

Personnel -- Certified

Evaluation

Coaches

There shall be an annual evaluation of all coaches, to be conducted by the coach's immediate supervisor. Each coach shall receive a written copy of the evaluation.

Any coach that has held the same coaching position for three or more years, for which the Board terminates or non-renews the contract shall be informed of the Board's decision within ninety (90) days of the completion of the sport season covered by the contract. The coach may request a written statement from the Board specifying the reason(s) for the Board's action. The statement shall be provided within thirty (30) days of the request. The decision to terminate or non-renew the coach's contract may be appealed by the coach in a manner prescribed by the Board.

The Board may terminate the contract of any coach at any time for reasons of moral misconduct, insubordination or a violation of the rules of the Board or because a sport has been cancelled by the Board.

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendent of certain educational personnel

10-220a In-service training

PA 04-243 An Act Concerning Notification in Cases of Termination of Coaches

Policy adopted: December 8, 2004

STAFFORD PUBLIC SCHOOLS
Stafford Springs, Connecticut

Personnel -- Certified

Evaluation

Coaches – Coaching Appeal Procedures

Pursuant to the provisions of Connecticut General Statutes, §10-222e, the Stafford Board of Education (“Board”) hereby outlines the following procedures by which an eligible coach who is terminated or non-renewed may appeal such decision to the Board. To be covered by these procedures, the person must both:

- be an athletic coach holding a coaching permit who was hired by the Board for a sport season; *and*,
 - have served in *the same coaching position* for three or more consecutive school years.
1. Notice of non-renewal or termination shall be in writing. From receipt of notice of non-renewal or termination, the Coach shall have 15 (fifteen) calendar days in which to prepare and file a written appeal of the non-renewal or termination with the Board by filing the written appeal with the Superintendent of Schools, who shall provide Board members with copies of the appeal;
 2. The appeal documents shall contain all relevant information that the Coach wishes to place before the Board in connection with his/her appeal, including documents that the Coach feels relevant, which documents shall be attached to the appeal;
 3. The Coach’s written appeal documents shall be reviewed by Board members, and action on the appeal shall be placed on the agenda of a regular or special Board meeting within 30 (thirty) calendar days from the date of filing, unless Board work load or scheduling difficulties require a longer period.
 - 3.1 At such meeting, the Board shall consider the appeal and vote to uphold or deny the appeal.
 - 3.2 A representative of the Administration may file a responsive statement with the Board at any time prior to the meeting at which the appeal will be decided, but such rebuttal statement shall not be required. A copy of any such statement shall be provided to the Coach.
 - 3.3 The Coach may appear at the Board meeting and shall be given an opportunity to advocate the appeal before the Board reaches a decision on the appeal. A representative of the Administration shall be afforded the same opportunity.
 - 3.4 The Board, Coach or the Administration may be represented by counsel or by another outside representative of their choosing.

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Evaluation

Coaches – Coaching Appeal Procedures (continued)

- 3.5 At the sole discretion of the Board, in extraordinary or unique cases, persons with firsthand knowledge of the case may speak at the meeting when the Board reviews the appeal, and additional relevant documents may be introduced, also at the sole discretion of the Board. *In all instances where the Coach or the Administration desires to request the right to have other persons address the Board or to submit additional documents not part of his/her appeal package or rebuttal, the other party and the Board must be advised in writing at least 48 (forty-eight) hours in advance of the Board meeting at which review of the appeal is scheduled.*
4. The Superintendent shall advise the Coach of the Board's decision in writing. Absent unusual circumstances, the Board's decision shall be provided to the Coach not more than 50 (fifty) calendar days from the date the appeal is filed.
5. The decision of the Board on the appeal shall be final and binding upon the parties, and it shall not be subject to any administrative challenge, including any grievance or arbitration claim.
6. Nothing in these procedures shall prohibit the Board of Education from terminating a coach at any time for reasons of moral misconduct, insubordination, a violation of board rules, or because a sport has been cancelled by the Board.

Stafford Public Schools

Summative Evaluation Form: Coaching

Evaluatee: _____ Evaluator: _____

Sport: _____ School: _____ Date: _____

For each statement the evaluator will mark either + (meets expectation), - (does not meet expectation), or NA (not applicable) based upon observations throughout the season.

Expectations	
Professional Standards	
	Adheres to the district's policies, the school's rules and regulations, and the ethical standards of the coaching profession.
	Pursues professional growth via workshops, conferences, self-study, or formal course work.
	Demonstrates knowledge and competency about the fundamentals, rules, and game strategies.
	Maintains a positive rapport with college coaches as appropriate.
	Works cooperatively with the Athletic Director and collaboratively with the athletic staff to improve the quality of the sports program.
	Acts as a positive role model in attitude, sportsmanship, leadership, and communication.
	Plans and implements practice time appropriately to meet the developmental needs, skills, and experience of athletes.
	Establishes routines to analyze the performance of athletes and develops techniques to improve performance.
	Develops a spirit of teamwork.
	Enforces team rules in a fair and equitable manner.
	Consistently maintains positive communication with athletes in order to improve individual and team results.
	Demonstrates the knowledge and techniques for conditioning and the care, prevention and rehabilitation of injuries.
	Establishes a positive rapport with parents and community members.
Administrative Responsibilities	
	Meets deadlines related to awards, budget, scheduling, CIAC policies and regulations, and participation forms.
	Cares for equipment and manages the distribution and collection of equipment, requisitions and inventory.
	Interprets and communicates CIAC guidelines and information to staff, athletes, and parents as necessary.
	Transportation
	Postponements
	Award ceremonies

Summative Evaluation Form: Coaching

Evaluator Comments (optional):

Evaluatee Comments (optional):

Evaluator Signature: _____ Date: _____

Evaluatee Signature: _____ Date: _____