

Note to examining grades to accompany the Assessment guidelines.

Examining grade marshals play a key role in the training and grading of marshals. The purpose of the attached guidelines is not to be prescriptive but to provide guidance on the procedure and the skills marshals should demonstrate if they are to successfully complete their upgrade.

If they want to have an end of upgrade assessment then they should have advised the person in charge of signing on and then given you their personal upgrade card at the start of the day. The card has a section specifically for upgrade assessments and this includes space for you to enter comments after the assessment session. Please ensure you take advantage of this.

Whenever you are asked to perform an assessment, please:

- Check that the duty you are being asked to assess them for is the duty they will be performing.
- Look at the comments recorded against their attendance signatures for any positive or negative entries
- Do not sign record cards until the end of the day when you have had an adequate opportunity to see the marshal at work and have had a discussion session with them.
- If you are not satisfied with a marshal's performance, please explain to them why you are refusing them a signature. Write your reasons on the record card and sign against them. Be prepared to submit a report to the organising club or the individual's club if you feel there are serious issues that need to be addressed by further training or mentoring.

If you feel that the marshal either has some training issues to address - or has performed particularly well - use that space to make a written comment. There is no pressure for you to approve the upgrade if you feel the marshal is not yet ready, just write down your recommendations in the comments section.

The marshal will have already done sufficient meetings and training days to have achieved the experience signatures on their record cards, your assessment is the final check that they are ready for their upgrade.

On behalf of the MSA and the marshals' clubs, may I thank you for your participation in the scheme. The promotion and encouragement of marshals is an essential part of ensuring we retain the scarce resource we have, and in helping recruit the new marshals we need.

Chris Hobson
Chairman MSA Marshals Working Group
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