# MAPLE LEAF RALLY CLUB

# WORKER'S HANDBOOK

# FOR

# PERFORMANCE RALLYING

**Version 2.0**
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## A. **INTRODUCTION**

Thank you for volunteering to work on a Performance Rally!! This is one of the best ways to learn about the sport, contribute to its success, and see some up-close and personal performance rally action!! This Handbook has been developed to be a learning aid for the newcomer and a handy refresher for the more experienced worker.

If you are new to rallying, this section has some general information about the sport. You may know some of it, but this will help you understand more of the terms and discussions presented in this book. We hope this will give you a good idea of what it is all about and help you to be well prepared for the experience.

### What is a Stage Rally?

In a "car rally" competitors are a two-person team (driver and co-driver) in a street legal vehicle, who compete against the clock and the elements on real roads, as opposed to going head to head with other cars on a track. In Performance Rallies, also known as Stage Rallies, competitors traverse a controlled, timed road course, usually comprised of a series of "Stages" linked together by Transit sections. There is no one-location track and there is no flagging system. The rally may consist of a single stage road or many stage roads, ranging over hundreds of kilometres. Stages are sections of roads or road complexes that are closed to normal traffic and are controlled by traffic control personnel, who usually have radios and are in contact with those in charge of the rally. The Stages are where the competition takes place. Control points with timing marshals are positioned at the start and finish of the stage, to track the time taken by each competitor to run the stage. Competitors usually start at one minute intervals. Transit sections require the competitors to travel at speeds below the posted speed limits. These parts have set times or an "ET" (Elapsed Time) that the competitors must meet or they incur early or late penalties. The rally is won by the team that takes the least amount of total time to travel ALL the stages of the event, and incurred no other penalties along the course. The rally organizers develop an Official Schedule that shows all the timing for the rally and an Official Route Book that gives the competitors all the instructions needed to travel along the entire rally course.

### How does a Stage work?

Both the Start and the Finish of a Stage are marked by a series of markers called route boards, positioned along the side of the road, that define the "Control Zone". Usually 3-4 marshals will be working in the Control Zone and one marshal's car will be in the zone. Competitors approach the Start Control at their specified time, check in with the marshal in the car and get an IN time on their Time Card. They are assigned an OUT time and they move up to a Standing Start Line where a Start Light will count them down or, as a back-up, a marshal will count them down and wave them off at the designated minute. Competitors run the stage as fast as they dare. Stages may be of any length, from 1km to 40km! As they near the end of the stage, a route board at 100m will tell them they are approaching the Finish. They then pass a Flying Finish board at speed, where their time is taken for the stage. The time is relayed to the Finish Control marshals, further along

the road, where the competitors must stop and collect their stage time on their Time Card, then move off to the next transit.

**Need some definitions?**
As you can see, we are quickly starting to use words and terms you may not be familiar with! Here are some definitions or references to explanations in this book, to help you understand.

Worker – anyone who works on the rally who is not a competitor, service crew or sponsor.
Marshal – someone who works at a Time Control point, where times are assigned or taken.
Traffic Control – someone who controls traffic or people at a Traffic Control point on a stage, preventing them from getting onto the course.
Radio Control – same as a Traffic Control person but they have a radio, linked to the radio network for the stage and/or the rally.
Stage Crew – a team of people assigned to run a stage. See Section E/2 for an outline.
Course Cars – vehicles with two qualified workers, who ensure the course is ready to run or is finished running. See Section F/1 and 3.
Sweep – teams of vehicles that follow behind the Course Closing car and help extricate competitors, who may be stuck or broken down on the course. See Section F/3.
CARS – the Canadian Association of Rally Sport, the governing body for all rally sport activities in Canada. They set the rules for the sport, sanction events, provide rally licences for competitors, provide Stewards for the events, etc.
Organizer – the person (may also be called the Coordinator) or rally club who is sanctioned to organized the rally
Clerk of the Course – the person who runs the rally during competition and who is the primary decision maker (may be different than the Organizer). See Appendix A.
Chief Control Marshal – the person in charge of the marshals and course workers, and all the information and equipment they need to do their functions.
Official Schedule – the timing/schedule that the entire rally must run to.
Official Time - "Official Time" used in performance rallies, is based on *Co-ordinated Universal Time* (off-set by the appropriate number of hours for the particular Time Zone) as shown on any GPS device. Official Time is posted on or near the Official Notice Board for the rally, located at Rally Headquarters.
Time Card – this is a card or series of cards designed by the organizers to match the route and schedule for the rally. The cards are used by the competitors to collect their control check-in times and stage times, as they travel the course. Cards may be collected at certain points and fresh ones issued, so that the Scoring Team may start working on generating intermediate results of the competitors' times.
Worker Kit – is an envelope of paper titled "WORKER KIT" that contains all the required information and working documents needed for each location along the route of the rally, were workers are needed. One kit is provided to each location and will cover all the workers at that location. See Section B/3 for a more detailed discussion.

Log Sheet – used by workers to record what time all Course Cars and Competitors passed each location along the route during the rally (Time Controls, Start and Finish of a Stage, Traffic Controls, etc.). This document is considered the primary record of that information. Data should be recorded in ink, if possible. Log sheets are provided in the Worker Kit for each location. See Section B/4 for a more detailed discussion.

Start Order/Seed Groups/Speed Factors - competitors usually are positioned to start the rally according to the Driver's "Speed Factor" which is determined by demonstrated speed in stages in previous rallies. Seed Levels are determined by the Driver's finishing history, which may also affect their starting position. The faster drivers start first. This is to limit situations where faster cars might catch slower cars on a stage.

Reseed/Regroup – during the rally, cars may be repositioned in their running order or "reseeded" at various points, based on their intermediate score. The organizers may also regroup the cars at various points, to close up any gaps in the running order, if cars have dropped out or fallen back.

Recce – short for "reconnaissance". Competitors are allowed to pre-run or "recce" the course just prior to the rally (usually the day before), so they may evaluate it first hand. This is done at or under posted speed limits and usually not in competition cars.

Servicing/Service Area/Service Crew – "Servicing" is defined as work done on a competition car by someone other than the competing crew. Most competitors have a service crew that will help them fix/maintain the car during the rally. These teams are usually located in one or more Service Areas, and the competition cars come and go from each area at specified times. Open servicing (i.e. outside of the designated Service Areas) is not allowed; service crews may **only** service from the designated area at the designated times.

