

District 86 Club Coach of the Year

Annual Assessment & Evaluation Form

This award recognizes a Club Coach whose coaching, leadership, support and measurable impact significantly strengthen a coached club. The process separates evidence, factual verification and independent evaluation.

Award Year

Assessment Deadline

Coach Name

Coach Club #

Division

Area

Coached Club #

Coached Club Name

Appointment Date

Months at Year-End

Eligibility

- Candidate must have been appointed at least six months before the end of the previous Toastmasters program year.
- District Executive members are not eligible.
- Every eligible Club Coach may participate; only coaches who submit the assessment by the deadline are considered.
- Minimum qualifying score is 75/100. Top three may still be identified below 75.
- If no coach reaches 75, the committee may recommend that the award not be presented; the trophy record should state the program year and "Not Awarded."

Scoring

- Coaching Commitment, Support & Relationships — 20 points
- Club Leadership, Planning & Sustainability — 15 points
- Membership Growth & Retention — 25 points
- Education, Member Development & Club Quality — 15 points
- Club/Area Engagement & Leadership Development — 10 points
- Results & Improvement from Baseline — 10 points
- Letters of Support / Qualitative Impact Evidence — 5 points

Activities are supporting evidence, not automatic points. Evaluators judge what the coach did, why it mattered, what changed and whether improvement is sustainable.

Part A — Coach Evidence

Provide concise evidence; official facts will be independently verified.

For each criterion, answer: What did you do? Why? What changed? Identify supporting documents/data.

Coaching Commitment, Support & Relationships — 20 points

- Regular, purposeful contact with the coached club and its leadership.

Evidence / impact:

Reference:

- Attendance at club and executive meetings is considered as evidence, not automatic points.

Evidence / impact:

Reference:

- Helped develop and implement an action plan based on the club's needs.

Evidence / impact:

Reference:

- Provided timely coaching, encouragement, problem-solving and follow-through.

Evidence / impact:

Reference:

- Built trust while maintaining appropriate boundaries and accountability.

Evidence / impact:

Reference:

- Coordinated or delivered useful training (e.g., Pathways, evaluations, retention or club quality).

Evidence / impact:

Reference:

Club Leadership, Planning & Sustainability — 15 points

- Helped officers understand and fulfill their roles.

Evidence / impact:

Reference:

- Strengthened club planning, goal setting and execution.

Evidence / impact:

Reference:

- Developed future leaders and encouraged succession planning.

Evidence / impact:

Reference:

- Built the officers' ability to make decisions and manage the club independently.

Evidence / impact:

Reference:

- Evidence the club became more self-sufficient and less dependent on the coach.

Evidence / impact:

Reference:

- Evidence that improvement is likely to continue after the coaching assignment ends.

Evidence / impact:

Reference:

Membership Growth & Retention — 25 points

- Net membership growth from the coach-appointment baseline.

Evidence / impact:

Reference:

- Percentage growth considered alongside absolute growth and club size.

Evidence / impact:

Reference:

- Members retained, including original members where relevant.

Part A — Coach Evidence (continued)

Membership, Area engagement, results and qualitative impact

Club/Area Engagement & Leadership Development — 10 points

- Constructive participation in Area Council and coordination with the Area Director.
Evidence / impact:

Reference:

- Appropriate use of Area/District resources and timely escalation of issues.
Evidence / impact:

Reference:

- Encouraged club officers and members to participate in Area/District opportunities.
Evidence / impact:

Reference:

- Developed leadership capacity beyond the coach's direct involvement.
Evidence / impact:

Reference:

- Area participation is considered as supporting evidence, not as a measure of coach popularity.
Evidence / impact:

Reference:

Results & Improvement from Baseline — 10 points

- Measured improvement in club health from the date the coach was appointed.
Evidence / impact:

Reference:

- Distinguished Club Program progress and final result.
Evidence / impact:

Reference:

- Improvement in membership, education, leadership and operational stability.
Evidence / impact:

Reference:

- Results are judged relative to the starting condition and the length of the coaching assignment.
Evidence / impact:

Reference:

- Coach's contribution is distinguishable from results that were already in progress before appointment.
Evidence / impact:

Reference:

Letters of Support — Optional; Maximum 3 Letters / 5 Points

If more than three letters are submitted, three are selected at random and the remainder discarded. Area Director letters are permitted and scored under the same standard as other permitted writers. Generic praise receives little or no credit.

Letter 1 — Writer / Role

Relationship

Specific first-hand impact

Reference

Letter 2 — Writer / Role

Relationship

Specific first-hand impact

Reference

Letter 3 — Writer / Role

Relationship

Specific first-hand impact

Part B — Independent Verification

Verification is factual; verifiers do not score, rank or recommend.

Factual comments are visible to the evaluation committee. Verification may be marked verified, not verified or qualified.

Previous-Year District Director

Coach appointment, District/Area participation, official Distinguished Club results and other District-level facts

Status (enter **Verified** / **Not Verified** / **Qualified**):

Factual comments / context:

Verifier Name

Date

Previous-Year Program Quality Director

Pathways achievements, education awards, officer training and education/training claims

Status (enter **Verified** / **Not Verified** / **Qualified**):

Factual comments / context:

Verifier Name

Date

Previous-Year Club Growth Director

Membership baseline, growth, retention, guests/new members, campaigns, charter/Smedley strength and club-growth claims

Status (enter **Verified** / **Not Verified** / **Qualified**):

Factual comments / context:

Verifier Name

Date

Coached Club Officer Attestation

I confirm that, to the best of my knowledge, the coach's involvement and the factual context provided fairly describe the coaching support received. This attestation is not a recommendation or score.

Officer Name

Office

Signature / Confirmation

Date

Comments / context:

Part C — Independent District Evaluation

District Awards Evaluation Committee — Coach Sub-Panel

Use the 1–5 rubric. Judge quality, impact, improvement and sustainability using evidence and verified facts. Consider the starting point and coaching duration; do not reward raw activity volume alone.

1–5 Evaluation Rubric

- 1 Minimal evidence / expectations generally not met
- 2 Some evidence / partially effective
- 3 Meets expectations / effective
- 4 Exceeds expectations / strong impact
- 5 Exceptional / sustained and significant impact

Weighted Evaluation

Coaching Commitment, Support & Relationships	20	Rating	Weighted
Club Leadership, Planning & Sustainability	15	Rating	Weighted
Membership Growth & Retention	25	Rating	Weighted
Education, Member Development & Club Quality	15	Rating	Weighted
Club/Area Engagement & Leadership Development	10	Rating	Weighted
Results & Improvement from Baseline	10	Rating	Weighted
Letters of Support / Qualitative Impact Evidence	5	Rating	Weighted

TOTAL

Decision Rules

- 75/100 is the minimum qualifying score.
- Top three may still be identified below 75.
- If no eligible coach reaches 75, the committee may recommend no award for that program year.
- If not awarded, the trophy record should identify the program year and state "Not Awarded."

Committee Decision

Final Score

Finalist Rank

Award Recommendation

Conflict / Recusal

Committee rationale:

Committee Chair

Date