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CLERK OF COURSE PRACTICAL ASSESSMENT FORM

Name of OFFICIAL being assessed:								
Date of Assessment:				_Venue:			Permit #	
TY	PE OF	OFFIC	IAL:	CLERK	OF C	OURSE		
CURRENT LEVEL:				.1 L2	L3	L4		
THIS ASSESSEMENT IS FOR AN -				JPGRADE	OR	RENEWAL	(PLEASE CIRCLE)	
<u>PE</u>			E CRITERIA Sational Skill			Competent? (tic	sk box) YE	s no
		а	- Ensure the venue is suitable for					
	a Ensure the venue is suitable for use?							
	C Conduct a satisfactory riders briefing?							
		d.	- Include the Duty of Care state	-			_	
		e Cover event procedures?						
	f Ask for questions?							
	g Conduct or appoint a person to conduct the Officials Briefing?							
	h Ensure the Officials briefing included the Duty of Care statement and covered event procedures?							
	i Conduct or appoint a person to conduct the Medical Briefing?							
	j Ensure the Medical briefing included the Duty of Care statement and covered event procedures?							
	k Conduct a track inspection with Steward?							
	2. M	b.	ement Did the official being assesse - Ensure that the venue remaine - Ensure that the venue complie - Make every effort to run the evenue complies	ed safe througho	ns through		_	
3. Preparation								
	Did the official being assessed-							
		a.	- Have all relevant paperwork, d	• •				
		b.	- Have all relevant equipment a	nd resources av	ailable? _			
	C Have sufficient operational officials available?							
		d.	- Anticipate malfunctions and wa				_	
		e.	- Behave proactively rather than	reactively?				





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PE	RFO	RMANCE	E CRITERIA Competent? (tick box) YES	NO	
	4.	Persona	nal 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.	- Giving encouragement when required?		
		e.	- Utilising active listening skills?		
		f.	- Asking for feedback?		
		g.	- Open to ideas and suggestions from other officials and competitors throughout 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 event?		
	5.	5. Omissions			
			Did the official being assessed-		
		a.	- Fail to carry out a task that is critical in their role?		
		b.	- Fail to perform any duty normally associated with their role?		

Criteria:

- A performance assessment can be requested by any Key Official or Scrutineer 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: 1c. The official did not conduct a riders briefing at all							
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AS THE ASSESSOR WRITING THIS REPORT I CONSIDER THA <mark>T I HAVE</mark> PROVIDED A FAIR, OBJECTIVE AND IMPARTIAL ASSESSMENT OF THE NAMED OFFICIAL.							
ASSESSOR: ASSESSOR'S SIGNATURE:							
AS THE OFFICIAL BEING ASSESSED I AGREE / DISAGREE (Circle one) THAT I HAVE BEEN GIVEN A FAIR, OBJECTIVE AND IMPARTIAL ASSESSMENT.							
OFFICIAL	MA LIC. #						
OFFICIAL'S SIGNATURE	DATE						