Spectator Area – certain areas along a Stage may be designated as a spectator area as it may afford good, safe viewing conditions for a large number of people. A separate crew of workers are usually assigned to manage this area, separate from the Stage Crew. See Section D/2.

Route Boards – (also know as Control Markers) are wooden or plastic boards about 60 cm square in various colours, with different symbols on them. They are used to physically define control zones that the competitors must check into during the rally. See Appendix B.


## B. GENERAL INFORMATION FOR MARSHALS

When you volunteer to work on a performance rally, you will likely be asked to register as a worker at a website, where you provide your contact information, rally experience, etc.  After you register, you will receive (by email) further information and instruction from a rally official, most likely either the Chief Control Marshal or the Clerk of the Course. You will be told where you will be working on the rally course, when you need to be there, where to meet your stage team, and if you need to attend a Worker Meeting before the event.

Once you have registered as a worker, you may also receive notices about information that has been posted at the website for the rally. You should check the website from time to time as well, for notices on the home page

about activities or information you should read.

The Clerk of the Course may ask for volunteers to help with the preparation of the stages before competition or to marshal the stages for the competitors' course Recce. This is a good way to see your stage before the rally and get more involved. If you have the time and interest, you may wish to volunteer for these activities as well.

Please note: while this guide has been written to be in compliance with the current *CARS National Rally Regulations* (NRR), changes may occur in the rules, from time to time. Only the NRR are "official" and <u>not</u> this guide.

The following outlines some of the things you will need to have or bring.

## 1.  PERSONAL EQUIPMENT
<u>CLOTHING</u>
For some control functions (the Standing Start and Flying Finish) marshals may stand outside in whatever the weather may be. Be prepared for weather conditions ranging through hot, muggy, wet, cold and *buggy*! Hiking boots, rain coats, winter wear, umbrella, gloves, bug netting, bug spray and sun screen should all be part of your equipment for the rally.
<u>FLASHLIGHTS</u>
Be prepared to work an evening control. Have a functional flashlight and extra batteries with you. Check the batteries *before* you leave for the rally! A flashlight will be useful no matter what function you serve on the rally. Tip: many marshals find a headlamp useful.
<u>FOOD AND BEVERAGES</u>
You may be away from sources of food and drink for much of the day and well into the evening. Be prepared by bringing along <u>all</u> the food and drink you may need over the course of a full day outside. It is advisable to bring food with you to the rally, as it may not always be available at the rally start area. And once you are at your stage location, it is too late to find out what you are missing! You should plan to have everything you need for the day, **before** you set off to your stage location!!

**NOTE: the consumption, even the possession, of alcoholic beverages on the rally course, or during the conduct of the rally, is strictly prohibited by CARS National Rally Regulations and the Rally Insurance Agreement.**

<u>FUEL</u>
Always ensure that your vehicle has lots of fuel **before** heading off the main highway into a rally stage. You may end up being away from a source of fuel for much longer than you assumed you would be. If it is cold, you may be running your car for heat; and, conversely, you may need to run your AC in the summer. If you do this, be very mindful of the possibilities of *carbon monoxide* poisoning if you remain in your car with the windows rolled up, as it idles.

OTHER
**DO NOT** bring any fishing or hunting equipment. Some parts of the rally may run through restricted areas, or areas where hunting/fishing is seasonal and by licence only.  Serious fines and vehicle impounding may occur. Remember: performance rallies frequently run on roads patrolled by Local Authorities or Provincial Police, and they are aware of the rally and its running times.
**DO NOT** bring any drone equipment. Only CARS may provide permission for drone use.
**DO NOT** start a fire or BBQ if dry conditions make it hazardous. Be mindful of any Fire Warning signs or restrictions when entering your stage area.

Sometimes a checklist of what you want/need to bring can be quite helpful. Here is a checklist you can use:

| ITEM | CK | ITEM | CK | ITEM | CK |
|---|---|---|---|---|---|
| Worker Kit, paperwork from rally, maps to area | | paper towels, toilet paper, tissues | | forks, knives, spoons, cups, paper plates | |
| route boards, rally equipment | | chairs, blanket, tarp | | cold drinks, hot chocolate | |
| pens, paper, clipboards, hi-lighter, magic marker, masking tape | | sweatshirts, tee shirts, pants, underwear, socks | | snack food (chips, popcorn, pretzels, cookies) | |
| Watches/clocks, electronic timers | | jackets, hats + bug hats, bug spray | | food for lunch and/or dinner meals | |
| FRS radios, cell phone | | reading material | | garbage bags | |
| HAM radio + accessories | | hatchet, saw, spade | | pot, kettle, mugs, water jug, water | |
| flashlights, lanterns, batteries | | rain gear, umbrellas, gloves, boots | | stove, barbeque, propane, gas can | |
| stakes, nuts & bolts, safety tape | | earplugs, sunglasses, sleeping bag, towels | | instant coffee, tea bags, creamer, sugar/sweetener | |
| fire extinguisher, first aid kit, personal identification, health card | | camera, film, memory cards | | cooler, ice, cold-packs, thermos | |

## 2.  ARRIVING AT THE RALLY

REGISTER

When you arrive at the designated Rally Headquarters (Rally HQ), you need to check-in with the Worker Registrar, who will ask you to sign an insurance waiver, issue you a wristband and possibly other identification like an ID Badge, Marshal's vest, etc. At this time, you may be given a Worker Kit, which you should review. If you do not understand something in your Kit, please seek out the Chief Control Marshal for guidance.

If you are working at a Stage Start or Finish with a group of people, the Worker Kit will go to the Stage Commander or Deputy Stage Commander, who you will meet with at the Worker Meeting. On rally day, you will be asked to meet your stage team at a specified time and place. From there, you will travel together to the stage.

WORKER MEETING

If there is a Worker Meeting, you should attend. This is where you will meet the Stage Team you will work with, so you know who you will meet with to travel to the stage. There may be last minute information provided at the meeting regarding the course conditions, any unexpected changes, etc. which you will need to know.

## 3.  RALLY PAPERWORK

A "Worker Kit" is provided for each work location. It contains all the documents you will need at that location, to do the job required. The Kit will have a variety of information of varying degrees of importance. Here are some of the document you may find in your Kit:

Essential Information

This type of information is usually unique to each location you work at. If you are working at more than one location, you will get a set of essential information for each location.

