill out a Request for Leave substitute form, marking school business. This form should be completed at least three days in advance. This form must be approved and signed by the Principal.

#### **LOCKS AND LOCKERS**

Upon request, the Athletic Director may issue students a locker and a padlock.

## TRANSPORTATION

All athletes must travel with coaches in district vehicles to all athletic contests sanctioned by the School District. **Coaches are responsible to monitor and maintain behavior on the bus to ensure safety and that the driver is not distracted.** After all teams have finished participating, students, after checking with the coach, may leave with someone's parent only if a signed parent note has been given to the coach prior to leaving Telluride and the coach gives permission. Students may not ride with other students or drive themselves unless the Principal gives explicit permission for an emergency or an extenuating circumstance. When traveling in vehicles, coaches are responsible for compliance of seatbelt use by self and all passengers, safely loading gear, and operating vehicles safely within District guidelines at all times.

## OVERNIGHT TRIPS

The Athletic Director and Principal of Telluride Middle/High School must approve any and all overnight trips in advance. Coaches should make their requests known to the Athletic Director stating the purpose and goals, in addition to providing a detailed itinerary. Coaches are expected to inform parents where the team will be staying and phone numbers in the event of a family emergency. Athletes must be told curfews and team expectations of conduct. **Coaches will be expected to deal with athletes who become problems with disciplinary action, including game suspension or missing the next road trip(s).**

## MEDICAL (FIRST-AID) KIT

The Athletic Director will supply each coach with a first-aid kit. The coach will maintain the stock in the first-aid kit and request restocks from the Athletic Director.

## **XI. POST SEASON**

At the completion of his or her teams season each head coach is responsible for the  
Following:

Collecting, cleaning, and storing uniforms and equipment in the assigned area.

Submitting a list of those team members who lettered to the athletic director and any other special awards needed.

Submitting a prioritized list of all equipment and uniform needs for the following year. Please be as specific as possible (company, make, size, color, etc.). The athletic director will assess the needs of all the sports programs and will prioritize the requests and needs.

Meeting with the athletic director to evaluate the season.

Returning the key(s) that were issued.

**FINAL PAYCHECKS WILL NOT BE ISSUED UNTIL ALL OF THE  
ABOVE HAVE BEEN COMPLETED.**

## **XII. GENERAL LETTERING GUIDELINES**

Only one athletic letter may be given to a participant during his/her high school career. Each sport and/or year after that, if a letter is earned, a pin or service bar will be awarded.

All requirements, including completion of the season, must be met before an athlete can be recommended for a letter. Coaches may recommend that students do not receive an athletic award due to disciplinary reasons. These reasons may include but are not limited to: citizenship, sportsmanship, and behavior detrimental to the school, community and/or team.

**Service Award:** A senior boy or girl who has completed two years or more of participation in a sport may be recommended by the coach for a varsity letter. A student may earn up to two Service Awards for each sport or activity.

**Hardship Award:** Any boy or girl who is injured or ill (during the course of the season) and who, in the opinion of the coach, would have earned an award had the injury or illness not occurred, may be considered for an award. If because of an unforeseen problem in the family, an athlete is forced to discontinue competition and has not earned an award, the coach may consider this athlete for an award. A student awarded a Hardship Award must be present for all games, events, and practices that he / she is able.

## **MINIMUM REGULATIONS PER VARSITY SPORT/ACTIVITY**

### **PEP BAND**

Play at 80% of HOME (Basketball) games.

### **GIRLS AND BOYS BASKETBALL**

Play in 1/3 of the quarters of the regular season varsity games.

### **CHEERLEADING**

Attend and participate in 80% HOME games and 50% of the AWAY games (Fall or Winter season) and compete in the State Spirit Championships.

### **COMPETITION SPIRIT**

Attend 90% of all scheduled practices and compete in all scheduled competitive spirit competitions.

### **GIRLS AND BOYS CROSS COUNTRY**

Compete in 67% of regularly scheduled varsity level races or compete at the state meet.

### **BOYS GOLF**

Play in 50% of all varsity matches as a first team performer or compete in the state meet.

### **KNOWLEDGE BOWL**

Compete in 80% of all scheduled competitions.

