

DIVISION OF AKLAN

Archbishop G.M. Reyes Street, Kalibo, Aklan

2020 WVRAA M&E TOOL

District:	Date:
Name of School:	School Head/Position:

Direction: Please check the appropriate column.

A. ACCOMODATION:	Yes	No	Remarks
1. Provide necessary facilities/equipment such as lighting, ventilation , drinking , pail, etc.			
2. Comfort and safety of the delegates are ensured at all times			
3. Approachable and accommodating			
4. Attend/respond to the needs of the coaches/chaperons/trainers/ athletes promptly			
5. Always keep the surroundings clean			
6. Provision of Camp/House Rules			

B. FOOD AND PREPARATION	Yes	No	Remarks
1. Proper sanitation is observed in the preparation and handling of food			
2. Provision of nutritious food			
3. Meals/snacks served on time			
4. Sufficient food for all the delegates			
5. Clean and orderly kitchen environment for food preparation, cooking, cleaning/washing and storage			
6. Utilize resources wisely and economically			

C. MESS	Yes	No	Remarks
1. Imposed " Clay Go" Clean As You Go" policy to all delegates/guests			
2. Provide clean mess hall/eating area for the delegates/guests			
3. Regular maintenance of the cleanliness of the area			
4. Provision of drinking water, washing facilities, tables and chair			
5. Accommodating and approachable			

D. SCREENING AND ACCREDITATION	Yes	No	Remarks
1. Provide immediate feedback after documents have been validated.			
2. Give precise and clear instructions in accomplishing necessary documents			
3. Very accommodating and approachable			
4. Report to duty promptly and religiously			

5. Scrutinize the documents promptly and thoroughly			
6. Prepare and submit forms on or before due time			
7. Keep the delegates updated/informed about eligibility matters			
8. Keep orderly and well organized records			

E. MEDICAL DENTAL	Yes	No	Remarks
1. Provision of medicines, vitamins and medical facilities			
2. Attend to the medical/dental needs promptly			
3. Report to duty promptly and religiously			
4. Explain the diagnosis clearly and accurately			
5. Approachable and accommodating			

F. SECRETARIAT	Yes	No	Remarks
1. Provide and prepare necessary documents/data promptly and accurately			
2. Provide quality service			
3. Report to duty promptly and religiously			
4.Attend to the needs/request of the coaches/trainers/chaperons /athletes promptly			
5.Provide/Disseminate feedback/information to the coaches/trainers/ chaperons/athletes			
6. Keep records in an orderly and organized manner			

G. SANITATION	Yes	No	Remarks
1. Collect garbage regular			
2. Maintenance of the cleanliness of the billeting area			
3. Practice eco-friendly procedures in the disposal of garbage			
4. Provide garbage bag/bin every room			
5. Perform tasks promptly and religious			
6. Encourage delegates/guests to follow "CLAY GO, Clean as Go" policy			

H. SECURITY	Yes	No	Remarks
1. Safety and Protection of the delegates are ensured at all times			
2. Provide and disseminate House/Camp Rules			
3. Provide feedbacks as to the security and safety status of the billeting area			
4. Provision of security personnel's and security measure			
5. Report to duty promptly and religiously			
6. Initiate resourcefulness and creativity to keep the billeting safe and secured			

I. HEAD COACHES	Yes	No	Remarks
1. Assess/evaluate the training progress using authentic assess			
2.Conduct regular/emergency meeting to provide/disseminate information			
3. Attend to the needs/request of the coaches/athlete			
4. Report to duty promptly and religiously			
5. Possess qualities worthy of emulation as head coach/es			
6.Show compassion, love, respect, concern and consideration to feel.			

J. MONITORING & EVALUATION	Yes	No	Remarks
1. Provide attendance sheets, assessment & evaluation tools on time			
2. Report to duty promptly and religiously			
3. Keep records in an organized and orderly manner			
4. Provide immediate feedback/information based on the results of the assessment			
5. Keep records in an organized manner			

K. DEAN OF DISCIPLINE	Yes	No	Remarks
1. Keep the coaches/athletes/chaperons/trainers informed of the camp rules			
2. Maintenance of discipline among coaches/trainers/chaperons/athletes			
3. Possess qualities worthy of emulation as Dean of Discipline			
4. Provide guidance and counselling to coaches/athletes/chaperons on special cases/situations			
5. Take just, fair and immediate action on any dispute/conflict among			
6. Keep the spirit of camaraderie, unity and harmony in the training camp/billeting area			

L. SUPPLIES & EQUIPMENTS	Yes	No	Remarks
1. Provision of equipment's/supplies on time			
2. Provision of standard /quality equipment			
3. Attend/respond to the needs of the coaches/chaperons/trainers/athletes promptly			
4. Accessible to athletes/coaches/trainers/chaperons			

M. TRANSPORTATION	Yes	No	Remarks
1. Accommodating and approachable			
2. Well-coordinated transportation facility for all delegates			
3. Provision of "on time vehicles" in going to playing venues & back to quarters			
4. Ensure the safety and comfort of the delegates at all times			

N. BEHAVIOR OF COACHES/TRAINERS/CHAPERONS	Yes	No	Remarks
1. Work efficiently and effectively			
2. Adhere to the prescribed house/camp rules			
3. Have shown the highest degree of respect to his/her fellow coaches/trainers/chaperons			
4. Well verse in the game rules			
5. Show commitment and dedication to his/her work			
6. Inculcate desirable moral values/discipline to his/her athletes			
7. Possess qualities worthy of emulation as coach/es			
8. Teach & promote fair play and honesty at all times			
9. Attend regular/emergency meeting of coaches/trainers/chaperons			
10. Adhere to GAD, Anti-bullying and Child Protection Policy in dealing with the athletes			
11. Demonstrate appropriate behaviour in carrying out activities during practice time.			

12. Keep personal belongings and billeting area clean, well-organized and orderly manner			
13. Adhere to the principle of "accountability and responsibility"			

O. BEHAVIOR OF ATHLETES	Yes	No	Remarks
1. Adhere to the prescribed house/camp rules			
2. Have shown the highest degree of respect to his/her coach/chaperon/ & fellow athletes			
3. Sustain high level of performance during practice			
4. Practice fair play and honesty at all times			
5. Possess highly competitive skills			
6. Possess desirable values such as honesty, perseverance, determination, commitment and dedication			
7. Demonstrate appropriate behaviour in carrying out activities			
8. Have thorough knowledge of the rules of the game			
9. Demonstrate contributions towards solidarity, camaraderie and unity in the camp house			
10. Observe precautionary measures in & out of the delegation camp			
11. Keep personal belongings & billeting area clean , well organized, and orderly manner			
12. Observe precautionary measures during practice or non-practice time to avoid injury.			

P. ISSUES AND CONCERNS (Describe briefly problems encountered and how resolved)

Q. BEST PRACTICES

Monitor

Date