

Event Assessment

Bronze Administration



The Assessment must be conducted at a Club or higher level event by an appropriately EA endorsed Bronze or above grade Administration or Event Command Official. 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 STATE NATIONAL INTERNATIONAL

EVENT DATE — — **POSITION HELD**

POSITION STATUS TEAM MEMBER ASSISTANT DEPUTY TEAM LEADER 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 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
Identify and apply event specific NCRs and regulations <ul style="list-style-type: none"> Utilise Motorsport Australia Manual/Supplementary Regulations/ Standing Regulations/Sporting Regulations where appropriate Complete relevant forms/paperwork where appropriate 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
Demonstrated an understanding of competitor and officiating roles and requirements <ul style="list-style-type: none"> Completed pre event activities: <ul style="list-style-type: none"> Checked competitors documents Checked officials sign on sheet Displayed Motorsport Australia appropriate documentation (Motorsport Australia permit, track licence etc) 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
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 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
Demonstrate communication techniques appropriate to the various roles of a motorsport event in a team environment <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 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>
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 he/she is responsible 		<p>COMPETENT</p> <p>NOT YET COMPETENT</p>

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	— —

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