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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.

**SPECIALISTS.**

Although only one grading path is used by the MSA, there are numerous specialist disciplines. Marshals will often perform more than one specialist duty and it is important that the assessment covers all the specialism’s the marshal will be performing. Subjects may, therefore, be selected from more than one of the following areas.

Pit and Start line specialists are, at some circuits combined into one duty – at others they are two separate duties.

**Trainee to Pit Specialist.**

**It is vitally important all Pit Marshals have at the very forefront of their minds their personal safety, the safety of their fellow marshals and officials, and the safety of everyone else, and in**

**that order!**

**1**. Knowledge

**a**) Dressing of oil and other contaminants

**b**) Hierarchy of officials

**c**) Personal equipment

**d**) Fire fighting equipment (dry powder, foam, water, CO2) and its application to different

situations (petrol, methanol, magnesium etc)

**e**) Pit lane rules (personnel/children/team members/pit wall etc)

**f**) Warning buzzers and other signals (whistles/flags etc)

**g**) Parc Ferme rules

**h**) Judge of fact responsibilities

**i**) Drive through and stop/go penalties - their operation and information to teams and drivers

**j**) Exit light (and/or flag) procedures, including race starts

**k**) Pit stop procedures/driver changes/special long distance or other race rules

**l**) Weighbridge procedures

**m**) Handling of items in the pit lane (especially those dropped from vehicles)

**n**) Incident handling in the pit lane

**i**) Casualty care (competitors/other officials/spectators)

**ii**) Hand signals

**iii**) Working with other officials (rescue units/recovery)

**o**) Flag signals

**i**) Circuit flags

**ii**) Start line flags

**iii**) Supplementary signals (Hazard boards, Safety car boards etc.)

**p**) Safety car rules and their impact in the pit lane (MSA Blue Book)

**q**) Start procedures (sighting laps/warm up laps/ green flag laps etc.)

**r**) Telephone communications/radio communications with race control

**s**) Reporting facts to the chief pit marshal for possible onward report to race control

**t**) Ignition/fire extinguisher and other in-car switches

**u**) Disabled/non-petrol/ignition and other warning signs carried on cars.

**v**) MSA regulations re pits and surrounding areas

**w**) Scrutineering tickets and requirements

**x**) Helmets/belts/overalls etc – safety requirements

**y**) Reporting requirements

**z**) Passes and security requirements

**aa**) Red flag procedures

**2**. Attitude

**a**) To other marshals in the pits

**i**) General

**ii**) When asked to perform specific duties

**b**) To spectators, competitors and others in the pit lane

**c**) Overall conduct during the day.

**d**) To constructive criticism

**e**) Actively seeking advice and guidance

**f**) Initiative shown in clearing up incidents during racing and/or between race

**3**. Skills

**a**) Dressing oil or other substance (may be demonstrated on small piece of tarmac if no

appropriate incident during the day)

**b**) Pit report writing

**c**) Interactions with competitors, public and others

**Trainee to Start line Specialist.**

**1**. Knowledge

**d**) Fire fighting equipment (dry powder, foam, water, CO2) and its application to different situations

(petrol, methanol, magnesium etc)

**e**) Start area rules (personnel/children/team members/pit wall etc)

**f**) Warning buzzers and other signals (whistles/flags etc)

**g**) Parc Ferme rules/race stop procedures etc.

**a**) Judge of fact responsibilities

**b**) Dressing of oil and other contaminants

**c**) Hierarchy of officials

**d**) Personal equipment

**e**) Incident handling on the start line

**i**) Casualty care (competitors/other officials/spectators)

**ii**) Hand signals

**iii**) Working with other officials (rescue units/recovery)

**f**) Flag signals

**i**) Circuit flags

**ii**) Start line flags, including use of yellows

**iii**) Supplementary signals (Hazard boards, Safety car boards etc.)

**g**) Safety car rules (MSA Blue Book) and their effect on the startline

**h**) Grid sheets, corresponding rules, and their use

**i**) Types of grid/positioning of cars

**j**) Start procedures

**i)** Sighting laps/warm up laps/green flag laps

**ii**) Gridding up and minute boards

**iii**) Delayed start procedures

**iv**) Grid clearance and pre-race rules

**v)** Restarts after race stoppages

**k**) Telephone communications/radio communications with race control

**l**) Reporting facts to the chief start marshal for possible onward report to race control

**m**) Ignition/fire extinguisher and other in-car switches

**n**) Disabled/non-petrol/ignition and other warning signs carried on cars.

**o**) MSA regulations re startline and surrounding areas

**p**) Scrutinering tickets and requirements

**q**). Helmets/belts/overalls etc – safety requirements

**r**) Reporting requirements

**s**) Passes and security requirements

**t**) Red flag procedures

**u**) Safety car procedures

**2**. Attitude

**a**) General

**b**) When asked to perform specific duties

**c**) To spectators, competitors and others in the start area

**d**) Overall conduct during the day.

**e**) To constructive criticism

**f**) Actively seeking advice and guidance

**g**. Initiative shown in clearing up incidents during start procedures and/or between races

**3**. Skills

**a**) Gridding up of cars

**b**) Interpersonal skills with competitors and others

**c**) Use of green flag at back of grid

**d**) Front of grid marshalling and flag

**e**) Incident handling & use of yellow flags on the start grid (if the chance arises)

**Trainee to Paddock /Assembly Area Specialist.**

**1**. Knowledge

**a**) Fire fighting equipment (dry powder, foam, water, CO2) and its application to different

situations (petrol, methanol, magnesium etc)

