



Road Commissaire Skill Self Assessment Form

Introduction

The purpose of this questionnaire is to give you a self evaluation tool that helps you to track your development as a Commissaire. As with any self evaluation tool, it works best if you are as honest as possible when using it.

Intended Audience

This self evaluation questionnaire is oriented at the skills and knowledge necessary to be an effective official at provincial races held in Alberta. It can be used by any level of official, though it is primarily intended for use by Provincial C, B, or A Commissaires.

The questionnaire concentrates on evaluating 4 key competencies for Commissaires; it asks you to rate your estimated ability at a number of different skills that make up these competencies.

The competencies are:

Knowledge: The sport specific knowledge that makes it possible to work as a Commissaire. This includes knowledge of the relevant rules, structure of the sport, and the tasks typically performed by Commissaires within the discipline.

Mechanics: The basic skills and qualities that Commissaires in the discipline need in order to effectively supervise and provide sporting control of races.

Department: The interpersonal aspects of working effectively as a Commissaire. This includes such things as communication skills and body language.

Motivation: Examines the fundamental reasons behind your continued involvement as an official.

Instructions

Answer all questions posed. Most questions ask you to rate your estimated ability to perform particular tasks or skills.

Four possible ratings exist. From least skilled to most skilled, they are:

Basic Awareness: You are aware of the task or skill, but are relatively unpracticed or completely unpracticed in its use. It is not unusual for you to look to others with more experience for guidance on how best to accomplish the task or skill. Score 1 point each time you rate yourself at this level.

Working Knowledge: You have some experience with the skill or task, and are able to perform it well without supervision under normal circumstances. You probably don't have the capability to adapt the skill or task to

deal with situations outside of your experience without guidance. Score 2 points each time you rate yourself at this level.

Proficient: You are able to successfully perform the skill or task without guidance in the grand majority of situations, whether you have encountered these exact circumstances in the past or not. You may need to seek guidance from others in extremely unusual situations. Score 3 points each time you rate yourself at this level.

Skill Mastery: You have a wealth of experience in this area and are adept in performing the skill or task, regardless of the circumstances. You are able to adapt the skill or task to enhance your abilities in related areas, and are able to provide guidance to others with less experience. Score 4 points each time you rate yourself at this level.

Once you have completed each section, tally the points you have earned and record the total in the space provided.

Compare your score with the score you recorded the last time you completed the self evaluation questionnaire. This will give you a sense of your progress.

Once you have completed the questionnaire, sign and date it. Keep a copy for review after the next time you complete the questionnaire; this will help you to evaluate your progress in reaching your stated goals.

As a final note, you can share this form with others, such as a mentor, or keep it to yourself – whichever you prefer. Simply keep in mind that your mentor may have a different view of your current abilities than you do; this second opinion can help you to progress more quickly than you otherwise might.

Road Commissaire Skill Self Assessment Form

Commissaire Information

Commissaire Name:

Date Completed:

Current Level: Prov. C Prov. B Prov. A National UCI

Section 1: Knowledge

Rate your knowledge level for each of the following:

	<i>Basic Awareness</i>	<i>Working Knowledge</i>	<i>Proficient</i>	<i>Skill Mastery</i>
UCI Rules				
Part I: General Organization	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Part II: Road Races	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
CCA Rules:				
Part I: General Organization	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Part II: Road Races	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
ABA Policy:				
Road Racing Policy	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Expense Claim Policy	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Assignment Policy	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Commissaire Tasks:				
Finish Judge – Road Events	(1) <input checked="" type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Time Keeper – Time Trials	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Comm.2 – Provincial Races	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Comm.1- Provincial Races	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Lap Counter	(1) <input checked="" type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Pit Supervision	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Motorcycle Comm.- Provincial Races	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Bike Measuring- Time Trials	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Start Judge- Time Trials	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Chief Commissaire- Provincial Races	(1) <input checked="" type="checkbox"/>	(2) <input checked="" type="checkbox"/>	(3) <input checked="" type="checkbox"/>	(4) <input checked="" type="checkbox"/>

Give yourself 1 point for each “Basic Awareness” answer, 2 points for each “Working Knowledge” answer, 3 points for each “Proficient” answer, and 4 points for each “Skill Mastery” answer.

