


Road and Track 2021 Regional Commissaire Assessment Guidelines

| | Guideline | | Comment |
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| 1 | A club level event or above can be used to assess competency for a Regional Commissaire 1 accreditation. . | | A club event must have three (3) grades or more to be eligible to conduct assessments. |
| 2 | Maximum number of participants per assessor when the assessor is acting in a Commissaire role. | 2 | This number may be increased by AusCycling when the assessor is solely carrying out this role and has significant experience. To apply for an increase of up to 4, please email louise.jones@auscycling.org.au |
| 3 | An assessor may undertake a role at the event as well as assessing, but the role must be limited and not interfere with their capacity to undertake the assessment. | | Suitable roles would depend on the nature of the event and the number of appointed Commissaires, but must be able to still perform their allocated task. |
| 4 | <p>Roles that should be given to a participant being assessed.</p> <p>Co-ordinate with the President of the Commissaire Panel (PCP) regarding moving the candidate between roles for assessment purposes.</p> <p>How many times should you assess the capability of the participants to check a bike or helmet? It is important to know how to check helmets in the case of a crash before allowing the rider to continue.</p> | 1 or 2 | <p>The following roles are suitable:</p> <ul style="list-style-type: none"> • Starter • Timekeeper • Judge • Corner/Pit/Roving/Turning Point Commissaire <p>You are assessing the competency of the participant on how they check (i.e. do they look for the AS or equivalent sticker in the helmet, and once twice should be enough.)</p> |
| 5 | A participant is unable to be tested on a particular criteria at an assessment event. | | The assessor should talk through a scenario and assess on the given answers. |
| 6 | <p>If a participant is assessed as not competent either generally or in a specific task.</p> <p>For those areas where competency is not observed, do not tick the assessing box..</p> <p>You may upload 'Notes' for the next assessor.</p> <p>Note: it is recognised developing competency can take time and the aim of the Regional Commissaire course is to allow time and development of competency. There is no failure, rather advice should be provided of where further skilling is required before the Regional Commissaire accreditation can be issued. This may and is acceptable to take multiple assessment attempts.</p> | | <p>A participant should be advised on the area where further competency needs to be demonstrated and asked to enrol into the next suitable assessment event.</p> <p>As an assessor, you may upload 'Note's on where further competency is required for the next Assessor to be aware of. See below instructions on how to upload.</p> <p>Mark your event as complete in the App and the AusCycling Education Team will make your Notes available for the next Assessor.</p> |

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| 7 | <p>A Commissaire being assessed should wear suitable clothing for the assessment including:</p> <ul style="list-style-type: none"> • AusCycling issued polo/jacket or CA / CA state or territory issued polo/jacket • Covered shoes • black pants/shorts • Cap/hat (if desired) | | |

| | Uploading Participant Notes | | |
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| 8 | <p>Notes can be uploaded against a participant's assessment for use by the next Assessor</p> | | <p>Click on the Screen Recording icon below for instructions on how to upload participant Notes</p> <p></p> <p>Screen Recording 2021-07-30 at 1.41.11 pm.mov</p> <ol style="list-style-type: none"> A participant must be '<i>Signed In</i>' to upload a Note. Click on the '<i>Assessing Task</i>' to upload a Note. Find the name of the participant. Click on the 3 dots for the task beside the trainee's name. This will open the '<i>Supplementary Assessment Information</i>' screen Input your Notes and click on '<i>Submit</i>' The information is then stored for further viewing and action by the next Assessor <p>Note: Participant notes are only available to view by the assessor in that particular event. Should the Notes need to be accessed by the next/another assessor, please email officials@auscycling.org.au and they will make the Notes available for the next assessor.</p> |