- Maps (general and detailed)
- Detailed directions for when/where you meet with your Stage Team or how to get to your work location
- Detailed information for control placement for Start/Finish controls
- Official Schedule
- Worker Placement Sheet for the stage, that shows where everyone will be placed, the expected time of Car 000 and the First Competitor, the Radio Frequencies for the stage.
- A sample of the Time Card competitors will present to you, showing where to write the Start/Finish time
- Any specific information for that location that may relate to Scoring activities (i.e. Time Card exchanges or collection)
- What rally equipment you need to get for that location
- Travel information for your next location, if applicable
- Copy of the Road Closure letter for the stage (as previously provided to the locals) (Start/Finish only)

Working Documents

These are documents that you may need to fill out during the rally:

- Log sheets – see below.
- Road Closure Notice – fill out date and times (from the Road Closure letter) that the road will be closed. See Section E/4 for use of this form.

- Disabled Vehicle in Stage Form (only at a Start control). See Section F/5 for use of this form.

Reference Information
You may be provided with some or all of this information, depending on the type of event. Some of this information will be posted at the website and you should be familiar with it before coming to the rally. Hard copies are provided in the Kit for reference, should you need them. If you are working at more than one location, you will only get this information once, so keep it handy, in case you need to refer to it in an emergency.
- A copy of this Handbook (for Start/Finish Controls only)
- A copy of the Safety Plan (Start Control only)
- Re-Run Stage Guidelines (Start/Finish Controls only)
- Course Car Checklists (for Start/Finish Controls only)
- Copy of the CARS National Rally Regulations pertaining to controls and timing (for Start/Finish Controls only)
- General Schedule of Events for the Rally
- Alert Points
- Competition Chain of Command
- Emergency Procedures
- Names to Know List
- Radio Frequency Chart (for radio locations)
- Special Access Passes/ID Badges Explanation Sheet
- Securing and Running a Stage summary sheet (for those that do not get this book)
- Medical Emergency Information sheet
- Sample Media Letters (only at external access points)
- Competitor Entry List*

*As the Entry List may not be final until rally weekend, it may not be included in your Kit, but it should be available at the Worker Meeting. Be sure to get a copy!

## 4.   LOG SHEETS
One of the most important tasks for a worker to do at a time control or a traffic control, is to keep an accurate Log Sheet. Log sheets reflect the history of what transpired chronologically at a specific location during the rally. See Appendix C for completed Log Sheet samples.

Once workers or marshals are settled into their working location, they should fill out the top portion of the Log Sheet, putting in the date and location (what stage, what TC), the names of those people working at that location, and the time that they were set up and ready to work (this will be the "Opening Time"). Later, an Alpha designation for your location may be assigned, which you will need to record.

Once the Stage Commander and/or Area Supervisor have set up the stage and secured the road, any and ALL traffic on the road needs to be recorded on the log sheet, in order of arrival.

To help track cars, a handy idea is to use the sequence of numbers in the "Order of Arrival" column for double duty. As cars will arrive in a random order, it can be time consuming to scan through your record of the car numbers in the "Car #" column, to try and see if a certain car has passed. By putting a stroke through the sequential numbers for the cars that have passed (i.e. when Car #12 passed, stroke out the number 12), or for car numbers that were never used (see Entry List), or for cars that have officially retired (i.e. will not re-start the event), then it becomes easy to see what cars are still to come.

For Time Controls
It is very important for the log sheets at time controls to show the arrival times of all Course Cars. This provides verification of when the stage was Open, when it became "HOT", and when it was Closed. Similarly, for non-stage time controls (i.e. MTC, RTC, etc.) recording Open and Close times is also important. Competitors may arrive early, may get off course, may be late leaving service, so knowing the Open/Close times of controls will be used in any disputes.
Timing Marshals will usually record HOURS:MINUTES:SECONDS, and for the flying finish, tenths of seconds.
Completed log sheets are collected by the Course Closing Car, so ensure all information is complete and the forms are ready to hand over, as the stage is closed. Course Closing will use the information on your sheets to track competitors, ensuring none have gone missing and to advise the next stage as to how many are expected. Course Closing will deliver the completed log sheets to the Scoring Team at Rally HQ.
The Scoring Team reviews all the log sheets completed by the marshals at time controls, to make sure they match what was recorded on the competitors' Time Cards. If there are any discrepancies, they must be resolved before the scoring for the rally can be completed. Marshals may be asked to verify data recorded on the log, or be asked to elaborate on any events described in the comments section. Competitors may have a different recollection of events and may question what was recorded. Consequently, as marshals are considered Judges of Facts, it is very important for the writing to be clear, the data recorded and comments noted to be accurate.

For Traffic/Radio Controls
Log sheets are also used at Traffic/Radio Control (TC) locations in stages during the running of the rally. Workers who are not timing marshals only need to record HOURS:MINUTES, as a minimum. The time of arrival of all the Course Cars and Sweep vehicles should be recoded at the top of the page, in the section provided for these vehicles. If anything unusual occurs at your location, it should be noted on the log sheet in the "Comments" column (i.e. Car 31 – cuts corner and rolls into far ditch). If there is a special event that should be noted (i.e. 10:27am – Media car moves onto stage road when stage is HOT, nearly causes accident!), make notes on this at the end of the log sheet in the space provided.
Log sheets are a critical part of managing the flow of competitors through the stage, to ensure no one goes missing. Cars can be tracked from point to point by recording what time they passed each location. If a car goes

missing, Radio TCs can review the log data, to determine between what two points the car failed to be noted on the logs, and therefore may have gone off the course.

Once Course Closing and Sweep have passed your location, then the stage is complete and closed to your spot; record that as your Closing Time.

Please return your completed log sheets to Rally HQ.

## 5.   RALLY EQUIPMENT

WATCHES/CLOCKS

Accurate timing by Marshals is the basis of a successful rally. Unlike other motor sports like track racing, where a centralized timing system is used, rallying depends on individual clocks, electronic timing devices and watches used at the start and finish lines by Marshals, reading the time of day. Therefore it is essential that workers read and record times accurately and have precise timepieces, set to the Official Time used by the rally. Electronic Timing Equipment may be used for the event timing. See supplemental instructions on how to use this equipment, provided with the devices.

