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

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 RLTAC director to oversee all MSTCA events held at the RLTAC as well as communicating all issues with non-MSTCA events and their impact on the MSTCA’s schedule
   ED AED Neither

3. Updated the RLTAC Emergency Evacuation Plan as needed
   ED AED Neither

4. Updated the Hall of Fame boards at the RLTAC
   ED AED Neither
## MSTCA Non-Seasonal Events

For each of the following events/committees, the task was completed by:  

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

**Evaluation Regarding General Responsibilities – circle one**  

Exemplary  Proficient  Needs Improvement  Warning

Comments: ____________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
## Cross Country Responsibilities

### 1. General

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Attended MSTCA Cross Country Committee Meetings</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>b. Attended as many MSTCA XC Meets as possible</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>c. Worked with Equipment Director to account for all XC supplies</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>d. Worked with Fundraising Director to acquire meet sponsors</td>
<td>ED AED Neither</td>
</tr>
</tbody>
</table>

### 2. Meet Scheduling

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Set Meet Schedule and Confirmed with the Executive Committee</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>b. Secured Sites and Permits in Timely Manner</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>c. Hired Meet Directors and Double-checked Meet Sanctioning</td>
<td>ED AED Neither</td>
</tr>
</tbody>
</table>

### 3. Meet Infrastructure

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed By</th>
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</thead>
<tbody>
<tr>
<td>a. Hired Lynx/Hy-Tek/Meet Management</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>b. Ordered Bibs/Pins/Chips/Medals/Plaques</td>
<td>ED AED Neither</td>
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<tr>
<td>c. Hired Trainers and Ordered EMT/Ambulance</td>
<td>ED AED Neither</td>
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<tr>
<td>d. Worked with MTFOA to Hire Appropriate Number of Officials</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>e. Hired Auxiliary Workers (Parking, Admission, Clerks, Announcer, Pace/Trail Car Drivers, Food, etc)</td>
<td>ED AED Neither</td>
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<tr>
<td>f. Ordered Portable Toilets, Lights, and Dumpsters (as necessary)</td>
<td>ED AED Neither</td>
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<tr>
<td>g. Organized Course Preparation (Mowing, Measuring, etc)</td>
<td>ED AED Neither</td>
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### 4. Post-Meet Management

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed By</th>
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</thead>
<tbody>
<tr>
<td>a. Organized site clean-up and equipment takedown</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>b. Secured all MSTCA Equipment</td>
<td>ED AED Neither</td>
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<tr>
<td>c. Collected all Parking/Gate/Other Money</td>
<td>ED AED Neither</td>
</tr>
<tr>
<td>d. Wrote a thank you note to the hosting sites</td>
<td>ED AED Neither</td>
</tr>
</tbody>
</table>
Evaluation Regarding Cross Country Responsibilities – circle one

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Proficient</th>
<th>Needs Improvement</th>
<th>Failing</th>
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Comments: __________________________________________________________

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Indoor Track and Field Responsibilities

1. General
   a. Attended MSTCA Indoor Track and Field Committee Meetings
   b. Attended as many MSTCA Indoor T/F Meets as possible
   c. Worked with Equipment Director to account for all T/F supplies
   d. Worked with Fundraising Director to acquire meet sponsors

2. Meet Scheduling
   a. Set Meet Schedule and Confirmed with the Executive Committee
   b. Hired Meet Directors and Double-checked Meet Sanctioning

3. Meet Infrastructure
   a. Hired Lynx/Hy-Tek/Meet Management
   b. Ordered Bibs/Pins/Medals/Plaques
   c. Hired Trainers
   d. Worked with MTFOA to Hire Appropriate Number of Officials
   e. Hired Auxiliary Workers (Line Clerks, Admission, PA, etc)
   f. Worked with Host School to secure student workers (HJ, LJ, etc)

4. Post-Meet Management
   a. Organized site clean-up and equipment takedown
   b. Secured all MSTCA Equipment
   c. Collected all Gate and T-Shirt Money
   d. Arranged w/Bookkeeper for all invoices/workers to be paid
Evaluation Regarding Indoor Track and Field Responsibilities – circle one

<table>
<thead>
<tr>
<th>Exemplary</th>
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Comments: __________________________________________

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### Outdoor Track and Field Responsibilities

1. **General**
   a. Attended MSTCA Outdoor Track and Field Committee Meetings
   b. Attended as many MSTCA Outdoor T/F Meets as possible
   c. Worked with Fundraising Director to acquire meet sponsors

2. **Meet Scheduling**
   a. Set Meet Schedule and Confirmed with the Executive Board
   b. Secured Sites and Permits in Timely Manner
   c. Hired Meet Directors and Double-checked Meet Sanctioning
   d. Met with Site Directors and communicated Responsibilities
   e. Distributed upfront money to host school and communicated the MSTCA’s Policies regarding gate receipts and food sales

3. **Meet Infrastructure**
   a. Hired Lynx/Hy-Tek/Meet Management
   b. Ordered Bibs/Pins/Medals/Plaques
   c. Hired Trainers
   d. Worked with MTFOA to Hire Appropriate Number of Officials
   e. Hired Auxiliary Workers (MSTCA Rep, Announcer, etc)
   f. Ordered Portable Toilets

4. **Post-Meet Management**
   a. Secured all MSTCA Equipment
   b. Collected all Gate and T-Shirt Money
   c. Wrote a thank you note to the hosting sites
   d. Arranged w/Bookkeeper for all invoices/workers to be paid
### Evaluation Regarding Outdoor Track and Field Responsibilities – circle one

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Proficient</th>
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Comments:

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Executive Director / Assistant Executive Director Self-Evaluation Summary

What I did well: ______________________________________________________________
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What I need to improve: ______________________________________________________
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Other statements/concerns: ______________________________________________________
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## Overall Evaluation from the Board of Trustees

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<th>Exemplary</th>
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Respectfully Submitted,

MSTCA Board of Trustees

Date__________________________

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