

## Marshal Upgrades – Frequently Asked Questions

### 1. What are the upgrade requirements?

Each discipline Race, Specialist, Kart, Speed, Rally & Cross-Country have their own grading scheme. Each grading scheme outlines the grade you can hold, and the upgrade criteria required (event attendance, training modules and assessments). The grading schemes can be found on the Marshals Resource Centre on the Motorsport UK website.

The upgrade requirements are also outlined in each Personal Record Card (PRC) and when you first registered as a Marshal with Motorsport UK, you should have received a PRC (blue for Race and Specialist, green for Speed, pink for Kart and yellow for Rally & Cross-Country).

### 2. What do I use my Personal Record Card for?

Your PRC is vitally important as this is where you record attendance and training signatures against the criteria outlined for your upgrade. You must have your signatures recorded in your PRC or on continuation sheets to submit an upgrade. For event attendance signatures, the Chief Marshal/Post Chief/Stage Commander (or equivalent) should sign your PRC after the event. For training modules, the Trainer or Training Coordinator should sign off each module you have successfully completed. For assessments (if required as part of the upgrade criteria) the Examining Marshal carrying out the assessment should sign after you have successfully passed and provide supporting comments.

### 3. In what order should I collect my signatures?

You must complete your event attendance and training module upgrade criteria **before** you are assessed.

### 4. I have lost my Personal Record Card and it had all of my signatures in it for my upgrade. What do I do?

Please ask your club to confirm by email/letter that they are happy that you have met the event attendance requirements and that you successfully passed your assessment (with the date and the Motorsport UK ID number of the Examining Marshal who carried out the assessment). Please ask the Trainer to confirm by email/letter that you completed the training modules required (with the date and location of the training event you attended).

### 5. Is there a time limit on the signatures I have in my Personal Record Card being used for an upgrade?

You must have attended a training day and completed the necessary modules for upgrade within the last two years, in line with the grade maintenance requirements. You must have gained your event attendance signatures within the last three years.

## **6. I have more than one Marshal grade and some of the training modules are the same. Do I have to go to lots of training days for the same thing?**

If a training module can be applied across disciplines, you can ask the Trainer of the module to sign off your different PRCs. Please note that they can only give one signature for one upgrade per discipline.

## **7. I have some signatures in my Personal Record Card from events abroad that I have marshalled at. Can these go towards my upgrade?**

If you have marshalled abroad, these event attendance signatures can **not** be used towards your upgrade with Motorsport UK. If you have attended an FIA sanctioned event abroad, your event signature can be used towards your grade maintenance requirements only.

## **8. I think I am ready to upgrade – what do I do next?**

If you have met the upgrade criteria, you will need to complete an upgrade application form which can be found [here](#). You should then contact your club and send your application form and PRC to them. All Marshal upgrades must be endorsed by a club and the endorser should also check your PRC to ensure that everything has been completed. The club may return your paperwork to you, so you can send in to the Membership Services Team at Motorsport UK (details below) or they may have their own procedure where they themselves send in upgrade applications to Motorsport UK - it would be best to check this with your club.

## **9. What happens when my upgrade application is with Motorsport UK?**

The Membership Services Team process all Marshal upgrade applications received – they are then passed onto the Education & Training Team for approval. All Speed, Kart and Rally & Cross-Country Marshal upgrade applications are reviewed and approved by Motorsport UK. Race and Specialist Marshal upgrade applications above Experienced Marshal are sent to an external panel for review and approval. This review process can take up to 2 weeks.

## **10. What happens if my upgrade application is unsuccessful?**

If your application is unsuccessful you will be contacted by the Education & Training Team with the reasons and the steps you would need to take before you can re-apply for your upgrade.

## **11. Who are the External Review Panel?**

The panel who review Race and Specialist Marshal upgrade applications for Experienced Marshal and above are made up of representatives from the Marshals Working Group and the main Motorsport Clubs throughout the UK.

## 12. Who are the Marshals Working Group?

The Marshals Working Group are a group of volunteers with a great deal of marshalling and motor sport volunteering history. As they are a working group for Motorsport UK, they focus on the recruitment, retention, recognition and welfare of our motorsport Marshals.

## 13. If I have any questions, who do I contact at Motorsport UK?

You can contact the Education & Training Team by:

**Email:** [training@motorsportuk.org](mailto:training@motorsportuk.org)  
**Phone:** 01753 765000  
**Post:** Education & Training  
Motorsport UK  
Riverside Park  
Colnbrook  
SL3 0HG

You can contact the Membership Services Team by:

**Email:** [membership@motorsportuk.org](mailto:membership@motorsportuk.org)  
**Phone:** 01753 765050  
**Post:** Membership Services  
Motorsport UK  
Riverside Park  
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