

AUSTRALIA

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RACE SECRETARY PRACTICAL ASSESSMENT FORM

Na	me o	of OFFICI	AL being assessed:			
Date of Assessment:			pent:Venue:Permit #	Permit #		
TY	PE C	OF OFFIC	RACE SECRETARY	RACE SECRETARY		
CURRENT LEVEL:			TRAINEE (L1) L2 L3 L4	TRAINEE (L1) L2 L3 L4		
THIS ASSESSEMENT IS FOR AN - UPGRADE OR RENEWAL (PLEASE CIRCLE)						
<u>PE</u>	RFO	RMANCE	E CRITERIA Competent? (tick box) YES	NO 		
	1.	Organis	sational Skill			
			Did the official being assessed- ▼	▼ □		
	a Complete all pre-event administration tasks?					
	b Ensure there were sufficient and suitable personnel to complete essential roles?					
		c. d.	- Ensure that all equipment required was available throughout the event? - Ensure all documentation regarding permits and track licencing was current and available?			
	e Bring all relevant resources to provide event administration responsibilities? f Provide and implement an effective plan for volunteer health and welfare?					
	g Provide and implement an effective plan for any catering requirements?					
	h Provide and implement an effective plan for the registration and sign-on of competitors?					
	i Provide and implement an effective plan for the registration and WWCC of officials/volunteers?					
	j Appoint suitable person/s to conduct any volunteer/official briefings?					
	k Ensure suitable Medical requirements are arranged and in attendance?					
		l.	- Complete all administration duties at the event?			
	2.	Manage	ement Did the offic <mark>ial being ass</mark> essed-			
		a.	- Ensure that all human resources were prepared and equipped for their role?			
		b.	- Ensure that all equipment remained operational throughout the event?			
		C.	- Effectively and considerately manage their assistants?			
	3. Preparation					
	Did the official being assessed-					
		a.	- Have all relevant paperwork, sign on sheets, Critical Incident Response procedure, etc. available?			
		b.	- Have all relevant equipment, comms systems and resources organised?			
		C.	- Source sufficient operational officials?			
		d.	- Anticipate volunteer shortages and was ready with a back-up plan?			
		e.	- Behave proactively rather than reactively?	Page 1 of 3		





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PERFORMANCE CRITERIA Competent? (tick box)			YES	NO
4. Person	nal Skills			
	Was the official being assessed-		★	*
a.	- Punctual?			
b.	- Able to demonstrate a comprehensive knowledge of their role and response	onsibilities?		
c.	- Able to demonstrate knowledge of applicable risk management procedu	ıres?		
d.	- Giving encouragement when required?			
e.	- Utilising active listening skills?	_		
f.	- Asking for feedback?			
g.	- Open to ideas and suggestions from other officials and competitors thro	ughout the event?		
h.	- Decisive, willing to make clear decisions, even in the face of complexity	or uncertainty?		
/ i.	- Prepared to delegate responsibility?			
j.	- Wearing the appropriate uniform/clothing and relevant PPE for the even	nt?		
5. Omiss	sions			
	Did the official being assessed-			
a.				
b.				

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.





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ASSESSMENT

1. If the assessor has marked any question "NO",

LIST REASONS FOR RECORDING A "NO" ANSWER

- 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.

Example: 1f. The official did not organize fo	od or water for Marshals
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AO THE ACCEPCED MONTHLY THIS DEPORT LOONSIDED THAT THE	WE REQUIRED A FAIR OF JECTIVE AND IMPARTIAL
AS THE ASSESSOR WRITING THIS REPORT I CONSIDER THAT I HA ASSESSMENT OF THE NAMED OFFICIAL.	
AS <mark>SESSO</mark> R	
ASSESSOR'S SIGNATURE:	DATE
AS THE OFFICIAL BEING ASSESSED I AGREE / DISAGREE (Circle of AND IMPARTIAL ASSESSMENT.	ne) THAT I HAVE BEEN GIVEN A FAIR, OBJECTIVE
OFFICIAL	MA LIC. #
OFFICIAL'S SIGNATURE	DATE