



## MSA Stewards Appraisal Form

This form is to be completed by the Senior Clerk of the Course for any meeting where an MSA Steward is appointed. To help provide constructive feedback, the comments on this document should be shared with the Steward concerned whilst at the event. Once completed, the information therein will be for MSA use and will not be released to any third party without the prior consent of the person completing this form.

<u>Venue:</u>	<u>Date:</u>
<u>Type of Event:</u>	<u>Status of Event:</u>
<u>Organising Club:</u>	
<u>MSA Steward:</u>	<u>Senior Clerk of Course:</u>

Please respond to the following questions relating to the MSA Steward and his / her performance at the event by ticking the appropriate column. If you put a tick in a shaded box then please elaborate on the response by using the space provided on the reverse of this sheet.

<b>To your knowledge did the MSA Steward:</b>	Yes	No	N/A
Arrive at an appropriate time for the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrive dressed appropriately for the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduce himself to senior officials (clerk, secretary, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the venue for matters of safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertake appropriate checks of administrative matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remain available and in contact throughout the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid interfering with the running of the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with the club stewards as a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer help to the senior officials when requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the interpersonal skills required of the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deal with Judicial matters efficiently in accordance with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meet the standards that you expected for this event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit the skills required to act in this capacity at a higher level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments on responses given overleaf (you must respond to any marked as No or N/A):**

**Other comments upon the MSA Steward not already noted:**

**Any issues that were raised by or discussed with the MSA Steward:**

<b><u>Date:</u></b>	<b><u>Name (In capitals)</u></b>
<b><u>Role:</u></b>	<b><u>Signature</u></b>

Once complete please return to:

Motor Sports Association, Riverside Park, Colnbrook, Slough, SL3 0HG