Total Score:

Total score from your last assessment (if applicable):

Road Commissaire Skill Self Assessment Form

What is your plan to improve for any skills where you feel that you have either a “Basic Awareness” or a “Working Knowledge” or any other area where you feel you need more experience?

Section 2: Mechanics

Rate your ability level for each of the following:

	<i>Basic Awareness</i>	<i>Working Knowledge</i>	<i>Proficient</i>	<i>Skill Mastery</i>
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Judgment

General- Identification of infractions, application of regulations, and awareness of:

Identification number infractions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Rider fails to obey instructions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Provincial Road Race - Identification of infractions, application of regulations, and awareness of:

Comm. Vehicle movements	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Median rule infractions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Feeding infractions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Drafting infractions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Junior roll-out	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Pulling lapped riders	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Provincial Time Trial - Identification of infractions, application of regulations, and awareness of:

Bike measuring requirements	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Junior roll-out	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Yellow flag procedure	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Start procedure-late riders	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Provincial Criteriums - Identification of infractions, application of regulations, and awareness of:

Junior roll-out	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
	<input type="checkbox"/>			

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|-------------------------------------|---|------------------------------|------------------------------|------------------------------|
| Lead bunch laps the field | (1) | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Pulling lapped riders | (1) <input checked="" type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Administration of "free laps" rules | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |

Decision Making

- | | | | | |
|--------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Application of appropriate penalties | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Delegating comm. tasks (if chief) | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Confidence in decisions | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Ability to stick to decisions | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Consistency | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |

Preparation

- | | | | | |
|---|---|------------------------------|------------------------------|------------------------------|
| Contact organizer in advance (if chief) | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Up-to-date on procedures and rules | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Arrive at race on time | (1) <input checked="" type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Self sufficient | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Has basic equipment (whistle, etc.) | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |

Practical Knowledge

- | | | | | |
|--|------------------------------|------------------------------|------------------------------|------------------------------|
| Basic knowledge of radio protocol | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Maintains "situational awareness" | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |
| Knows the best 'position' for task at hand | (1) <input type="checkbox"/> | (2) <input type="checkbox"/> | (3) <input type="checkbox"/> | (4) <input type="checkbox"/> |

Give yourself 1 point for each "Basic Awareness" answer, 2 points for each "Working Knowledge" answer, 3 points for each "Proficient" answer, and 4 points for each "Skill Mastery" answer.

Average Score:

Average score from your last assessment:

What is your plan to improve for any skills where you feel that you have either a "Basic Awareness" or a "Working Knowledge" or any other area where you feel you need more experience?

**Road Commissaire
Skill Self Assessment Form**

Section 3: Department

Rate your ability level for each of the following:

	<i>Basic Awareness</i>	<i>Working Knowledge</i>	<i>Proficient</i>	<i>Skill Mastery</i>
Communication				
Verbal, One-on-One	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Verbal, Public Speaking	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Assertiveness	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Ability in English	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Written Communication	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Awareness & Control of Body Language	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Appearance				
Neat, professional appearance	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Appropriate use of official uniform	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Conduct				
Visibly diligent in attendance to duties	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Behavior projects a professional image	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Give yourself 1 point for each “Basic Awareness” answer, 2 points for each “Working Knowledge” answer, 3 points for each “Proficient” answer, and 4 points for each “Skill Mastery” answer.

Average Score:

Average score from your last assessment:

What is your plan to improve for any skills where you feel that you have either a “Basic Awareness” or a “Working Knowledge” or any other area where you feel you need more experience?

**Road Commissaire
Skill Self Assessment Form**

Section 4: Enjoyment and Motivation

How do you rate your current level of satisfaction with working as a Commissaire?

Very Dissatisfied	Dissatisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this differ from the last time you completed this questionnaire? If so, what has changed?

If you are not enjoying working as a Commissaire or are in some way dissatisfied, what is your plan to correct your dissatisfaction or lack of enjoyment?

What motivated you to become a Commissaire?

What are your goals as a Commissaire, if any? Remember to keep them Specific, Measurable, Achievable, Realistic, and Timely (S.M.A.R.T).

Signature:

Date:

Date of Next Assessment: