



Bronze Administration Event Assessment

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. Assessment can be completed by Team Assessment methodology.

NAME OF EVENT

EVENT LEVEL Club Multi Club State National International

EVENT DATE - - POSITION HELD

POSITION STATUS Team Member Assistant Deputy Team Leader Chief

LEARNING OUTCOMES/PERFORMANCE CRITERIA	EVIDENCE	COMPETENT	NOT YET COMPETENT
<p>Produce relevant documentation before, during and after the event.</p> <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 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Apply Regulations and NCR's</p> <ul style="list-style-type: none"> Utilise CAMS Manual of Motor /Supplementary Regulations/ Standing Regulations/Sporting Regulations where appropriate Complete relevant forms/paperwork 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Demonstrated an understanding of competitor and officiating roles and requirements</p> <ul style="list-style-type: none"> Completed pre event activities: Checked competitors documents Checked officials sign on sheet Obtained stewards permission to start each days proceeds (as applicable) Displayed CAMS appropriate documentation (CAMS permit, track licence etc) 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Apply conflict resolution techniques.</p> <ul style="list-style-type: none"> Dealt with conflict situations using established CAMS protocols Demonstrated empathy and effective listening skills 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Demonstrate communication techniques appropriate to the various roles of a motor sport event in a team environment.</p> <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 & approach to all stakeholders 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Apply Safety 1st Policy and procedures</p> <ul style="list-style-type: none"> Ensure OHS principles are applied Effectively apply CAMS Safety 1st requirements 		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Identify potential risk and take appropriate action consistent with the CAMS -Safety 1st Policy.</p> <ul style="list-style-type: none"> Assess and take appropriate steps to ensure safety of all stake holders for who he/she is responsible 		<input type="checkbox"/>	<input type="checkbox"/>

THE OFFICIAL HAS BEEN FOUND (Assessor tick appropriate box) **COMPETENT** **NOT YET COMPETENT**

ASSESSOR'S DETAILS

Assessor's Name

CAMS MEMBER NUMBER

Assessor's Signature

Date - -

TEAM ASSESSMENT DETAILS

Team Assessor's Name

CAMS MEMBER NUMBER

Relevant Licence Grade & Category

Team Assessor's Signature

Date - -

ASSESSEE DETAILS

Assessee's Name

CAMS MEMBER NUMBER

Assessee's Signature

Date - -

If not all assessment tasks have been covered, despite using a number of assessment methods, and the Assessor feels that the Assessee is not yet competent to be a Bronze official, they should ask for further assessment to be completed. This can be at a time the Assessor believes is appropriate, either at another event and by using the assessment methods outlined below. The Assessee should be advised of the Dispute Resolution Procedure outlined on the CAMS Website;

- Where an Assessee is found to be Not Yet Competent, the Assessor must include reasons for reaching this decision in the Assessor's Comments and should indicate next steps to be taken by the Assessee to be competent;

- The Assessee has the right to ask for a copy of the event assessment once the assessment has taken place;

- Assessors are encouraged to use the "Assessment Methods" listed below;

- Assessors should always ask applicants how they think they performed and whether, in their opinion, they feel confident, at this time, to take on a Bronze, as this will mean taking on more responsibility for other people and for the event activities;

- To receive an upgrade the applicant must send an upgrade form (available from CAMS website www.cams.com.au or the Officials' Hotline on (1300 883 959) to the below postal address;

Team Assessing

The teams will be made up of one person who has skills in and one person who is the subject matter expert who has the "technical" skills of the task involved. This will enable a quality assessment to be conducted. "Technical" skills is deemed to be a Bronze, Silver or Gold qualified official who may not necessarily have an EA endorsement.

How do assessment teams work?

1. The assessment team will meet before the assessment to discuss the required competencies;
2. Discussion will include how the overall assessment decision will be reached (i.e. will each assessors views be equally considered);
3. Discuss how differences of opinion in regard to the assessment decision will be handled
4. Discuss how the observation of the candidate will take place with the technical person and then be followed by the Assessor who is responsible for the sign off of the "assessment process";
5. Observation may also take place at a number of opportunities to "validate" competency (only if required);
6. Decide when feedback will be given to the candidate and by who (summarized through one piece of feedback);
7. Agree not to "undermine" the assessment decision afterwards (i.e. one assessor doesn't tell other people that they didn't agree with the assessment decision);
8. On agreement between the Assessment Team a candidate will be deemed "competent" or "not yet competent";
9. Team Assessor Details included on Candidates application form and duly signed off;
10. The Assessee must send the event assessment form to CAMS within two weeks of the assessment (see postal address below).

Assessment Methods

1. Observation: This is the most commonly used assessment method as it will provide Assessors with a good understanding of the Assessee's competence to fulfil a Bronze role. Use the assessment criteria to observe the Assessee while performing their roles and responsibilities at the event.
2. Oral Questions: Develop a list of questions relevant to the official's role. Ask open questions, i.e. those that require an explanation and not just a „yes" or „no" answer. Ask what the Assessee would do in a particular situation as a Bronze official.
3. Written Questions: Assessors could put together a small list of questions that the Assessee can complete during a break. The answers will provide Assessors with knowledge of the Assessee's level of understanding. These questions could, for example, relate to some event risk management situations.
4. Listening & Responding: Active listening, i.e. paying full attention to what the Assessee is saying, will give Assessors an insight into the level of understanding the Assessee has for the role of a Bronze official. Assessor's responses should always be non-critical and phrased in a positive manner.
5. Demonstration: If the event does not allow Assessors to assess some of the skills listed, Assessors could ask the Assessee to demonstrate the required skills.
6. Reflection: Ask how, at a previous event, a particular situation was handled by the assessee. Assessors may need to put some thought into an appropriate situation prior to conducting the assessment.

Completed assessment forms to be sent to:

CAMS Customer Services, PO Box 427, Caulfield East, Victoria, 3145

or

memberservices@CAMS.com.au