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**Examining Post Chief check list for upgrade assessment (Examining Post Chief Race/Specialist/Kart/Rally)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N0** | **Checks required by XPC** | **Yes** | **No** | **Details/Dates** |
|  | Is the inside cover of the PRC completed with photo? |  |  |  |
|  | Date of last upgrade? (1 yr Min) |  |  |  |
|  | Has the chief marshal been informed of the assessment? |  |  |  |
|  | Has the marshal completed the required attendance days before assessment? |  |  |  |
|  | Has the marshal completed their training day or days? |  |  |  |
|  | Has the marshal reviewed KASE? |  |  |  |
|  | Is the PRC in a readable condition? |  |  |  |
|  | Is any PRC continuation sheet in order? |  |  |  |
|  | Advice on next steps given? |  |  |  |
|  | Assessment completed?Provide feedback if required. |  |  |  |

If **no** to points **1,2,4,5,6 & 10** please ask marshal to contact their regional grading officer and **DO NOT** complete the upgrade assessment.

All Examining grades should be familiar with KASE for each grade they assess. Should the Examining chief not be familiar, then the assessment should be postponed or upgrade criterion confirmed prior to starting the assessment.

Please complete relevant details in the PRC for referral of upgrade (if required) and how the marshal can improve. If required follow this up with an email or written evidence to support your findings.

You can always send the chief marshal or regional grading officer details of the assessment and your feedback.

Please make all entries in to the PRC clear and legible with full date clearly shown.

**KASE – Knowledge, Attitude, Skills, Experience.**

**Knowledge**

* Knowledge is the base on which competence is built. Knowledge should be proportionate to the

grade that is applied for.

* Knowledge must be tested against:-

o The MSA rules for motorsport (the Blue book)

o The marshalling guidelines represented by the BMMC “how to marshal” booklet and the

MSA Training Trust Marshals training notes booklet

* The marshal must have a working knowledge of the rules and practices affecting their area and duties. They should also have an overall knowledge of the rules and practices in their motorsport discipline in case they are asked to perform another duties or are working

at a venue or club new to them.

* It is expected that a marshal graded for a specific duty will be able to carry out that duty at any venue in the UK and for any club, therefore the marshal’s knowledge should cover

more than just one venue and one club’s way of operating

* A set of topics for each grade is included in the appendices of this document. Assessors should use these as a base for discussion with the marshal, but should also supplement

the topics with questions of their own. Assessors should use a selection of questions in the assessment session, but should not overload the marshal with too many questions.

**Attitude**

* The assessment of attitude is very subjective. We must realise that not everyone will exhibit the same attitude, that they will exhibit the same attitudes in different ways and that there

will, inevitably, be occasions where there are clashes of personality between the assessor and

candidate – these must not be allowed to cloud the assessor’s judgement.

* In all marshals we are looking for the following:

o A positive approach to their role

o An open mind and willingness to accept others’ ideas

o A team working attitude

o Recognition of the hierarchy of roles, with commensurate willingness to work within this

hierarchy.

o A supportive approach to their fellow marshals.

o A helpful, considerate and respectful approach to competitors, spectators and other officials

(An ‘officious’ attitude is an absolute no-no!)

**Skill**

* Skill is the practical application and demonstration of the knowledge. For example someone may have the knowledge of the flagging rules, but do they have the skill to actually put

them into effective use?

Skill may be hard to assess for certain disciplines, since it is entirely probable that there will be no opportunity for the marshal to directly demonstrate, for example, their fire fighting or incident handling

skills. However, in all disciplines, by observing the way in which they carry out their allocated duties we should be able to extrapolate their overall skill level. The assessor should check training modules attended.

* For all grades it is essential that the assessor devotes sufficient time to actually observing the

marshal in action and ensures they are in a position to make those observations at various times

during the day.

**Experience**

* Experience will have been gained during their days marshalling. They may not, in fact, have ever had to deal with a major incident or fire, indeed many marshals may go for years without putting their competency to the test, however, we cannot wait for that “special” incident to happen we have to make a judgement call, and that is what the assessment is all about.

 The whole assessment process stands or falls on the assessor’s ability to determine whether the marshal has learnt from their experience and is still learning.

**Trainee to Track Marshal**

The Trainee will need to pass two assessment days - one for flagging and one for incident handling. If

seeking the incident handling upgrade and the marshal has a quiet day with no incidents, then a signature should not be given. The marshal needs to demonstrate that:

* They can work safely trackside,
* They are familiar with the basic marshalling requirements,
* They are aware of what is going on around them,
* They know where to seek advice and guidance and appreciate they are still learning.

Note that the level required to be demonstrated is the basic level that keeps them safe whilst being able to act as part of the marshalling team with a minimal amount of supervision.

