

Softball Canada

Instructor Evaluation



Type of Clinic: _____

Instructor Name: _____

Location: _____

Date: _____

1. Preparation

Punctuality and environment (on time, on schedule, classroom set up):	I	S	G	N/A
Safety (instructions given to participants as to the location of fire exits, phone, washroom):	I	S	G	N/A
Routines explained (breaks, Lunch, Smoking policy, introductions):	I	S	G	N/A

2. Presentation

Opening:	I	S	G	N/A
Arousing interest and maintaining it:	I	S	G	N/A
Keeping attention (utilization of five techniques):	I	S	G	N/A
Focus on key points (directing trainees):	I	S	G	N/A
Summarizing (reviewing key points before moving on to new topic):	I	S	G	N/A
Handling questions (questions involving participants):	I	S	G	N/A
Use of visual aids (flip chart, projector, PowerPoint):	I	S	G	N/A
Closing technique:	I	S	G	N/A
Simplicity (simple, good pace, verbalization short and to the point):	I	S	G	N/A
Knowledge of manual facts and consistency of presentation:	I	S	G	N/A
Informative and meaningful presentation:	I	S	G	N/A

3. Communication

Information transmitted in an interesting manner:	I	S	G	N/A
Message stated several different ways:	I	S	G	N/A
Speaking (enunciation, appropriate language, understandable, assertive but relaxed and friendly):	I	S	G	N/A
Gestures and body language complementing speech (enthusiastic with showmanship):	I	S	G	N/A

4. Methods

Use of "Tell Them" concept:	I	S	G	N/A
Use of instruction (directions to group):	I	S	G	N/A
Use of silence:	I	S	G	N/A
Audience rapport (involving individual participants and groups):	I	S	G	N/A

5. Attitude

Approachability (delivery of instruction):	I	S	G	N/A
Adaptability (changes to needs of the situation and the audience):	I	S	G	N/A
Dynamism (interest, enthusiasm, confidence):	I	S	G	N/A
Discipline (maintaining control in difficult situations):	I	S	G	N/A

6. Needs to work on

- a)
- b)
- c)

7. Instructor Certification Recommendation

A B C D-Master

Master Evaluator's Comments:

Instructor's Comments:

Prepared by: _____

Master Evaluator

Instructions:

Circle the letter which best rates the performance of the instructor in each category.

If the instructor changes significantly during the assessment then simply select the improved rating. If a situation does not occur to a rated category, simply do not mark it.

Note: In order to achieve Master Instructor Certification the instructor must earn a minimum performance rating of "S" in all the categories highlighted with a bold "S".
In all other categories the required minimum rating is "I".

I = Improvement Needed (Performance does not meet minimum certification standards)
Instructor's Performance Falls Below An Acceptable Level and Expected Certification Standards.
Extensive Review of Instructor Certification Manual is Recommended.
Evaluation Suggestions Need Conscientious Consideration.

S = Satisfactory (performance meets minimum certification standards)
Instructor's Performance Meet Expectations Some Times But Fall Short At Other Times.
Finer Points Of Instructor Certification Manual Require Review.

Good = Good to Excellent or Exceptional Performance
Instructor Surpasses Expected Certification Standards One Consistent Basis.
Instructor Is Skillful In This Area And Responsibility is Carried Out As Well As Can Be Achieved.

Levels

There are a total of four levels. A to C, one designation of which will be assigned to those who complete the theory and are subsequently evaluated. Level D can only be determined and designated by the National Director of Umpires of Softball.

Level A: Capable of instructing at minor clinics and up to Level II Certification Program clinics.
Evaluator assigned by province or territory.

Level B: Capable of instructing up to and including Level III Certification Program clinics.
Evaluator assigned by province or territory.

Level C: Capable of instructing up to and including Level IV Certification Program clinics in addition to Blue Convention topics, National schools, and other Softball Canada National educational initiatives. Evaluator assigned by province or territory.

Level D: Determined and assigned by the National Director of Umpires only. This level and status may be designated only upon those individuals selected to represent the National Officiating Development Committee to act as official evaluators and graders for those who seek Master Instructor status. The work for those selected for this category will be monitored and evaluated regularly. Evaluator assigned by the National Director of Umpires.

Scheduling of Evaluations: Evaluations for advancement to the D level must be requested in writing and forwarded to the National Director of Umpires at least four weeks in advance of the clinic, school, event or tournament. Evaluations will be scheduled on a first come first served basis and will be dependent upon the availability of evaluators and the location of the evaluation. The cost of the evaluation is \$50.00 and must be paid directly to the evaluator prior to the evaluation. The person or group requesting the evaluation is responsible for any travel cost incurred by the evaluator. An Instructor may not request a second evaluation until serving a full year in the present designated category. All requests for evaluation leading to an A through C designation are the responsibility of the provincial body and requests should be made through the Provincial or Territorial UIC.