Official Time for the rally displays HOURS:MINUTES:SECONDS and clocks must be accurate within the timeframe of the rally. All clocks used by marshals must be set to the Official Time. Clock accuracy on the rally stages will be checked by the Course Opening and Course Closing vehicles.

A minimum of **TWO** watches or clocks is required at both the Start and at the Finish of each stage. Make sure you have enough clocks before leaving for your stage. If Electronic Timing Equipment is supplied by the rally organizers, these should be checked for accuracy and working order **before** leaving for your stage.

Most often, you are required to record times as either HOURS:MINUTES or HOURS:MINUTES:SECONDS or HOURS:MINUTES:SECONDS:TENTHS, which may be recorded as 12 Hour time or 24 Hour time, as specified by the rally organizer. So that the scoring crew can do their job with accuracy, please try to use one of the formats show below when recoding the time:

| MORNING | | | AFTERNOON | | |
|---|---|---|---|---|---|
| **12 Hour Clock** | **24 Hour Clock #1** | **24 Hour Clock #2** | **12 Hour Clock** | **24 Hour Clock #1** | **24 Hour Clock #2** |
| Midnight (12:00:00) | 00:00:00 | 00h00m00 | Noon (12:00:00) | 12:00:00 | 12h00m00 |
| 1:00:00 am | 01:00:00 | 01h00m00 | 1:00:00 pm | 13:00:00 | 13h00m00 |
| 2:00:00 am | 02:00:00 | 02h00m00 | 2:00:00 pm | 14:00:00 | 14h00m00 |
| 3:00:00 am | 03:00:00 | 03h00m00 | 3:00:00 pm | 15:00:00 | 15h00m00 |
| 4:00:00 am | 04:00:00 | 04h00m00 | 4:00:00 pm | 16:00:00 | 16h00m00 |
| 5:00:00 am | 05:00:00 | 05h00m00 | 5:00:00 pm | 17:00:00 | 17h00m00 |
| 6:00:00 am | 06:00:00 | 06h00m00 | 6:00:00 pm | 18:00:00 | 18h00m00 |
| 7:00:00 am | 07:00:00 | 07h00m00 | 7:00:00 pm | 19:00:00 | 19h00m00 |
| 8:00:00 am | 08:00:00 | 08h00m00 | 8:00:00 pm | 20:00:00 | 20h00m00 |
| 9:00:00 am | 09:00:00 | 09h00m00 | 9:00:00 pm | 21:00:00 | 21h00m00 |
| 10:00:00 am | 10:00:00 | 10h00m00 | 10:00:00 pm | 22:00:00 | 22h00m00 |
| 11:00:00 am | 11:00:00 | 11h00m00 | 11:00:00 pm | 23:00:00 | 23h00m00 |

## WRITING MATERIAL

Each Control location should, as a minimum, have 2 pens, a clipboard and a supply of paper.  The Standing Start and Flying Finish marshals should try to have the same level of equipment.

## ROUTE BOARDS AND STAGE EQUIPMENT

The Chief Control Marshal for the rally should have a system to ensure each control location or stage crew gets the equipment they need. But be sure you check that you have all you need for your function before setting off to your location!!

If you are working a control that is NOT a stage (i.e. MTC, RTC, etc.), be sure you get all the route boards to cover all control set-ups you will be doing (See Appendix B for route board set-ups).

If you are working at a stage, a package consisting of a minimum of ten route boards is supplied to each Stage Crew. The boards should be marked and divided up, with four of the boards going to the Stage Start and six of the boards going to the Stage Finish. More boards may be supplied (i.e. radio boards, etc.) depending on the individual rally.

Electronic Timing Equipment may be supplied to the Start and Finish locations. For the Finish Control, FRS radios may be supplied for use at the Flying Finish, as a back-up. Know which system you will be using and make sure all equipment is functional, before leaving. Usually the Stage Commander, or designate, will be responsible for obtaining <u>and returning</u> ALL the equipment supplied.

## C. SECURITY, CONTROL AND SAFETY
### 1. GENERAL
A "Safety Plan" is created for each performance rally and is based on the current *CARS Safety Operating Guidelines.* Prior to the event, the Safety Plan is reviewed by the CARS Series Manager and Stewards for National Rallies. The Regional Rally Director or designate, and Stewards reviews the Safety Plan for Regional Rallies. A copy of the Safety Plan may be given to each of the rally's Officials, Stewards, the Safety Team, Stage Commanders, etc.

The security of any rally depends upon a great number of variables. One of the most important is the organizer's ability to run the rally on time and that can be impacted to a major degree by keeping spectators safe and out of the path of the rally.

The *CARS Safety Operating Guidelines* strongly recommends that **NO ONE** under the age of 16 year be allowed to work in the *"HOT zone"* of any stage. *"HOT zones"* are areas of potential danger such as escape roads, run-off areas, the outside of turns, and any Finish area. These areas need to be avoided when the stage is running.

### 2. WARNING SIGNS
### a) General Warning
Re-Printed from: *CARS Safety Operating Guidelines*…..
"Warning signs should be posted at registration, scrutineering, and at service areas. Warning messages should be contained in appropriate promotional communications designed to inform spectators and on websites. Warning signs should be posted in all designated spectator areas in such a fashion that anyone entering an access point or spectator area will pass multiple copies of the warning sign. Where possible, additional copies should be posted in view of the crowds in the designated spectator areas. Marshals at access roads and trails should be instructed to place warning signs on the side of the control vehicle facing any spectators. No spectators should be permitted in front of the control vehicle, unless supervised in designated locations. The official Warning Signs are available from CARS."

Text of the sign reads:  ***WARNING  MOTORSPORT CAN  BE
DANGEROUS.  DESPITE  THE ORGANIZERS TAKING  PRECAUTIONS,
ACCIDENTS CAN HAPPEN.  YOU ARE PRESENT AT YOUR OWN RISK.***
The sign is black on yellow.

**b)  Prohibited Area**
Re-Printed from: *CARS Safety Operating Guidelines*…..
"Prohibited area signs shall be posted in escape roads, control zones,
unused roads at intersections and to delimit official spectator areas.
Prohibited Area Signs are available from CARS."



