

COLLECTIVE BARGAINING AGREEMENT

Between

BOARD OF DIRECTORS

RIDGEFIELD SCHOOL DISTRICT

and

RIDGEFIELD EDUCATION ASSOCIATION - COACHES

EFFECTIVE DATE

September 1, 2018 – August 31, 2021

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ARTICLE I – ADMINISTRATION

Section 1. STATUS OF AGREEMENT

DEFINITIONS: Unless the context in which they are used clearly requires otherwise, the following terms are defined as:

Association: The Ridgefield Education Association – Coaches (REA-C)
District: The Ridgefield School District (The Employer)
Superintendent: The Chief Administrative Officer of the Ridgefield School District

The term “Agreement” shall mean this entire contract.

The term “days” shall mean business days unless otherwise specifically defined in this Agreement.

This Agreement shall become effective when ratified by the Board and Association and executed by authorized representatives thereof and may be amended or modified only with mutual consent of the parties.

This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District, which shall be contrary to or inconsistent with its terms. Rules, regulations, policies or resolutions, other than dealing with wages, hours of work or fringe benefits, not in conflict with this Agreement, shall remain in full force subject to change by Board and/or Administrative action.

Section 2. ADMINISTRATION OF AGREEMENT

Either the Association or the Superintendent may request a meeting with the opposite party at a mutually agreeable date and time to review and discuss the administration of this Agreement.

Section 3. CONFORMITY TO LAW

This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any employee or groups of employees covered hereby, shall be found invalid by operation of law, such provision or application shall have effect only to the extent permitted by law; and all other provisions or applications of the Agreement shall continue in full force and effect.

If any provision of this agreement is so held to be contrary to law, the parties shall commence negotiations on said provision as soon thereafter as is reasonably possible.

Section 4. COMPLIANCE OF AGREEMENT

Individual employee contracts between the District and an individual employee heretofore executed shall be subject to the terms and conditions of this contractual agreement. If any individual employee contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

Section 5. NO LOCKOUT/STRIKE

During the duration of this Agreement, the Association and its members will not initiate, cause or participate in any strike or work stoppage affecting the District. There will be no lockout of employees in the unit by the District as a consequence of any dispute arising during the period of this Agreement. There will be a moratorium on this provision during any reopener period.

Section 6. MANAGEMENT RIGHTS

The Board and the REA-C recognize that the Board has certain powers and duties that under the Constitution and Laws of the state of Washington may not be delegated, limited, or abrogated by an agreement with any party.

It is the intention of the parties that all rights, powers, prerogatives, duties and authority of the Board are retained by the Board except for those which are specifically abridged or modified by this agreement.

Section 7. RECOGNITION AND COVERAGE

The Ridgefield School District Board of Directors, hereinafter called the Employer or Board, recognizes the Ridgefield Education Association – Coaches (REA-C), hereinafter called the Association, as the exclusive bargaining agent under the authority of RCW Chapter 41.56 as recognized by the Public Employment Relations Commission (PERC) for all employees who conduct extracurricular activities in the Ridgefield School District for which no certification is required, excluding supervisors, confidential employees, certificated employees when performing as such, ticket-takers, safety patrol, time-keepers, casual employees and all other employees.

Section 8. RETYPING AND REPRINTING AGREEMENT

The District shall print and distribute copies of the Agreement/Addendums. All employees new to the District shall be provided a copy of the Agreement/Addendums by the District upon date of hire.

ARTICLE II – BUSINESS

Section 1. REPRESENTATION FEE DEDUCTIONS

In the event an employee is a dues paying member in good standing of a Washington Education Association (WEA) certificated or classified bargaining unit, he/she will not be required to pay dues (other than local REA-C dues) and shall be a member in good standing of the REA-C.

In the event an employee is not a dues paying member in good standing of a Washington Education Association (WEA) certificated or classified bargaining unit he/she will not be required to be a member or pay a representation fee.

The bargaining unit shall give written notice to the District by August 1 of the dollar amount of dues of the Association to be deducted in the coming year under payroll deductions.

The District shall maintain a process for dues deduction from the employee's salary and transmit that amount each month to the REA.

An employee subject to this Agreement and hired subsequent to the effective date of this Agreement shall become a member in good standing within (30) days, upon District receipt of a dues authorization form.

A dues authorization shall continue in effect from year to year unless a request of revocation is submitted to the District and the Association, signed by the employee, and received between August 1 and August 31 preceding the designated school year for which revocation is to take place.

Section 2. PAYMENT PROVISIONS

Employees shall receive monthly payments throughout the term of their sport season.

During the summer, employees may elect to have their warrants sent to their home address or to their bank provided that the proper authorization forms are completed and submitted to the district office on or before June 1.

ARTICLE III – PERSONNEL

Section 1. ASSOCIATION RIGHTS

Intra-school mail facilities may be used for distribution of Association communications so long as such communications are labeled as Association materials.

The Association may post notices of activities and matters of Association concern on bulletin boards to be provided in each faculty lounge of each building in the District, provided such notices are clearly labeled as being of and by the Association. The District, however, shall not assume the responsibility of or any liability for notices posted to or to be delivered for Association purposes.

School facilities and equipment may be used for Association meetings and business at reasonable times during non-duty hours provided that such meetings shall not interfere with the normal school operations. The Association shall pay for supplies and materials used.

The District agrees to furnish to the Association in response to reasonable requests all available information that is routinely prepared in the normal operation of the District, concerning the financial resources of the District, together with information, which may be necessary for the Association to process any grievance.

Section 2. EMPLOYEE RIGHTS

Employees shall have the right to self-organization, to form, join or assist employee organizations to bargain collectively through representatives of their own choosing.

There shall be no discrimination against any employee or applicant for employment by reason of race, creed, religion, color, marital status, sex, age, domicile, national origin, or because of their membership in employee organizations.

Employees in the Ridgefield School District enjoy all rights conferred by the laws of Washington or constitutions of Washington and the United States.

The District agrees to follow a policy of progressive discipline, which shall include a verbal warning, a written reprimand and suspension without pay and discharge. The District reserves the right to start at any appropriate level in the progressive discipline continuum depending on the seriousness of the case. No employee shall be disciplined without just cause. Such discipline will be private.

Any complaint made against an employee will be called to the attention of the employee within thirty-five (35) days upon receipt of the complaint.

Complaints against an employee not called to his/her attention cannot be used as a basis for, or as evidence in any disciplinary action.

An employee has the right to have a representative from the Association present when formally being questioned, reprimanded, warned or disciplined. All information forming the basis of any reprimand, warning or discipline shall be in writing and made available to the employee upon request.

Section 3. EMPLOYEE/DISTRICT PROTECTION

The District agrees to provide liability insurance coverage pursuant to RCW 28A.400.370.

The District will create and maintain a safe working environment for employees. Employees may use such action as is necessary to protect themselves, fellow employees, administrators, or students from attack, physical abuse, or injury.

Section 4. STUDENT DISCIPLINE

Employees shall have the responsibility to observe the substantive and procedural due process rights of the students.

Discipline shall be enforced fairly and consistently regardless of race, creed, sex or status. Such rights and responsibilities shall be in accordance with the law.

The District and the employees shall require acceptable behavior on the part of all students who participate in school-sponsored activities. When corrective action is necessary, it shall be understood that authority by employees to use prudent disciplinary measures for the safety and well being of pupils and employees is supported by the District, if such discipline is consistent with the law, District and building adopted student discipline policy, student and athletic code of conduct, and other related expectations of GSHL (current league) and WIAA.

Section 5. ASSIGNMENTS AND VACANCIES

Extracurricular positions need not be posted in the event the employee currently holding the position is requested by his/her supervisor to continue in the same position for the next season and/or school year, or if an assistant coach position is filled by a coach already working in that sport in the District. All head coach vacancies shall be posted.

When a vacancy occurs, the District notifies building staff of the posting. Building staff interested in consideration for the posting must notify the District using the selected on-line application tool within five (5) working days. The District may elect to fill the vacancy with a staff member whom is deemed qualified.

Whereas the head coach is responsible for the continuity of the program, he/she will be a member of the hiring committee for assistant coaches when available.

Section 6. PERSONNEL FILES

The official files on employees are confidential; as such shall be available for inspection only to the employee, supervisor, and confidential employees of the District. An employee shall be notified when the District intends to place a document in his/her personnel file and shall have the opportunity to review all materials originating from within the District when they are made a permanent part of the personnel file.

There shall be an official extra-curricular personnel file for each employee, which shall be maintained in the District Office. In the event the coach/advisor is also a certificated or classified employee of the District, his/her extra-curricular personnel file shall be a separate file from his/her certificated or classified file.

An employee shall have the right to answer and/or refute in writing any materials, which may be judged by him/her to be derogatory to his/her conduct, service, character or personality. The written response shall be made part of his/her personnel file.

An agent of the District will be present when the employee reviews the materials. The employee also has the right to have anyone of his/her choosing present during the review. An employee may have a copy of any document included in the personnel file at his/her expense.

Derogatory material shall not be included in an employee's personnel file if a copy of said material has not been made available to the employee.

Section 7. IN-SEASON STAFFING ADJUSTMENTS

Upon request, the parties shall meet and confer to discuss the number of coaches in a particular sport. The request shall consider supervision, safety and squad size. The District shall decide within five (5) days whether to change the number of coaches hired.

Section 8. EVALUATION –

The Athletic Director, or his/her designee, using the Ridgefield School District Evaluation form, Appendix B and C, will evaluate coaches/advisors and their programs.

Head coaches/advisors will complete and submit to the Ridgefield School District Athletic Director evaluation reports for each assistant in their program within 1 week of the season ending. Upon approval from the Athletic Director, head coaches/advisors will present evaluation reports to assistants.

Information included in the evaluations will be based upon observations of the evaluator.

Additional information may be relied upon in the evaluation if the evaluator had investigated and validated the information prior to its use in the evaluation process.

Each head coach/advisor and assistant coach will meet within forty (40) days following the completion of the varsity season with the Athletic Director to discuss the evaluation. The evaluator and the evaluatee shall each sign the copy. The evaluatee's signature does not necessarily indicate agreement with the evaluation and the evaluated may attach an explanation to the evaluation. A copy of the evaluatee's evaluation will go to the Athletic Director and the District Superintendent, to be placed in the evaluatee's personnel file.

**Add Core Covenants section to evaluation forms within section A (see Appendix B and C).

Program Exhibits Attributes of the Ridgefield School District 7-12 Core Covenants

- Program reinforces Core Covenants components in daily routine and program recognition.
- Expectations of good sportsmanship behaviors are set, shared and followed through.
- Measurable individual and team performance goals are established, assessed and celebrated.

- Year-round relationships and ongoing communication exist with all stakeholder groups.
- Practices are designed and executed with maximum participant activity, to challenge athletes and are kept on schedule.
- There is a system in place within the program to assist students who are struggling academically.
- Volunteers fill a variety of roles as part of the program culture.

ARTICLE IV – EXTRACURRICULAR CONTRACTS

An extracurricular contract shall be issued for all extracurricular assignments.

The length of an employee’s extracurricular contract shall be the length of the assigned activity or sport season. In the event a sport experiences an extended season, coaches will be paid per Article V, Section 1.

ARTICLE V – EXTRACURRICULAR STIPENDS

See Appendix A (Salary Schedule)

Section 1. POST-SEASON PAY

Post-season will become effective after the completion of the regular league competition. All head coaches will participate. Assistant coaches may be included upon the Athletic Director’s recommendation and approved by the high school administration. Post-season play responsibilities eligible for pay include practice, preparation for practice, competitive events, preparation for competitive events, travel, and supervision. The head coach of each program may elect to take all members of the coaching staff to regional or round one of the playoffs, if desired. All members of the coaching staff will have associated travel expenses (hotel, meals, mileage) covered.

Post-season stipends shall be calculated on a percentage basis of a coaches supplemental contract, consistent with the stipend/hours calculations as applied to the salary schedule. Coaches for activities with regional or round one of playoffs (exclusive of sanctioned league playoffs) shall receive an additional 10% of their supplemental contract. If a team wins at regional, or advances to round two, the coaches shall receive another 10%. Sports that have a third round would not be further compensated beyond round one (1) 10% and round two (2) 10%.

ARTICLE VI – PERSONAL PROFESSIONAL GROWTH INITIATIVE:

Each coach will be allocated a set amount of dollars each year to be used for personal professional growth activities selected and pursued by the coach, including, but not limited to: first aid certification, registration fees for workshops, conferences, or seminars. The Personal Professional Growth Initiative funds shall be \$200 per varsity head coach, per sport. All other coaches will receive \$150 per coach, per sport.

Unused funds will be carried over to the following school year for use by the teacher, provided that at no time will the funds available to a coach exceed \$400 (head coach) / \$300 (all other coaches) per year.

Coaches are to provide original receipts to the Business Office for reimbursement for use of personal professional growth funds and may be reimbursed following purchase without waiting until the training is held.

Annual allocation of the funds described in the first paragraph are contingent upon passage of the M&O levy at the same level as the previous school year.

ARTICLE VII – GRIEVANCE PROCEDURE

1. Definitions

- a. “Grievant” shall mean a bargaining unit member or group of bargaining unit members of the Association.
- b. “Grievance” shall mean a claim or a complaint by a grievant that there has been a violation, misinterpretation or misapplication of any terms or provisions of this Agreement or of any rules, order, policy, regulation, or practice of the employer.

2. Rights to Representation

- a. A grievant shall have the right to be accompanied by the Association at all steps of the grievance procedure.
- b. In the event a grievant elects to file and proceed without Association representation, he/she may do so through the first two steps of the procedure only, provided that the Association is present at every meeting or conference in order to protect its contract rights, and further provided that copies of the grievance, appeals and responses are given to the President in a timely fashion.
- c. No grievance may be processed with a grievant having representation other than him/herself or the Association.

3. Individual Rights: Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter through administrative channels and to have the problem adjusted without the interaction of the Association, as long as the Association is notified in writing of the disposition of the matter and such disposition is not inconsistent with the terms of this Agreement.

4. Procedure: The parties support resolution of the grievance at the lowest possible level. Grievances shall be processed in the following manner:

Step 1. SUPERVISOR/PRINCIPAL: The parties encourage employees and their supervisor/principal to attempt to resolve problems through free and informal communications prior to filing formal grievances. Within twenty (20) days of the occurrence, or of the grievant’s knowledge of the occurrence, the formal grievance shall be presented in writing to the employee’s supervisor/principal, who will arrange for a conference between him/herself, the grievant and the Association Representation to take place within ten (10) days after receipt of the grievance. The supervisor/principal shall provide the grievant and the Association with a written answer to the grievance within ten (10) days after the meeting. Such answer shall include all reasons upon which the decision was based.

Step 2. SUPERINTENDENT: If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision has been made within the time line, the grievance may be appealed to the Superintendent within ten (10) days after receipt of the Step 1 decision. The Superintendent shall arrange for a hearing with him/herself, the grievant, the first level supervisor and the Association Representation to take place within ten (10) days of his/her receipt of the appeal. The grievant and the Association shall have the right to include in the representation such witnesses they deem necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have ten (10) days to

provide his/her written decision, together with the reasons for the decision to the grievant and the Association.

Step 3. BOARD: If the grievant is not satisfied with the disposition of the grievance at step 2, or if no decision has been made within the time line, the grievance may be appealed to the Board within ten (10) days after receipt of the Step 2 decision. The Board shall arrange for a hearing with the Board, the grievant and the Association Representative to take place within ten (10) days of their receipt of the appeal. The grievant and the Association shall have the right to include in the representation such witnesses they deem necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Board will have ten (10) days to provide their written decision, together with the reasons for decision to the grievant and the Association.

