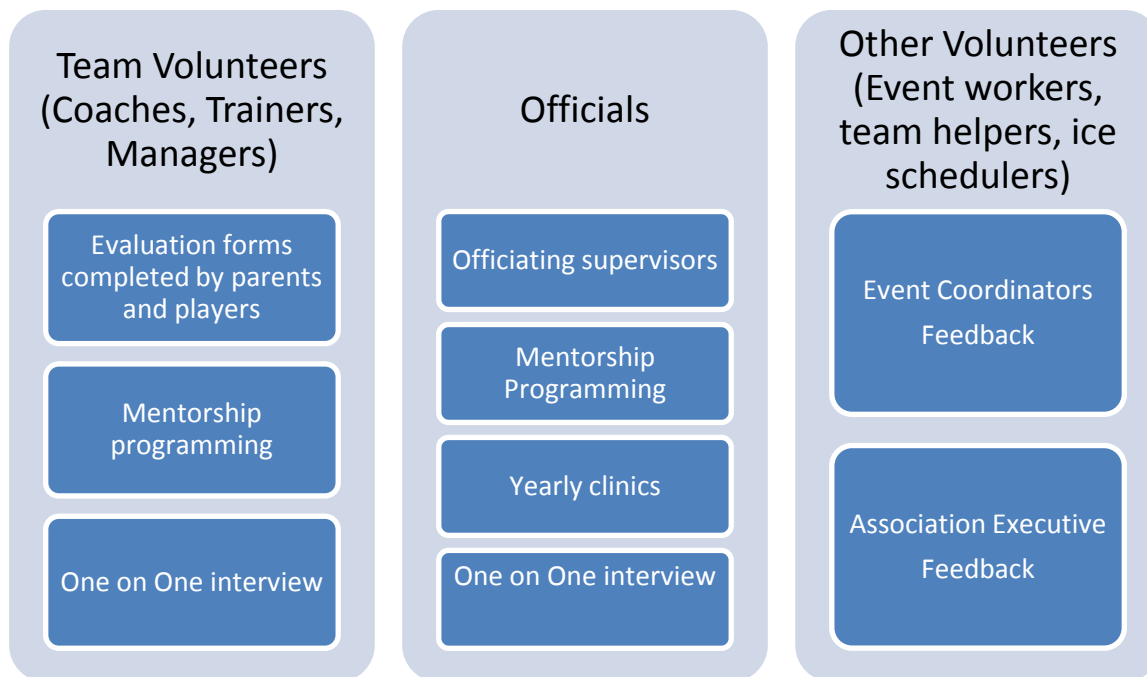




***It is recommended that the identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation. If the risk is great, it should follow that the volunteer will be under close supervision. Frequent feedback in the first year is particularly important. The Association should perform evaluations based on position descriptions.***

**EVALUATIONS SHOULD BE CONSIDERED 2-3 TIMES PER YEAR FOR COACHES, TRAINERS, AND MANAGERS**



All supervision and evaluation processes should use the position description as a reference point. During the evaluation interview:

- Go through the position description point by point; ask personnel to comment on how they think they are doing in each area, and how they enjoy their work;
- Give feedback on their performance in each area;
- Keep comments positive but clearly state any concerns;
- Document the evaluation;
- Have the document signed by both personnel and evaluator; and file the document.
- ***Post Season don't forget to thank the volunteer as they are the foundation of our game. You might also want to consider the survey included in this portion of the toolbox asking the volunteers their views of your screening process.***