Text of the sign reads:  ***PROHIBITED AREA.  SPECTATORS ARE NOT
PERMITTED BEHIND THIS NOTICE.  ANY SPECTATOR ENTERING THE
PROHIBITED AREA WILL BE REGARDED AS A TRESPASSER.***
The sign is white on red.

## D.  **SPECTATOR AREAS**

## 1.  **GENERAL**
Official Spectator Areas may be designated on certain stages of the rally. A Spectator Area Supervisor is appointed to oversee the set-up and management of each spectator area. A Crowd Control Team is assembled to work with the Spectator Area Supervisor, taking direction from them to safely manage the spectators.

The Spectator Area Supervisor conducts a briefing at the Spectator Area to explain:
- where the Area Supervisor will be during the running of the stage
- where are the locations of the nearest radio marshals
- the direction the rally traffic will be coming from
- where are the "HOT zones" in the area
- what times the various vehicles are expected, course opening cars as well as actual rally traffic
- what you will be expected to do before, during and after the stage runs

The duties of the Crowd Control Team are:
- set up the Spectator Area to protect the spectators, competitors and workers
- post the necessary warning signs so that spectators are aware of the signs
- handle spectator parking issues so that access for any emergency vehicle is not hindered
- keep spectators in designated areas, behind barriers and out of danger areas
- make spectators aware of approaching rally vehicles
- clean up the area afterwards, remove all debris and any banners and barriers at the end of the rally

Tips for crowd control and handling people:
- be positive, be polite
- remember: you are not alone, use the Area Supervisor if there are difficulties
- it is easier to move people if you do it before they get settled in
- it is easier to move the first person, rather than waiting for there to be a group needing guidance
- stand where you can see the crowd, and the road
- small children and pets are unpredictable - note where they are and watch for them
- set a good example by not placing yourself in a dangerous position

## 2.  **SPECTATOR AREA SET-UP**
Spectator areas will be set up where and as directed by the rally organizers. Their set-up shall be in alignment with the *CARS Safety Operating Guidelines*, as shown below.

Re-Printed from: *CARS Safety Operating Guidelines…..*
**"*Designated Spectator Locations***
Designated spectator areas should be clearly defined by physical barriers
and prohibited area signs. Warning signs should be posted in clear view of
all spectators. Marshalling personnel should be available to provide crowd
control and should perform their tasks under the direction of a Spectator
Area Commander reporting to the Stage Commander and Clerk of the
Course. Crowd control marshals should be provided with whistles. An
audible warning (i.e. siren or portable air horn) should be located in the
approach to the spectator area and sounded prior to the arrival of each
competitor at designated spectator areas.

A public address system and uniformed police assistance are recommended
where large groups of spectators are anticipated. This is especially
important on night stages.

Ensuring the safety of spectators should be paramount before a stage is
run. Spectators should be actively discouraged from walking on the stage
road between the passage of Car 0 and Car 99.  Rally officials should be
vigilant for spectators in other than designated spectator areas."

## a)  4-Way Intersection
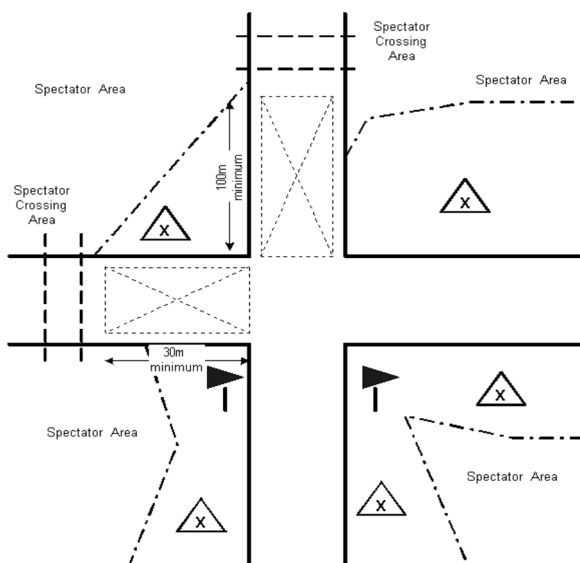
## b)  Y Intersection
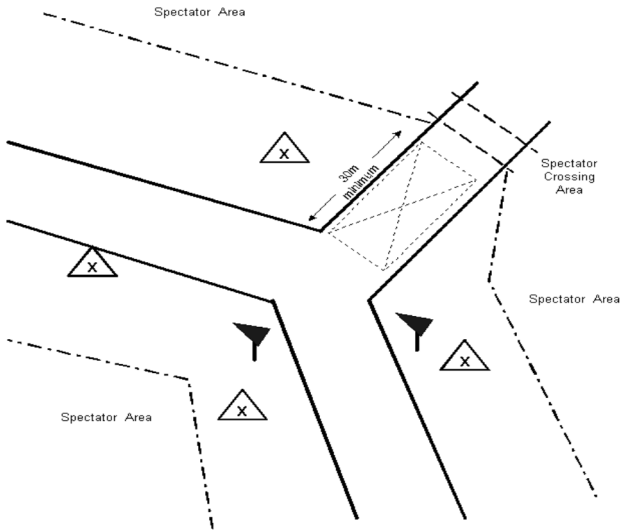


## c)   Tee Intersection
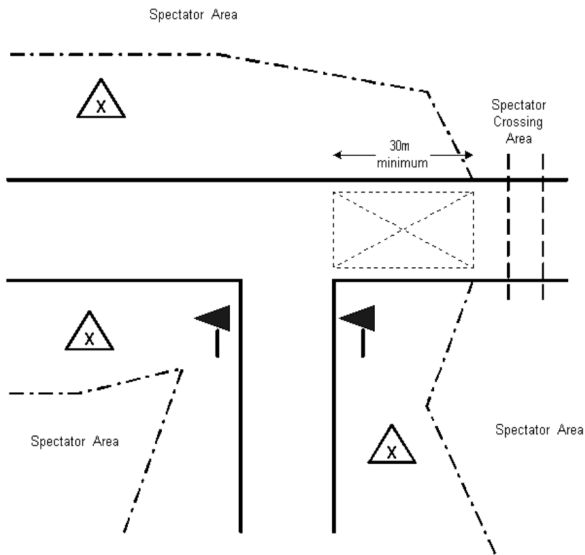
## E. **STAGE PREPARATION AND SET-UP**

## 1. **PRIOR TO THE RALLY**

When you leave the Worker Meeting, be sure you:
- Have all the paperwork and equipment you were given
- Have set your watch to Official Time
- For radio operators, know the radio frequency being used for your stage, or the radio net or any other important connections you may need to make
- Know the meeting time/place where you will connect with your stage team, to go to the stage
- Have all your personal gear with you and be fully prepared to be out for a full day in the woods!

