

OPERATIONAL OFFICIAL PRACTICAL ASSESSMENT FORM

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

5. Omissions

Did the official being assessed-

- | | | |
|--|--------------------------|--------------------------|
| a. - Fail to carry out a task that is critical in their role? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Fail to perform any duty normally associated with their role? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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.

