

Event Assessment

Club Chief



The Assessment must be conducted at a Club or multi-club level event by an appropriately EA endorsed Bronze or above Grade Steward, Event Command Official, or Club Chief.
It is preferred for the assessment be completed by Team Assessment methodology.

Details

CANDIDATE'S NAME

ASSESSOR/S' NAME

NAME OF EVENT

EVENT LEVEL CLUB MULTI-CLUB

EVENT DATE — — **POSITION HELD**

POSITION STATUS DEPUTY CHIEF

Assessment

LEARNING OUTCOMES AND PERFORMANCE CRITERIA	EVIDENCE AND COMMENTS	COMPETENT?
Produce relevant documentation before, during and after the event <ul style="list-style-type: none"> All documentation prepared in a timely manner Organisational tasks and procedures completed in defined timelines in accordance with the event 		COMPETENT NOT YET COMPETENT
Apply competitor and officiating requirements in a Club and Multi-Club non-discipline specific (not race, rally or road) events <ul style="list-style-type: none"> Conducted competitor briefings in accordance with Motorsport Australia procedures Conducted Officials briefings in accordance with Motorsport Australia procedures 		COMPETENT NOT YET COMPETENT
Demonstrate judicial procedures at motorsport events <ul style="list-style-type: none"> Utilise Motorsport Australia Manual/Supplementary Regulations/ Standing regulations/Sporting regulation where applicable Complete relevant forms/paperwork Demonstrate an understanding of the judicial proces potentially flowing from motorsport events and managed judicial procedures effectively 		COMPETENT NOT YET COMPETENT
Apply communicaton techniques appropriate to Club Chief Role <ul style="list-style-type: none"> Dealt with all non-officials in a professional and courteous manner acting swiftly and with due diligence to enquires Dealt with other team members in a professional and courteous manner acting swiftly and with due diligence to enquiries Employed a professional attitude and approach to all stakeholders 		COMPETENT NOT YET COMPETENT
Apply conflict resolution techniques <ul style="list-style-type: none"> Dealt with conflict situations using established Motorsport Australia protocols Demonstrated empathy and effective listening skills 		COMPETENT NOT YET COMPETENT
Undertake a TRA <ul style="list-style-type: none"> Carried out location inspection Completed paperwork Addressed issues as identified Consulted others as necessary 		COMPETENT NOT YET COMPETENT
Apply Motorsport Australia Safety 1st requirements <ul style="list-style-type: none"> Ensure OHS principles are applied Assess and take appropriate steps to ensure safety of all stakeholders for whom they are responsible 		COMPETENT NOT YET COMPETENT

THE OFFICIAL HAS BEEN FOUND:
(Assessor tick appropriate box)

COMPETENT

NOT YET COMPETENT

Assessor's Declaration

ASSESSOR'S DETAILS

Name		Member Number	
Signature	SIGN HERE	Assessment Role/s	EA Endorsed Subject Matter Expert
Date	— —		

TEAM ASSESSMENT DETAILS

Name		Member Number	
Signature	SIGN HERE	Assessment Role/s	EA Endorsed Subject Matter Expert
Date	— —		

CANDIDATE DETAILS

Name		Member Number	
Signature	SIGN HERE	Event Date	— —

Club Chief

If you are upgrading to Club Chief, you must have completed two events. Please list below:
Please select which level you are upgrading to:

ACTIVITY 1: ASSISTANT CLERK OF COURSE

DATE — —

ACTIVITY 2: STEWARD

DATE — —

CLUB CHIEF TRAINING MODULE DATE — —

EVENT ASSESSMENT FORM INCLUDED?

PLEASE RETURN FORM TO:
Motorsport Australia
PO Box 172 Canterbury LPO, VIC 3126

OR EMAIL TO:
memberservices@motorsport.org.au