Step 4. ARBITRATION: If the Association is not satisfied with the disposition of the grievance at step 3, or if no decision has been made within the time line, the grievance, at the option of the Association, may be submitted before an impartial arbitrator. The Association shall exercise its right of arbitration by giving the Board written notice of its intent to arbitrate within twenty (20) school days of receipt of the written disposition by the Board. The arbitrator shall be an arbitrator selected by the parties, from a list of arbitrators provided by the Public Employment Relations Commission (PERC). The rules used will be as indicated by PERC.

Neither the District nor the Association shall be permitted to assert in such arbitration proceeding any evidence or rely on any evidence not previously disclosed to the other party.

Powers of the Arbitrator

It shall be the function of the arbitrator and he shall be empowered except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of the Agreement. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement. The arbitrator shall confine his inquiry and decision to the specific area of the Agreement as cited in the grievance form.

The decision of the arbitrator will be submitted to the District and the Association and will be final and binding upon the parties.

Arbitration Costs

Each party shall bear its own costs of arbitration; however, the parties shall share the fees and charges of the arbitrator equally.

Continuity of Grievance

Notwithstanding the expiration date of this Agreement, any claim of grievance arising hereunder may be processed through the grievance procedure until resolution.

No Reprisals

No reprisals of any kind will be taken by the Board or administration against any employee because of his/her participation in the grievance process. Should the grievant or a witness be required to be released from his/her certificated/classified assignment, such release will be without loss of pay or benefits; however, the Association will bear all costs of released time for all persons representing the Association during the processing of a grievance.

ARTICLE IX – COACHING/ADVISOR RESPONSIBILITIES

The coach/advisor has the responsibility to adhere to all Board policies, WIAA rules, building rules, administrative directives and coaching/advisor responsibilities while training students to achieve their best potential.

Salary is Contract amount divided by weeks per season per WIAA

\$6,160.04	\$5,544.04	\$4,928.03	\$4,312.03	\$3,624.94
RHS Head	RHS Head	RHS Head	RHS Head	VRMS Head
Football	Basketball	Baseball	Bowling	Basketball
		Fastpitch	Golf - Fall	Football
		Soccer	Golf - Spring	Soccer
		Track	Gymnastics	Track
Cheer**		Volleyball 5073(1)	Tennis	Volleyball
		Wrestling 5073(1)	X-Country	Wrestling
				X-Country
Not to exceed 40 hours per week	Not to exceed 40 hours per week	Not to exceed 40 hours per week	Not to exceed 33 hours per week	Not to exceed 33 hours per week
** Not to exceed 353 total hours				



		75% Of head coach		
\$4,620.03	\$4,158.03	\$3,696.02	\$3,234.02	\$2,718.71
RHS Assistant	RHS Assistant	RHS Assistant	RHS Assistant	VRMS Assistant
Football	Basketball 4160(3)	Baseball	Golf - Fall	Basketball
		Fastpitch	Golf - Spring	Football
		Soccer	Gymnastics	Soccer
		Track	Tennis	Track
Cheer**		Volleyball 4160(2)	X-Country	Volleyball
Weights & Conditioning **		Wrestling 4160(2)		Wrestling
				X-Country
Not to exceed 32 hours per week	Not to exceed 32 hours per week	Not to exceed 32 hours per week	Not to exceed 26 hours per week	Not to exceed 26 hours per week
** Not to exceed 282 total hours				



\$4,056.00	\$2,392.00	\$1,872.00	\$1,872.00
RHS Activities	RHS Activities	RHS Activities	VRMS Activities
Speech/Debate	Mock Trial	Knowledge Bowl	Knowledge Bowl