## 2. **KEY STAGE PERSONNEL, THEIR FUNCTIONS AND RESPONSIBILITIES**

CLERK OF THE COURSE

The Clerk of the Course gives the final permission to the Stage Crew, to run the stage. They may authorize the Area Supervisor to give permission to run the stage, if they are otherwise occupied.

AREA SUPERVISOR

An Area Supervisor may be assigned where there is a large road complex where several stages may run in close proximity and/or in quick succession or simultaneously. The Area Supervisor is responsible for the overall set-up, readiness and security of all the stages in that road complex. This person may be authorized by the Clerk of the Course to give permission to run the stage.

STAGE COMMANDER

The Stage Commander is responsible for the safe, secure and correct running of a specific stage and usually manages the Stage Start area. The Stage Commander:
- ensures all personnel working their area understand their instructions and the applicable CARS rules,
- ensures the stage and all pertinent equipment is set and ready for the FIRST Course Car, at its due time,
- ensures all Traffic/Radio Controls track ALL cars from the FIRST Course Car to Sweep,
- ensures the Area Supervisor (or the Clerk of the Course) is informed immediately of any problems relating to safety, course security or competitor misbehavior,
- has the authority to stop sending cars into the stage, in case of an incident, and then to restart sending cars, but any further action must be authorized by either the Area Supervisor or the Clerk of the Course.

DEPUTY STAGE COMMANDER

Similar to the Stage Commander, and is responsible for the duties described above, but usually manages the Stage Finish area.

MARSHALS

Marshals work at time controls. They monitor competitors entering and exiting the controls. They assign times at the appropriate places in the control zones, record times on Time Cards and log sheets, control the

competitor's departure times. They set up the Electronic Timing Equipment. They note any irregularities or problems on the log and advise their Stage Commander. They may need to ensure any access to the stage road is controlled, if separate Traffic Control or Security people have not been assigned.

TRAFFIC/RADIO CONTROLS

These workers are positioned at the Start/Finish, and within the stage to block trails or access roads onto the rally course while the stage is active. They ensure no one within their line of sight gets onto the course. They record on the log sheet, the relative time that all cars passed, and track all cars from the FIRST Course Car to Sweep. If they have a radio, they monitor the network and provide information, as instructed.

MEDIA MARSHAL

These workers are positioned within the stage at locations designated by the organizer, suitable for Media purposes. They ensure all Media personnel that arrive at that location, are properly identified and authorized to be there. They ensure that Media vehicles are safely parked and away from the course, and that Media personnel are positioned safely as per the spectating guidelines provided. These marshals may or may not already be placed to perform Traffic Control duties.

See Appendix A for an example of a "Competition Chain of Command" responsibility relationship chart for a Canadian Rally Championship event. Check your Worker Kit for one specific to the rally you are at.

## 3.  DEPARTING FOR THE STAGE

At the Worker Meeting, the Stage Commander will have given you information on where/when the stage team is to meet, to either convoy to the stage or to go directly to the stage.  The meeting time will likely be a few hours before the stage runs, as it usually takes some time to clear and set up the stage. Know and respect the meeting times!! The organizers know how long it takes to prepare the stage and they need you to be at the meeting place on time and be ready to go!

Before leaving the stage team meeting place, the Stage Commander should: ensure everyone has signed the waiver and has official ID, check watches for official time, make sure the controls have their route boards, timing equipment, paperwork, etc., and make sure radios are on the right frequency.

## 4.  SECURING AND SETTING UP A STAGE

Securing a stage for a performance rally means:
-   clearing the road of all non-rally traffic,
-   checking any tracks/trails onto the stage (looking for non-rally traffic)
-   placing traffic control or radio control crews at significant roads that
     intersect the stage, to block and prevent access during the running of
     the stage.

Stage security is maintained by the use of a HAM radio network set up throughout the stage.  There will also be a radio network for the whole rally that will be monitored by the Clerk of the Course and a radio operator at Rally HQ. If you have a radio, be sure you know the frequencies for your

stage and any other important frequencies (Rally HQ, emergency channel, etc.).

The Area Supervisor and the Stage Commander will have decided on the most efficient way to block and clear the stage. Often all major access points must be blocked first or at the same time, then the stage is swept through in such a way that no non-rally vehicles can be left on the course. For this discussion we will assume the stage is set up from the start point of the stage.

START OF THE STAGE
a)   The time control at the start of the stage is called the Arrival Time Control (ATC)
b)   Set up the ATC as quickly as possible so that it can then control traffic coming upon the stage. Physically blocking all access onto the stage road with a vehicle is recommended, while set-up is in progress.
c)   The ATC zone consists of four identification boards. (See Route Board Set Up Diagram Appendix B, Fig. 1) Usually there will be a marker/sign or tape marking the locations of the ATC Marshal's car/board and the Standing Start Line, where the Red Boards go, since these are part of the calculations for the overall length of the stage. Do not change the positions of these Red Boards. Position markers for the other boards are usually be present; if not, pace these off. The Stage Commander's kit will include a chart with details on exact control locations with GPS co-ordinates, which should always be used for verification.
d)   Set up the Electronic Timing Equipment, at the Time Control and the Start Line markers. See supplements instructions supplied with the equipment. Ensure it is working before the FIRST Course Car arrives!
e)   Ensure that the Control Zone is effectively blocked by barricades or marshals' vehicles so that only rally traffic may enter the stage, when it is ready to run.
f)   Post any applicable permission notices, warning signs, etc. in the start area, as required.
g)   The ATC normally requires a minimum of three people. Arrange who will look after: radio communications, time check, log sheet recording, Time Card management, managing the Electronic Timing Equipment and Start Line work.
h)   The ATC must be set up and ready for the FIRST Course Car (see below).
i)   Verify the ATC set-up for readiness by using the Course Car Checklists, if provided in your Worker Kit. The Course Cars will go over these checklists when they arrive, so make sure everything is ready, so they are not delayed.

