

Section VII – Evaluation

Key Concepts142

Selection of Formats

Sample Competition Evaluations143



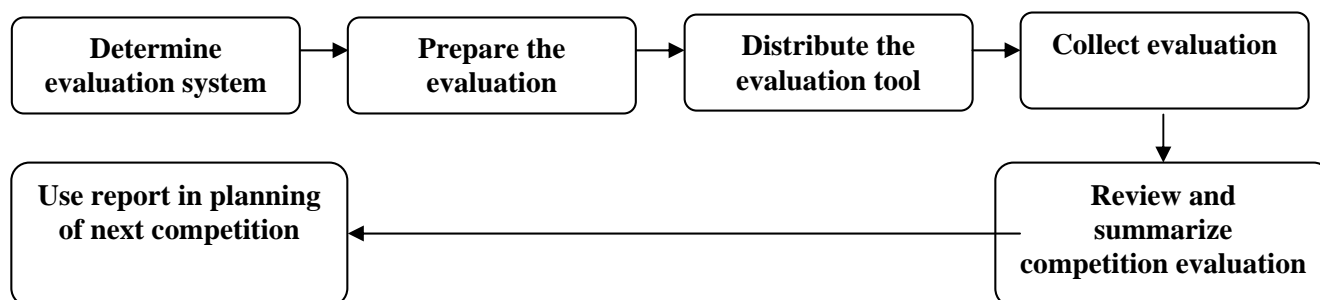
An evaluation process is essential to the success of any event. It provides a stronger foundation for planning for the future while giving instant feedback and instant reinforcement to all that is involved. We encourage the use of evaluation reports of the previous events as a key to effective planning. Do not forget to seek the input from athletes!!!

Key Concepts

- ◆ Develop a process to measure success
- ◆ Should be simple and represent a minimum additional workload.
- ◆ Should involve a checks and balances system to ensure accurate information.
- ◆ Provides positive pro-active feedback.
- ◆ Not only to be added on at the end, but should be an integral part of the planning process.
- ◆ Review responses with an open mind. Please note that not all responses will be constructive, there will be a few of just petty complaints.

Menu of Formats

- ◆ Yes or No - evaluation checklist
- ◆ Numerical grading system
- ◆ Observations and recommendations
- ◆ Evaluation questionnaire
- ◆ Debriefing meeting
- ◆ Games Evaluation Team or Competition Evaluation Team
- ◆ To allow for the committee to get an unbiased look at the competition from a group of qualified individuals





Sample Evaluation Form

Courtesy of the Special Olympics Golf National Invitational

[Insert Name of Event/Competition] Coaches/Committee Evaluation

Please check one: I am a _____ Coach _____ Committee Member

Ratings: 1 (Poor) 2 (Fair) 3 (Average) 4 (Good) 5 (Excellent)

PLEASE RATE THE FOLLOWING:

A. Administration

• Pre-tournament administration	n/a	1	2	3	4	5
• On-site registration	n/a	1	2	3	4	5
• Schedule	n/a	1	2	3	4	5
• Number & Quality of Volunteers	n/a	1	2	3	4	5

Comments: _____

B. Facilities

• Golf Courses	n/a	1	2	3	4	5
• Overall Housing	n/a	1	2	3	4	5
• Meals & Refreshments	n/a	1	2	3	4	5
• Medical Coverage	n/a	1	2	3	4	5
• Communications	n/a	1	2	3	4	5
• Transportation	n/a	1	2	3	4	5
• Signage	n/a	1	2	3	4	5

Comments: _____

C. Special Events

• Opening Ceremonies	n/a	1	2	3	4	5
• Hospitality/Families	n/a	1	2	3	4	5
• Awards	n/a	1	2	3	4	5

Comments: _____

D. Competition

• Course Set-up	n/a	1	2	3	4	5
• On-site Organization	n/a	1	2	3	4	5
• Rules Officials	n/a	1	2	3	4	5
• Volunteers	n/a	1	2	3	4	5
• Divisioning	n/a	1	2	3	4	5

Comments: _____



Sample Evaluation

Courtesy of Special Olympics Minnesota

Administration

Please comment on the pre-registration process (.i.e., mailings from management office, forms, athlete registration

Please comment on the on-site team/athlete registration process.

Competition

What competition(s) did you attend during the event?

Please comment.

Support Services

Please comment on food service at venues.

Was medical personnel easily identifiable?



Special Events

Did you attend the banquet and Opening Ceremonies on Friday evening? Yes No

If yes, please comment.

Did you attend the Olympic Town & Dance on Friday evening? Yes No

If yes, please comment.

Did you attend any of the Special Events? Yes No

If yes, please comment .

Overall Evaluation

1	2	3	4	5
Poor		Average		Excellent

Please comment on three positive aspects of the event.

1.

2.

3.



Please provide three recommendations to improve the event.

1.

2.

3.

Anything We Forgot to Ask?

