

# CLERK OF COURSE PRACTICAL ASSESSMENT FORM

Name of Ol	FFICI	AL being assessed:					
Date of Ass	essm	ent:Venue:Permit	Permit #				
TYPE OF C	OFFIC						
CURRENT	LEVE	TRAINEE (L1) L2 L3 L4	TRAINEE (L1) L2 L3 L4				
THIS ASSE	SSE	MENT IS FOR AN - UPGRADE OR RENEWAL (PLEASE CIRC	LE)				
		CRITERIA Competent? (tick box)	YES	NO			
1. <b>O</b> I	ganis	Did the official being assessed-	↓ ↓	<b>↓</b>			
	a.	- Ensure the venue is suitable for use?					
		- Ensure the venue complies with regulations?					
	C.	- Conduct a satisfactory riders briefing?	_				
	d.	- Include the Duty of Care statement?					
	e.	- Cover event procedures?					
	f.	- Ask for questions?					
	g.	- Conduct or appoint a person to conduct the Officials Briefing?					
	h.	- Ensure the Officials briefing included the Duty of Care statement and covered event procedures?_					
	i.	- Conduct or appoint a person to conduct the Medical Briefing?					
	j.	- Ensure the Medical briefing included the Duty of Care statement and covered event procedures?					
	k.	- Conduct a track inspection with Steward?					
2. Ma	anage	ement Did the offic <mark>ial being as</mark> sessed-					
	a.	- Ensure that the venue remained safe throughout the event?					
	b.	- Ensure that the venue complied with regulations throughout the event?					
	C.	- Make every effort to run the event to schedule?					
3. Pr	epara	tion					
		Did the official being assessed-		_			
	a.	- Have all relevant paperwork, documents, reports etc. available?					
	b.	- Have all relevant equipment and resources available?	_				
	С.	- Have sufficient operational officials available?	_				
	d.	- Anticipate malfunctions and was ready to implement any strategies that may be required?					
	e.	- Behave proactively rather than reactively?					
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PERFORMANC	<u>E CRITERIA</u>	Competent? (tick box)	YES	NO
4. Person	al Skills			
	Was the official being assessed-		*	•
a.	- Punctual?			
b.	- Able to demonstrate a comprehensive knowledge of the r	regulations?		
C.	- Able to demonstrate knowledge of risk management proc	edures?		
d.	- Giving encouragement when required?			
e.	- Utilising active listening skills?			
f.	- Asking for feedback?			
g.	- Open to ideas and suggestions from other officials and co	ompetitors throughout the event?		
h.	- Decisive, willing to make clear decisions, even in the face	e of complexity or uncertainty?		
i.	- Prepared to delegate responsibility?			
j.	- Wearing the appropriate uniform/clothing and relevant PF	PE for the event?		

### 5. Omissions

#### Did the official being assessed-

a.	– Fail to carry out a task that is critical in their role?		
b.	– Fail to perform any duty normally associated with their role?		

### Criteria:

- A performance assessment can be requested by any Key Official or Scrutineer for the purpose of achieving an upgrade or for the renewal of their officials licence and/or accreditation.
- This document should be completed by a Senior Official (usually the appointed Steward) at a permitted Competition meeting. The person responsible for completing the assessment (the Assessor) should advise the person being assessed (the participant) that they are performing an assessment at this meeting, and should provide a copy of the assessment criteria to the participant before starting the assessment.
- The participant must be signed on and acting in the role that they are being assessed in. For the transition from level 1 to level 2 it is acceptable for the participant to be in an assisting role and should be assessed accordingly. For upgrade from levels 2 to 3 and 3 to 4 it is preferable (but not essential) that the participant is acting in the role and not acting as an Assistant or Deputy.
- If a Steward is to be assessed at a permitted meeting, the assessment may be conducted by the appointed Clerk of Course or by an independent assessor nominated by RCB.
- In all cases the purpose of the assessment is not to find and log fault with the participant but to create an environment of mentoring, education, best practice and encouragement to support and retain our volunteers.



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### ASSESSMENT

- 1. If the assessor has marked any question "NO",
  - a. The official being assessed must be given objective feedback on the reasons that decision was made.
  - b. The rationale for marking an answer "NO" must be provided in writing below
  - c. The official being assessed must be given assistance to develop strategies to attain competencies.
  - d. The official must be advised that they have the opportunity to be re-assessed at a later date.
- 2. If all boxes are ticked "YES", the official is deemed competent for upgrade or renewal.

## LIST REASONS FOR RECORDING A "NO" ANSWER

Example: 1c. The official did not conduct a riders briefing at all

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••	
• •	<mark></mark>
••	
	<u></u>
	THE ASSESSOR WRITING THIS REPORT I CONSIDER THAT I HAVE PROVIDED A FAIR, OBJECTIVE AND IMPARTIAL
AS	SESSMENT OF THE NAMED OFFICIAL.
	SESSORMA LIC. #
AS	SESSOR'S SIGNATURE:
AS	THE OFFICIAL BEING ASSESSED I AGREE / DISAGREE (Circle one) THAT I HAVE BEEN GIVEN A FAIR, OBJECTIVE
	D IMPARTIAL ASSESSMENT.
OF	FICIALMA LIC. #
Ξ.	
OF	FICIAL'S SIGNATURE DATE