



BMX 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.

BMX 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 VI: BMX 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 VI: BMX Races	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
ABA Policy:				
BMX 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 – Provincial BMX Events	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Staging – Provincial BMX Events	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Corner Judge – Provincial BMX Events	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Secretary / Admin – Provincial BMX Events	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Start Judge – Provincial BMX Events	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Assistant Chief – Provincial BMX Events	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Chief Commissaire – Provincial BMX Events	(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.

Total Score:

Total score from your last assessment (if applicable):

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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>
Judgment				
Race Administration				
Class combinations & moto building	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

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

Number plate 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"/>
Rider equipment infractions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Dealing with late riders	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Track Supervision - Identification of infractions, application of regulations, and awareness of:

Optimal positioning	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Practice supervision	(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"/>
Crash management	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Rider misconduct	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Start Judging - Identification of infractions, application of regulations, and awareness of:

Schedule awareness and adherence	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Setting event pace	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
Race start infractions	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>

Current situation on the track (1) (2) (3) (4)

Finish Judging - Identification of infractions, application of regulations, and awareness of:

Record keeping (1) (2) (3) (4)

Current situation on track (1) (2) (3) (4)

Dealing with classification protests (1) (2) (3) (4)

Dealing with relegations of position (1) (2) (3) (4)

Decision Making

Application of appropriate penalties (1) (2) (3) (4)

Delegating comm. tasks (if chief) (1) (2) (3) (4)

Confidence in decisions (1) (2) (3) (4)

Ability to stick to decisions (1) (2) (3) (4)

Consistency (1) (2) (3) (4)

Preparation

Contact organizer in advance (if chief) (1) (2) (3) (4)

Up-to-date on procedures and rules (1) (2) (3) (4)

Arrive at race on time (1) (2) (3) (4)

Self sufficient (1) (2) (3) (4)

Has basic equipment (whistle, etc.) (1) (2) (3) (4)

Practical Knowledge

Basic knowledge of radio protocol (1) (2) (3) (4)

Maintains “situational awareness” (1) (2) (3) (4)

Knows the best ‘position’ for task at hand (1) (2) (3) (4)

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.

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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?

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:

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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 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: