



## The MSA Marshals Grading Scheme

### General questions

#### **What is the Marshals Grading Scheme?**

The marshals grading scheme is designed to provide marshals with a clear route to progress through the sport

#### **Why is it needed?**

Event Organisers need to know that they have sufficient people with the right level of experience to run events safely. The grading scheme helps identify the amount of experience a volunteer has had within the sport. The scheme has been revised to provide a common framework across all disciplines within the sport

#### **When will it take effect?**

This revised framework was introduced in January 2007 for Race marshals; it will be developed further to incorporate kart and speed marshals during 2008 and will be introduced for existing Rally marshals from January 2008, new Rally Marshals will be introduced into the scheme during 2008.

#### **I'm already a marshal, how does it affect me?**

If you are a race marshal you will still receive your registration showing your grade as you did previously, you will also receive a personal record card to record your attendance at events, training programmes and any specific incidents or experiences that are relevant to your progression through the sport. You will find it easier to gain signatures for attendance, and it is now very clear what the requirements are for either upgrading or maintaining your grade. If you are a Rally Marshal you need to do nothing unless you wish to upgrade. If any marshal is happy to retain their existing grade the requirement is to attend 4 events per year and one training day at least every two years (although we recommend one training day per year).

#### **I want to be a marshal, how does it affect me?**

We have introduced a Trainee Grade within the MSA which will recognise a new volunteer and will provide you with support during your initial events until you have gained sufficient experience to be classed as a marshal. If you are between 11 and 16 you will enter the scheme as a cadet marshal and will be supported as if you were a trainee marshal.

#### **What do I need to do?**

If you are an existing marshal you need to do nothing, if you are considering becoming a marshal you should call 08450 94 00 94 or visit the Volunteers in Motorsport website (see below)

#### **What are the basic requirements I need to fulfil as a marshal?**

An enthusiasm for the sport, a willingness to learn, a responsible approach to a sport that is highly exiting and enjoyable, a willingness to stand outside in all weather conditions for long periods at a time, a desire to get involved in the action and help motorsport retain the reputation it has for a safe and exiting sport.

#### **What if I don't fulfil the basic requirements?**

If you have a disability of any sort, this does not preclude you from becoming a motorsport volunteer, it may mean that you are not able to undertake every role as a marshal but we will still welcome you and will try to accommodate you and your needs, we do have many disabled marshals already – please give us a call and see what we can do to involve you properly.

#### **What are the different grades of marshal?**

Cadet (between 11 and 16); Trainee for your initial events; Marshal; Experienced Marshal; Post Chief, Senior or Specialist Marshal; and Senior Official.

### **Are the grades the same across different disciplines of motorsport?**

These grades and descriptions are now the same across all the motorsport disciplines, there are of course different roles within the grades depending on discipline

### **How will my progress be monitored?**

You will have a personal record card on which you must obtain signatures when you attend events, training session. When you experience different incidents you can complete a section to identify what you did and when. This record card is yours to keep – you will need to achieve a certain number of attendance signatures and attendance at training events to upgrade and then a minimum of four attendance signatures per year plus a training session every two years to maintain your grade

### **Where can I find out more?**

Visit [www.volunteersinmotorsport.co.uk](http://www.volunteersinmotorsport.co.uk) or call 08450 94 00 94

### **What can I do to help my progression as a marshal?**

You can attend various training programmes around the country which cover all different aspects of the sport. You can also become involved in more than one discipline and could develop a specialism such as timekeeping, radio, scrutineering, training, rescue and recovery, spectator management or become one of the main event organisers. If you really want to learn more about the sport and develop, find an MSA Buddy to help you, they have been trained in coaching skills and are experienced marshals themselves. You can also visit the Volunteers in Motorsport website where you will be able to find out more about the specialisms and the training events in your area

## **More detailed Questions**

### **What is The Personal Record Card?**

Every marshal registered with the MSA will receive a new Personal Record Card and wallet along with an overview of the scheme. This will supplement your existing registration card and has been designed to allow you to record all your marshalling activities. Your registration card overlays the front inside page and there is space on the next page for the recording of the grades for which you have qualified. You need to keep the card in the plastic wallet with your registration card. Your personal record card remains yours and will be posted back when the signatures have been utilised. It will serve as an upgrading record and also a record that you have completed your four events per year and a training day every other year to retain your current grading. The MSA intend to sample a number of people each year to confirm that the general body of marshals is maintaining this experience/training commitment