Salary is Contract amount divided by weeks per season per WIAA

\$6,406.44	\$5,765.80	\$5,125.15	\$4,484.51	\$3,769.94
RHS Head	RHS Head	RHS Head	RHS Head	VRMS Head
Football	Basketball	Baseball Fastpitch Soccer Track Volleyball Wrestling	Bowling Golf - Fall Golf - Spring Gymnastics Tennis X-Country	Basketball Football Soccer Track Volleyball Wrestling X-Country
Cheer**				
Not to exceed 40 hours per week	Not to exceed 40 hours per week	Not to exceed 40 hours per week	Not to exceed 33 hours per week	Not to exceed 33 hours per week
** Not to exceed 353 total hours				



		75% Of head coach		
\$4,804.83	\$4,324.35	\$3,843.86	\$3,363.38	\$2,827.46
RHS Assistant	RHS Assistant	RHS Assistant	RHS Assistant	VRMS Assistant
Football	Basketball	Baseball Fastpitch Soccer Track Volleyball 4160(2) Wrestling 4160(2)	Golf - Fall Golf - Spring Gymnastics Tennis X-Country	Basketball Football Soccer Track Volleyball Wrestling X-Country
Cheer** Weights & Conditioning**				
Not to exceed 32 hours per week	Not to exceed 32 hours per week	Not to exceed 32 hours per week	Not to exceed 26 hours per week	Not to exceed 26 hours per week
** Not to exceed 282 total hours				



\$4,218.24	\$2,487.68	\$1,946.88	\$1,946.88
RHS Activities	RHS Activities	RHS Activities	VRMS Activities
Speech/Debate	Mock Trial	Knowledge Bowl	Knowledge Bowl

Salary is Contract amount divided by weeks per season per WIAA

\$6,726.76	\$6,054.08	\$5,381.41	\$4,708.73	\$3,920.74
RHS Head	RHS Head	RHS Head	RHS Head	VRMS Head
Football	Basketball	Baseball Fastpitch Soccer Track Volleyball Wrestling	Bowling Golf - Fall Golf - Spring Gymnastics Tennis X-Country	Basketball Football Soccer Track Volleyball Wrestling X-Country
Cheer**				
Not to exceed 40 hours per week	Not to exceed 40 hours per week	Not to exceed 40 hours per week	Not to exceed 33 hours per week	Not to exceed 33 hours per week
** Not to exceed 353 total hours				



		75% Of head coach		
\$5,045.07	\$4,540.56	\$4,036.06	\$3,531.55	\$2,940.56
RHS Assistant	RHS Assistant	RHS Assistant	RHS Assistant	VRMS Assistant
Football	Basketball	Baseball Fastpitch Soccer Track Volleyball 4160(2) Wrestling 4160(2)	Golf - Fall Golf - Spring Gymnastics Tennis X-Country	Basketball Football Soccer Track Volleyball Wrestling X-Country
Cheer** Weights & Conditioning**				
Not to exceed 32 hours per week	Not to exceed 32 hours per week	Not to exceed 32 hours per week	Not to exceed 26 hours per week	Not to exceed 26 hours per week
** Not to exceed 282 total hours				



\$4,429.15	\$2,612.06	\$2,044.22	\$2,044.22
RHS Activities	RHS Activities	RHS Activities	VRMS Activities
Speech/Debate	Mock Trial	Knowledge Bowl	Knowledge Bowl

Ridgefield School District

Head Coach Evaluation

Coach: _____
 Sport/Position: _____

Building: _____
 School Year: _____

- | | | | | |
|--|--|---|---|--|
| 1) Undeveloped
<small>(Growth is needed)</small> | 2) Emerging
<small>(Has demonstrated growth)</small> | 3) Proficient
<small>(Competent/skilled/adept meets expectations in most areas)</small> | 4) Exemplary
<small>(Demonstrates high competency in all areas)</small> | 5) Distinguished**
<small>(Program is set apart from others and is recognized as an example of excellence)</small> |
|--|--|---|---|--|

A. Professional and Personal Responsibilities

Professional Practices 1 2 3 4 5

- Positive and enthusiastic approach toward the program.
- Behaves as a positive role model in the school and community for students.
- Exercises self-control, poise, and professionalism at practices and contests.
- Exercises professional judgment in regard to appropriate attire for practices and contests.