### **GIRLS AND BOYS SOCCER**

Play in 50% of the halves of the regular season varsity games.

### **GIRLS AND BOYS TRACK**

Earn a minimum of ten points and finish the season.

### **VOLLEYBALL**

Play in 50% of all varsity games.

### **GIRLS AND BOYS LACROSSE**

Play in a minimum of 80% of matches

## **XIII. SPORTS AWARDS ASSEMBLY**

**The Athletic Director will, with the input of the Principal, set a date for the sports banquets. All coaches are expected to present awards and letters to the athletes at the banquet. Coaches will coordinate with the Athletic Director for the number, type, and format for all awards. If a coach cannot attend, he or she is responsible to find someone involved in the specific sport to make the presentations.**

# Coaching Expectations at Telluride High School

- 1. Put Your Athletes First!** Winning is great, but if students are put first in all of your decisions, positive outcomes will result. Regardless of wins or losses, student-athletes and their long-term success should be the bottom line.
- 2. Be a Role Model for Loyalty, Honesty and Integrity.** Young people today are starving for positive role models. Your influence on your student-athletes will be felt far beyond the playing field and far beyond the time your athletes are in school.
- 3. Constantly Strive for Professional Growth.** All coaches owe it to their schools and their athletes to strive to constantly stay ahead of the learning curve in their sport. When a coach stops learning, he or she stops growing.
- 4. Make Playing for You a Positive Life Experience!** Interscholastic athletics are still contests played by students. Positive experiences gained in the process will stay with participants long after the cheering of the crowd subsides. It is often a good idea to stop and ask one question—"Am I having fun and are my athletes having fun?" The answer might surprise you.
- 5. Be Organized, Efficient and Timely.** Some of the best coaches in the world lose effectiveness by displaying a total lack of organization. As good as a coach can be, a better sense of order is steadying influence on athletes and staff.
- 6. Be a Leader of Your Program!** Many coaches do a good job of managing their programs. The great coaches manage the details, but also have a vision of how great the program and its athletes can become. The ability to have a vision and focus the efforts of the group toward the goal separates the average coach from the great one.
- 7. Be a Positive Force in the School and Community.** Athletics is an important part of the school and community. Good coaches always try to remember that as important as sports are, they are still only a part of the entire educational community. Coaches who immerse themselves in the total framework of the school and community model a well rounded view of educational athletics. This sends a positive message to the team members, as well as all those associated with the program.
- 8. Be Knowledgeable of the Rules and Regulations of Your Sports.** Ignorance of school, state or national rules can often ruin positive performances on the part of a school, its coaches and the athletes served. It is a major duty of all coaches to be well versed in all rules and regulations in order to give athletes the best chance for competitive excellence.
- 9. Enjoy the Ride!** Coaches have a tendency to be subject to tunnel vision. Those who last the longest have a unique ability to get the job done, but to also have fun along the way. If you do not enjoy what you are doing, you will not do it for very long.
- 10. Always Put Yourself in a Position That Can Be Defended.** One of the first things I tell every new coach is to never put me in a position where I cannot defend you or your actions. Those who make intelligent decisions in dealing with people and abide by standards of common sense when interacting with students, are never in a position where they cannot be defended by an administrator.

