

Massachusetts State Track Coaches Association

Executive Director & Assistant Executive Director

Evaluation Form

Ex. Dir. Name _____ Asst. Ex. Dir. Name _____ School Year _____

General Responsibilities

Completed By:

- | | |
|---|----------------------|
| 1. Filed MSTCA as Non-Profit Organization with Secretary of State | ED AED Neither |
| 2. Purchased Insurance for the MSTCA for the year | ED AED Neither |
| 3. Set the Executive Committee meeting schedule | ED AED Neither |
| 4. Attended all Executive Committee Meetings | ED AED Neither |
| 5. Represented MSTCA at all MIAA XC/TF Committee Meetings | ED AED Neither |
| 6. Attended USATFCCA/Other National Convention(s) | ED AED Neither |
| 7. Organized Golf Outing / Summer Meeting for MSTCA sponsors | ED AED Neither |
| 8. Ran the General Membership Meeting at the New England Clinic. | ED AED Neither |

Financial Responsibilities

Completed By:

- | | |
|--|----------------------|
| 1. Attended Finance Committee Meetings | ED AED Neither |
| 2. Created a budget for each season and shared it with the
Executive Committee, Bookkeeper, and Finance Committee. | ED AED Neither |
| 3. Secured Bonding, collected and deposited cash from parking,
gate, etc throughout the year; forwarded deposit sheet to Bookkeeper | ED AED Neither |
| 4. Arranged for payment for all MSTCA directors once their duties
were completed | ED AED Neither |

Collaboration with Other Directors

Completed By:

- | | | | | |
|----|---|----|-----|---------|
| 1. | Appointed a Director of Communications; relayed information to the Director throughout the year for website/email blasts/social media; evaluated the Director | ED | AED | Neither |
| 2. | Appointed a Director of Online Entries; ensured all MSTCA Seasonal Events were correctly posted; evaluated the Director | ED | AED | Neither |
| 3. | Appointed an Equipment Director; worked with the Director to ensure all MSTCA equipment was accounted for and safely stored at MSTCA HQ; evaluated the Director | ED | AED | Neither |
| 4. | Appointed a Fundraising Director; helped to safely deposit all donations and moneys raised; evaluated the Director | ED | AED | Neither |
| 5. | Appointed a Director of Accounts Payable/Receivable; ensured entry fees for all MSTCA events were collected; evaluated the Director | ED | AED | Neither |
| 6. | Appointed a Bookkeeper; forwarded all receipts to the Bookkeeper for accounting purposes; consistently checked the MSTCA ledger throughout the year; evaluated the Bookkeeper | ED | AED | Neither |

Reggie Lewis Track and Athletic Center

- | | | | | |
|----|---|----|-----|---------|
| 1. | Met with the Roxbury Community College President/Leaders at least two times during the year to maintain consistent communication of the MSTCA's views | ED | AED | Neither |
| 2. | Worked with the RLAC director to oversee all MSTCA events held at the RLAC as well as communicating all issues with non-MSTCA events and their impact on the MSTCA's schedule | ED | AED | Neither |
| 3. | Updated the RLAC Emergency Evacuation Plan as needed | ED | AED | Neither |
| 4. | Updated the Hall of Fame boards at the RLAC | ED | AED | Neither |

MSTCA Non-Seasonal Events

For each of the following events/committees, the task was completed by: ED AED Neither

Task	New England Clinic	Do It Clinic	Coaches Hall of Fame Committee	Athletes Hall of Fame Committee	Awards Banquet	Scholarship Committee	Camp Scholarship Committee
Hired a Director							
Communicated a Budget to the Director							
Purchased All Necessary Awards/Prizes for the Event							
Attended the Event							
Arranged for All Invoices/Workers to be Paid							
Evaluated the Director							

Evaluation Regarding General Responsibilities – circle one

Exemplary Proficient Needs Improvement Warning

Comments: _____

Cross Country Responsibilities

		<u>Completed By:</u>		
1.	General			
a.	Attended MSTCA Cross Country Committee Meetings	ED	AED	Neither
b.	Attended as many MSTCA XC Meets as possible	ED	AED	Neither
c.	Worked with Equipment Director to account for all XC supplies	ED	AED	Neither
d.	Worked with Fundraising Director to acquire meet sponsors	ED	AED	Neither
2.	Meet Scheduling			
a.	Set Meet Schedule and Confirmed with the Executive Committee	ED	AED	Neither
b.	Secured Sites and Permits in Timely Manner	ED	AED	Neither
c.	Hired Meet Directors and Double-checked Meet Sanctioning	ED	AED	Neither
3.	Meet Infrastructure			
a.	Hired Lynx/Hy-Tek/Meet Management	ED	AED	Neither
b.	Ordered Bibs/Pins/Chips/Medals/Plaques	ED	AED	Neither
c.	Hired Trainers and Ordered EMT/Ambulance	ED	AED	Neither
d.	Worked with MTFOA to Hire Appropriate Number of Officials	ED	AED	Neither
e.	Hired Auxiliary Workers (Parking, Admission, Clerks, Announcer, Pace/Trail Car Drivers, Food, etc)	ED	AED	Neither
f.	Ordered Portable Toilets, Lights, and Dumpsters (as necessary)	ED	AED	Neither
g.	Organized Course Preparation (Mowing, Measuring, etc)	ED	AED	Neither
4.	Post-Meet Management			
a.	Organized site clean-up and equipment takedown	ED	AED	Neither
b.	Secured all MSTCA Equipment	ED	AED	Neither
c.	Collected all Parking/Gate/Other Money	ED	AED	Neither
d.	Wrote a thank you note to the hosting sites	ED	AED	Neither

