

COACHING BOYS INTO MEN PROGRAM EVALUATION TOOLS



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Guidelines for Evaluation

To better understand how this program is working for your athletes and coaches, we have put together these guidelines along with survey tools to help you evaluate your program.

Included in the evaluation package are the following three survey tools for coaches and for athletes:

- **Pre and Post-Season Surveys:** The pre and post-season surveys are used as a set. This set of surveys allows you to compare changes in attitudes and knowledge about disrespectful and abusive behaviors before and after the program was delivered.
 1. Pre-season (or baseline) survey is completed at the start of the season before the program is delivered.
 2. Post-season survey is completed at the end of the season, after the program has been delivered.
- **End of Season Survey:** The end of season survey can be used instead of the pre and post-season surveys. This survey asks for coaches' and athletes' self-assessments of the success of the program (can be used if you are only able to do one survey instead of surveys at the beginning and end of the sports season which is preferred).

Guidelines for Survey Administration: The following guidelines will be helpful in administering the Pre and Post-Season Surveys, as well as the End of Season Survey. Please read them before administering surveys to coaches and athletes.

A. Prior to Administering Surveys:

1. Familiarize yourself with the question types and answer choices in the coach and athlete surveys. Participants may have questions and/or need clarification while answering survey questions.
2. Before distributing surveys, emphasize that participants' answers to survey questions will be kept completely confidential and private. Clearly state that no names will be written on the surveys.
 - The person administering the surveys can read the following statement, "This survey is completely confidential, meaning your name is not on the survey and no one will know how you answered these questions. It is important that you answer these questions as honestly as you can. Remember, your answers are private and no one will know how you answered these questions."
 - The demographic questions (the questions at the end of the survey about gender, race/ethnicity, etc.) are optional, meaning they do not have to be completed. Some schools and programs may find this information useful to know the diversity of the individuals who have been involved in this program. However, in smaller groups, it might be possible to identify a survey based on an individual's gender or ethnicity. That means the survey responses would not be truly anonymous. Thus, we recommend not collecting the demographic section in groups where there are fewer than 5 individuals of a specific gender or ethnicity.

3. It is helpful to give participants a reason for completing the survey. Explain that their participation in the survey will allow you to better understand how well the program is working and how it can be improved.
 - The person administering the surveys can read the following statement: "It is important that you answer all these questions as honestly as you can because it will help us better understand how well the program is working for you and your coaches. Both the coaches and athletes in this program are filling out these surveys because your opinion is important to improving this program."
4. To prepare and organize for survey administration, we recommend using the "Checklist for Administering Coaching Boys into Men Evaluation Surveys."
 - This helps provide step by step process as you prepare and complete survey administration. It also provides a place for you to track the number of completed surveys for athletes and coaches.
5. As part of bringing CBIM to your community, we recommend using the "Coaches Intake Form" at the time you are training coaches to deliver the program to collect information about how best to communicate with a coach, their practice schedule, and to set up a plan for ongoing technical assistance and support throughout the sports season.
 - When having the coaches complete the pre-season survey, you can also let them know that you will be asking them to please complete the post-season survey at the end of their sports season. The "Coaches Intake Form" will help you remember how best to connect with a specific coach to get each survey completed.

B. Administering the Surveys:

1. To help use the "Checklist for Administering Coaching Boys into Men Evaluation Surveys."
2. The person administering surveys should stay as unbiased as possible when answering participants' questions.
3. Continued encouragement to answer questions as honestly as possible, and reminders that participants' answers are confidential, will help maintain the quality of your evaluation.

C. After the Surveys:

1. To maintain participants' confidentiality, make sure to collect all surveys and double check that there are no names written on them.
2. Once completed, count the total number of surveys and account for both completed and blank surveys on the checklist.
3. Thank each coach or athlete for their participation.

Checklist for Administering Coaching Boys into Men Evaluation Surveys

Location: _____

Date of survey: _____

Materials Needed:

- ☐ Paper copies of surveys for coaches and/or youth
- ☐ Pens and Pencils
- ☐ Stapler and rubber bands

Before the Survey

Reminders

- ☐ The importance of Confidentiality and Privacy
- ☐ To please be as honest as possible when answering questions
- ☐ This information will be used to better understand and improve the program

During the Survey

- ☐ Be prepared to answer any additional questions or concerns
- ☐ Stay as unbiased as possible

After the Survey

- ☐ Collect all surveys completed
- ☐ Count the total number of ATHLETES who completed surveys _____
- ☐ Count the total number of COACHES who completed surveys _____
- ☐ Thank the coaches and/or athletes for their participation in the survey

Guidelines for Data Entry and Analysis: After administering the surveys, the following guidelines provide information about entering and understanding the data from the surveys completed by coaches and athletes. Please review the following steps A through D. This will allow you to accurately report the results of your Coaching Boys into Men evaluation.