The next section has 30 lines for recording attendance signatures – it is recommended that you complete all the columns and simply present your card to the post chief/chief marshal/stage commander for signature at the end of the meeting/event (Some clubs may collect them at the start of the day and return them at the end of the meeting – please ask when you sign on each day). NOTE Before handing in a card for signature at an event or training day, complete the details so that the person signing just has to add their signature

You also have a section for training day or training session signatures. There are 20 lines for these. You should record a signature for each session or training day you attend. Remember you must attend one training day every two years in order to maintain your grade. If you are seeking upgrade, then it is perfectly acceptable to attend multiple training days or sessions each year in order so to do. We would ask however that you only do one fire training session each year since these are extremely expensive for the training club. If there are particular modules you wish to attend and need to attend more than one training day in order to achieve it then this is fine.

The last section is for the recording of comments, either about your day's marshalling (if anything significant occurs), or for after a training or assessment event (when it will be completed by the trainer or assessor). It is a good way to record specific incidents/experiences you have gained.

Keep your card safe – and we suggest you periodically make a back up photocopy!

All upgrading will be handled via your principal club. Please follow the procedure detailed in the section below.

### **How do I apply to upgrade under the new scheme?**

For all upgrades at all levels, when you have obtained the necessary number of signatures for the grade you are seeking, together with the requisite training day signatures you need to ask for an assessment session with an Examining Post Chief/Examining Specialist/Examining Kart Marshal or, on rallies, an MSA Trainer. They will sign your card after the session if they are satisfied you have adequately demonstrated your competence.

You must then send your completed record card in to your club (in the case of BMMC members this must go to your regional grading officer) or direct to the MSA – whichever process your club uses at present. It is recommended that, wherever possible, you keep a photocopy of your completed card in case of postal or other problems). If you have sent the card via your club, they will update their records and send the card on to the MSA. The MSA will update their database and return your card to you for further use together with confirmation of your new grade.

You may now record attendance signatures for your new grade and for any upgrade you wish to pursue.

It is expected that the total time for any upgrade to be processed by the MSA should be less than one calendar month. If you have not had your confirmation and card back in that time please contact your club so that they can sort out any problems. If you attend any meetings during that time, please obtain your signatures on a similar sized piece of paper to the record card so that they may be taken into account for your next grading application. (A photocopy of a blank page would be a good one to use).

### **How do I find out about Training events?**

Training events are held throughout the year in all disciplines in Motorsport. Your first step should be to ask your club about their planned events, then have a look at the MSA website [www.volunteersinmotorsport.co.uk](http://www.volunteersinmotorsport.co.uk) where all training events are co-ordinated and publicised

### **As a Trainee, why have I received this database form from my club?**

Until 2007, trainees were not included in the MSA's database of marshals. They now are. In order to put your name and details on the database it is essential you read and agree the terms and conditions under which this data will be managed and used. You will get a form to fill in, sign and return to the MSA. Not all the forms will come out at the same time so don't stress if your friends have had one and yours has not arrived yet. If you have not had one by mid 2008, then ask your club (the one you started marshalling with) for a form. Once you have sent off your form, the MSA will put your details on the database and send back to you your registration card and personal record card so that you can obtain and keep your attendance and training signatures. Once on the register you will be added to the circulation list for "The Marshal" – published every six months, and the MSA Magazine "Motorsports Now" published every 3 months.

If you already have signatures on your club's upgrading card, do not worry – have a look at the first query on the following page.

**What if.....**

### **I am already part way through my Course grading card?**

When you receive your new card simply transfer to collecting signatures on that. Keep your existing club record card as all signatures (including training days) will count towards your new "Track marshal" grade. Make sure you submit both cards when applying for your upgrade.

### **I am part way through upgrading from Course to Incident?**

Transfer to seeking upgrade to the new "Experienced Track Marshal" grade by fulfilling the requirements for that grade (15 signatures – including a minimum of 5 at both flag and incident/track, plus two training day signatures and the assessment).