SWEEPING THE STAGE
The Area Supervisor and/or the Stage Commander will have decided who will clear the stage and how, and who will place the Traffic/Radio Controls. During the set up of a stage, all side roads must be checked for any campers, loggers, ATVs, or spectators. Advise these people as to what is happening and of the associated dangers. You may want to give them a copy of a completed Road Closure Notice that shows the times that they

may NOT go on the road. If you have any doubt about these people understanding and complying with what you have told them, then you will need to place a Traffic/Radio Control car with them to ensure security. Check with the Stage Commander if you have concerns.

If a vehicle is found with no people nearby, leave a completed Road Closure Notice on the vehicle. A Traffic/Radio Control car should remain with the vehicle and the Stage Commander and Start crew need to be informed of the exact location of the vehicle. If the vehicle is found to be in a hazardous location for rally traffic, contact the Clerk of the Course as quickly as possible. If the owner of the vehicle cannot be found or the vehicle can not be safely secured for the rally, the stage may have to be modified or cancelled (ONLY the Clerk of the Course may decide this!).

The stage should be cleared in such a manner that there is no possibility that non-rally vehicles can pass you unnoticed. Minor entrances may have been previously marked with tape or other markings across the entrance. If the tape is broken or the mark is disturbed at the entranceway, then the trail must be checked for vehicles or people having gone past. **Whenever checking side-roads, leave a vehicle and/or person on the main road**. The Stage Crew should continue this all along the route until the end of the stage is reached.

FINISH CONTROL
a)   The time control at the finish of the stage is called the Finish Time Control (FTC).
b)   Set up the FTC as quickly as possible so that it can then control traffic coming upon the stage. Physically blocking all access onto the stage road is recommended.
c)   The Finish Control zone consists of six identification boards. (See Route Board Set Up Diagram Appendix B, Fig. 2) Usually there will be a marker/sign or tape marking the location of the Flying Finish and the FTC Marshal's car/board, where the Red Boards go, since these distances are related to the competitors' Route Book. Do not change the positions of the Red Boards. Position markers for the other boards are usually be present; if not, pace these off.  The Stage Commander's kit will include a chart with details on exact control locations with GPS co-ordinates, which should always be used for verification.
d)   Set up the Electronic Timing Equipment, at the Flying Finish and at the Time Control markers. See supplemental instructions supplied with the equipment. Ensure it is working before the first course car arrives!
e)   Ensure that the Control Zone is effectively blocked by barricades or marshals' vehicles so that only rally traffic may enter the stage.
f)   Post any applicable permission notices, warning signs, etc. in the finish area, as required.
g)   An FTC normally requires a minimum of four people. Arrange who will look after: radio communications, managing the Flying Finish Electronic Timer and back-up Timer (shadow clock), keeping the log sheets at the Flying Finish and at the Control Car, and Time Card management.
h)   The FTC must be set-up and ready for the FIRST Course Car (see below).

i) Verify the FTC set-up for readiness by using the Course Car Checklists, if provided in your Worker Kit. The Course Cars will go over these checklists when they arrive, so make sure everything is ready, so they are not delayed.

Once the ATC and FTC have been set, the stage has been swept clear and all Traffic/Radio Controls are set, the Area Supervisor and/or Stage Commander and the ATC/FTC Marshals should be notified. The Stage Commander then does a confirmatory radio check from start to finish, ensuring that radio contact is clear and available all along the stage road. The Stage Commander may then assign a progressive alpha code identifier to each radio <u>after</u> the Start of the stage (e.g. using the ITU Phonetic Alphabet. See chart below.), naming the first radio <u>after</u> the start as "Alpha", the second radio along the course as "Bravo", the third as "Charlie", etc. The ATC will be identified with the stage number and "Start" (i.e. "This is A2 Start"). The FF (Flying Finish) will be identified with the stage number and "Flying Finish" (i.e. "This is A6 Flying Finish").The FTC will be identified with the stage number and "Finish" (i.e. "This is C2 Finish"). If two stages are running in close proximity using the same radio frequency, the Area Supervisor may wish to run the alpha sequence across both stages to avoid confusion.

**INTERNATIONAL TELECOMMUNICATION UNION PHONETIC ALPHABET**

| **A** | Alpha | **G** | Golf | **M** | Mike | **S** | Sierra | **Y** | Yankee |
|-------|-------|-------|------|-------|------|-------|--------|-------|--------|
| **B** | Bravo | **H** | Hotel | **N** | November | **T** | Tango | **Z** | Zulu |
| **C** | Charlie | **I** | India | **O** | Oscar | **U** | Uniform | | |
| **D** | Delta | **J** | Juliet | **P** | Papa | **V** | Victor | | |
| **E** | Echo | **K** | Kilo | **Q** | Quebec | **W** | Whiskey | | |
| **F** | Foxtrot | **L** | Lima | **R** | Romeo | **X** | X-ray | | |

The Stage Commander is responsible for ensuring the stage is clear and in a state of readiness, that Controls do not leave their position, that there is radio contact from start to finish and that non-competitive cars may not venture onto the stage without permission.

## F.  STAGE OPERATION
### 1.  OPENING THE STAGE
Course Cars are used to officially "open" the course, prior to competition. Their timing, function and interaction with the marshals is as follows:

<u>CONTROL OPENING/Car 000</u>
Car 000 (there may be more than one, so they can leap-frog the course) may pass through the course as early as <u>one hour</u> before the competitors are expected. If provided, Car 000 runs through a Course Car Checklist for each stage, to ensure complete readiness. Car 000 runs the course slowly, checking that the controls are set up properly, the clocks are correctly synchronized, the vehicles and route boards are in the right locations, Electronic Timing Equipment is located correctly and working, traffic or radio

controls are in position, the radio net is functional, and all roads, trails and driveways are secure. They also check that all people (residents, spectators, Media, etc.) seen along the stage, are positioned safely. Car 000 may request a time on their Time Card. Their arrival and departure time should be noted on the log sheet. ALL vehicles on the course must be tracked on the log from this point on. Once Car 000 has passed, the road is officially closed to all non-rally traffic, unless specifically authorized by an event official. NOTE: If there is no Car 000 for the event, then the FIRST Course Car on the route will assume these duties. For any stages (whole or in part) that are being re-run, see Section F/5.

