

## **Assessors Certificate of Fitness Process Guidelines**

### **Date & Time**

Arrange a suitable date & time to do the COF with your clubs. This is entirely between the club and assessors as long as the COF is completed by the date set for the end of the whole COF process.

Make sure your fellow assessor is available too!

### **What do the Assessors need?**

COF forms, camera, tape measure, scales, angle measuring template. A marker pen to label each piece of equipment.

A hoop with a diameter of 600mm is useful (but not compulsory) to measure tunnels. To make this, a piece of pipe, foam tube etc. with a length of 1885 mm INCLUDING any exposed joiner will give the correct diameter. An easy option is to use garden irrigation pipe with the correct joiner which is available at garden centres, but there are lots of options

### **What does the club need to supply?**

Enough personnel to facilitate the COF. This includes someone who is very familiar with the equipment & can identify unused gear, training equipment & competition equipment & people to help move equipment in and out of storage.

### **Process for failed equipment**

For all COFs the club should be provided with a copy of the completed COF form. This form can be used to indicate which items need to be fixed to meet the COF standard & which could be improved to meet best practice.

Alternatively the assessors may wish to provide a separate report.

***In either case please make sure the club understands what is required from them.***

### **Re-inspection**

Re-inspection of failed equipment may be done by photographic or video evidence or by onsite inspection. This will vary according to the problems encountered.

There is no fixed time limit for clubs to fix faults, apart from the limits set by the date of their next show. Reasonable time periods should be negotiated & will depend on the complexity of repairs.

### **Appeals**

If a club believes that a piece of equipment should not have been failed, they have the right to appeal on that specific piece of equipment. Such appeals will be looked at by the AC appeals panel.

In the event of a club wishing to appeal an assessment they should fill in the COF Appeal form.

**Communication** – between assessors & clubs, between assessors themselves and from assessors back to the AC is essential for the COF process to be truly successful.

**If in doubt – consult!** Stress to clubs that the AC want to work with them to upgrade equipment.