



Officials' Matters: Evaluation Best Practices and Resources

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Evaluation Guidelines for Event Heads,3

Thanks to the USATF Officials committee for their original Official evaluation document which this was modified from.

Guidelines to Event Heads for Conducting Evaluations

Introduction

An important part of your responsibilities as a Crew Chief is to conduct evaluations of your crew members. The purposes of an evaluation are to assist the US PARA Officials Selection Committee in choosing officials for NTO positions and to help officials become better officials.

Instructions

Once you have been notified that you will be evaluating your crew for a meet, review the evaluation instrument before the competition. In one of your pre-meet communications with your crew members, let them know your expectations of them during the competition and that they will be evaluated by you. Explain to them the criteria by which they will be evaluated which are listed below. It would also be good to repeat this information at your first on-site meeting with your crew.

Below is a suggested opening statement that you may want to make to your crew members:

Evaluation is the key to our growth and performance as selected officials for this meet. As your crew chief, I have been tasked to evaluate your performance at this meet. Some of you have also been tasked to evaluate me. The evaluation criteria for all the officials at this meet are the same. The following criteria are the ones by which you will be evaluated:

- Arrived on time for meetings and events
- Maintained a professional appearance
- Knew and applied rules to the event consistently and fairly
- Treated all personnel with respect and professionalism
- Communicated effectively with athletes and other officials
- Always stayed attentive to the competition and potential problems
- Worked well with other officials for success of the crew
- Willingly assisted as needed in other areas
- Provided a venue that ensured safety of athletes, officials, volunteers and spectators
- Prepared the venue correctly and efficiently
- Conducted complete, accurate briefings for athletes
- Worked effectively with volunteers
- Completed event forms properly and neatly
- Demonstrated good decision-making and problem-solving skills
- Accepted and responded to feedback and attended post-event reviews

The above criteria will be combined into the following rating Questions rating each from a low of 5 to a high of 1:

- Recommend For National Level Events
- Invite back to this Event
- Work well with others
- Knowledge of Para Track Rules
- Knowledge of Para Field Rules
- Work and lead independently (in a Para role)

To Guide in rating please consider the following:

- 1 – Exceeds all expectations
- 2 – Exceeds many expectations
- 3 – Meets expectations
- 4 – Meets some expectations
- 5 – Meets minimal expectations

It's not required for you to write Notes for each crew member for every criterion on the evaluation form, but leaving the Note box blank is not living up to your responsibilities, either. Write succinct, direct comments where needed. Be fair, accurate, and consistent when writing your comments. Provide constructive criticism when needed. And don't forget to give praise and compliments to officials when warranted!

Recommendation to ATFUSA/US Para Track & Field Officials Selection Committee

In addition to evaluating each member of your crew on the criteria above, you may be asked to make a recommendation on that official's suitability for selection for future USATF Para Track & Field and or ATFUSA national championships and whether you would recommend that official to again work the event you are evaluating them at. Your rating and comments (required) will be made available to the Selection Committee. The Committee Members need you to be honest and frank in your assessment of the official.

The scale for your recommendation is as follows: Yes or No

Best Practice

A best practice for Crew Chiefs is to hold a debriefing with your crew after each event during the meet to discuss what went well and what could be improved. It is helpful and important to give and receive feedback from your crew members

Evaluator Form Rating Area

Evaluator	Recommend for National events (Y)/(N)	Invite back to this event (Y)/(N)	Work Well W/Others 1-5	Para Track Knowledge 1-5	Para Track Knowledge 1-5	Work Independant 0-5	Over all Eval	Note

