



## CLERK OF COURSE PRACTICAL ASSESSMENT FORM

Name of OFFICIAL being assessed: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_ Venue: \_\_\_\_\_ Permit # \_\_\_\_\_

TYPE OF OFFICIAL:

**CLERK OF COURSE**

CURRENT LEVEL:

**TRAINEE (L1) L2 L3 L4**

THIS ASSESSEMENT IS FOR AN -

**UPGRADE OR RENEWAL (PLEASE CIRCLE)**

PERFORMANCE CRITERIA

Competent? (tick box)

YES

NO

**1. Organisational Skill**

*Did the official being assessed-*

- |  | ↓                        | ↓                        |
|--|--------------------------|--------------------------|
| a. - Ensure the venue is suitable for use? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Ensure the venue complies with regulations? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Conduct a satisfactory riders briefing? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. - Include the Duty of Care statement? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. - Cover event procedures? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| f. - Ask for questions? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| g. - Conduct or appoint a person to conduct the Officials Briefing? _____                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| h. - Ensure the Officials briefing included the Duty of Care statement and covered event procedures? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| i. - Conduct or appoint a person to conduct the Medical Briefing? _____                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| j. - Ensure the Medical briefing included the Duty of Care statement and covered event procedures? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| k. - Conduct a track inspection with Steward? _____  | <input type="checkbox"/> | <input type="checkbox"/> |

**2. Management**

*Did the official being assessed-*

- |  |                          |                          |
|--|--------------------------|--------------------------|
| a. - Ensure that the venue remained safe throughout the event? _____             | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Ensure that the venue complied with regulations throughout the event? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Make every effort to run the event to schedule? _____                       | <input type="checkbox"/> | <input type="checkbox"/> |

**3. Preparation**

*Did the official being assessed-*

- |  |                          |                          |
|--|--------------------------|--------------------------|
| a. - Have all relevant paperwork, documents, reports etc. available? _____                         | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Have all relevant equipment and resources available? _____                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Have sufficient operational officials available? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. - Anticipate malfunctions and was ready to implement any strategies that may be required? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| e. - Behave proactively rather than reactively? _____  | <input type="checkbox"/> | <input type="checkbox"/> |

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| <u>PERFORMANCE CRITERIA</u>  | Competent? (tick box)    | YES                      | NO                       |
|--|--------------------------|--------------------------|--------------------------|
|  |                          | ↓                        | ↓                        |
| <b>4. Personal Skills</b>  |                          |                          |                          |
| <b>Was the official being assessed-</b>  |                          |                          |                          |
| a. - Punctual? _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Able to demonstrate a comprehensive knowledge of the regulations? _____                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Able to demonstrate knowledge of risk management procedures? _____                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. - Giving encouragement when required? _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. - Utilising active listening skills? _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. - Asking for feedback? _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. - Open to ideas and suggestions from other officials and competitors throughout the event? _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. - Decisive, willing to make clear decisions, even in the face of complexity or uncertainty? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. - Prepared to delegate responsibility? _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. - Wearing the appropriate uniform/clothing and relevant PPE for the event? _____                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Omissions</b>  |                          |                          |                          |
| <b>Did the official being assessed-</b>  |                          |                          |                          |
| a. - Fail to carry out a task that is critical in their role? _____                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Fail to perform any duty normally associated with their role? _____                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 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.

