

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
DEPARTMENT OF PHYSICAL EDUCATION, RECREATION AND ATHLETICS



1500 Colvin Boulevard
Buffalo, New York 14223-1196
Telephone: (716) 871-3082
Fax: (716) 873-1259
bbanker@kenton.k12.ny.us



To: Coaching Staff

From: Brett Banker, Supervisor of Physical Education, Health, Recreation and Athletics

Re: End of Season Reporting

As your season concludes please complete your coaching responsibilities by taking care of the following:

- Complete Interscholastic Coaching Annual Performance Appraisal.
- Complete the Overall Season Summary form including all non-leaguers.
- Complete a FINAL roster. Include ONLY those athletes that completed your season.
- Complete the Departmental Summary.
- Complete Missing Equipment Report.
- Complete Assistant Coach Evaluation where applicable
- Complete Wish List Form for budget.
- Return to Faculty Manager:
 - ✓ uniforms washed, counted, boxed, labeled
 - ✓ keys
 - ✓ First Aid Kit-cleaned
 - ✓ Return all equipment
- Communicate your requests for awards, certificates, pins etc.
- All officials' vouchers have been turned in to Faculty Manager.
- You are returning the NFL Team Sportsmanship rankings.
- Complete the potential Hall of Fame nomination form.
- Help organize a meeting for completion of student surveys.
- Schedule a post-season meeting with AD

Forward completed packet to Brett Banker

Thank you for your cooperation. I would appreciate these items being returned as one, as you received them.

Name: _____

Sport: _____

Ken-Ton Interscholastic Coaching Self-Appraisal

H = highly effective

S = secure

E = emerging

UN = unsatisfactory

| Ethics | UN | E | S | H | NA |
|----------------------------------------------------------------------------|----|---|---|---|----|
| Coach demonstrates: | | | | | |
| 1 appropriate punctuality | | | | | |
| 2 ability to be a positive role model | | | | | |
| 3 student & people-centered principles | | | | | |
| 4 honesty and integrity | | | | | |
| 5 commitment and loyalty to school, program, athletes | | | | | |
| 6 qualities of good sportsmanship | | | | | |
| 7 self control | | | | | |
| 8 the ability to place winning and losing in proper perspective | | | | | |
| 9 willingness to support school, district, league, sectional & state rules | | | | | |
| 10 respect for self, students, school community, parents and officials | | | | | |
| 11 an ability to exercise good judgment in emotionally-charged situations | | | | | |

Comments (Indicate item #)

| Program Development | UN | E | S | H | NA |
|--------------------------------------------------------------------------------|----|---|---|---|----|
| Coach demonstrates: | | | | | |
| 12 knowledge of individual skills and team strategies | | | | | |
| 13 an ability to plan a positive, successful, challenging practice | | | | | |
| 14 responsibility in supervising all facets of the program | | | | | |
| 15 a knowledge base to follow appropriate medical and training practices | | | | | |
| 16 an ability to complete administrative details on time, follow-through | | | | | |
| 17 effective teaching techniques that speak to progressive skill development | | | | | |
| 18 good communication skills | | | | | |
| 19 a willingness to discuss expectations & consequences with players & parents | | | | | |
| 20 an appreciation for the social, mental and physical development of athletes | | | | | |
| 21 leadership qualities; commonalities from modified through varsity | | | | | |
| 22 short and long term goals | | | | | |
| 23 ability to self assess | | | | | |
| 24 a commitment to innovation, modern trends | | | | | |
| 25 an ability to motivate; self, players, student body and coaches | | | | | |
| 26 an enthusiasm for instructing young athletes | | | | | |
| 27 the ability to accept constructive criticism | | | | | |
| 28 an ability to recruit sufficient numbers | | | | | |
| 29 an interest in out-of-season work | | | | | |
| 30 appropriate dress for self, coaches and athletes | | | | | |
| 31 an ability to develop positive team spirit and morals | | | | | |
| 32 a willingness to assist in monitoring academic progress & student behavior | | | | | |

Comments (Indicate item #)

| Positive Professional Relationships | | UN | E | S | H | NA |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|---|---|----|
| Coach demonstrates: | | | | | | |
| 33 | a commitment to attend all school, district, league coaching meetings | | | | | |
| 34 | communication skills with other schools, coaches, faculty managers, AD, admin, school community | | | | | |
| 35 | a level of care for all equipment and facilities | | | | | |
| 36 | a discipline system that is communicated prior to season; is fair, firm and consistent | | | | | |
| 37 | a willingness to provide support and resources for other coaches & students | | | | | |
| 38 | a willingness to work collaboratively & effectively with assistants, other coaches, students, officials, parents, media, district and school staff (faculty manager, administration, health office, guidance, buildings & grounds, transportation, teachers, support staff, athletic trainer, athletic director & opponents) | | | | | |

Comments (Indicate item #)

| Professional Growth | | UN | E | S | H | NA |
|----------------------------|-----------------------------------------------------------------------------------|----|---|---|---|----|
| Coach demonstrates: | | | | | | |
| 39 | a commitment to self evaluation, self improvement, personal growth | | | | | |
| 40 | a willingness to encourage, require & support the staff in growing as coaches | | | | | |
| 41 | a commitment to new trends, to continuing education & research (classes, clinics) | | | | | |