Compliance with District Policies 1 2 3 4 5

- Oversees and conducts all fund-raising activities according to established policies and procedures.
- Attends clinics and continues professional growth (when possible and as required)
- Follows district policies and procedures

Program Exhibits Attributes of the RSD 7-12 Core Covenants 1 2 3 4 5

- Program reinforces Core Covenants components in daily routine and program recognition.
- Expectations of good sportsmanship behaviors are set, shared and followed through.
- Measurable individual and team performance goals are established, assessed and celebrated.
- Year-round relationships and ongoing communication exist with all stakeholder groups.
- Practices are designed and executed with maximum participant activity, to challenge athletes and are kept on schedule.
- There is a system in place within the program to assist students who are struggling academically.
- Volunteers fill a variety of roles as part of the program culture.

Comments

B. Coach/Organizer/Leader

Staff/Program Development 1 2 3 4 5

- Organizes and defines the roles of staff.
- Emphasizes and demonstrates sportsmanship and safety to players and staff.

- Leads and supervises staff in overall program implementation
- Develops “team” approach in working with coaching staff
- Helps develop capabilities/skills of staff members
- Develops daily practice plan, which is developmental in nature in terms of the necessary skills and techniques
- Helps develop capabilities/skills of staff members (7-12)

Administrative Duties

1 2 3 4 5

- Assists in maintaining administrative information (roster, physicals, awards, etc.)
- Effectively conducts tryout process
- Oversees and leads in “developmental philosophy” of feeder programs
- Distributes and discusses District-approved policies, goals, and/or notebook
- Responsibly reports to administration as timely as possible any issues of safety or injury
- Develops and distributes a year round program calendar and itineraries as required

Planning and preparation

1 2 3 4 5

- Allocates time wisely to make program successful
- Understands program’s place in overall school operations
- Engages in ongoing communications with administration about program and program needs
- Oversees and maintains, in a timely manner, the care of equipment in terms of safety, inventory, record keeping, issuing, collecting, cleaning and replacement
- End of season awards banquet is planned and well organized including presentation of athlete awards and certificates
- Conducts evaluations of assistant coaches as directed

Comments

C. Relationship with Participants

Rapport and Relationships with Participants

1 2 3 4 5

- Has enthusiastic and positive approach to each player
- Motivates in an acceptable manner
- Treats students with respect, dignity, and compassion
- Maintains proper player-coach relationship
- Supervises locker room, training room and all aspects of team travel

Program Expectations

1 2 3 4 5

- Establishes and maintains reasonable expectations of students in terms of time and performance in sport
- Establishes, informs, and maintains reasonable behavioral expectations of students and reinforces those expectations in a fair and consistent manner
- Establishes and distributes program lettering criteria to participants

Comments

D. Relationship with Parents, Community, and School

Parent Communication

1 2 3 4 5

- Conducts a parent meeting at the start of the season
- Maintains open lines of communication and keeps parents informed
- Makes intentions and methods clear to parents

Public Image and Program Promotion

1 2 3 4 5

- Presents and maintains positive school image in community and school
- Communicates in a positive manner with media concerning programs and players
- Supports other school programs
- Carries out “public appearance” responsibilities positively

Comments

E. Sport Skills

1 2 3 4 5

- Demonstrates knowledge of the sport.
- Demonstrates the ability to teach the sport and sport skills.
- Develops the student-athlete in the individual and/or team skills.

Comments

Observations/Suggestions:

_____	_____ (plans to return)
*Coach	Date
_____	_____
Athletic Director	Date
_____	_____
Assistant Principal/Principal	Date

*The coach’s signature indicates that he/she has read and discussed the above evaluation. It does not indicate complete agreement. He/she may express disagreement with any items or comments in written form to be attached to this document. All copies will likewise have any attachment.