A. Familiarize yourself with the Excel File

1. Find the excel file that corresponds to the survey data being entered
 - Each survey type (Pre-season, Post-season, End of season) will have its own excel template
 - Example: "Pre-Season Survey for Coaches" corresponds to excel file name "2Pre Season Coaches TEMPLATE Analysis"
2. Explore the tabs in the excel file
 - **Codebook:** this tab shows an overview of the numbers entered into the excel file that correspond with the answers chosen on the survey
 - **Data Collection:** this tab is where the raw data from the surveys will be entered
 - **Analysis_Individual:** this tab summarizes the individual results of one person's survey
 - **Analysis_Group:** this tab summarizes survey results across all surveys entered

B. Start entering data into the tab "Data Collection"

1. Click to open the tab "Data Collection"
2. The first 3 rows have been programmed to stay in place. This allows you to see the question and response choice as you're entering the data.
3. Understand there are two question types included in the survey and they need to be entered differently into the excel file
 - "Mark one answer" and "Mark all that apply"
4. Enter results of "Mark one answer" questions
 - In the excel file under the question, enter the number that corresponds to the answer choice given on the survey following the coding instructions found in the "Codebook" tab of the Excel file.
 - If "other (please specify)" was chosen, enter the corresponding number for that answer choice then type the specified answer into the shaded column immediately to the right
 - If no answer choice was selected then leave that cell blank

Please MARK ONE answer for each question.

4.1) How many years have you been coaching?
 (1) < 1 year
~~(2) 1-5 years~~
 (3) 5-10 years
 (4) >10 years

4.2) How old are you?
 (1) < 20 years old
 (2) 20-29
 (3) 30-39
~~(4) 40-49~~
 (5) >50

4.3) How do you identify your race/ethnicity?
 (1) American Indian/Alaska Native
 (2) Asian
~~(3) Black or African American~~
 (4) Hispanic or Latino
 (5) Native Hawaiian or Other Pacific Islander
 (6) White or Caucasian
 (7) Multi-racial (More than one race)
 (8) Other (Please Specify):

M	N	O	P
The following questions are OPTIONAL , meaning you have the choice to answer or NOT answer the questions below.			
4.1) How many years have you been coaching?	4.2) How old are you?	4.3) How do you identify your race/ethnicity?	Other (Please Specify)
(1) < 1 year (2) 1-5 years (3) 5-10 years (4) >10 years	(1) < 20 years old (2) 20-29 (3) 30-39 (4) 40-49 (5) >50	(1) American Indian/Alaska Native (2) Asian (3) Black or African American (4) Hispanic or Latino (5) Native Hawaiian or Other Pacific Islander (6) White or Caucasian (7) Multi-racial (More than one race) (8) Other (Please Specify)	Enter text
2	4	3	

5. Enter results of the “Mark all that apply” questions

- Enter “1” in each column that corresponds to an answer choice that was selected on the survey
- If no answer choice was selected then leave that cell blank

4.7) What age ranges do you coach currently?
(MARK ALL that apply):

☒ <11 years
☒ 11-13 years
☒ 13-15 years
☐ 15-17 years
☐ >17 years

U	V	W	X	Y
4.7) What age ranges do you coach currently (MARK ALL that apply):				
If MARKED enter (1) <11 years	If MARKED enter (1) 11-13 years	If MARKED enter (1) 13-15 years	If MARKED enter (1) 15-17 years	If MARKED enter (1) >17 years
1	1	1		

6. Track survey data entered

- At the bottom of each page of a survey there is a place for you to mark yes or no that survey data entered

<p>1</p> <p>Pre-Season Survey for Coaches Last updated 07/02/2013 For Administrative use only – Survey data entered: Yes ____ No ____</p>	<p>→ CONTINUE to Question <u>3.1</u></p>
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C. After data entering is complete review the tab “**Analysis Individual**”

1. Click to open the tab “**Analysis Individual**”
2. Once all survey data has been entered in the tab “**Data Collection**” this automatically calculates individual scores for each survey entered.
3. The first 2 rows have been programmed to stay in place. This allows you to see the question and response choice as you're reviewing the data.
4. Select any remaining cells that contain “#DIV/0!” and delete them until you reach row 152.
The analysis is programmed to calculate a maximum of 150 surveys. If you have more than 150 surveys please contact Futures Without Violence for Technical Support.