# **Coaching expectations of Telluride High School Athletic Administrators**

- 1. Bring Your Concerns To Me Directly.** The last thing any coach wants to hear is about problems with the program or job performance from a second-hand source. Whether the news is good or bad, timely and direct feedback for the athletic administrator is preferred by all coaches.
- 2. Be a Friend, But Do Not Be My Buddy.** A positive working relationship is great. A concern about personal well-being both in and out of the athletic arena is appreciated. But a relationship that becomes too close and too personal can cause problems with objectivity and could sound professional judgment for both parties involved.
- 3. Let Me Coach My Team.** If you want to coach my team, take off your dress clothes and put on a whistle. There are enough second-guessers in the crowd. Another coach in the athletic office is not positive for the coach or the student-athletes. You hired me to coach, so let me coach.
- 4. Help Me Do My Job.** The easier the administrator can make it for the coach to get down to the business of coaching, the better the product on the field and the better the experience for all stakeholders. A good athletic administrator keeps paperwork and busy work for his coaches to an absolute minimum.
- 5. Take the Time to Care.** One of the greatest gifts an athletic administrator can give a coach is to take the time to truly care about the program, the staff and the athletes in that program.
- 6. Help Me Lead My Program.** Many coaches are chased out of the profession because parents and athletes are allowed the power to run the program and make decisions. The great coaches and the great programs have one leader at the top of the pyramid. These leaders are allowed to lead by strong administrators. Most parents are only concerned to the welfare of one person, not the group.
- 7. Push Me to Stay Ahead of the Learning Curve.** Coaches, like athletes, can become complacent and comfortable. The great ones work to get better every day. Strong administrative emphasis on professional development and growth will aid the coach in becoming more proficient, which will help athletes make similar improvements.
- 8. Be Professional, Organized and Efficient.** Just as with good coaches, an organized and efficient athletic administrator can avoid pitfalls and problems that might prevent programs, teams and athletes from achieving maximum progress toward all goals. Your coaches and athletes should never have to suffer because your lack of organization.
- 9. Be a Visionary.** Many people can do paperwork and manage details. Coaches are looking for administrators who can see beyond the day-to-day duties and envision advancements in the programs years and even decades in the future. A visionary administrator can encourage and produce visionary coaches. Together, those who look ahead to the future greatness often create a self-fulfilling destiny.
- 10. Construct, Promote and Defend a Chain of Command.** A sound and stable athletic department should be founded on a well defined chain of command. All coaches, parents and athletes should be made well aware of the order in which any concerns should be addressed. Deviation from the chain of command can often result in chaos.

**Telluride Middle/High School  
Practice Session Observation Form**

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

1. Was there evidence of pre-practice planning (written practice plan)?
  
2. Were the athletes actively involved in every drill?
  
3. Was the coaching clear and instructive?
  
4. Was the atmosphere positive, encouraging and enthusiastic?
  
5. Were the drills sequential and appropriate for the talent level?
  
6. Were weather factors – heat, humidity, rain, lightning, cold, wind chill – taken into consideration?
  
7. Were water, ice, and first aid supplies available?
  
8. Did the head coach effectively involve the assistants?
  
9. Positive aspects of the practice.
  
10. Areas that need to be addressed.

## Telluride Middle/High School Assistant Coaches Evaluation

Coach: \_\_\_\_\_ Activity: \_\_\_\_\_

### **I. Knowledge and Skills**

- 1. Demonstrates a knowledge of the sport**
- 2. Communication skills are evident**
- 3. Conditioning of athletes is appropriate**
- 4. Injury care and Injury prevention skills are evident**
- 5. Knowledge of rules and regulations**
- 6. Knowledge and ability to teach fundamentals**

### **II. Coaching Performance**

- 1. Professional appearance/conduct**
- 2. Organization is evident and displayed**
- 3. Safety of athletes a priority**
- 4. Demonstrates self-control and poise**
- 5. Demonstrates appropriate sportsmanship**
- 6. Demonstrates pride in the program**
- 7. Is a role model to our student-athletes**
- 8. Assists head coach in game management**
- 9. Clearly understands role as an assistant coach**

### **III. Player and Team Management**

- 1. Objectives and goals for players and team are well defined**
- 2. Provides student-athletes with positive constructive feedback of performance**
- 3. Communication to head coach, other assistants and student-athletes is demonstrated appropriately**
- 4. Shows an appropriate amount of concern for student-athletes in regards to academic progress and athletes overall well being**
- 5. Shows an aptitude for motivating athletes in a positive manner**
- 6. Equitably applies all disciplinary actions of TSD and specific program being coached**
- 7. Ability to constructively solve problems and ability to disseminate individual differences of all student-athletes**

### **IV. Related Responsibilities**

- 1. Represents our school in a positive manner**
- 2. Works well with:**
  - Other Coaches**
  - Other School Personnel**
  - Game Management Personnel**
  - Athletic Director**

