

Sport Club Student Leader Evaluation

Student Leader:	Sport Club:
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The student leader of the Sport Club program manages the club and plans its activities. Without the enthusiasm, energy, and dedication of the student leader, the clubs would not organize. This evaluation is meant to be a recommendation of areas, which need improvement, and is not meant to be derogatory or negative in any way.

Rating Scale: 5 is excellent, keep up the great work, 4 is good, 3 is average, 2 is fair, needs improvement, 1 is poor, and NA is not applicable.

I. COMMUNICATION SKILLS

- A. Communication with Rec. Sports Staff _____
(Contact at least once per week)
- B. Communication with members of club _____
(Attending practice at least once per week
or delegating another person to be in charge)
- C. Paperwork: on time, well planned and complete? _____
(Budget requests, request for travel in office at least
7 working days before travel, keeps waivers and rosters updated)
- D. Attends meetings and functions scheduled by office for _____
Sport Club leaders and Sport Club Committee?
(such as monthly meetings, budget meetings and SC Fair)
- E. Understands and follows proper procedures for: _____
 - 1) Safety/Risk Management _____
(Completes Safety Checklists, Accidents Reports, etc.)
 - 2) Problems with facility/field space _____
(should 1st seek bldg supervisor, then contact us)
 - 3) Equipment use _____
(use of open rec equipment)
 - 4) Eligibility _____
(ensures all participants are students)

II. LEADERSHIP

- A. Demonstrates enthusiasm and initiative in providing activity? _____
- B. Demonstrates leadership skills with club members? _____
(Organized practices and meets, holds periodic meetings)
- C. Understands Sport Club goals and policies? _____
- D. Ensures students are eligible for practices and meets? _____
- E. Offers the opportunity for competitive activities and _____
Encourages participation?
(Club not limited to certain individuals or select few;
all members are encouraged to go on trips)
- F. Increased the attendance or membership participation of club, _____
as compared to last year?
- G. Club members abided by all the rules, regulations, and guidelines

of the Rec Sports Office and the University of North Texas? _____

III. INVENTORY

A. Keeps good records of equipment check out and check in?
(Records check out and check in and sets date for all equipment to be returned) _____

B. Maintains equipment properly?
(Taken old or broken equipment from inventory and returns it to Rec Sports) _____

IV. BUDGETS

A. Accurately projects club expenses. _____

B. Maintains accurate records of the club budget. _____

V. TRAVEL

A. Turns in paperwork on time prior to trip. _____

B. Collects receipts and fills out forms properly. _____

VI. MISCELLANEOUS

A. Club completed their schedule as written at the first of first of the semester? _____

B. Club is providing equal opportunity for participation of both genders _____

EVALUATION TOTAL (100 points possible) _____

Comments by Sport Club Director and Graduate Assistant:

Comments by Student Leader:

Assistant Director Of Sport Clubs: _____

Date: _____

Graduate Assistant: _____

Date: _____

Student Leader: _____

Date: _____