

## RACE SECRETARY PRACTICAL ASSESSMENT FORM

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

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

TYPE OF OFFICIAL:

**RACE SECRETARY**

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-*

- |   | Competent? (tick box)    | YES                      | NO                       |
|---|--------------------------|--------------------------|--------------------------|
|   |                          | ↓                        | ↓                        |
| a. - Complete all pre-event administration tasks? _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Ensure there were sufficient and suitable personnel to complete essential roles? _____               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Ensure that all equipment required was available throughout the event? _____                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. - Ensure all documentation regarding permits and track licencing was current and available? _____      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. - Bring all relevant resources to provide event administration responsibilities? _____                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. - Provide and implement an effective plan for volunteer health and welfare? _____                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. - Provide and implement an effective plan for any catering requirements? _____                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. - Provide and implement an effective plan for the registration and sign-on of competitors? _____       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. - Provide and implement an effective plan for the registration and WWCC of officials/volunteers? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. - Appoint suitable person/s to conduct any volunteer/official briefings? _____                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| k. - Ensure suitable Medical requirements are arranged and in attendance? _____                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| l. - Complete all administration duties at the event? _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**2. Management**

*Did the official being assessed-*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a. - Ensure that all human resources were prepared and equipped for their role? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Ensure that all equipment remained operational throughout the event? _____       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Effectively and considerably manage their assistants? _____                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**3. Preparation**

*Did the official being assessed-*

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a. - Have all relevant paperwork, sign on sheets, Critical Incident Response procedure, etc. available? _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. - Have all relevant equipment, comms systems and resources organised? _____                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. - Source sufficient operational officials? _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. - Anticipate volunteer shortages and was ready with a back-up plan? _____                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. - Behave proactively rather than reactively? _____   | <input type="checkbox"/> | <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 their role and responsibilities? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. - Able to demonstrate knowledge of applicable 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 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.

