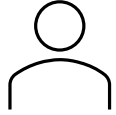


Chief Marshal



The Chief Marshal is the first point of contact for Marshals. They can be tasked with organising the recruitment and allocation of Marshals at events. Chief Marshals are also involved in retention activities and looking after the welfare of their team.

Responsibilities and Duties

Most of the responsibilities and duties of a Chief Marshal can be separated into two areas: pre-event, and on the day.

Pre-event tasks may include:

- Asking for volunteers' availability throughout the year
- Allocating posts/junctions/stages with consideration for the Marshals' welfare/physical abilities.
- Liaising with Club committee and event organisers for food and accommodation if necessary
- Creating incident management plans with other Senior Officials

On the day, a Chief Marshal's responsibilities may include:

- Carrying out duties stipulated in the venue incident management plan and making sure track furniture is repaired (liaising with the Motorsport UK Steward/Clerk of the Course, if appropriate)
- Replenishing fire extinguishers and resources throughout event
- Signing-on of Marshals, issuing radios and post allocations
- Fulfilling any necessary paperwork for the Clerk of the Course
- Debriefing and updating necessary Officials if there has been an incident
- Providing pastoral support for volunteers if there has been an incident or they are distressed
- Ensuring welfare needs of all Marshals are met throughout the event e.g. water, catering, provisions for bad weather
- Signing Personal Record Cards (PRCs) to record Marshals' attendance after the event

Additionally, Chief Marshals are expected to work with the Club and their committee to make sure any financial matters are dealt with. This may be for Marshals' overalls and equipment such as flags, radios, and fire extinguishers. You may also be involved with organising social events for your Marshals and volunteers.

As a Chief Marshal, you should also attend Marshal training for your Club conducted by a Motorsport UK Trainer,

As a participating member of motorsport, they should uphold the values of the [Race With Respect code](#).

Skills and Qualities

- Friendly with good communication skills
- Pragmatic, well-organised, good at multitasking
- Be prepared to be in a public-facing role
- Diplomatic
- A mentor figure, especially for younger volunteers

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org