* **Knowledge**
	+ Post equipment and its uses
* Fire fighting equipment (dry powder, foam, water) and its application to different
* situations (petrol, methanol, magnesium etc)
	+ Dressing of oil and other contaminants
	+ Hierarchy of officials
	+ Personal equipment
	+ Handling of debris and other items on track
	+ Incident handling
* Basic Casualty care (competitors/other officials/spectators)
* ii. Hand signals
* iii. Working with other officials (rescue units/recovery)
	+ Flag signals
	+ Meaning of On-post flags
* ii. Start line flags and their reflections on post
* iii. Supplementary signals (Hazard boards, Safety car boards etc.)
	+ Safety car rules (MSA Blue book)
	+ Start procedures (sighting laps/warm up laps/ green flag laps etc.)(they may vary race to
* race)
	+ Basic telephone communications/radio communications with race control according to the
* circuit and club
	+ Reporting facts to the post chief for possible onward report to race control
	+ Ignition/fire extinguisher in-car switches
	+ Disabled/non-petrol/ignition and other warning signs carried on cars.
* **Attitude**
	+ To other marshals on the post
* General
* ii. When asked to perform specific duties
	+ To spectators
	+ Overall conduct during the day.
	+ To constructive criticism
	+ Actively seeking advice and guidance
	+ Initiative shown in clearing up incidents and/or between race
* **Skill**
	+ Incident upgrade
* Dressing oil or other substance (may be demonstrated on small piece of tarmac if
* no appropriate incident during the day)
* ii. Track inspection and clearing between races
* iii. Incident handling (if the chance arises)
	+ Flagging upgrade
* Practical use of flags. (All flags used on post – preferably in a live environment but as a

demonstration if not.)

* + Display of flags (i.e. presentation of waved & stationary)
	+ Display of hazard or SC boards
	+ give the appropriate signals (e.g. not blue flagging the leader)

**Track Marshal to Experienced track marshal**

The marshal will need to pass two assessment days - one for flagging and one for incident handling. If

seeking the incident handling upgrade and the marshal has a quiet day with no incidents, then a signature should not be given. In many respects the experienced track marshal needs to exhibit the same KASE as a track marshal, but at a higher level. Thus the assessor should review the same knowledge base and review the same skill sets, but expect a more pro-active performance, with more consummate answers and demonstrations.

The level required to be demonstrated is the that which that enables the marshal to act as a member of the marshalling team, contributing to the handling of incidents and able to act as a flag marshal if needed.

They should require minimal supervision by the post chief or I/O and, if necessary, use their own

knowledge and experience to take charge of a team of marshals when handling an incident if an I/O is not present.

* **Knowledge**
	+ Post equipment and its uses
* Fire fighting equipment (dry powder, foam, water) and its application to different
* situations (petrol, methanol, magnesium etc)
	+ Dressing of oil and other contaminants
	+ Hierarchy of officials
	+ Personal equipment
	+ Handling of debris and other items on track
	+ Incident handling
* Basic Casualty care (competitors/other officials/spectators)
* ii. Hand signals
	+ Flag signals
	+ Meaning of On-post flags
* ii. Start line flags and their reflections on post
* iii. Supplementary signals (Hazard boards, Safety car boards etc.)
	+ Safety car rules (MSA Blue book)
	+ Telephone communications/radio communications with race control according to the
* circuit and club
	+ Reporting facts to the post chief for possible onward report to race control
	+ Ignition/fire extinguisher in-car switches
	+ Disabled/non-petrol/ignition and other warning signs carried on cars.
* **Attitude**
	+ To other marshals on the post
* General
* ii. When asked to perform specific duties
	+ To spectators
	+ Overall conduct during the day.
	+ To constructive criticism
	+ Actively seeking advice and guidance
	+ Initiative shown in clearing up incidents and/or between race
* **Skill**
	+ Incident upgrade
* Dressing oil or other substance (may be demonstrated on small piece of tarmac if
* no appropriate incident during the day)
* ii. Track inspection and clearing between races
* iii. Incident handling (if the chance arises)
	+ Flagging upgrade
* Practical use of flags. (All flags used on post – preferably in a live environment but

as a demonstration if not.)

* + Display of flags (i.e. presentation of waved & stationary)
	+ Display of hazard or SC boards
	+ Give the appropriate signals (e.g. not blue flagging the leader)

**Experienced Track Marshal to Flag**

This is an optional grade available to experienced track marshals who wish to demonstrate their specialist skills in on-course flag marshalling.

Because this is a high level specialism the assessor will be looking for a faultless display of communication between the marshal and the competitors.

