



CORRY AREA SCHOOL DISTRICT
Middle-High School

534 East Pleasant Street, Corry, PA 16407
Ph: (814) 665-8297 • Fax: (814) 663-0722

www.corrysd.net

Dear Coaches,

Thank you for your commitment and dedication to our student-athletes for the past few months. As your season ends, I will need you to fill out the following forms and return them to me as soon as possible:

1. **Varsity Awards List:**

- a. Please submit the list of those earning a letter, captains and any other awards they may have received.
- b. _____ Date of Banquet

2. **Inventory:**

- a. Please provide an accurate list of all equipment for your team.
- b. _____ Date equipment is stored

3. **Season Summary:** A list of the game-by-game result for your season and your league, as well as total records. The athletic department keeps a binder of results for all high school athletic teams. (ALL LEVELS)

4. **Head Coaches Evaluations:** I will set up meetings with you to go over your end of year evaluations, next year's budget, and your tentative schedules. Please complete the checklist and your portion of the coaches' evaluation included in the packet and return to me.

5. **Coaches Evaluation:** Program's Strengths/Goals and Comments

6. **Supplemental Reimbursement Form:** Please sign and return the forms to me and when the regular season is complete. I will submit them to the central office for reimbursement.

7. **Letter of Intent:** Please fill out form pertaining to your intentions for next season.

8. **Budget:** _____ Submitted _____ Need to make changes _____ Incomplete

Please contact me with any questions you may have concerning the enclosed information.

Thank You,
Michael Daniels
Athletic Director



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Head Coach Post-Season Checklist

Name: _____

Sport: _____

1. _____ Submit Supplemental Request Form
2. _____ Submit Varsity Awards List
3. _____ Submit Inventory List
4. _____ Store Equipment
5. _____ Submit Season Summary
6. _____ Head Coach Evaluation Meeting
7. _____ Letter of Intent
8. _____ Submit Budget

NOTES:

Signature:

Date:



CORRY AREA SCHOOL DISTRICT
Middle-High School
Athletic Department
Coach Evaluation Form

Number of years coaching in this assignment:

Number of years coaching in the district:

PROGRAM STRENGTHS:

PROGRAM GOALS:

COMMENTS:

Athletic Director

Date

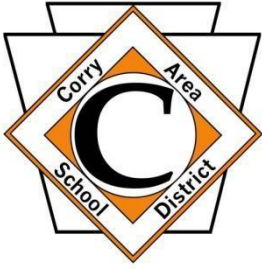
Head Coach

Date

Playoff Game(s)				

Overall Record: _____

Region Record: _____



CORRY AREA SCHOOL DISTRICT

ATHLETIC DEPARTMENT

Michael Daniels, Athletic Director

mdaniels@corrmysd.net (814) 665-8297 x 3132

Tyler Bailey, Assistant Athletic Director

tbailey@corrmysd.net (814) 665-8297 x 3110

534 E Pleasant St

Corry PA 16407

COACHING SUPPLEMENTAL REIMBURSEMENT FORM

Please be advised that I have completed my **COACHING SUPPLEMENTAL** assignment as the

Coaching Position (PRINT)

I understand that payment for this supplemental position will be made upon completion of the program.**

Signature of Coach/Director

Date

Name of Coach/Director (PRINTED)

APPROVED BY:

Signature of Athletic Director

Date

****If you are *NOT* a regular CASD employee, you *MUST* return District issued keys, ID badge and this form *BEFORE BEING PAID.***



CORRY AREA SCHOOL DISTRICT

ATHLETIC DEPARTMENT
Michael Daniels, Athletic Director
534 East Pleasant Street, Corry, PA 16407
(814) 665-8297 Ext. #3132 • Fax (814) 664-9645

To: All Coaches
From: Michael Daniels, Athletic Director
Subject: Intent to Continue to Coach

Please complete the bottom portion of this memorandum stating your intentions to continue to coach for the 2023/2024 school year sport season.

