

Clerk of Course Officials Evaluation Form

Name: _____ Meet: _____ Date: _____

Evaluator: _____

Evaluate applicable areas, based on assignment(s) for this meet.

1 - Knowledge of Rules Applicable to Clerking

Fair ___ Good ___ Excellent ___ Comments _____

2 – Equipment and Personnel

A. Cooperates with Head Clerk & other Clerks; and with meet management (Head Clerk)

Fair ___ Good ___ Excellent ___ Comments _____

B. Has, or has access to applicable rule books

Fair ___ Good ___ Excellent ___ Comments _____

C. Uses amplification if needed

Fair ___ Good ___ Excellent ___ Comments _____

D. Has pens, markers, extra hip numbers, etc.

Fair ___ Good ___ Excellent ___ Comments _____

3 - Clerking Techniques

A. Strives to maintain the meet schedule

Fair ___ Good ___ Excellent ___ Comments _____

B. Visible/available for easy Check-In

Fair ___ Good ___ Excellent ___ Comments _____

C. Gives proper information at Check-In

Fair ___ Good ___ Excellent ___ Comments _____

D. Controls the Clerking area and the competitors

Fair ___ Good ___ Excellent ___ Comments _____

E. Aware of and adjusts to competitors concerns

Fair ___ Good ___ Excellent ___ Comments _____

F. Assembles competitors at proper time

Fair ___ Good ___ Excellent ___ Comments _____

G. Gives final instructions clearly – start lines, advancement procedure, break line, etc.

Fair ___ Good ___ Excellent ___ Comments _____

H. Checks uniform, bib #, spikes – individuals, relays

Fair ___ Good ___ Excellent ___ Comments _____

I. Reinforces heat and lane assignments

Fair ___ Good ___ Excellent ___ Comments _____

J. Issues hip numbers and instructs their placement

Fair ___ Good ___ Excellent ___ Comments _____

K. Departs for the event on time and organized

Fair ___ Good ___ Excellent ___ Comments _____

L. Knows track layout - location of start lines, zones, breaklines

Fair ___ Good ___ Excellent ___ Comments _____

M. Does a final check of lanes, numbers, etc

Fair ___ Good ___ Excellent ___ Comments _____

4 - Additional Comments (If any) _____