



Sample Staff Evaluation

Purpose

- Identify factors and procedures that will enhance the Swim Club, 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.
- Provide feedback to coaches on a "job well done."
- Identify improvement opportunities for the coach to better serve the athletes.

Procedure

- This form will be filled in by the evaluator and reviewed with the coach.
- The coach will be given the opportunity to add opinions and comments in writing.
- Written Action Plan will be developed by the evaluator and coach. Such plans shall be measurable and specific. Subsequent evaluations will address the Action Plan.

Rating System

- 5- Consistently above expectations
- 4- Excellent, fully meets expectations
- 3- Adequately meets expectations
- 2- Needs improvement
- 1- Unacceptable, needs immediate attention

Staff Evaluation Template

Coach _____ Practice Group _____

Refer to the following pages for specifics of each category

| Category | Rating | Comments |
|-----------------|--------|----------|
| Professionalism | | |
| Administration | | |
| Practices | | |
| Meets | | |

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|-----------------------------|
| Additional Comments: |
| |
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Evaluator Signature _____ Date _____

Coach Signature _____ Date _____

“Dry Side” Responsibilities

Professionalism

- _____ Communicates openly with other staff members
- _____ Speaks positively in public about Swim Club, staff members, parents, and athletes.
- _____ Maintains open and professional relationships with coworkers
- _____ Seeks help from Head Coach as needed
- _____ Dresses appropriately and professionally at practice and at meets
- _____ Treats parents with courtesy and respect
- _____ Communicates and educates parents about policies, procedures, and expectations.
- _____ Takes initiative to communicate with parents when issues arise
- _____ Keeps Head Coach apprised of problems and issues with parents or swimmers.
- _____ Never takes out anger or frustration on athletes
- _____ Seeks continuing education in the profession

Administrative

- _____ Maintains current required safety certification (STSC, CPR)
- _____ Member of American Swimming Coaches Association (ASCA)
- _____ Follows Meet Entry procedure protocol on time
- _____ Follows group change protocol
- _____ Knows and conforms to all USA Swimming and LSC Rules and Regulations
- _____ Knows and conforms to all Club policies, rules, and regulations
- _____ Contacts potential new members in summer league, high school, and as assigned.
- _____ Monitors and records daily attendance records for assigned group(s)
- _____ Notifies Head Coach of any unaccounted athlete absences of more than one week
- _____ Turns in attendance records on time
- _____ Notifies Head Coach of any additions or deletions to roster.
- _____ Attends all staff meetings unless specifically excused
- _____ Actively contributes opinions and information at staff meetings

“Wet Side” Responsibilities

Practices

- _____ Available at least 10 minutes before practice for swimmers and set up
- _____ Instructs technique to all swimmers at all practices
- _____ Has a seasonal, phase, and daily plan and uses them
- _____ Employs up-to-date stroke technique as prescribed by the Staff Handbook
- _____ Employs up-to-date training methods as prescribed in the Staff Handbook
- _____ Handles discipline without berating, excessive sarcasm, public humiliation
- _____ Creates an environment where training is challenging, fun, and appropriate for group
- _____ Encourages improvement through praise for progress demonstrated by the athlete.
- _____ Keeps safety in mind at all times
- _____ Remains after practice for at least 10 minutes to talk to swimmers and/or parents and put away equipment.

Meets

- _____ Available 10 minutes before warm-up
- _____ Stays 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
- _____ Dresses 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
- _____ Provides constructive criticism for one thing that the athlete can improve
- _____ Informs swimmers who will compete in relays as soon as possible
- _____ Fills out relay cards on time, as needed
- _____ Treats officials with courtesy and respect
- _____ Ensures awards are picked up after the meet and distributed promptly