**Media**

**V. Explanation and Comments**

**Major Strengths:**

**Areas in Need of Improvement:**

**VI. Recommendations**

**Overall Rating – Satisfactory/Unsatisfactory**

**Signature of Evaluator:** \_\_\_\_\_

**Signature of Coach:** \_\_\_\_\_

**Signature of Athletics Director:** \_\_\_\_\_

**Date of Evaluation Meeting:** \_\_\_\_\_

**Telluride Middle/High School**  
**Head Coaches Season Ending Evaluation**

**Coach:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**Performance Rating:**

- 4 - Outstanding
- 3 – Meets Expectations
- 2 – Needs Improvement
- 1 - Unsatisfactory
- NA – Not Applicable or Observed

**I. Coaching Style**

1. Knowledge of activity that you are coaching
2. Practice and game philosophies match
3. Consistent with approach to practice and games
4. Maximize individual players strengths for team benefit
5. Athletes clearly have defined roles on the team
6. Athletes know the coaches philosophy and expectations

**II. Leadership Qualities**

1. Supervision of locker room, practice setting, game setting, and team transportation
2. Represents their program at state, regional, conference, and local level
3. Quality leader of overall program at every level
4. Properly inspires athletes to perform at their highest level
5. Promotes their sport at various levels in the community
6. Understands and provides the time commitment that is needed to build a quality overall program
7. Shows care and belief in players

**III. Performance**

**Practice**

1. Practice plans were well designed and wrote out
2. Practices were well organized and effectively executed
3. Athletes were consistently engaged in skill development
4. Was a clear progression of known to unknown skills
5. Athletes were well matched based on the age, size, skill and ability levels
6. Assistant coaches understand role in practice

**Game**

1. Understands game strategy and provides athletes best opportunity to be successful
2. Game management skills
3. Sportsmanlike attitude is evident and representative of our school
4. Positive leadership is displayed to all athletes and game personnel
5. Communicates openly with coaches and athletes in game setting

6. Expectations of athletes and coaches is unwavering

#### **IV. Team Management**

1. Morale and effort of team was consistent
2. Teamwork and emphasis of team was evident
3. Team consistently improved as season progressed
4. Team captains understood their role and led the team properly
5. All players felt well treated and appreciated as players
6. Players overall development was evident

#### **V. Administrative Duties**

1. Understood and enforces school athletic policies, rules, and regulations
2. Academic success with players is a communicated priority
3. Supervises distribution, collection, and inventory of all athletic supplies and equipment throughout the season
4. All TSD requested paperwork for Human Resources Department submitted in timely fashion
5. All TSD requested paperwork for player requirements to play submitted in timely fashion
6. Conducts pre-season meeting with coaches, student-athletes, and parents to communicate philosophy and season expectations
7. Submits all paperwork requested by athletics director
8. Attends and participates in coaching meetings, clinics and professional development programs
9. Attends all CHSAA required coaching meetings

#### **VI. Communication Skills**

1. Establishes and communicates realistic, achievable goals for the team
2. Uses praise and encouragement to influence player behavior
3. Exhibits enthusiasm during practices and games
4. Conducts self in a professional manner with players, parents, officials, media and community members
5. Exemplifies integrity throughout the program with all personnel
6. Communication with AD is frequent and open
7. Motivates players in an ethical manner
8. Treats players and officials with respect and dignity

#### **VII. Explanation and Comments**

Major Strengths:

**Areas in Need of Improvement:**

**Overall Rating – Satisfactory/Unsatisfactory**

**Signature of Evaluator:** \_\_\_\_\_

**Signature of Coach:** \_\_\_\_\_

**Date of Evaluation Meeting:** \_\_\_\_\_

**Information Sheet of End of the Year Evaluation 2008-2009**

**Coach:** \_\_\_\_\_

**Sport Coached:** \_\_\_\_\_

**Coursework taken since November, 2007:**

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**Workshops, seminars, etc.:**

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**Extracurricular Involvement:**

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**Evidence of professional growth, i.e., specific strategies incorporated to improve our athletes experience:**

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**Evidence of your efforts Any other items you want included in your written evaluation:**

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## **JOB DESCRIPTION**

### **TITLE: TELLURIDE HIGH SCHOOL INTERSCHOLASTIC ATHLETIC COACH**

#### **QUALIFICATIONS:**

1. Certified Teacher in Telluride Public School system.
2. Certified teacher holding valid teaching certification in Colorado.
3. Community personnel who attain CHSAA certification by completing these steps:
  - Complete NFHS Coaching Certification Class
  - Hold a current First Aide/CPR Certificate
  - Complete one year or three year CHSAA application
  - Pass CHSAA rules exam with 100%
  - Have a valid Colorado Drivers license and pass small vehicle operator certification

The Telluride Athletic Department will pay the CHSAA fee for certiAfter that, re-certification is on your own.

