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STEWARD PRACTICAL ASSESSMENT FORM

Name of OFF	FICIA	AL being assessed:	
Date of Asse	essm	ent:Venue:Permit #	
TYPE OF OFFICIAL: CURRENT LEVEL: TRAINEE (L1) L2 L3 L4			
THIS ASSES	SSEN	MENT IS FOR AN - UPGRADE OR RENEWAL (PLEASE CIRCLE)	
PERFORMA	NCE	Competent? (tick box) YES	S NO
1. Org	janis	sational Skill Did the official being assessed -	
	a.	- Ensure the venue is suitable for purpose?	
	b.	- Ensure the venue complies with licencing and sporting regulations?	
	C.	- Attend the riders briefing?	
	d.	Review the delivery of the Duty of Care statement?	
	e.	- Check that Operational Officials were briefed adequately?	
	f.	- Check that Medical Personnel were briefed adequately?	
	g.	- Conduct a track inspection with the Clerk of Course?	
2. Dut	ties		
	0	Did the official being assessed - - Clearly understand their role as Steward?	
		- Display an allegiance to the RCB?	
		- Liaise effectively with the Key Officials throughout the event? - Liaise effectively with the Key Officials throughout the event?	
		- Ensure that the event was conducted according to the rules? - Insure that the event was conducted according to the rules?	
	e.	- Confer with CofC to ensure that the venue remained safe throughout the event?	
	f.	- Confer with CofC to ensure that the venue complied with regulations throughout the event?	
	g.	- Keep track of the progress of the event schedule?	
	h.	- Take adequate notes during the course of the meeting?	
	i.	- Collect all relevant paperwork before leaving venue?	
	j.	Contact the SCB with injury reports before leaving venue?	
3. <i>Pre</i>	para		
	_	Did the official being assessed -	
	a. b.	- Have all relevant paperwork, documents, reports etc. available?	
	D.	- Liaise with RCB for all relevant information and documentation prior to event? - Ensure all required officials were available and appropriately licenced? - Insure all required officials were available and appropriately licenced?	
	d.	- Anticipate malfunctions and was ready to discuss/approve any strategies that were required?	
	а. е.	- Behave proactively rather than reactively?	
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	4.	Person	al Skills
			Was the official being assessed -
		a.	- Punctual?
		b.	- Able to demonstrate a comprehensive knowledge of the regulations?
		C.	- Able to demonstrate knowledge of risk management procedures?
		d.	- Utilising active listening skills, tact and strength while dealing with people?
		e.	- In command but not taking control?
		f.	- Open to ideas and suggestions from other officials and competitors throughout the event?
		g.	- Decisive, willing to make clear decisions, even in the face of complexity or uncertainty?
		h.	- Prepared to take responsibility?
		į i.	- Wearing the appropriate uniform/clothing and relevant PPE for the event?
	5.	Omissi	
			Did the official being assessed-
			- Fail to carry out a task that is critical in their role?
		b.	Fail to perform any duty normally associated with their role?
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Cr	iteri		
	•	A perfo	ormance assessment can be requested by any Key Official for the purpose of achieving an upgrade
		or for t	he renewal of their officials licence and/or accreditation.
	•	This do	ocument should <mark>be completed by a Senior Official (u</mark> sually the appointed Steward) at a permitted
		Compe	etition meeting. The person responsi <mark>ble for completin</mark> g the assessment (the Assessor) should advise
		the per	rson being assessed (the participant) tha <mark>t they are pe</mark> rforming an assessment at this meeting, and
		should	provide a copy of the assessment criteria to the participant before starting the assessment.
	•	The pa	nticipant must be signed on and acting in the r <mark>ole that</mark> they are being assessed in. For the transition
		from le	evel 1 to level 2 it is acceptable for the partici <mark>pant to be</mark> in an assisting role and should be assessed
		accord	lingly. For up <mark>grade fro</mark> m levels 2 to 3 and 3 <mark>to 4 it is p</mark> referable (but not essential) that the participant
		is actin	ng in the <mark>role and not ac</mark> ting as an Assist <mark>ant or Deput</mark> y.
	•	If a Ste	ewa <mark>rd is to be assessed at a p</mark> ermitted <mark>meeting, the</mark> assessment may be conducted by the appointed
		Clerk c	o <mark>f Course or by an independent assessor nominate</mark> d by RCB.
	•	In all c	ases the purpose of the assessment is not to find and log fault with the participant but to create an
		enviror	nment of mentoring, education, best practice and encouragement to support and retain our
		volunte	eers.





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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: 1c. Ti	he official did not attend the riders briefing at all	
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<mark>,</mark>	·······	
AS THE ASSESSOR	WRITING THIS REPORT I CONSIDER THAT I HAVE PROVIDED A FAIR, OBJECTIVE AND IMPARTIA	ΑI
AS <mark>SES</mark> SMENT OF TH	HE NAM <mark>ED OFFICIAL</mark> .	
ASSESSOR'S SIGNA	TURE:DATE	
AS THE OFFICIAL BE AND IMPARTIAL ASS	EING ASS <mark>ESSED I AGREE / DISAGREE (Circle one) THAT I HAVE BEEN GIVEN A FAIR, OBJECTIVE</mark> SESSMENT.	Ξ
OFFICIAL	MA LIC. #	
OFFICIAL'S SIGNATU	UREDATE	