

## **EVALUATION PROCEDURES OF OFFICIALS BY COACHES**

All coaches are encouraged to evaluate the performance of officials at their matches. This can be completed on the TPCVOB website using the following guidelines.

1. Go to [www.tpcvob.com](http://www.tpcvob.com).
2. If the officials name is not known:
  - a. Click on Reftown in the menu bar at the top.
  - b. Click on TPCVOB (select Association).
  - c. Click on Log In.
  - d. Click on Master Schedule.
  - e. Click on High School, Junior High, Middle School or whatever level your team is.
  - f. Scroll down to find the date of your match and then find the match and the names of the officials will be listed.
3. Go back to the main TPCVOB website and click on On-Line Evaluations
  - a. Click on HSMS Coaches Evaluation or College Coaches Evaluation.
  - b. Complete the evaluation form and click submit.
4. If you desire, you can request an evaluation card from the official at your game, which will have the online evaluation information.

## **EVALUATION PROCEDURES OF OFFICIALS BY FELLOW OFFICIALS**

A. With the exception of first-year officials, the following policy will be in effect beginning with the 2007 season.

1. All officials shall complete an Official-to-Official On-line Evaluation form no later than Sunday after your week's matches. This will help your fellow officials identify the areas that they need to work on for the next week.
2. Go to [www.tpcvob.com](http://www.tpcvob.com).
3. If the name of the official is known, click on On-Line Evaluations in the menu bar at the top, click on Official-to-Official Evaluation, complete the form and click submit.
4. If the officials name is not known:
  - a. Click on Reftown in the menu bar at the top.
  - b. Click on TPCVOB (select Association).
  - c. Click on Log In.
  - d. Click on Master Schedule.
  - e. Click on High School, Junior High, Middle School or whatever level your team is.
  - f. Scroll down to find the date of your match and then find the match and the names of the officials will be listed.
5. Go back to the main TPCVOB website and click on On-Line Evaluations
  - a. Click on Official-to-Official Evaluation.
  - b. Complete the evaluation form and click submit.
6. If officials are unable to complete the form online, they may use the form provided in their TPCVOB notebook and mail it to the Board address listed in your notebook.

B. First year officials will complete the Apprentice Trainer Feedback form, which can also be completed online or by using the form in their notebook.

Please remember that completion of evaluations by officials is to help each other improve. It is also a By-laws requirement.