

# Event Assessment

## Bronze Steward



The Assessment must be conducted at a Club or higher level event by an appropriately EA endorsed Bronze or above grade Steward or by Team Assessment methodology.

### Details

**CANDIDATE'S NAME**

**ASSESSOR/S' NAME**

**NAME OF EVENT**

**EVENT LEVEL** CLUB MULTI-CLUB STATE NATIONAL INTERNATIONAL

**EVENT DATE** — — **POSITION HELD**

**POSITION STATUS** TEAM MEMBER CHAIR

### Assessment

LEARNING OUTCOMES AND PERFORMANCE CRITERIA	EVIDENCE AND COMMENTS	COMPETENT?
<p><b>Identify the personal resources required to perform the role of a steward</b></p> <ul style="list-style-type: none"> <li>Had the necessary equipment i.e.: Uniform, personal schedule, stewards bag with appropriate content, personal kit, event paperwork</li> <li>Arrived in sufficient time to set up</li> <li>Demonstrated pre-event preparation</li> <li>Managed event scheduling effectively</li> </ul>		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<p><b>Demonstrate judicial procedures at motorsport events</b></p> <ul style="list-style-type: none"> <li>Utilised Motorsport Australia Manual/Supplementary Regulations/ Standing Regulations/Sporting Regulations where applicable</li> <li>Understood the relationship between the above regulations</li> <li>Completed relevant forms/paperwork</li> <li>Managed judicial procedures effectively</li> </ul>		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<p><b>Apply communication techniques appropriate to stewarding</b></p> <ul style="list-style-type: none"> <li>Dealt with all non-officials in a professional and courteous manner acting swiftly and with due diligence</li> <li>Dealt with officials and team members in a professional and courteous manner acting swiftly and with due diligence</li> <li>Dealt with competitors in a professional and courteous manner acting swiftly and with due diligence</li> <li>Employed a professional attitude and approach to all stakeholders</li> </ul>		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<p><b>Apply conflict resolution techniques</b></p> <ul style="list-style-type: none"> <li>Demonstrated ability to deal with conflict situations using established Motorsport Australia protocols</li> <li>Demonstrated empathy and effective listening skills</li> </ul>		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<p><b>Identify motorsport risks and manage them accordingly</b></p> <ul style="list-style-type: none"> <li>Ability to complete a TRA</li> <li>Ensure OHS principles are applied-Assess and take appropriate steps to ensure safety of all stakeholders for whom he/she is responsible</li> <li>Demonstrated ability to assess and take appropriate steps to ensure safety of all stakeholders for who they are responsible</li> </ul>		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
<p><b>Identify a critical incident and manage it in accordance with the stewards functions</b></p> <ul style="list-style-type: none"> <li>Demonstrated understanding of Stewards function in the management of a critical incident</li> <li>Obtained contact details for incident witnesses</li> <li>Conducted a verbal assessment of the circumstances of the incident</li> <li>Checked safety of track</li> <li>Completed reports for Motorsport Australia</li> </ul>		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>

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

COMPETENT

NOT YET COMPETENT

## Details

### ASSESSOR'S DETAILS

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

### TEAM ASSESSMENT DETAILS

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

### CANDIDATE DETAILS

Name		Member Number	
Signature	SIGN HERE	Event Date	— —

## Bronze Upgrades

### TRAINING MODULE

DATE — —

EVENT ASSESSMENT FORM INCLUDED?

COPY OF PARTICIPATION RECORD INCLUDED?

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

**OR EMAIL TO:**  
memberservices@motorsport.org.au