

United States Fencing Coaches Association Professional Development Committee

Instructions for Administering Participant Clinic Evaluation

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Instructions for the Clinic Instructor/s

You will need to supply a large manilla envelope for this process and print out a Participant Evaluation Form for every participant enrolled in your coaching clinic.

The envelope will contain the completed participant evaluations for the coaches clinic for which you are hosting and should only be used for that clinic. It should contain multiple copies of one version of the coaches clinic evaluation form approved by the PDC at USFCA.

- All clinic participants should complete the enclosed evaluation forms at the conclusion of the clinic.
- Please choose two students to administer the evaluation in class and alert them to the directions. The two students should be instructed to follow the Instructions for the Students Administering the Evaluation. They should read the Clinic Participant Statement to the entire group of participants, pass out the forms, collect the forms after completion, sign the statement on the Student Instructions, and deposit the completed and signed envelop/package on/in _____.
- If you have additional items you wish to add, please list these on a separate sheet of paper and make sufficient copies for all clinic participants. Please give these sheets to the student proctors and retain a copy for your records. Be sure each question sheet includes directions for completing the additional items.
- All instructors must leave the room during the clinic evaluation process (15-20 minutes).
- Once the forms have been collected, sealed in the envelope (with the two students' signatures on the seal), and turned in, the evaluation process is completed. Clinic participants may not ask for an evaluation form at a later date (should they miss the last day of the clinic or have to leave early) or ask to change their forms once they have been submitted.
- To earn the incentive rewards, be sure to mail the sealed and signed envelope/package and the Organizer's evaluation form within 48 hours after the end of the clinic to the Chair of the PDC: Vinnie Bradford, 2919 6th Ave, Ft. Worth, TX 76110.

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Instructions for the TWO (2) STUDENTS administering this evaluation

- Distribute one evaluation form to each student in the class, including yourself.
- Please read the statement enclosed in the forms packet to the clinic participants.
- Collect the completed forms and place them in the envelope.
- Sign the certification statement below, being sure to provide all information requested. Fold it in half and insert it in the envelope containing the completed evaluations.
- Please seal the envelope and sign the seal. Both of your signatures need to be on the seal.
- Place the envelope on/in _____.

I certify that I am a student in the class being evaluated, have distributed and collected the course evaluation forms according to the procedures specified, and have read the enclosed statement to the class.

Signature: _____ Date: _____

Name (please print): _____

Phone Number: _____ Club/School: _____

I certify that I am a student in the class being evaluated, have distributed and collected the course evaluation forms according to the procedures specified, and have read the enclosed statement to the class.

Signature: _____ Date: _____

Name (please print): _____

Phone Number: _____ Club/School: _____

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Statement to Be Read to Clinic Participants

The forms being distributed to you are the official USFCA coaches clinic evaluation forms. Your thoughtful feedback will ensure we continue to offer strong science-informed educational opportunities to fencing coaches.

Please carefully read and respond to all individual questions and statements.

The anonymous evaluation forms you are completing will not be seen by anyone before they reach the USFCA. Please follow these instructions carefully.

- Do not talk with your classmates while completing the forms. All students must make independent judgments and express their own opinions.
- To ensure the anonymity of your evaluation, do not put your name on the form.
- Complete both sides of the form.
- When you are finished with your form, please give it to one of us. The only valid evaluation forms are those completed at this time; no one can ask for or return a form at a later date.
- If you believe that proper procedures have not been followed during the administration of these evaluation forms, please contact the PDC at USFCA.