### **I am part way through upgrading from Course to flag?**

Transfer to seeking upgrade to the new "Experienced Track Marshal" grade by fulfilling the requirements for that grade (15 signatures – including a minimum 5 at both flag or incident/track) plus two training days and the assessment.

**I am part way through upgrading from flag to incident, or incident to flag?**

Transfer to the new scheme by obtaining 5 signatures for the new discipline plus the training days and the assessment, then send off your card for upgrade. (You already have partly qualified for the “Experienced Track Marshal” grade, so only need sufficient signatures to equate to the new scheme’s requirements.)

**I am part way through upgrading to Observer?**

Simply transfer to collecting attendance signatures as per the new scheme and follow the guidelines for the new scheme. All signatures already collected will count towards your grading. Make sure you submit both cards when applying for your upgrade.

**I am upgrading to I/O?**

Simply transfer to collecting attendance signatures as per the new scheme and follow the guidelines for the new scheme. All signatures already collected will count towards your grading. Make sure you submit both cards when applying for your upgrade.

**I do not want to upgrade – I am happy where I am?**

That’s fine – all you need to do is to use the record card to record at least four signatures for doing the job for which you are graded each year, together with a training day signature at least once every two years. The MSA reserve the right to review cards at random to ensure all registered marshals are complying with the maintenance requirements.

If you are qualified at more than one grade (e.g. Flag and Specialist) you need only gain four signatures in total to keep both grades, but we would ask that you do at least one meeting each year performing each of the grades for which you are qualified.

**I do more than 30 meetings in a year (or have nearly filled a card)?**

When you are approaching your 25<sup>th</sup> signature just contact the MSA and ask for another card.

**I am a speed or kart marshal?**

The scheme will be extended to your disciplines during 2008. When the transition plans are fully worked out you will be contacted via your own club with the details.

**I am a flag marshal and do not want to become an experienced grade. I only want to flag?**

No problem. Clubs will still be collecting information about what you are volunteering for and want to do. The name of your grade will change to “Experienced Marshal” rather than Flag but that is about the only difference you will see

**I am seeking more than one upgrade in parallel, how do I record my upgrade experiences in the “other discipline and get it recognised?”**

You can run more than one upgrade stream on your record card – so you can be seeking signatures for race, specialist, speed, rally and kart all at the same time – but we would suggest you ask for a second card if you are chasing more than two at once and keep a maximum of two streams on each card. All you need do is to identify the discipline for which you have gained your signature within the events attended section, then when you apply for upgrade this will be taken account of.

**I am 15 years old; can I join the grading scheme?**

You can register with a club and join the MSA marshals register from your 11<sup>th</sup> birthday (There will be limits to the actual duties you can perform, depending on the organising club. These can be found on the MSA and Volunteers in Motorsport websites). You will be described as a cadet marshal and will be treated as a Trainee marshal. When you have gained sufficient signatures for attendance and training and are 16 you can become a marshal. Certain venues and clubs have different age limits which they must comply with which will preclude under 13’s or under 16’s from performing marshal duties.

**What’s this “Learning Review”?**

Approved training days (which will have to be run under the control of an MSA Licensed Trainer) will include a pretty informal element whereby the session trainers will satisfy themselves that the training sessions have covered the necessary syllabus and the trainees have understood the material. It is also a check that the Trainers have done their job too.

**What's this "Assessment"?**

When you have collected sufficient attendance signatures you should ask for an assessment to be carried out when at your next event. Ask the chief marshal, or whoever signs on the marshals, to allocate you to an examining Specialist, Post Chief, Speed or Kart marshal or, if on a rally, an MSA Trainer or Buddy. They will observe you during the day and will ask you a series of questions designed to ensure you fulfil the requirements for your upgrade. This question and answer session may be done at any time during the day

**When will I get a new card with the new grade titles?**

Either when you get a new card as a result of an upgrade or when everyone gets a new Registration card in their existing grade on the current two-year cycle – i.e. December 2008/January 2009 for race marshals, 2008/2010 for rally marshals.

If you have any other questions related to the scheme please contact Volunteers in Motorsport ([support@volunteersinmotorsport.com](mailto:support@volunteersinmotorsport.com)) and we will find the answers.