



The International *Cal* Association

Assistant/Head Ring Clerk Evaluation

For questions, contact:
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Instructions:

1. Download the form.
2. Open the form in Adobe Acrobat Reader.
3. Fill out the form.
4. Save and Submit at <http://tfms.tica.org> to send the form.

Be prepared to provide the Evaluator(s) with either a printed or electronic form, then ask the Evaluator(s) the preferred method of submission: print or email. Note that form must be filled out by either the Head Clerk or the Judge and Master Clerk. Scan printed form if necessary. Please print or type all information. Form should be submitted at <http://tfms.tica.org>.

Clerk Information

First Name: _____ Last Name: _____
 Email Address: _____ Region: _____
 Address: _____
 City: _____ State: _____ Postal Code: _____
 Country: _____ Phone: _____
 Present Status: Not in Clerking Program Licensed Ring Clerk Trainee Clerked as: Assistant Ring Clerk
 Licensed Assistant Ring Clerk Licensed Master Clerk Head Ring Clerk

Evaluator Information

Assistant Ring Clerks can receive an evaluation by a Judge and Master Clerk or a Licensed Clerk. Head Ring Clerks can receive an evaluation by a Judge and a Licensed Master Clerk.

Evaluator 1 First Name: _____ Evaluator 1 Last Name: _____
 Present Status: Judge Licensed Master Clerk Licensed Clerk
 Evaluator 2 First Name: _____ Evaluator 2 Last Name: _____
 Present Status: Judge Licensed Master Clerk Licensed Clerk

Show Information

Name of Club: _____ Date of Show: _____
 Location: _____

Performance

For evaluation of Assistant Ring Clerks Only:

Comments: _____

For evaluation of all Ring Clerks (to be filled out by indicated personnel or by Head Clerk if evaluating an Assistant Ring Clerk):

Did the clerk:	Yes	No
Judge:		
	Report to the ring ahead of time?	
	Manage the stewards well?	
	Perform his duties as quietly as possible?	
	Attend to the needs of the ring satisfactorily?	
	Display familiarity with show rules?	
	Was the clerk available at all times when needed?	
	Would you like this individual to clerk for you again?	
Master Clerk:	Verify judged slips and catalog for accuracy?	
	Display knowledge of mechanics?	
	Satisfactorily mark the catalog?	

Comments: _____

Evaluator 1 Signature: _____ Date: _____
 Evaluator 2 Signature: _____ Date: _____