



Rally/Cross Country Personal Record Cards Guidance Notes

PRC signatures – Guidance Notes

Attendance Signatures

Who can sign the PRCs?

Stage Commanders, Deputy Stage Commanders, Stage Safety Officers, the Secretary of the Event or the Chief Marshal (to include delegated responsibility to the signing on team).

When?

At the start of the day or at a time best suited to relevant official.

Where?

At signing on.

What actions are required and by who?

Marshal to complete date, event and duty boxes

Authoriser to complete authorising block (SC/DSC/SSO/SOM/CM/Signing on team) with initial, MSA no. and give any relevant comments (if applicable)

For example:

Cadet/Accredited Marshal to Rally/Cross Country Marshal					
Attendance signatures 5 needed					
Date	Venue	Duty	SC/DSC SOM*	MSA No.	Comments
1/1/17	Radnor	Marshal	CM	912345	good performance, very professional

* SC - Stage Commander
DSC - Deputy Stage Commander
SOM - Secretary of the Meeting





Training Signatures

Who can sign the PRCs?

Any MSA Licensed Training Instructor delivering at a Training Event, whom is authorised to do so by the Lead Trainer.

When?

When the respective modules have been completed or at the end of the training event

Where?

At the training event.

What actions are required and by who?

Marshal to complete date and venue under guidance from the Training Instructor.

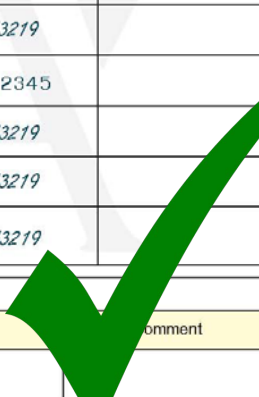
Lead Trainer / Training Instructor to initial next to all modules completed satisfactorily on the day.

These must be signed off individually and not as a block signature. See examples below.

A training signature should only be given if it is viewed by the Lead Trainer / Training Instructor that the training modules were completed successfully.

Training signatures - must be spread over a minimum of 2 days					
Date	Venue	Module	Instructor	MSA No.	Comment
1/1/17	Somerset	FMOS	} C.M. 912345		
1/1/17	Somerset	Personal Safety			
1/1/17	Somerset	Timing Module 1			
1/1/17	Somerset	Timing Module 2			
1/1/17	Somerset	Risks			
		Fire Theory			
		Chain of Command			
		Incident Handling			
		Incident Reporting			
		Stage Commander Programme			
Upgrade signature - Senior Stage Marshal to Stage Commander					
Date	Venue	XGrade	MSA No.	Comment	
6/1/17	Mid Wales Stages	SC	789123	Good assessment, recommend for upgrade	

Training signatures - must be spread over a minimum of 2 days					
Date	Venue	Module	Instructor	MSA No.	Comments
1/1/17	Somerset	FMOS	C.M.	912345	
1/1/17	Somerset	Personal Safety	C.M.	912345	
1/1/17	Somerset	Timing Module 1	C.M.	912345	
1/1/17	Somerset	Timing Module 2	C.M.	912345	
1/1/17	Somerset	Radio	C.M.	912345	
3/4/17	Pembrey	Fire Theory	A.P.	543219	
1/1/17	Somerset	Chain of Command	C.M.	912345	
3/4/17	Pembrey	Incident Handling	A.P.	543219	
3/4/17	Pembrey	Incident Reporting	A.P.	543219	
3/4/17 - 4/4/17	Pembrey	Stage Commander Programme	A.P.	543219	
Upgrade signature - Senior Stage Marshal to Stage Commander					
Date	Venue	XGrade	MSA No.	Comment	





Upgrade Signatures – Upgrade to Stage Commander Grade only

Who can sign the PRC?

The Examining Stage Commander conducting the assessment.

When?

When it is felt by the Examining Stage Commander that the duties being examined have been successfully completed.

What actions are required and by who?

Prospective Stage Commander being assessed to complete date and venue
Examining Stage Commander to initial next to assessment duty if successfully completed and add comments. The comments should include which part of the Stage Commander training has been completed (day 1 or day 2).

Where?

On an event.

Why?

An assessment signature should only be given if it is viewed by the Examining Stage Commander that the duties were performed successfully and to an acceptable standard. If the assessment is not to an acceptable standard then the reasons must be explained during a post event debrief and recorded in the *Additional Comments* section at the rear of the PRC.

Training signatures - must be spread over a minimum of 2 days					
Date	Venue	Module	Instructor	MSA No.	Comments
1/1/17	Somerset	FMOS	C.M.	912345	
1/1/17	Somerset	Personal Safety	C.M.	912345	
1/1/17	Somerset	Timing Module 1	C.M.	912345	
1/1/17	Somerset	Timing Module 2	C.M.	912345	
1/1/17	Somerset	Radio	C.M.	912345	
3/4/17	Pembrey	Fire Theory	A.P.	543219	
1/1/17	Somerset	Chain of Command	C.M.	912345	
3/4/17	Pembrey	Incident Handling	A.P.	543219	
3/4/17	Pembrey	Incident Reporting	A.P.	543219	
3/4/17	Pembrey	Stage Commander Programme	A.P.	543219	
Upgrade signature - Senior Stage Marshal to Stage Commander					
Date	Venue	XGrade	MSA No.	Comment	
6/7/17	Mid Wales Stages	SC	789123	Good assessment, recommend for upgrade	



Additional Notes

- You cannot obtain signatures for the next upgrade until you have completed the previous one. For example if you are wanting to upgrade from Accredited Marshal to Rally Marshal you must first meet the attendance and training signatures for a Cadet/ Accredited Marshal, only then apply for an upgrade before completing the next upgrade requirement tables.
- Authorisers are to check the *Additional Comments* section of the PRC for comments made at previous events prior to signing off any attendance/training events.