

Report on an official acting as Chief Timekeeper's Steward

Name
of candidate _____

County / Area _____ Current grade _____

Meeting _____

Venue _____ Date _____

Weather
conditions _____

Official reporting

Name _____ Grade _____

For the following please tick the box under the grading awarded

	A	B	C	D
Pre-meeting preparation and organisation				
Checking /entering results				
Organisational ability during meeting				
Working relationship with the Chief Timekeeper				
General helpfulness				
Relationship with track /photofinish officials				
Relationship with other officials				
Relationship with athletes				
Clear up at end of meeting				
Timekeeping duties <i>if required</i>				

Punctuality: Did the candidate arrive at the appropriate time? YES / NO (Please circle)

Dress and appearance: Was this satisfactory? YES / NO (Please circle)

WAS THE CANDIDATE'S PERFORMANCE SATISFACTORY?: YES / NO / OTHER

(Please circle)

In the case of OTHER you **must** explain further.

Please turn over and complete the 'REMARKS' section

REMARKS:

It is vital that reports on candidates, whether favourable or not are supported in this section by FULL comments on the gradings given overleaf Comments on any other noteworthy matters should also be set down here. Recommendations will not be considered where there is insufficient detail

Reporting Official:
Please complete and sign the box below

Signed
Name
Address
Post Code
Date

Name
Address
Post Code
Date

Debriefing Form for Timekeepers Steward

Candidates Name _____ Present Grade _____

Pre-meeting preparation and organisation	
Checking / entering results	
Organisational ability during meeting	
Working relationship with the Chief Timekeeper	
General helpfulness	
Relationship with track / photofinish officials	
Relationship with other officials	
Relationship with athletes / public	
Clear up at end of meeting	
Timekeeping duties <i>if required</i>	

Other comments

Name of Reporting Official _____

Date _____

Meeting _____ Venue _____

Tick ONE box for each category you observe.

Please note that it may not be possible to assess all of the categories.

A	Very Good	Awarded to the outstanding candidate
B	Good	Above average performance
C	Average	Conscientious but found some aspects of the task difficult
D	Below average	Unable to cope with the aspect in question

MAKE A DECISION!

If a candidate gets almost entirely **Very Good** or **Good** grades then their performance is deemed to be satisfactory, and a **YES** recommendation should be given

If there are areas of weakness which affected the running of the meeting, or created additional work for the Chief Timekeeper or others in the team then a **NO** should be given

If there were some areas of concern, but there were extenuating circumstances, or the workload for the meeting was light, award **OTHER**. If you do so you **MUST** support your judgement by completing the comments section fully, which may include "no objections on the available evidence" in the case of a meeting requiring little of the steward.

Where appropriate explain your marking in the boxes on the debriefing form. This is of particular importance if you are giving a C or D mark. Remember to be complimentary as well as critical.

One copy of the attached de-briefing form, when completed, should go to the candidate with a verbal de-briefing whenever possible. The second copy should be sent to the relevant County/ County District Official's Secretary (for grades 3 and 4 - levels 2 and 3), or the relevant Regional Officials' Secretary (for grades 1 and 2 - levels 4 and 5) with the full report.

De-briefing is an **essential** part of the process of observing candidates. It will help them to correct areas of weakness, and also to be aware of comments which may be helpful to them in the future. **Constructive advice** should be offered.

Please ensure that your comments on the debriefing form are consistent with those you make on the report form.