Comments (Indicate item #)

Overall Performance Appraisal

Special Commendations

Recommendation(s) for Improvement

Evaluation reviewed with Athletic Department

Date: _____

Coach _____

Date: _____

If an NFL sponsored sport, what was your league record: _____

SEASON SUMMARY
END OF SEASON REPORT
School Year 20__-20__

SPORT: _____ COACH: _____

- 1) List your players who received any ALL-NFL, Federation, Sectional, WNY, State, All Tournament recognition (attach page if necessary)

| | |
|---------------|--------------------|
| <u>Player</u> | <u>Recognition</u> |
|---------------|--------------------|

- 2) List your final overall NFL record _____ In your Division? _____

- 3) List divisional or overall league championships, list sectional results, state:

- 4) List your regular season place in your division in the NFL _____

- 5) List any individual or school records matched or set by athletes or coaches.

- 6) Number of Years as HEAD Coach in and/or outside the Ken-Ton district _____

- 7) Ken-Ton ONLY Record as HEAD COACH _____ # of Years _____

Please check where appropriate:

I have received an NFL Coaching Service Award _____

*It was recognition for _____ Years, given in 20 _____

I have yet to receive an NFL Coaching Service Award _____

List team Awards such as Team MVP, Practice Player etc. if you have them on the reverse side of this page:

BUDGET WISH LIST
Items for School year 20__ - 20__

School:_____ **Sport:**_____

Level:_____ **Coach:**_____

Please submit your “wish list” for your particular sport. The list should be as detailed as possible. Please prioritize ALL items 1-5 in the left hand column. When you prioritize 1-5, include all categories as one. DO NOT list 1-5 within each category.

UNIFORMS/WARM UPS

EQUIPMENT – Lasts more than one year

MATERIALS AND SUPPLIES – One year incidentals

LARGE EQUIPMENT OR FACILITY NEEDS

POTENTIAL HALL OF FAME NOMINATION FORM

I, as coach, feel that the student-athlete mentioned on this nominating form, may have the credentials necessary for Hall of Fame consideration.

I understand that the athlete is not eligible for some time; however I would like to have this form placed in Hall of Fame files.

Coach: _____

School: _____

Sport(s): _____

Student: _____

Class of: _____

Student's current address and phone:

League, Sectional, State Honors:

Specific statistical highlights:

Specific leadership roles (captain):

Academic Highlights:

Other information:

Please include any additional thoughts

ASSISTANT COACH EVALUATION

Your assistant coach will not see these evaluations unless they specifically ask.

SCHOOL _____ **SPORT** _____

LEVEL(S) THE ASSISTANT SERVES AT _____

HEAD COACH _____

ASSISTANT _____

Please rank your assistant by checking the appropriate line.

Category **effective** **needs to improve** **problem**

Knowledge of sport

Teaching ability

Ability to motivate

Follows policies

Respect from players

Respect from staff

Interest in sport/athletes

Supervision skills
on or off field/court

Performs duties

FINAL RECOMMENDATIONS

(Circle one)

Would rehire without hesitations

Would rehire with hesitancy

Would rehire only after discussing
necessary improvement

Would not rehire

Head Coach _____

Date _____

POST-SEASON INTERVIEW
Varsity coach & Athletic Director

Coach:

Sport:

Date:

- What are some of the team or athlete success stories from this season?

- How did you grow as a head coach this year?

- Schedule & Start times, buses

- Facility: practice & game field, set-up for games

- Uniforms

- Equipment

- Faculty manager

- Did you attend the preseason Ken-Ton coaches meeting? If required, did you attend the NFL coaches meeting?

[Redacted]

- Did you have a parent meeting? If so, what was the agenda?

[Redacted]

- Review Goals Sheet from pre-season. What were this past season's goals? Did you meet them? Why/ Why not?

[Redacted]

- What are you doing to attract candidates?

[Redacted]

- Have you ever held or considered hosting a clinic or camp in your sport?

[Redacted]

- Do you work with or involve the modified coaches? Do you outline your expectations to them?

[Redacted]

- Are there ways to involve the MS extramural program or elementary PE teachers? Is your sport taught in PE?

[Redacted]

- Do you have any involvement with the sport outside the traditional season?

[Redacted response area]

- How might the **school** better support your team/program?

[Redacted response area]

- How might the **AD's Office** better support your team/program?

[Redacted response area]

- Did you have access to the Athletic Trainer?

[Redacted response area]

- Do you have an approved Booster Club? Did you fundraise at all this year?

[Redacted response area]

- Do you have an end of the year Banquet or break-up social?

[Redacted response area]

- Hypothetically, if I was to interview your student-athlete's parents about your program, what do you think they would say?

[Redacted response area]

- Hypothetically, if I was to interview the opposing NFL coaches what would they say about your program?

[Redacted response area]

- What are some goals you might have for next season?

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- Are your certifications current?

A large rectangular gray box redacting the response to the question about current certifications.

Examination of the Student-Athlete Surveys

A very large rectangular gray box redacting the entire content of the 'Examination of the Student-Athlete Surveys' section.