

Steward Assessment Form



To be completed by the Applicant (the Assessed):

Name: _____ Date: _____

Member of Club: _____

Current Steward Grade: _____ Years at this grade: _____ Email: _____

List of events you have been Trained at:

1. _____
2. _____
3. _____
4. _____
5. _____

List of events you have been Steward at and when (Month/Year):

1. _____
2. _____
3. _____
4. _____
5. _____

Please tick the box(es) for the type of events you wish to officiate at:

Road: ___ Street: ___ Super-X/Moto-X: ___ Enduro: ___ X-Country: ___ Moto-Trials: ___ ATV: ___ Trail Ride: ___

Other (Please list): _____

To be completed by the Assessor:

Name: _____ Permit # _____

Member of Club : _____ Grade Required for event: _____

Steward Grade: _____ Years at this grade: _____ Email: _____

Type of event this is:

Road: ___ Street: ___ Super-X/Moto-X: ___ Enduro: ___ X-Country: ___ Moto-Trials ___ ATV: ___ Trail Ride: ___

Other (Please list): _____

The assessor is to fill out the information asked for below and on the following pages with relevant information in relation to the question. No need to write an essay, but a sentence or two is required. If you need more room, please use the space provided on the last page.

1. Briefly describe your initial meeting/introduction with the assessed at the beginning of the day. Were they presented appropriately and prepared for the day ahead?

2. Did the Assessed have everything they needed. Things like, but not limited to: Permit, MoMS, Road Closure Notice, Briefing Notes, Supplementary Regulations, Entry Form, Programme. Had they become familiar with them?

3. Did the Assessed attempt to do anything with setting the event up, marking the track/course out, setting up equipment or other setup on the day/s of the event? Please detail.

4. Were they familiar with the venue? If the event is an Enduro, Moto Trial, Trail Ride or Cross Country where it can be spread out over several kilometres, how did the Assessed get familiar with the track/course?

5. Was the Assessed familiar with this type of event and did they know how the event should be run to the MoMS rules?

6. How well did the Assessed monitor the following safety points?

Risk ___ Medical ___ Flags ___ Start Procedure ___ Comms ___

Please add in your own words how you felt this was covered or if anything was missed.

7. How well did the Assessed deal with the following (delegated or otherwise)?

Helmet checks ___ Gear checks ___ Licence checks ___ Restricted Riders ___ Gear checks ___ Rider/Crew Conduct ___ CoC Conduct ___ Organiser Conduct ___

Please add in your own words how you felt this was covered or if anything was missed.

8. In your opinion were they prepared for a Serious incident? Did they have a Code/signal for a serious incident?

9. Please describe the use of radios for the event and how the Assessed managed the use of the radios. Were communications kept clear, informative and short?

10. Was the event run in accordance with the MoMS and the Supplementary Regulations? If it strayed away from the rules, how did the Assessed rectify the issue(s)?

11. How did the Assessed and the CoC interact? Did the Assessed make demands of the CoC? Please give an overview of this and if demands were made, please elaborate.

12. How did the Assessed manage the risks before and during the event? If there were new risks (or changing risks) during the day, how were these managed?

13. If conflicts arose during the day, either with organisers, officials, marshals, riders, pit crew or spectators how were these handled? What sort of working relationship did the Assessed have with people around them?

14. Did the Assessed refer anything to the CoC to deal with during the event? If so, what were these and why did they get referred?