**b**) Paddock and assembly area rules (personnel/children/team members etc)

**c**) Warning buzzers and other signals (whistles/flags etc)

**d**) Dressing of oil and other contaminants

**e**) Hierarchy of officials

**f**) Personal equipment

**g**) Incident handling in the paddock/assembly area

**i)** Casualty care (competitors/other officials/spectators)

**ii**) Hand signals

**iii**) Working with other officials (rescue units/recovery)

**iv**) Signals (Hazard boards, Safety car boards etc.)

**h**) Grid sheets, corresponding rules, and their use

**i**) Types of grid/positioning of cars

**j**) Start procedures

**k**) Sighting laps/warm up laps/green flag laps

**l**) Gridding up and minute boards

**m**) Delayed start procedures

**n**) Pre-race rules

**o**) Telephone communications/radio communications with race control

**p**) Reporting facts to the chief paddock marshal for possible onward report to race control

**q**) Ignition/fire extinguisher and other in-car switches

**r**) Disabled/non-petrol/ignition and other warning signs carried on cars.

**s**) MSA regulations re paddock and surrounding areas

**t**) Scrutinering tickets and requirements

**u**) Helmets/belts/overalls etc – safety requirements

**v**) Reporting requirements

**w**) Passes and security requirements

**2**. Attitude

**a**) General

**b**) When asked to perform specific duties

**c**) To spectators, competitors and others in the paddock & assembly areas

**d**) Overall conduct during the day.

**e**) To constructive criticism

**f)** Actively seeking advice and guidance

**g**) Initiative shown in clearing up incidents

**3**. Skills

**h**) Dummy grid procedures

**i**) Interpersonal skills with competitors, spectators and others

**j**) Incident handling (if the chance arises)

**SPECIALIST TO EXPERIENCED SPECIALIST (all disciplines)**

In many respects the experienced specialist needs to exhibit the same KASE as a specialist, 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.

All other aspects of the KASE assessment should be as for the appropriate specialist role.

**Trainee to Communications Specialist**

The trainee needs to demonstrate that:

* They are aware of how Race Control works
* They are familiar with the telephone system
* They understand their role
* They know where to seek advice and guidance and appreciate they are still learning

**1**. Knowledge

**a**) Telephone check and its importance

**b**) Race time and its importance

**c**) Completion of telephone log

**d**) How to contact a marshal’s post by telephone

**e**) Hierarchy of officials in Race Control

**f**) Whom they are responsible to

**g**) Whom they pass information to

**h**) Practice procedure

**i**) Start and race procedures

**j**) Start line flags

**k**) Safety car rules

**l**) Who Post Chiefs are for the day

**m**) Personal equipment

**2**. Attitude

**a**) To other people in race control

**b**) To marshals on the telephones

**c**) Overall conduct during the day

**d**) To constructive criticism

**e**) Actively seeking advice and guidance

**f**) Initiative shown during the day ie letting commentator know about delays

**3**. Skill

**a**) They are aware of what is going on around them

**b**) Communicating with marshal’s posts

**c**) Communicating with other members of Race Control

**d**) Recording incidents on telephone log and action taken

**Specialist to Experienced Communications Specialist.**

A Communications Specialist is an assistant to the Chief Observer and therefore needs to show how they assist the Chief Observer in their role within the setting of Race Control.

The knowledge and skills base is similar to the Specialist upgrade but needs to be in far greater depth with more understanding of the underlying principals and the ability to think for themselves as to what needs to be done.

**1**. Knowledge

1. Of the circuit, its layout and method of working
2. Telephone and radio checks
3. How the radio system works and radio etiquette
4. Race time
5. Completion of race logs and subsequent actions
6. Hierarchy of officials in Race Control and of the meeting
7. Whom they are responsible to
8. What information should be passed on and to whom
9. Practice procedure and length
10. Start and race procedures and length of race
11. Start line and circuit flags
12. Safety car rules
13. Procedure for major incidents
14. Whom Post Chiefs are for the day
15. Any special instructions from the club
16. Where to find information that maybe required
17. Whom to contact for extra resources
18. Entry list and final instructions
19. Personal equipment

**2**. Attitude

1. General
2. When asked to perform specific duties
3. To competitors, other marshals and others
4. Overall conduct
5. To constructive criticism
6. Initiative

**3**. Skills

1. Communication with all levels
2. Interpersonal with marshals and others
3. Log writing
4. Radio etiquette
5. Procedures