#### **Duties:**

- Follow and enforce the Telluride School District, Telluride Middle/High School, and THS/TMS athletic department regulations, policies, philosophy, and administrative directives.
- Complete and follow seasonal and daily practice schedules. Schedule will be available to the AD upon request.
- Plans in advance and prepares for each contest in an effort to put the team in the best possible position to be successful.
- Maintains high expectations for team and team members; this includes expectation that all members attend practice and contests; exhibit good sporting behavior and citizenship.
- Attend all practices and games, unless ill or with advanced notification of the AD.
- Fill out any district reports on conduct or injuries that occur under their supervision.
- Monitors safety of all equipment on a daily basis.
- Have all parent permission forms available at all events both home and away.
- Ensure cleanliness of gym or fields after each practice and game.
- Cares for, inventories, and prepares all equipment, supplies and uniforms for storage at the end of the season. Collects all equipment, supplies, and uniforms checked out to team members. Completes and itemized list and numbered inventory of equipment that needs to be replaced and what will carry over to the next season.

- Collect money for clothing, equipment, or accessories sold to team members.
- Collects money for lost or damaged school property.
- Submits a list of supplies, equipment, and uniform request for the following season.
- To become a more effective coach, attends and participates in national coaching clinics, state and local in-service programs for coaches, takes a coaching related course, independently studies videos, periodicals, and books related to his/her sport including sport pedagogy, sport psychology, and sport physiology.
- Seeks to attain and maintain good public relations. Expectation to contact state and local newspapers with results of games, stats of team and individuals, and making local media aware of upcoming contest to promote your sport.
- Reinforce and teaches a strong anti-drug, alcohol, and tobacco message to the athletes on a day-to-day basis.
- Assists in developing team and individual player goals and what the objectives are for each team and player.
- Seeks to attain and maintain good rapport with assistant coaches and participants.
- If an assistant coach, show undivided loyalty toward the philosophies of the head coach.
- Supervise, direct, and evaluates assistant coaches. The head coach is the coach for the entire program and has ultimate say at all levels.
- Conducts and dresses himself/herself in a professional manner at all times.
- Ride all transportation with your team to and from contest, unless previously arranged with the Athletic Director in advance or in an emergency.
- Helps clean and put away equipment at the completion of their contest (i.e. – scorers table, nets, chairs, bleachers, balls)
- Performs the duties assigned by the Athletic Director of Telluride High School.

**REMEMBER YOUR MOST IMPORTANT JOB IS TO BE A POSITIVE ROLE MODEL FOR YOUR PLAYERS AT ALL TIMES. PLAYERS NEED TO LOOK AT THEIR COACHES AS MODELS OF DEDICATION AND DEVOTION TO THEIR SPORT AND TO THE MEMBERS THAT ARE PARTICIPATING ON THE TEAM.**

**Transportation and Travel**  
**Colorado Tax ID# 98-02927**

All transportation for sporting events will be scheduled by the Athletic Director. Coaches should re-confirm leave times with the Athletic Director a week prior to departure.

For safety reasons, interschool athletics will take Buses as often as possible. Be sure that the bus or explorer is clean after all trips. Empty all trash before returning the vehicles to Rich. It is the coaches' responsibility to ensure that the athletes behave appropriately on the bus.

The bus driver will stop before or after a game for food if the coach decides it is necessary. If you are going on a long trip, contact Kurt Shugers in the business office for a school credit card for gas. Card must be returned immediately with a receipt. No receipt, no reimbursement.

Athletes are required to travel to all athletic events on school provided transportation. Only in an emergency situation may an athlete drive him/herself to an event. Athletes are not permitted to transport other athletes at any time. **Athletes may ride home with their own parents ONLY!** There are district wide release forms to be filled out before players are released.

