



# Assisting a Coach with an Improvement Plan

**December 13<sup>th</sup>, 1:30-2:30, Denver, Colorado, 2021**

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# WHO IS AN ATHLETIC INTERSCHOLASTIC COACH?

- One who **UNDERSTANDS** the sport and is able to teach our athletes.
- One who **LEARNS** every nuance of the sport (new training techniques).
- One who possesses **MOTIVATION SKILLS** and generates desire to excel.
- One who **KNOWS THE ATHLETE** and can build on strengths.
- One who **COMMUNICATES** and can exude credibility and respect.
- One who has exceptional **LISTENING SKILLS** to collaborate with athletes.
- One who can **SUPPORT** athletes in a mild, prompt, and consistent manner.
- One who can **LEAD BY EXAMPLE** to be a role model for the athletes.
- One who has the **COMMITMENT** and **PASSION** to mentor athletes.



# COACHES IN THE HIRING PROCESS

## School System Employees

- Certified Teachers
- Staff Employees (Support personnel)
- District Employees



## Emergency Personnel

- Out- of- Building coaches
- Community coaches
- Former/Retired teachers/staff





# HOW TO TRAIN YOUR COACHES/THE PATHWAY

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After a series of interviews for the coaching position, **YOU** or a **PANEL** have decided that this person is the best **FIT** for your sport, athletes, school, community, parents, and your own piece of **MIND...**



**In-the-Building Coaches:** know routines, standards, Code of Conduct, schedules, building layouts, teachers, staff, and locations of rooms and can have access to school records.



**Emergency or Out-of-the-Building Coaches:** have limited resources and knowledge of the surroundings and access to records.



# 1. CLEARLY DEFINE YOUR STANDARDS/BEST PRACTICES

- Pre-season Meetings with Athletic Directors and Principal
- Pre-season Meetings with Parents, Athletes, and Community Members
- Q/A, District Athletic Manual
- Q/A, Conference Athletic Manual
- Q/A, State Athletic Manual
- Q/A, NFHS Rules of your SPORT
- Tour of the school facilities (mailbox)
- Establish Sport Rules and Standards and Coaching Philosophy for the team
- Methods of Communication with all stakeholders (teachers)
- Q/A, Athletic Hot Spots (social media)



## 2. TEACH YOUR STANDARDS/BEST PRACTICES



Practice Plans (similar to a teacher lesson plan).



Encourage in-person trainings, workshops, and conferences (West Virginia Football Coaches camp).



Read Lee Green's Annual Review of Court Cases (transgender concerns).



Process strategies for appropriate team bonding opportunities (pre-game dinners).



Encourage taking Professional Development Courses (NFHS, Concussion Sportsmanship, Heat Illness).



Establish Communication Pathway (Athlete-Coach-Athletic Director).



Attend Sports Rules Sessions, State, and National Conferences.



# INCIDENTALS/TOOLKIT OF TRAINING COACHES

- Keys
- Fobs
- School Emergency Plan
- Athletic Emergency Plan
- Teacher Lists/ Classrooms
- Medical Kit
- Athletic Trainer
- Building Security/Supervision
- Locker Room Supervision
- Mailboxes
- Copy Machine Code
- Staff Phone Extensions
- Student-Athlete Schedules
- Parking Lot Information
- Alarm Code for Saturday Practices
- Bus Driver Numbers/Standards
- Cafeteria Staff Information
- Check Email...and Read Email



## 3. ROUTINE FOR TRAINING/WEEKLY MEETINGS

- Regular weekly, bi-weekly or monthly meetings with Head Coaches.
- Information will filter down to assistant and volunteer coaches (unpaid coaches) through the head coach.
- Sets the continual tone of standards and expectations.
- Can discuss pertinent issues (officials, parents, and student behaviors).
- Allows for possible one-on-one meetings for extra support.
- Venting source for coaches/social emotional learning.
- No surprises and everyone is on the same page...we HOPE.





## 4. HOW TO ASSESS STANDARDS/BEST PRACTICES

- Walk-Through Practice Observations  
(similar to teachers: announced vs. unannounced observations)
- Competition Observations
- Practice Plans and Philosophy
- Student-Athlete/Parent-Guardian Survey
- Observance of Special Events (parent and award activity)
- Coaches Survey/Anecdotal
- Pow Wows with Individual Athletes



## 5. EVALUATING THE COACH



After months of preparation, periodic meetings, observations, interactions, and analyzing other points of data, it has come time to evaluate **YOUR** progress as a trainer/teacher of the **COACH!**

It is recommended that each district has a **form of evaluation** for coaches similar to teachers/staff in order to assess their progress as well.

That Evaluation will set the **TONE** for a **POSSIBLE** Coach Improvement Plan.



