



PERFORMANCE EVALUATION  
SKATING COACHES

**PERSONAL AND CONFIDENTIAL**

*This Performance Evaluation is to be used as a template in order for Skate Canada clubs to evaluate coaches within their clubs (professional coaches or Program Assistants). Performance evaluations should be conducted annually. Please feel free to add or remove performance categories in order to better suit each individual's contractual duties. Additional copies of this Evaluation Form can be obtain from the Skate Canada: Alberta – NWT/Nunavut Section office, or downloaded from [www.skateabnwtun.com/clubs](http://www.skateabnwtun.com/clubs)*

Coach Name: _____		Club Position: _____	
Length of Time in Present Position: _____			
Evaluator's Name and Title: _____			
Evaluation Period: _____ to _____			
Date of Evaluation: _____			
Current Contract Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Reviewed by:</i>			
Club President: _____		Date: _____	
_____:		Date: _____	
(title)			
_____:		Date: _____	
(title)			

The purpose of this evaluation is to identify strengths and areas of improvement in your role as a skating coach in the above-mentioned Skate Canada club. These strengths and areas of improvement will be discussed in terms of meeting the requirements of your contract , in addition to following the Skate Canada Coaches Code of Ethics.

Degrees of Performance:

Excellent: - Performance is almost always at a superior level when compared with the requirements of this position  
- Performance almost always reflects a passion for excellence and the individual is viewed as a role model by their peers

Good: - Performance is constantly at an acceptable level when compared with the requirements for this position  
- Performance is what is expected of a fully qualified and experienced person in this position  
- This individual meets all contractual obligations and the Skate Canada Coaches Code of Ethics

Satisfactory: - Performance occasionally falls short of the requirements of the contract  
- Improvement in some areas is required  
- It is believed that this individual has potential for improvement

\*Unsatisfactory: - Performance does not meet the requirements of the contract, expectations and/or Skate Canada Coaches Code of Ethics, no opportunity for progress/improvement is evident.

Not Applicable: - This contracted position does not require this skill / ability.

\*Note: If a coach is rated as Unsatisfactory, yet does not warrant the termination of the coach's contract, it is recommended that a two week or four week follow up evaluation occur.

**COACHING PERFORMANCE**

	<b>E</b>	<b>G</b>	<b>S</b>	<b>U</b>	<b>NA</b>
<p><i>Technical Proficiency</i>            The ability to effectively coach the contracted disciplines at the level required by the development stages of students and the ability to correctly judge when students are ready for tests and competitions.</p>					
<p><i>Creative Teaching Technique</i>            The ability to select, create and apply teaching techniques appropriate to the learning needs of the students.</p>					
<p><i>Contributes to fostering a supportive, positive and effective learning environment</i>            The degree to which the coach is seen as a positive influence in delivering skating program. Ability to get along with parents, coaches, skaters, club board members. (e.g. day-to-day enthusiasm, encouragement for skaters and fellow coaches and teaching effectiveness.)</p>					
<p><i>Leadership Role</i>            Acts as an effective role model within the Club. Creates a motivating and effective environment. Deals with conflict effectively.</p>					
<p><i>Competency</i>            Keeps up-to-date with changes and technical information. Attends sessions/clinics/workshops in order to receive most current information in their field and upgrade skills as required. Aware of constant changes/improvements within the sport.</p>					

**General Comments:**

**GENERAL PERFORMANCE**

	<b>E</b>	<b>G</b>	<b>S</b>	<b>U</b>	<b>NA</b>
<p><i>Personal Appearance and Attitude</i>            Adherence to Club rules, regulations and policies, conducts himself or herself in a professional manner at all times while at the Club.</p> <p><i>Attendance</i>            Reliability in conducting assigned group program lessons and appearing for other obligations such as coaches meetings and private lessons. If absence is required, a legitimate reason is communicated in a timely manner. Punctuality.</p> <p><i>Dependability</i>            Performance of contractual obligations with minimal supervision.</p> <p><i>Customer Service</i>            Assists Club members as required in a thorough, friendly and professional manner.</p>					

**General Comments:**

**CLUB RELATIONS**

	<b>E</b>	<b>G</b>	<b>S</b>	<b>U</b>	<b>NA</b>
<p><i>Communications</i>            Effectively communicates with students, parents, fellow coaches, club executive and other members in a timely and clear manner.</p> <p><i>Team Work</i>            Appreciation for the Club as a whole. Provides feedback in a constructive, positive manner. Actions and attitudes are supportive of fellow staff and Club members. Willing to share ideas. Shows a commitment to overall Club goals and objectives. Promotes an effective team environment.</p> <p><i>General Attitude</i>            Demonstrates a professional attitude towards skaters, parents, club executive and other members.</p> <p><i>Coaches Code of Ethics</i>            Adheres to the Coaches Code of Ethics as provided by Skate Canada.</p>					

**General Comments:**

**PERSONAL QUALITIES**

	<b>E</b>	<b>G</b>	<b>S</b>	<b>U</b>	<b>NA</b>
Displays openness and a willingness to discuss issues					
Integrity/Honesty					
Willing to receive and act upon performance feedback					
Accepts responsibilities for own actions and decisions					
Provides constructive feedback/makes suggestions					
Displays respect for others					
Creative and innovative					
Focused on continuous improvement					

**General Comments:**

Skill / Task _____	E	G	S	U	NA

Skill / Task _____	E	G	S	U	NA

**ACTIVITY LOG:** (please use the space provided to record any incidents occurring over the course of the season, which may effect the outcome of this evaluation).

Date	Issue	Action Taken	Follow up Required?

**OVERALL PERFORMANCE RATING**

Excellent	Good	Satisfactory	Unsatisfactory
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Comments:

**PERFORMANCE STRENGTHS:** (Note the major strengths of the individual)

**AREAS FOR IMPROVEMENT:** (Identify the area(s) where the individual should concentrate to improve current effectiveness. Indicate any training or development required.)

**EVALUATOR'S COMMENTS:** Comment on any significant points brought up in the evaluation discussion.

**COACH'S COMMENTS:** This section is for the coach to make any comments on the performance review and discussion.

**ACKNOWLEDGEMENT:**

Evaluator's Signature: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

Coach: Your signature indicates that the appraisal has been discussed with you. It does not necessarily mean that you agree with the comments on this form or during discussion.