



SSC COMPETITORS STEWARD COMPETITION ASSESSMENT FORM

Meet:	
Location:	Date:
Comp. Steward:	Level:
Assessor:	Level:
1. Knowledge of Rules: Knowledge/understanding of current rules and procedures. Consistency and uniformity in the application of rules and procedures.	
2. Communication: Ability to communicate in a clear and concise manner before, during and after the competition with SSC liaison / Committee Representative, Meet Management, Officials, Coaches, Skaters, Media and Spectators.	
3. Meet Management: Ability to prepare documents prior to the competition. Ability to anticipate problems and take advance corrective action. Familiarity with Competition Bulletin, format, advancement procedures and Meet Manager.	
a) Meet Preparation (prior to arrival on site): Detailed Time Schedule Data Accuracy / Verification List of Competitors Forms and Documents	
b) On Site Preparation: Work Site Organization Paper Flow Organization (Including Heat Sheets) Results Posting (On site and Electronic) Tools and Supplies	
c) Post Competition Administration: Document and Report Submission	
4. Attentiveness to detail before, during and after competition.	
5. Attitude: Works well with others: maintains a friendly, calm and focussed attitude in stressful situations. Positive attitude. Shows leadership and team player qualities. Positive interaction with other meet Officials.	

6. Reliability: Can be counted on. Provides documentation and shows up when expected. Keeps meet management informed and the CS / Recording team running smoothly. On time to Officials briefing.	
7. Overall Performance: Taking into account all other factors, what is your overall assessment of the Competitors Steward's performance?	
Additional Comments:	
Recommendations:	Upgrade to next level:
Recommended for upgrade:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Comments:	
Evaluation discussed with the assessed official:	
Comments:	
Evaluation completed by:	Name: Date:
Signature:	

OFFICIALS DEVELOPMENT PROGRAM

To be used when filling out assessment forms

LEVELS OF KNOWLEDGE

Acquaintance: The lowest level of learning. Implies peripheral knowledge and broad awareness of a subject.

Familiarity: Implies comprehension to the extent that specific principles, concepts and generalisations can be recalled.

Understanding: Implies the ability to articulate the principles, concepts and theories presented. Generally, this is the level required of a competent practitioner.

Mastery: The highest level of learning. Implies the ability to use, analyse, synthesize and evaluate the material presented. This level would be required of a clinic conductor, with respect to the material taught at the applicable clinic.

RATING PERFORMANCE

0. **Level 0:** Performance not observed.
1. **Level 1:** Cannot perform the task on his/her own. Requires verbal and physical assistance to prevent critical mistakes. Needs additional training.
2. **Level 2:** Adequate, meets minimum standards for position. Requires frequent verbal assistance to prevent critical mistakes. Needs additional experience.
3. **Level 3:** Consistently performs the task to an acceptable level, on his/her own, without making critical mistakes. Practice will improve performance. May require occasional verbal assistance to analyse specific problems or situations, but remains able to deal with these same situations without making unacceptable mistakes. Level 3 is the minimum level required of any chief official.
4. **Level 4:** Performs the task confidently and effectively at all times. Can maintain this level of performance indefinitely without requiring outside verbal or other assistance. Quality of performance continues to improve with practice and experience. This is the terminal level required in all tasks.
5. **Level 5:** Flawless performance. The ideal official under the circumstances. The incidence of Level 5 performance should increase as one progress in grade, but it is unreasonable to expect this level of performance continuously and in all tasks from any official.