

Personal Record Cards Guidance Notes

Personal Record Card (PRC) Signatures – Guidance Notes

Attendance Signatures

Who can sign the PRCs?

The Post Chief on your marshal duty post, a Post Chief on an adjoining marshal post, an acting Post Chief, the Chief Observer, the Chief Flag Marshal, the Chief Marshal or the Clerk of the Course.

When can the PRCs be signed?

Towards the end of the day, where the marshals has been observed for a suitable length of time to be able to evaluate and observe their skills accurately.

Where can the PRCs be signed?

At the event.

What actions are required and by who?

The marshal is required to fill in the date, venue and duty boxes. The Post Chief (or appropriate signatory as mentioned above) to complete Post Chief with initial, Motorsport UK ID Number and give any relevant comments.

Why must the PRCs be signed?

An attendance signature should only be given if it is viewed by the Post Chief/Appropriate Authoriser that the marshal's duties were performed to an acceptable standard and for an appropriate amount of time (minimum of 6 hours under racing conditions). If duties are not performed to an acceptable standard, this section is not to be completed but comments are to be made in the additional comments section at the rear of the PRC.

Race Trainee Marshal to Race Track Marshal					
Attendance signatures (Must be a mix of incident and flag – min 2 flag) – 15 needed					
Date	Venue	Duty	Post Chief	Motorsport UK No.	Comments
01/01/19	Thruxton	Incident	RM	123456	Busy day, dealt with major incident well
02/01/19	Thruxton	Incident	RM	123456	Will benefit from more days to gain confidence

Training Signatures

Who can sign the PRCs?

Any Motorsport UK Licensed Training Instructor who is delivering training at the event and is authorised to do so by the Training Lead.

When can the PRCs be signed?

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

Where can the PRCs be signed?

At the training event.

What actions are required and by who?

The marshal is required to fill in the date and venue (guidance can be given by the Motorsport UK Training Instructor if needed). The Training Lead/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. A training signature should only be given if it is viewed by the Training Lead/Training Instructor that the training modules were completed successfully.

Training signatures					
Date	Venue	Module	Instructor	Motorsport UK No.	Comments
01/02/19	Thruxton	Fire theory	RM	123456	Active participation
01/02/19	Thruxton	Fire practical	RM	123456	Active participation
02/02/19	Thruxton	Basic skills	JB	654321	Understood topics well
02/02/19	Thruxton	Flag	JB	654321	Understood topics well

Upgrade signatures – Two successful assessments needed					
Date	Venue	Duty	X Grade	Motorsport UK No.	Comments
		Incident			
		Flag			

Upgrade Signatures

Who can sign the PRC?

The Examining Post Chief conducting the assessment.

When can the PRC be signed?

When it is felt by the Examining Post Chief that the duties being examined have been completed to an appropriate extent.

Where can the PRC be signed?

On an event following a successful assessment.

What actions are required and by who?

The marshal is required to fill in the date and venue prior to handing their PRC to the assessor. The Examining Post Chief to initial next to assessment duty if successfully completed and add comments. An assessment should only be signed off if it is viewed by the Examining Post Chief 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 *Upgrade Signatures* comments block and the *Additional Comments* section at the rear of the PRC.

Date	Venue	Duty	Post Chief	Motorsport UK No.	Comments

Training signatures (Must be spread over a minimum of 2 days)

Date	Venue	Module	Instructor	Motorsport UK No.	Comments
01/04/19	Thruxton	Fire theory	RM	123456	
01/04/19	Thruxton	Fire practical	RM	123456	
01/04/19	Thruxton	Flag	RM	123456	
02/04/19	Brands Hatch	Incident	JB	654321	
02/04/19	Brands Hatch	First aid	JB	654321	

Upgrade signatures – Two successful assessments needed

Date	Venue	Duty	X Grade	Motorsport UK No.	Comments
01/05/19	Silverstone	Incident	RG	100100	Dealt with incident well, upgrade recommended
15/05/19	Brands Hatch	Flag	SE	200200	Good understanding, upgrade recommended

Additional Points

- You cannot obtain signatures for the next upgrade until you have completed the previous one. For example, if you wish to upgrade from Trainee to Track Marshal and have completed your signatures but are awaiting an assessment, you are not allowed to obtain signatures for the next upgrade from Track to Experienced until the grade of Track Marshal has been allocated by Motorsport UK.
- Should the authoriser not consider your performance on the day to be to an acceptable standard, then this should be noted in the *Additional Comments* section at the rear of the PRC.
- Post Chiefs/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.