Yes, I intend to continue my coaching position with _____ for the 2023/2024 sport season. (Sports Program Name)

No, I can no longer continue to coach with _____ (Sports Program Name)

Print Name

Signature

Date

Please return to the Athletic Director at the end of the program season.

**Corry Area High School
Athletic Department
Coach Evaluation Form**

Coach: _____ Sport: _____ Date: _____

1 = Effective 2 = Needs Improvement 3 = Unsatisfactory
4 = Not Applicable 5 = See Comments

PROFESSIONAL & PERSONAL RELATIONS

1. ___ Cooperates with the athletic director by submitting necessary paperwork (rosters, eligibility, transportation, etc.) by deadline.
2. ___ Follows procedures in the Corry Area School District Athletic Department Handbook.
3. ___ Provides rules to team members in writing and follows due process.
4. ___ Develops and maintains rapport with athletic staff, faculty and administration.
5. ___ Dresses appropriately at practices and competitions.
6. ___ Participates in in-service meetings and attends athletic department meetings.
7. ___ Develops sound relations and provides supervision of booster groups.
8. ___ Understands and follows rules and regulations as set by PIAA, D-10 and Corry Area School District.
9. ___ Sets up and supervises parent night activities and end of season banquets.
10. ___ Maintains appropriate conduct at games with respect to players, officials, parents, opponents, etc.
11. ___ Works cooperatively with coaches at all levels to develop a coordinated program.
12. ___ Promotes and fosters spirit in all sports of the Corry Area High School athletic program.
13. ___ Cooperates and communicates with administration, athletic director, media and boosters during the year.
14. ___ Helps to develop the athlete's character and values as well as their skills in the sport.

COACHING PERFORMANCE

1. ___ Develops respect by example in appearance, manners, behavior, language and conduct during competition.
2. ___ Provides proper supervision and administration of athletic facilities and during transportation at all times.
3. ___ Maintains knowledge and expertise in matters pertaining to the sport.
4. ___ Maintains individual and team discipline.
5. ___ Develops a well-organized practice schedule that utilizes the coaching staff to its potential.
6. ___ Establishes the fundamental philosophy, skills and techniques to be taught by the coaching staff.

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4 = Not Applicable 5 = See Comments

7. ___ Holds periodic coaching staff meetings, including junior high levels, to implement the philosophy of their program.
8. ___ Maintains a sense of fairness, understanding and patience with all team members.
9. ___ Arrives promptly for practices and competitions.
10. ___ Displays an interest in and encourages athletes for their off-season activities, participation in other sports and efforts in the classroom.
11. ___ Provides leadership and attitudes that produce positive efforts by participants.
12. ___ Delegates authority with responsibility while remaining accountable for delegations.
13. ___ Maintains an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible.
14. ___ Continues to emphasize ethical means of motivation, acceptable personal behavior, decision-making and lasting values.
15. ___ Utilizes practice time for both team and individual development.
16. ___ Maintains a team performance consistent with the quality of athletes available.

RELATED COACHING RESPONSIBILITIES

1. ___ Assists in the monitoring of athletic eligibility and works with athletes for improvement in the classroom.
2. ___ Displays a concern for the care of equipment, including issue, collection, inventory and storage.
3. ___ Cooperates in developing of independent schedules.
4. ___ Cooperates with use of athletic facilities.
5. ___ Displays self-control and poise in areas related to coaching responsibilities.
6. ___ Displays enthusiasm and exhibits an interest in coaching.
7. ___ Updates athletic director frequently about progression of the team, important accomplishments and achievements and unusual events.
8. ___ Acknowledges student athletes' achievements and accomplishments by updating local media including scores of all contests.
9. ___ Encourages all potential athletes to participate in the all athletic programs.
10. ___ Maintains control over the program's booster club activities such as accounting procedures, conducting fundraisers, purchasing equipment, etc.