A	
1	ANALYSIS: Pre-Season Survey for INDIVIDUAL COACHES
2	Mean Score - Role as a Coach (Questions 3.1-3.8)
3	4.0
4	3.3
5	4.5
6	4.1
7	3.0
8	3.4
9	3.8
10	#DIV/0!
11	#DIV/0!
12	#DIV/0!
13	#DIV/0!

A	
1	ANALYSIS: Pre-Season Survey for INDIVIDUAL COACHES
2	Mean Score - Role as a Coach (Questions 3.1-3.8)
3	4.0
4	3.3
5	4.5
6	4.1
7	3.0
8	3.4
9	3.8
10	
11	
12	
13	

	A	B
1	ANALYSIS: Pre-Season Survey for INDIVIDUAL Athletes	
2	Mean Score - Recognition of Abusive Behaviors (Questions 2.1-2.14)	Mean Score - Intentions to Intervene (Questions 3.1-3.9)
147	2.8	3.3
148	2.9	3.0
149	3.3	2.9
150	3.1	2.8
151	2.9	2.9
152	2.9	3.1
153		

	A	B
1	ANALYSIS: Pre-Season Survey for INDIVIDUAL Athletes	
2	Mean Score - Recognition of Abusive Behaviors (Questions 2.1-2.14)	Mean Score - Intentions to Intervene (Questions 3.1-3.9)
147	#DIV/0!	#DIV/0!
148	#DIV/0!	#DIV/0!
149	#DIV/0!	#DIV/0!
150	#DIV/0!	#DIV/0!
151	#DIV/0!	#DIV/0!
152	#DIV/0!	#DIV/0!
153		

D. Proceed to the tab “**Analysis Group**” to input the number of surveys completed

1. Click to open the tab “**Analysis_Group**”
2. Enter the total number of surveys entered into the spreadsheet. This will automatically calculate counts and percentages for each summary table in this tab.

	A	B
1	ANALYSIS: Pre-Season Survey for COACHES	
2	FILL IN TOTAL COACHES IN YELLOW BOX	

	A	B
1	ANALYSIS: END of the Season Survey for Athletes	
2	FILL IN TOTAL ATHLETES IN YELLOW BOX	150

3. The first 2 rows have been programmed to stay in place. This allows you to see the question and response choice as you're entering the data.
4. Review the various summary tables, specifically review summary tables for the following:
COACHES Survey

Coach Confidence with Violence Prevention summary table includes:

- Average for all coaches surveyed on each item listed in the table.
- Individual Coach's Overall Score for Confidence with Violence Prevention – This is an average of each coach's overall confidence score (each coach's overall score is calculated by averaging their responses across all items).

ATHLETE Survey

Recognition of Abusive Behaviors summary table includes:

- Average for all athletes surveyed for each abuse example listed in the table.
- Individual Athlete's Overall Score for Recognition of Abusive Behaviors – This is an average of each individual athlete's overall score for recognition of abusive behavior (each athlete's overall score is calculated by averaging their responses across all items).

Intentions to Intervene when seeing a peer.... summary table includes:

- Average for all athletes for each abuse example listed in the table.
- Individual Athlete's Overall Score for Intentions to Intervene – This is an average of each athlete's overall score for intentions to intervene (each athlete's overall score is calculated by averaging their responses across all items).

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Guidelines for Analysis

- Please use these Evaluation Analysis Tools (available from the Futures Without Violence CBIM team) to accurately evaluate changes in attitudes and behaviors due to your CBIM implementation.
- For questions regarding evaluation, please contact us at coachescorner@futureswithoutviolence.org.



Coaches Intake Form

Coach Information

School Location: _____

Name: _____
(First, Last)

Primary Contact: () _____

E-mail Address: _____

Preferred Contact: _____

Best day/time to reach you: _____

Sport & Team Level Coach: _____
Example: Freshmen Football, JV Basketball, Varsity Wrestling

Alternate Contact: () _____

Team and Practice Information

Start date of Season: _____ End date of Season: _____

Monday Practice Times: _____
Example: Freshmen Football, 3pm – 5pm

Tuesday Practice Times: _____
Example: JV Basketball, 5pm – 7pm

Wednesday Practice Times: _____

Thursday Practice Times: _____

Friday Practice Times: _____

Saturday Practice Times: _____

Are you available before practice If Yes, which days? _____

Are you available after practice If Yes, which days? _____

Coaching Staff Information

Name: _____ Title: _____
(First, Last) Example: Assistant JV Wrestling Coach, Head Track Coach

Primary Contact: () _____ Email: _____

Name: _____ Title: _____

Primary Contact: () _____ Email: _____