**i.e. – Program is used as a model for other school districts. Coach is asked to teach others or conduct a clinic. Coach has been awarded Coach of the Year for the sport, or asked to coach an all-star team.

Ridgefield School District Assistant Coach Evaluation

Coach: _____
Sport/Position: _____

Building: _____
Year: _____

1) Undeveloped

(Growth is needed)

2) Emerging

(Has demonstrated growth)

3) Proficient(Competent/skilled/adept
meets expectations in
most areas)**4) Exemplary**(Demonstrates high
competency in all
areas)**A. Professional and Personal Responsibilities****Professional Practices****1 2 3 4**

- Positive and enthusiastic approach toward the program.
- Behaves as a positive role model in the school and community for students.
- Exercises self-control, poise, and professionalism at practices and contests.
- Exercises professional judgment in regard to appropriate attire for practices and contests.
- Supervises locker room, training room and aspects of team travel as assigned.
- Attends clinics and continues professional growth (when possible and as required).

Compliance with District Policies**1 2 3 4**

- Follows district policies and procedures.
- Responsibly reports to head coach and/or administration as timely as possible any issues of safety or injury.

Program Exhibits Attributes of the RSD 7-12 Core Covenants**1 2 3 4**

- Program reinforces Core Covenants components in daily routine and program recognition.
- Expectations of good sportsmanship behaviors are set, shared and followed through.
- Measurable individual and team performance goals are established, assessed and celebrated.
- Year-round relationships and ongoing communication exist with all stakeholder groups.
- Practices are designed and executed with maximum participant activity, to challenge athletes and are kept on schedule.
- There is a system in place within the program to assist students who are struggling academically.
- Volunteers fill a variety of roles as part of the program culture.

Comments:**B. Leadership/Organization****Organization and Program Involvement****1 2 3 4**

- Emphasizes and demonstrates sportsmanship and safety to players and staff.
- Participates as a “team” member with coaching staff.
- Contributes effectively to tryout process.
- Allocates time wisely to make program successful.
- Understands program’s place in overall school operations.

Administrative Duties

1 2 3 4

- Assists in maintaining eligibility information (roster, physicals, awards, etc.).
- Handles daily care of equipment, record keeping, and facilities as directed by head coach.
- Responsibly reports to administration/head coach any issues of safety or injury.

Planning and Preparation

1 2 3 4

- Assists, as assigned, in developing daily practice plans, which are developmental in nature in terms of the necessary skills and techniques.
- Attends coaches meetings as directed by head coach.

Comments:

C. Relationship with Participants

Rapport and Relationships with Players

1 2 3 4

- Has enthusiastic and positive approach to each player.
- Motivates in an acceptable manner.
- Maintains proper player-coach relationship.

Program Expectations

1 2 3 4

- Maintains reasonable expectations of students in terms of time and performance in sport.
- Informs, and maintains reasonable behavioral expectations of students, and reinforces those expectations in a fair and consistent manner.
- Treats students with respect, dignity, and compassion.

Comments:

D. Relationship with Parents, Community and School

1 2 3 4

- Maintains open lines of communication and keeps parents informed.
- Makes his/her intentions and methods clear to parents.
- Presents and maintains positive school image in community and school.

Comments:

E. Sport Skills

1 2 3 4

- Demonstrates knowledge of the sport.
- Demonstrates the ability to teach the sport and sport skills.

- Develops the student-athlete in the individual and/or team skills.

Comments

Observations/Suggestions:

_____	_____
*Coach	Date
_____	_____
Head Coach	Date
_____	_____
Athletic Director	Date
_____	_____
Assistant Principal/Principal	Date

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GRIEVANCE
COMPLAINT BY THE AGGRIEVED

Type or Print:

Aggrieved Person: _____

Date of Formal Presentation: _____

Address of Aggrieved: _____

Telephone: _____

Position: _____

Association Representative: _____

STATEMENT OF THE GRIEVANCE:

APPLICABLE AND VIOLATED SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT:

RELIEF SOUGHT:

Signature of the aggrieved

Date