Information (Optional)

Name:

Team/Delegation/Volunteer Position:

Address:

City,

Zip:

Thank you for your input! Please return this form by _____ to:

[\[Insert contact information here\]](#)



Sample Evaluation Form

Field Of Play & Sport Equipment (Course Set-Up)

- Yes No Tee markers clearly identified
- Yes No Hole identification signs erected
- Yes No Hole placement sheets provided to each player
- Yes No Directional signs from greens to tees, where needed
- Yes No Cart shuttle in place, where needed
- Yes No All boundaries and hazards clearly marked
- Yes No Ground-under-repair clearly marked
- Yes No Scoring tents erected and operational
- Yes No Course offers appropriate challenge for the ability level of athletes
- Yes No Adequate separation of gallery ropes and grandstands
- Yes No Visible scoreboard for competitors, coaches and spectators
- Yes No Visible results and competition schedule

Competition

- Yes No Competition highlights the athletes
- Yes No Tee times followed within 10 minutes
- Yes No Special Olympics and Rules of Golf consistently enforced
- Yes No Divisioning done in accordance with Special Olympics standards
- Yes No Unified Sports Partners in Level III playing from traditional location
- Yes No Unified Sports Partners, Level II and Level III playing from modified tees, where necessary

Officials

- Yes No All official positions assigned
- Yes No All officials certified by the National Governing Body
- Yes No All officials received Special Olympics general training in advance
- Yes No All officials clearly identified
- Yes No Special Olympics and United States Golf Association and R & A rules on-site
- Yes No Experienced members selected for the Sports Rules Committee
- Yes No Sports Rules Committee members trained and aware of their responsibilities
- Yes No One (1) official scorer provided for each group
- Yes No Carts available for officials and athletes if necessary
- Yes No Experienced members selected for the Sports Rules Committee
- Yes No Committee members trained and aware of their responsibilities



Volunteers

- Yes No All volunteers clearly identified
- Yes No All volunteer positions assigned
- Yes No All volunteers received Special Olympics general training in advance
- Yes No All volunteers received sport-specific training in advance

Venue Operations

- Yes No Venue met sport and operations requirements
- Yes No Venue met spectator viewing requirements
- Yes No Venue information available
- Yes No Competition schedule available
- Yes No Communications system and plan developed and in place
- Yes No Designated Family/Spectator/Honored Guest/Media areas

Venue Layout

- Yes No Smooth traffic flow throughout the venue
- Yes No Check-in and staging areas well-marked and clearly visible
- Yes No Staging areas allow for smooth transition to competition area
- Yes No Controlled access to competition area
- Yes No Controlled access to staging area
- Yes No Adequate number of locker or changing areas provided
- Yes No Ample water for athletes; several water stations throughout venue

Look Of The Games

Please circle all that apply. Signs for:

Registration	Spectator Seating	Rest Rooms	Volunteer Check In	Results
Family Area	Honored Guest Area	Hospitality	Information	Medical
Awards	Sports Information	Media Area	Athlete Check-in	

- Yes No Venue decorated with Special Olympics banners and signs highlighting competition
- Yes No Venue decorated to promote the spirit of Special Olympics
- Yes No Venue signage uniform and consistent with Games signage
- Yes No Directional (arrow) signs showing route to designated areas, as needed
- Yes No Signs clearly marked and visible leading to all venues and areas within
- Yes No Pictograms used in addition to words
- Yes No Signs for escort assignment



Public Address System

- Yes No Athletes, officials and spectators able to hear sound the system
- Yes No Information clearly announced and in a timely fashion
- Yes No Athletes announced at the start of competition
- Yes No Athletes, times and marks highlighted and announced as they completed competition

Medical

- Yes No Medical Management Team at the venue
- Yes No Medical Management Team clearly identifiable, visible and easy to locate
- Yes No Medical station clearly marked, visible and easy to locate
- Yes No Stocked medical kits on-site with easy access
- Yes No Medical Management Team all have personal medical/first aid kit on their person
- Yes No Medical Management Team has immediate access to Medical forms and Parental Releases
- Yes No Medical Management Team is knowledgeable of evacuation route
- Yes No Checklist of Precautions at each venue (safety checklist)
- Yes No Checklist of Precautions have been reviewed
- Yes No Ambulance on-site (on call)

Risk Management

- Yes No Crisis Management Plan developed and active for each venue
- Yes No Risk Management Plan developed and active for each venue
- Yes No Risk Management Plan posted
- Yes No Emergency Evacuation Plan developed and active for each venue
- Yes No Emergency Evacuation Plan posted
- Yes No Emergency Action Plan developed and active for each venue
- Yes No Emergency Action Plan posted
- Yes No Natural Emergency Contingency Plan created and active for each venue
- Yes No Natural Emergency Contingency Plan posted
- Yes No All staff knowledgeable of emergency, evacuation and crisis plans for each venue
- Yes No Certified and trained Medical Management Team
- Yes No Communication technology (phones, radios) on-site for emergency use
- Yes No All equipment safe and operable
- Yes No Delegations received emergency procedures before the Games
- Yes No All staff knows how to get help fast
- Yes No Evacuation transportation provided



Awards

- Yes No Results clearly posted
- Yes No Correct number of awards on hand
- Yes No Award stands used
- Yes No Special Guests used to present awards
- Yes No Special Olympics script for award presentation followed
- Yes No Efficient flow of athletes from competition to awards area
- Yes No Awards area highlights each athlete
- Yes No Awards given according to Official Sports Rules
- Yes No Awards presented as soon after competition as possible
- Yes No Appropriate sound system or music used to highlight the awards presentation
- Yes No Appropriate music used for the awards presentation
- Yes No Awards stand clearly visible from the spectator seating area

Clinics and/or Demonstrations

- Yes No Recreational clinic
- Yes No Demonstration
- Yes No Appropriate facility and equipment

Observations

- 1.
- 2.
- 3.

Commendations

- 1.
- 2.
- 3.

Recommendations

- 1.
- 2.
- 3.

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.