# POSSIBLE REASONS FOR AN IMPROVEMENT PLAN

- Concerns with paperwork
- Issues with how the coach communicates with others
- Negative interactions with officials
- Yeller vs. Teacher
- Shoddy record keeping of equipment/clothing
- Concern with budget
- Lack of growth in coaching
- Lost influence of the team
- Lost influence of the parents
- Does not follow school, district, state, or national standards
- See potential, BUT the coach needs some assistance
- Low evaluation scores
- Athletic surveys scores were negative
- Coach awareness of need to grow



## 6. DEVELOP A COGENT/PROGRESSIVE PLAN

- Needs to be collaborative with all possible stakeholders to prevent unforeseen circumstances: Principal, Coach, Athletic Director, and Supervisor of Athletics.
- The COACH is the primary focus: mental, physical, emotional, and social progress (self-reflection, grading oneself in the same evaluation categories).
- Personal Retirement Story (Leonardtwn HS):
  - 5 Stages of Coaching



# COACH GROWTH PLAN



Clearly Identify strengths- build upon them even more.



Clearly identify areas of growth (communication, paperwork, practice planning).

- Be concise
- Provide concrete examples, dates, and times.



Outline and provide evidence of where the appropriate standard is located, referenced, and what page number. For example, utilize school, district, conference, legal, and state manuals for support.

Scenario- coach allows athletes to drive to a game after being told they have to ride the bus.  
What do you do?



# IDENTIFYING TRAINING AND SUPPORT

In a collaborative effort, it is essential that there are further resources to assist the coach such as:

1. More opportunities for professional development
2. Assigning a coach mentor
3. Attend new coach orientation/workshops
4. Attend coaching clinics, camps, workshops, in-house PD, guest speakers, mentors, Optimize
5. Assign a teacher/mentor (similar to college)
6. Weekly meetings with Athletic Director

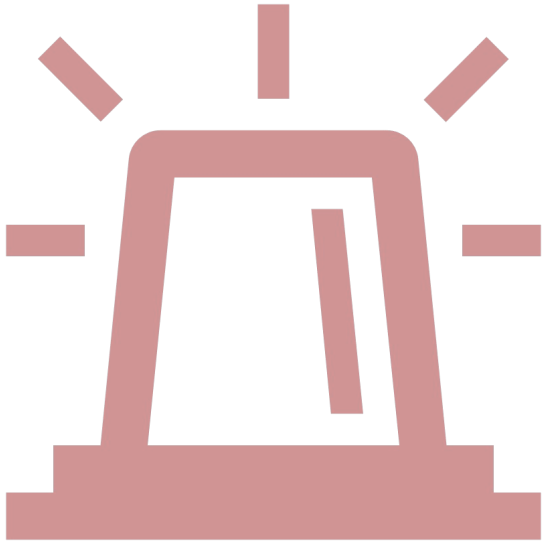


# SCHEDULE BENCHMARKS AND REVIEW POINTS

- Short Term goals
- Long Term goals
- Weekly or bi-weekly meetings
- Group meetings with Principal?
- Q/A with school manuals if that is the issue (attendance, transportation, out of season practice, etc.)
- Document each session (i.e., clinician notes)
- Sign and acknowledge from all stakeholders involved (contract form).
- Each person should have a copy
- Each person should bring it for every meeting for reference
- It should stipulate what may occur if the coach does not meet the standards/plan.
- Does Central/District Office need to be involved (Human Resources)?



# SCENARIOS FOR AUTOMATIC TERMINATION



1. Physical altercation with student-athlete
2. Physical threat to the student-athlete
3. Sexual relationship with student-athlete
4. Sexual relationship with parent of student-athlete
5. Contributing to the delinquency of a student-athlete: smoking, vaping, drug use, alcohol use, distribution/soliciting of illegal substances, and partying with the children.
6. Hazing
7. Inappropriate use of Social Media
8. There are more...





# RESOURCES TO ASSIST

## From Dr. Derek Sabedra:

- [http://dcps.k12.md.us/images/Schools/CSD\\_HS/DCPS\\_Athletic\\_Regulations\\_and\\_Procedures\\_FinalDraft.pdf](http://dcps.k12.md.us/images/Schools/CSD_HS/DCPS_Athletic_Regulations_and_Procedures_FinalDraft.pdf)
- [http://dcps.k12.md.us/images/PDFs/For%20Students/Bayside\\_Conf\\_Bylaws\\_Constitution\\_2020.pdf](http://dcps.k12.md.us/images/PDFs/For%20Students/Bayside_Conf_Bylaws_Constitution_2020.pdf)
- <https://content.mpssaa.org/view/1026989864/>
- <https://nfhslearn.com/>
- [Extra-Duty Assignment Evaluation Form](#)

## From John Woods:

- [Performance Pathway](#)
  - [What is it?](#)
- [MVP Process](#)
- [Best Practices](#)
- [5 Stages of Coaching](#)
- [Coaches Meeting](#)
- [Coach Reflection](#)
- [Student Experience Survey](#)
- [Parent Survey](#)



# FINAL THOUGHTS

TAKE THE TIME TO MENTOR, TO TRAIN, TO TEACH, AND TO DEVELOP YOUR COACHING STAFF FROM THE BEGINNING!!!

Thank you for attending this workshop!

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