

STEWARD PRACTICAL ASSESSMENT FORM

Name of OFFICIAL being assessed: _____

Date of Assessment: _____ Venue: _____ Permit # _____

TYPE OF OFFICIAL:

STEWARD

CURRENT LEVEL:

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 -

- | | | | |
|----|--|--------------------------|--------------------------|
| a. | - Ensure the venue is suitable for purpose? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | - Ensure the venue complies with licencing and sporting regulations? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | - Attend the riders briefing? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | - Review the delivery of the Duty of Care statement? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | - Check that Operational Officials were briefed adequately? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | - Check that Medical Personnel were briefed adequately? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | - Conduct a track inspection with the Clerk of Course? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

2. Duties

Did the official being assessed -

- | | | | |
|----|---|--------------------------|--------------------------|
| a. | - Clearly understand their role as Steward? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | - Display an allegiance to the RCB? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | - Liaise effectively with the Key Officials throughout the event? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | - Ensure that the event was conducted according to the rules? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | - Confer with CofC to ensure that the venue remained safe throughout the event? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | - Confer with CofC to ensure that the venue complied with regulations throughout the event? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | - Keep track of the progress of the event schedule? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | - Take adequate notes during the course of the meeting? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| i. | - Collect all relevant paperwork before leaving venue? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| j. | - Contact the SCB with injury reports before leaving venue? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

3. Preparation

Did the official being assessed -

- | | | | |
|----|---|--------------------------|--------------------------|
| a. | - Have all relevant paperwork, documents, reports etc. available? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | - Liaise with RCB for all relevant information and documentation prior to event? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | - Ensure all required officials were available and appropriately licenced? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | - Anticipate malfunctions and was ready to discuss/approve any strategies that were required? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | - Behave proactively rather than reactively? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

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4. Personal Skills

Was the official being assessed -

- | | | | |
|----|--|--------------------------|--------------------------|
| a. | - Punctual?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | - Able to demonstrate a comprehensive knowledge of the regulations?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | - Able to demonstrate knowledge of risk management procedures?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | - Utilising active listening skills, tact and strength while dealing with people?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | - In command but not taking control?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| f. | - Open to ideas and suggestions from other officials and competitors throughout the event?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| g. | - Decisive, willing to make clear decisions, even in the face of complexity or uncertainty?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| h. | - Prepared to take responsibility?_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| i. | - Wearing the appropriate uniform/clothing and relevant PPE for the event?_____ | <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 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”,
 - 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.

LIST REASONS FOR RECORDING A “NO” ANSWER

Example: 1c. The official did not attend the riders briefing at all

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AS THE ASSESSOR WRITING THIS REPORT I CONSIDER THAT I HAVE PROVIDED A FAIR, OBJECTIVE AND IMPARTIAL ASSESSMENT OF THE NAMED OFFICIAL.

ASSESSOR.....MA LIC. #.....

ASSESSOR'S SIGNATURE:.....DATE.....

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.....