All coaches must meet with the Director of Transportation prior to the season to be tested and certified to drive a school vehicle at any time. As a coach you must provide a current driver's license to the Director of Transportation so that a DMV check can be conducted.

If you are going on an overnight trip, be sure to communicate in writing with the parents of each athlete, the principal, and the athletic director all of the details of where, when, etc. Mike Hughes will take care of all hotel/motel accommodation arrangements. The athletes should pay all overnight expenses before leaving on the trip. If the weather is inclement, contact Mike Hughes to find out if the trip or game is on or off.

The school district will reimburse coaches for meals on a per diem basis for overnight trips but not on day trips.

Do not drop off students at the down-valley locations without parent's approval on the transportation forms. Only Telluride School District transportation director approved stops will be allowed. Those stops include: Blue Jay Parking Lot, Placerville Parking Lot, and Society Turn Conoco.

The athletic budget will support some pre-approved expenses for travel for coaches for professional growth in their sport. School district policy requires professional growth. We encourage you to attend at least the state clinic in your sport area each year.

If you have any questions regarding transportation and leave times, please contact Mike Hughes @ 369-1210 or 728-5007.

**Telluride Middle/High School  
Coaches Checklist**

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Preseason**

- \_\_\_\_\_ 1. Fill out all paperwork needed for HR department.
- \_\_\_\_\_ 2. Completed NFHS Fundamentals of Coaching Class
- \_\_\_\_\_ 3. Completed First aid/CPR course
- \_\_\_\_\_ 4. Attend CHSAA mandatory officials rules clinic (verification to AD)
- \_\_\_\_\_ 5. Attend Telluride Middle/High School seasonal coaches meeting
- \_\_\_\_\_ 6. Complete team roster turned into AD
- \_\_\_\_\_ 7. Physical evaluation of each player completed and turned in
- \_\_\_\_\_ 8. All consent and insurance forms of each player completed and turned in
- \_\_\_\_\_ 9. Copy of team rules turned into AD
- \_\_\_\_\_ 10. Criteria for earning a varsity letter explained clearly to entire team
- \_\_\_\_\_ 11. Uniforms Distributed
- \_\_\_\_\_ 12. Official Team roster with name, uniform number, grade, and position turned into AD
- \_\_\_\_\_ 13. Medical Kit Checked out
- \_\_\_\_\_ 14. Small Vehicle Transportation Class completed
- \_\_\_\_\_ 15. Assess equipment and report to AD on any safety equipment needed
- \_\_\_\_\_ 16. Assess all equipment and report to AD any sport specific equip. needed
- \_\_\_\_\_ 17. Set weekly practice schedule and coaches meetings
- \_\_\_\_\_ 18. Distribute game schedule to each player and parent
- \_\_\_\_\_ 19. Other:

**Season**

- \_\_\_\_\_ 1. Uniforms distributed
- \_\_\_\_\_ 2. Weekly update of your medical kit
- \_\_\_\_\_ 2. Game scores called into Rocky Mountain News immediately following game (1-800-315-6397)
- \_\_\_\_\_ 3. File report of any injuries or problematic player behavior ASAP to AD (24 hour rule in effect)
- \_\_\_\_\_ 4. Team Photos for District/Regional/State Program taken
- \_\_\_\_\_ 5. Transportation requests filled out
- \_\_\_\_\_ 6. Overnight trip itinerary turned into AD (48 Hour rule in effect)
- \_\_\_\_\_ 7. Other:

**Post-Season**

- \_\_\_\_\_ 1. Inventory sheet completed and turned into AD
- \_\_\_\_\_ 2. Uniforms completely checked in – Missing pieces reported to AD
- \_\_\_\_\_ 3. Letter winners and special award winners reported to AD
- \_\_\_\_\_ 4. Keys returned to AD
- \_\_\_\_\_ 5. Post Season evaluations of all assistant coaches completed and turned into AD

- \_\_\_\_\_ 6. Attend Post-season Awards banquet
- \_\_\_\_\_ 7. Meet with AD for Post-Season Evaluation
- \_\_\_\_\_ 8. Outlay of off-season training program and coaching requirements
- \_\_\_\_\_ 9. Other: