MOUNTAINEERS - NEW CROSS COUNTRY SKI LEADER EVALUATION

Mentoring evaluation form for new Cross Country Ski Leaders.

Leader candidate should be given a copy of this so they will know on what skills the mentor should focus and on what criteria they are being evaluated.

*Replace **X** with relevant details or write N/A.*

Candidate's Name:	**X**
Email:	**X**
Link to Mountaineers profile:	**X**
Mentor's Name:	**X**
Email:	**X**
Link to Mountaineers profile:	**X**
Name of trip from the trip listing:	**X**
Trip date:	**mm/dd/yyyy**

Rank following Items on this scale:
1 - NEEDS IMPROVEMENT; 2 – SATISFACTORY; 3 – EXCELLENT

Trip posting on website

Trip rated appropriately to what was actually led. Provided enough information about the trip to enable participant "self-screening" (description of the trip and how it will be led, pace, breaks, meeting time / place, and other relevant information.

Score (1, 2, 3): **X**

Optional Comments: **X**

Pre-trip research and planning

Demonstrated knowledge of trailhead location, parking pass requirements, parking issues, grooming schedule/conditions, gear requirements, backup plans, etc.

Score (1, 2, 3): **X**

Optional Comments: **X**

Participant pre-screening

Identified registrants that might not be a good match for the trip; communicated with them appropriately; asked the right questions, persisted to get the answers, made objective decisions, communicated with sensitivity.

Score (1, 2, 3): **X**

Optional Comments: **X**

Pre-trip Communication

Welcome email was comprehensive and included information about the meeting place and time, suggestions for arranging carpools, description of the trip, weather, any special gear requirements, hazards, etc.

Score (1, 2, 3): **X**

Optional Comments: **X**

AT THE P&R

Had a hard copy of the roster. Facilitated formation of carpools within limitations defined by club. Ensured everybody had directions to the trailhead.

Score (1, 2, 3): **X**

Optional Comments: **X**

Trailhead Briefing

Facilitated introductions. Provided instructions on how the trip will be led, including stopping at all intersections, party separations, route, hazards, staying together, etc.
Roles and expectations clearly defined

Score (1, 2, 3): **X**

Optional Comments: **X**

Communication during the trip

Clear, timely, friendly communication.
Any confrontations or difficult participants/situations handled promptly and effectively.

Score (1, 2, 3): **X**

Optional Comments: **X**

Management of trip logistics:

Effective handling of party separations, breaks, pacing, lunch, turnaround times, etc.
Attentive to the group and individuals' possible needs (tired, thirsty, struggling, anxious).
Sensitive to individual concerns and needs.
Dealt with issues effectively before they become problems.

Score (1, 2, 3): **X**

Optional Comments: **X**

Decision-making

Effective, timely decisions where needed, with an emphasis on safety. Trip fit the capabilities of the group.

Score (1, 2, 3): **X**

Optional Comments: **X**

Leader skills and knowledge

Skills-knowledge relevant to the trip: first aid, navigation, Leave No Trace, gear, trail etiquette.

Score (1, 2, 3): **X**

Optional Comments: **X**

COVID-19 rules

Communication of the COVID-19 rules and expectations, management of the trip within the rules/expectations.

Score (1, 2, 3): **X**

Optional Comments: **X**

Positive outcome

Successful, either in safely completing the trip or in turning around or modifying the route it was important for safety. Got everyone back to the TH safely.

Score (1, 2, 3): **X**

Optional Comments: **X**

Management of group dynamics

Group dynamics managed so that everyone got along and had a good time.

Score (1, 2, 3): **X**

Optional Comments: **X**

Management of group safety

Score (1, 2, 3): **X**

Optional Comments: **X**

Return to trailhead

Ensured that all participants have returned, all cars start before departing.

Score (1, 2, 3): **X**

Optional Comments: **X**

Reporting of Safety Incident/Concern

Any incident or concern was submitted promptly in an Incident Report; Incident Report summarizing root causes, possible solutions (may need to request report from leader).
Specify 'N/A' if no incident occurred.

Score (1, 2, 3, N/A): **X**

Optional Comments: **X**

Closing the trip

Properly closed the trip on the website in a timely manner.

Score (1, 2, 3): **X**

Optional Comments: **X**

Overall Assessment / Recommendation

Please note what sort of additional training / mentoring the leader candidate should have.

If any, should additional training / mentoring occur before becoming a leader or after?