

## Evaluation Form for Clerking

Name: \_\_\_\_\_ Meet: \_\_\_\_\_ Date: \_\_\_\_\_

Observer: \_\_\_\_\_ Phone # \_\_\_\_\_

- Comment if **appropriate** and/or to be **helpful**

### 1 - Rules for Clerking

(A) Knowledgeable

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

### 2 - Facilities, Equipment and Personnel

(A) Cooperates with meet management ( If Chief )

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(B) Cooperates with Chief Clerk

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(C) Cooperates with other Clerks

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(D) Strives to maintain the meet schedule

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(E) Uses amplification if needed

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(F) Has pens, markers, extra hip numbers, Etc.

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(G) Knows track layout ( Start lines, Zones, Breaklines )

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(H) Cognizant of appropriate seed times for an event

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

### 3 - Clerking Techniques

(A) Visible for easy Check-In

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(B) Gives proper information at Check-In

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(C) Controls the Clerking area and the Competitors

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(D) Aware of and adjusts to competitors concerns

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(E) Assembles competitors at proper time

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(F) Gives final instructions clearly

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(G) Checks uniform ( Jewelry - NYS, shoes - Fed., Etc. )

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(H) Reinforces heat and lane assignments

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(I) Issues hip numbers and instructs their placement

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(J) Departs for the event on time and organized

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(K) Aware of where the starting line is located

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

(L) Does a final check of lanes, numbers, etc

Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_

4 - Additional Comments ( If any )