* **Knowledge**
	+ Hierarchy of officials
	+ Personal equipment
	+ Handling of debris and other items on track
	+ Hand signals
	+ Flag signals
* Meaning of On-post flags
* ii. Start line flags and their reflections on post
* iii. Supplementary signals (Hazard boards, Safety car boards etc.)
	+ Safety car rules (MSA Blue book)
	+ Telephone communications/radio communications with race control according to the

circuit and club

* + Reporting facts to the post chief for possible onward report to race control
	+ Report writing
* **Attitude**
	+ To other marshals on the post
* General
* ii. When asked to perform specific duties
	+ To spectators
	+ Overall conduct during the day.
	+ To constructive criticism
	+ Actively seeking advice and guidance
	+ Initiative shown in use of flags
* **Skill**
* Practical use of flags. (All flags used on post – preferably in a live environment but as a demonstration if not )
* Display of flags (i.e. presentation of waved & stationary)
* ii. Display of hazard or SC boards
* iii. Give the appropriate signals (e.g. not blue flagging the leader)
* iv. Correctly follow the safety car procedure
	+ Ability to read a race to identify front and back runners
	+ Use of yellow v striped flag for notification of debris
* Ability to pass on their skill to other marshals (should be able to act as mentor to a trainee or track marshal)

**Experienced Track Marshal to Incident Officer (I/O)**

This is an optional grade. Not all circuits use Incident Officers (I/Os) and those that do often invite

experienced track marshals to become an I/O. The I/O is, in effect, the deputy Post Chief, taking control of the handling of all incidents in their sector. They must therefore be able to manage and lead the team of track and experienced track marshals and interact with recovery, rescue, snatch and medical personnel. They may also be in separate radio contact with race control and must understand what is expected of their communications.

In many respects the I/O needs to exhibit the same KASE as an experienced track marshal, but at a higher level. Thus the assessor should review the same knowledge base and review the same skill sets as well as the specific I/O requirements, but expect a more pro-active performance, with more consummate answers and demonstrations.

* **Knowledge**
	+ Post equipment and its uses
* Fire fighting equipment (dry powder, foam, water) and its application to different
* situations (petrol, methanol, magnesium etc)
	+ Dressing of oil and other contaminants
	+ Hierarchy of officials
	+ Personal equipment
	+ Handling of debris and other items on track
	+ Incident handling
* Basic Casualty care (competitors/other officials/spectators)
* ii. Hand signals
* iii. Interactions with rescue, recovery and snatch crews
	+ Flag signals
	+ Meaning of On-post flags
* ii. Start line flags and their reflections on post
* iii. Supplementary signals (Hazard boards, Safety car boards etc.)
	+ Safety car rules (MSA Blue book)
	+ Telephone communications/radio communications with race control according to the
* circuit and club (especially the requirements for updating of incident status via radio)
	+ Reporting facts to the post chief for possible onward report to race control
	+ Ignition/fire extinguisher in-car switches
	+ Disabled/non-petrol/ignition and other warning signs carried on cars.
	+ Team leadership skills
* **Attitude**
	+ To other marshals on the post
* General
* ii. When asked to perform specific duties
* iii. To their team members
	+ To spectators
	+ Overall conduct during the day.
	+ To constructive criticism
	+ Actively seeking advice and guidance
	+ Providing guidance to track and experienced track marshals
	+ Initiative shown in clearing up incidents and/or between race
	+ Support to the Post Chief
* **Skill**
	+ Dressing oil or other substance (may be demonstrated on small piece of tarmac if no

appropriate incident during the day)

* + Track inspection and clearing between races
	+ Incident handling
* Leading the team
* ii. Giving instructions to team members
* iii. Interactions with other post marshals plus recovery, rescue and snatch crews
* iv. Casualty handling prior to the arrival of rescue/medical specialists
	+ On-post briefing and team talk (in conjunction with the post chief).
	+ Allocation of incident marshal positions and duties (with agreement from the post chief).
	+ Briefing sessions in between races.
	+ Leading by example throughout the day
	+ Coaching and mentoring of track and experienced track marshals

**Experienced Track Marshal to Post Chief.**

As the representative of the Clerk of the Course the Post Chief plays a vital role in the management f any motorsport meeting. They must act as team leader, coach and mentor as well as monitoring and reporting to Clerk of the Course. Their attitude to the role is paramount. When performing an assessment it is important they demonstrate these leadership skills.

* **Knowledge**
* The post chief must be able to demonstrate an in-depth knowledge of all aspects of the rules and procedures of their branch of the sport
	+ Reporting procedures and presentation of information
	+ Post briefings
	+ Incident handling
	+ Team management
	+ Flags and signalling (including Safety Car procedure)
	+ Reporting requirements
	+ Responsibilities in enquiries and other judicial procedures
* **Attitude**
	+ Team leader and mentor to all in his sector
	+ Representative of the Clerk of the Course in that sector (Authority without being over officious)
	+ Directive without being officious
	+ Supportive developer and constructive critic of his team
	+ To rescue, medical and other support units in their sector
* **Skill**
	+ On-post briefing and team talk
	+ Allocation of positions and duties
	+ Supervision of the team
	+ Observation and interpretation of on-track activities
	+ Briefing sessions in between races
	+ Supervision of all marshalling activities in their sector
	+ Interactions with spectators and others
	+ Reporting of incidents/observations
	+ Report writing content and format
	+ Post race debriefs to crew