Evaluation Regarding Cross Country Responsibilities – circle one

Exemplary

Proficient

Needs Improvement

Failing

Comments: _____

Indoor Track and Field Responsibilities

		<u>Completed By:</u>		
1.	General			
a.	Attended MSTCA Indoor Track and Field Committee Meetings	ED	AED	Neither
b.	Attended as many MSTCA Indoor T/F Meets as possible	ED	AED	Neither
c.	Worked with Equipment Director to account for all T/F supplies	ED	AED	Neither
d.	Worked with Fundraising Director to acquire meet sponsors	ED	AED	Neither
2.	Meet Scheduling			
a.	Set Meet Schedule and Confirmed with the Executive Committee	ED	AED	Neither
b.	Hired Meet Directors and Double-checked Meet Sanctioning	ED	AED	Neither
3.	Meet Infrastructure			
a.	Hired Lynx/Hy-Tek/Meet Management	ED	AED	Neither
b.	Ordered Bibs/Pins/Medals/Plaques	ED	AED	Neither
c.	Hired Trainers	ED	AED	Neither
d.	Worked with MTFOA to Hire Appropriate Number of Officials	ED	AED	Neither
e.	Hired Auxiliary Workers (Line Clerks, Admission, PA, etc)	ED	AED	Neither
f.	Worked with Host School to secure student workers (HJ, LJ, etc)	ED	AED	Neither
4.	Post-Meet Management			
a.	Organized site clean-up and equipment takedown	ED	AED	Neither
b.	Secured all MSTCA Equipment	ED	AED	Neither
c.	Collected all Gate and T-Shirt Money	ED	AED	Neither
d.	Arranged w/Bookkeeper for all invoices/workers to be paid	ED	AED	Neither

Evaluation Regarding Indoor Track and Field Responsibilities – circle one

Exemplary

Proficient

Needs Improvement

Failing

Comments: _____

Outdoor Track and Field Responsibilities

		<u>Completed By:</u>		
1. General				
a.	Attended MSTCA Outdoor Track and Field Committee Meetings	ED	AED	Neither
b.	Attended as many MSTCA Outdoor T/F Meets as possible	ED	AED	Neither
c.	Worked with Fundraising Director to acquire meet sponsors	ED	AED	Neither
2. Meet Scheduling				
a.	Set Meet Schedule and Confirmed with the Executive Board	ED	AED	Neither
b.	Secured Sites and Permits in Timely Manner	ED	AED	Neither
c.	Hired Meet Directors and Double-checked Meet Sanctioning	ED	AED	Neither
d.	Met with Site Directors and communicated Responsibilities	ED	AED	Neither
e.	Distributed upfront money to host school and communicated the MSTCA's Policies regarding gate receipts and food sales	ED	AED	Neither
3. Meet Infrastructure				
a.	Hired Lynx/Hy-Tek/Meet Management	ED	AED	Neither
b.	Ordered Bibs/Pins/Medals/Plaques	ED	AED	Neither
c.	Hired Trainers	ED	AED	Neither
d.	Worked with MTFOA to Hire Appropriate Number of Officials	ED	AED	Neither
e.	Hired Auxiliary Workers (MSTCA Rep, Announcer, etc)	ED	AED	Neither
f.	Ordered Portable Toilets	ED	AED	Neither
4. Post-Meet Management				
a.	Secured all MSTCA Equipment	ED	AED	Neither
b.	Collected all Gate and T-Shirt Money	ED	AED	Neither
c.	Wrote a thank you note to the hosting sites	ED	AED	Neither
d.	Arranged w/Bookkeeper for all invoices/workers to be paid	ED	AED	Neither

Evaluation Regarding Outdoor Track and Field Responsibilities – circle one

Exemplary

Proficient

Needs Improvement

Failing

Comments: _____

Executive Director / Assistant Executive Director Self-Evaluation Summary

What I did well: _____

What I need to improve: _____

Other statements/concerns: _____

Overall Evaluation from the Board of Trustees

Exemplary

Proficient

Needs Improvement

Failing

Comments: _____

Respectfully Submitted,

MSTCA Board of Trustees

Date _____

Signature

Name

Signature

Name

Signature

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