



# **OPERATIONAL OFFICIAL PRACTICAL ASSESSMENT FORM**

Nar	me of C	OFFICI	AL being assess	ed:							
Date of Assessment:Venue:Permi							:#				
OF	FICIA	AL RO	<b>)LE</b> being asse	ssed:							
									of the MA Officials Powers and A	uthorities do	cument)
CURRENT LEVEL: L1 L2 L3 L4 (Please Circle One)											
THI	IS ASS	ESSE	MENT IS FOR:	UPGR	ADE	OR	RENE	EWAL	(Please Circle One)		
PE	RFORM	MANCE	CRITERIA					Compe	etent? (tick box)	YES	NO
	1. (	Organis	sational Skill								
			Did the official b	Ū				410		<b>▼</b>	▼ □
		a. <sub>b</sub>				Ì			ation the six value?		
			•					•	eting their role?		
	C Ensure that all equipment required for their task was available and serviceable?								_		
	d. – Complete and submit all reporting and/or administration tasks relevant to their role?  e. – Ensure and implement an effective plan for personal and assistants' health and welfare?  f. – Communicate and implement an effective plan for the achievement of their task?										
	g Conduct relevant briefings for assistants?										
		h.							eir supervision?	_	
					J						_
	2. /	lanage	ement								
			Did the official b	eing asses	sed-						
		a.	- Ensure that they	and all per	sonnel ur	nder their	supervisior	n were brie	efed for the task?		
		b.	- Ensure that they	and all per	sonnel ur	nder their	r supervisi <mark>or</mark>	n were equ	ipped for the task?		
		C.	- Ensure that all e	quipment re	equired fo	r the tasl	k rema <mark>ined</mark>	<mark>opera</mark> tiona	I throughout the event?		
		d.	- Effectively and o	onsid <mark>er</mark> atel	y manage	their as	sista <mark>nts and</mark>	l/or person	nel under their supervision? _		
	3. <b>F</b>	Prepara	ation								
		Did the official being assessed-									
		a.									
		b.									
		C.							10		
		d.						-	sed?	⊔	
		e. f				•				⊔	
		f.					with a dack	k-up plan?		U	
		g.	<ul> <li>Behave proactive</li> </ul>	Ciy ratilei ti	ıarı r <del>c</del> acil	v Ciy !					





### OPERATIONAL OFFICIAL PRACTICAL ASSESSMENT FORM

<u>PERF</u>	ORMAN	CE CRITERIA Competent? (tick box)	YES	NO
4.	. Perso	onal Skills Was the official being assessed-	<b></b>	
	a	Competent in completing the tasks relevant to their role?		
	b	) Punctual?		
	c	Able to demonstrate a comprehensive knowledge of their role and responsibilities?		
	c	- Able to demonstrate knowledge of applicable risk management procedures?		
	e	e Giving encouragement when required?		
	f.	- Utilising active listening skills?		
	g	J Asking for feedback?		
	/ h	Open to ideas and suggestions from other officials and competitors throughout the event	:?	
	į.	- Decisive, willing to make clear decisions, even in the face of complexity or uncertainty?_		
	j.	- Prepared to delegate responsibility?		
	k	Wearing the appropriate uniform/clothing and relevant PPE for the event?		
5.	. Omis	sions		
		Did the official being assessed-	_	_
	а	I. – Fail to carry out a task that is critical in their role?		
Onita	t:	o. – Fail to perform any duty normally associated with their role?		

#### Criteria:

- A performance assessment can be requested by any Key Official or Operational Official for the purpose of achieving
  an upgrade or for the renewal of their official's licence and/or accreditation.
- This document should be completed by a Senior Official (usually the appointed Steward or in the case of an
  Operational Official, the CofC) 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.





## OPERATIONAL OFFICIAL PRACTICAL ASSESSMENT FORM

### **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.

LI	ST REASONS FOR RECORDING A "NO" ANS	VER (add extra pa	ges if required)	
Ex	ample: 1c, the official forgot some of the essenti	al equipment need	ed for the task.	
• •	•••••	·····		
• •	<del>, , , , , , , , , , , , , , , , , , , </del>	·····		
As	THE ASSESSOR WRITING THIS REPORT, I consider that I have	<mark>e provi</mark> ded a fair, objective	, and impartial assessm	ent of the
	med official.	_		one box)
AS	SESSOR:			
AS	SESSOR'S SIGNATURE:	DATE		
As	THE OFFICIAL BEING ASSESSED I believe that I have been given	ven a fair, objective, and in	mpartial assessment.	
				one box)
OF	FICIAL:	MA LIC. #		
OF	FICIAL'S SIGNATURE:	DATE		