Cross Country and Track & Field Evaluation Report
DO NOT send this form to the OHSAA Office; please submit the form to BJ (William) Duckworth, Director of Officiating Development at wjduckworth2@yahoo.com

Official: ______________________________________  Evaluator: _________________________________

Date: ______________  Site: _________________________________

Name of Meet: __________________________________  Event/Position: _________________________________

Rate the following areas using the scale below, as well as make comments for each section. Please be as objective and accurate as possible. Not all questions will apply to all officials depending on their position and responsibilities; ensure you are only evaluating action you observed. Please note that giving someone all fives indicates no room for improvement. Please feel free to attach an additional document with notes in addition to those requested below.

**Evaluation Scale:** 5 – Excellent, 4 – Good, 3 – Satisfactory, 2 – Fair, 1 – Unsatisfactory, NA – Not Applicable

**Appearance & Uniform**
Proper uniform ______
Personal appearance ______

Comments: ______________________________________________________________________________________
________________________________________________________________________________________________

**Knowledge Of The Rules**
Knowledge of rules related to position(s)/event(s) ______
Handling of difficult or challenging situations ______

Comments: ______________________________________________________________________________________
________________________________________________________________________________________________

**Professionalism**
Arrived on time ______
Arrived early enough to allow for venue set up and athlete warm ups.

Pre-meet track walk/review (Starters, Clerks, Umpires, Referees) ______
Preformed a pre-meet walk of the track checking for issues and identifying exchange zone, starting lines, hurdle marking etc.

Pre-meet event set up (Field Event, Head Field Judge, Referees) ______
Preformed a pre-meet inspection of assigned field event venue(s) to ensure safety, perform any set up or changes needed, etc.

Interactions with fellow officials ______

Interactions with coaches ______

Interactions with athletes ______

Interactions with spectators/parents ______

Ability to make tough decisions under pressure ______

Performed duties during the meet without unneeded delays ______
Operated in a manor that ensure the expedition of the meet while also allowing competitors the time needed for safe fair competition.
Professionalism (Cont.)

Came prepared to officiate

The official arrived with all needed equipment, including event-specific needs, rule books, official’s manual, and any other needed items.

Check out before leaving

The official checked out with meet management before leaving and ensured no additional help was needed.

Comments: ___________________________________________


Preventative Officiating

Held effective pre-field event meeting (Field Event)
Ensured all applicable rules were reviewed, order/method of calling competitors, meet specific information, review uniform information, coaching, and video viewing area, allow for questions.

Preformed pre-event or pre-race uniform checks

Gave verbal preventative instructions to competitors

Used verbal communication to prevent violations, such as reminding athletes of relay zones, “staying off the line,” exiting from the back of the circle, etc.

Gave verbal instructions at the start of each round (Field Event)

Used verbal communication to ensure athletes are aware of time limits, bar height, the number of competitors remaining, etc., in the field events.

Held effective pre-race meeting (Clerks)

Ensure all applicable rules were reviewed, uniform checks, starting lines, exchange zone colors, starting instructions, heat/section assignments, allow for questions.

Reviewed final starting instructions (Starters)
Quickly ensures athletes understand starting commands, starting instructions, starting lines.

Comments: __________________________________________________________________________________________

Officiating Mechanics

Starting commands (Starters Only)
Uses proper starting commands, speaks in a consistent tone (is not yelling), utilizes proper arm movements, hold time is appropriate, etc. Ensures they are positioned appropriately to see what needs to be seen.

Use of flags (Umpiers)
Utilizing flags to signal each time runners pass and holding the flag to ensure it can be seen. Ensures they are positioned appropriately to see what needs to be seen.

Field Event Officials

Use of proper communication methods such as flags and verbal communication. Ensures they are positioned appropriately to see what needs to be seen.

Comments: __________________________________________________________________________________________

Was any coaching provided?
Yes / No
If Yes please detail below.

Comments: __________________________________________________________________________________________

Please include any additional notes on this official’s performance on a separate sheet as appropriate.