EARLY COURSE OPENING/Car 00
Once Car 00 enters the stage, it is now considered **"HOT"** and therefore **closed** to ALL non-competitor traffic. Car 00 may pass through the course about 15-30 minutes before the competitors. If provided, Car 00 runs through a Course Car Checklist for each stage, to ensure complete readiness. They also check the same things that Car 000 does (boards, clocks, Electronic Timing Equipment, radios, etc.) and they must be treated like a real competitor on the course. Times are issued on the Time Card for Car 00 at the start and the finish, as proof of the correct time. The marshal at the Flying Finish should be prepared to treat Car 00 like a rally car, as they pass. All positions must know that, unless they are told otherwise by the Area Supervisor or Clerk of the Course, Car 00 must be completely free of the stage (i.e. cleared the finish control) **before** any competitors (who may be waiting at the stage start) are allowed to start the stage. Confirm where Car 00 is through the radio net. The radio at the start control should alert the stage crew when competitors arrive so they can get ready. Once Car 00 has cleared the finish, they recommend to the Area Supervisor or Clerk of the Course that the stage be declared ready to run. As per the NRR, controls must be open at least 15 minutes before the due time of the first competitor.

FAST COURSE OPENING/Car 0
Car 0 runs the course about 5-15 minutes ahead of the competitors at approximately the speed indicated in the route book. If provided, Car 0 runs through a Course Car Checklist for each stage, to ensure complete readiness. They must be treated like a real competitor on the course. The Stage Commander informs people along the stage of the arrival of Car 0 and consults with the Area Supervisor and Car 0, as to when competitors may start in relation to the position of Car 0. In a long stage, competitors may start the stage before Car 0 has finished.

## 2. RUNNING THE STAGE

**NEVER START THE FIRST COMPETITOR BEFORE THE DUE OUT TIME OF THE FIRST CAR IN THE OFFICIAL ROUTE SCHEDULE!!!**

AT THE ARRIVAL TIME CONTROL
From Car 000 to Sweep, record ALL entries into the stage on the log sheet. Competitors are likely to arrive at the ATC a few minutes before their due time in and they will wait just outside the Control Zone. It is up to them to figure out what their correct arrival time is, not you!

The competitors begin the check-in procedure the moment they (both crew members in their car) enter the Control Zone and they may not stop until they reach the Marshal's car/first red board. Competitors are allowed to enter the Control Zone one minute before their ideal IN time. However, their check-in time will be recorded when they present their Time Card to the Marshal.

If there is a traffic blockage and it is physically impossible for the competing car to enter the Control Zone, then one of the crew must enter the Control Zone on foot and present their Time Card to the Marshal at their desired IN time.

Record their car number and the IN time on the log sheet in HOURS:MINUTES:SECONDS and then on their Time Card in the appropriate spot for the specific stage. Assign an OUT time in HOURS:MINUTES:00 by adding a minimum of two minutes to the competitor's IN time, recording it on the log sheet and then on the Time Card. For National Events, no less than the first 5 cars on the road, DO get one extra minute spacing from the rest of the field. If the normal departure time is set at one minute intervals, then the first 5 cars on the road start at 2 minute intervals. If more than 5 cars are to receive an extra minute, you will be advised. Ensure no two cars get the same OUT time! The competitor then moves up to the Start Line.

BUT:
- Never assign the first OUT time before the first competitor's due out time as on the Official Schedule
- Do not assign OUT times if you know there is a delay or a problem in the stage that needs to be worked out
- Do not assign an OUT time to a competitor who walked into the Control Zone. Only when the car, with both crew members inside, has entered the Control Zone may they be assigned an OUT time
- No two cars can have the same OUT time
- When assigning the OUT time, remember to give the car at least one minute to reach the Start Line.
- Cars usually depart at one minute intervals (i.e. OUT time for the tenth car is 10:12:00, then the next car may depart at 10:13:00, etc). DO NOT change the set spacing without direction from the Stage Commander.

DO NOT BE INTIMIDATED BY CO-DRIVERS! IT IS THEIR RESPONSIBILITY TO WAIT UNTIL YOU ARE READY TO DEAL WITH THEM. AS LONG AS YOU

RECORD THEIR IN TIME ON YOUR LOG SHEET, YOU CAN DELAY ISSUING AN OUT TIME FOR THEIR TIME CARD. IT IS UP TO THE RALLY CREW TO ENSURE THEY OR THEIR CAR ENTER THE CONTROL ZONE AT THE CORRECT TIME.

You should be aware, that competitors that have previously DNF'd (Did Not Finish) and/or have missed one or more stages, may be allowed, by the Clerk of the Course, to re-start the competition at the beginning of the next Leg of the rally after they DNF'd. You will be advised of any cars re-starting the rally by way of a radio notice or from the Course Cars.

The Stage Commander ensures the ATC Radio announces to the rest of the stage radios, the up-coming departure minute and car number of the <u>first</u> competitor on the Start Line, prior to that departure minute! The Stage Commander also ensures the stage start order by car number is announced by radio as the stage progresses, to facilitate car tracking by the radio TC's in the stage.

AT THE START LINE

Check the Time Card and verify that the OUT time for the vehicle is the <u>approaching</u> minute. Check that both competitors have their helmets on, frontal head restraint system is in place, and their safety harnesses are securely fastened. Windows should be closed or open no more than 2.5cm, once you hand back the Time Card. Note: window safety nets may be used.

The marshal then initiates the electronic count-down. Once the countdown procedure has been initiated, the competitors will automatically leave at the Green light. If there is no functioning Start Light, then give the competitors a suitable countdown: "30 seconds ... 15 seconds ... 10 seconds ... 5 ... 4 ... 3 ... 2 ... 1 ... **GO**!! Ensure the 'GO' is at the top of the correct OUT minute!

Remember: you are the Judge of Fact with regard to jumped starts. There is no need for you to hang onto the Time Card until GO. If a car does leave early, note the car number and any details on the log sheet so the organizer will know and can assess any penalties.

If for any reason there is a delay, allocate the first available minute to the next car and reset the Start Time in the countdown procedure. Start all subsequent cars at one minute intervals (or two for first 5 cars – see above), but no earlier than the scheduled OUT time on their Time Card. If you have to change start times, make the appropriate change on the Time Card, initial the change, and ensure the log sheet reflects the changes as well.

Do <u>not</u> accept any change from the scheduled OUT time at the request of the rally crew. Their time is allocated and they must start on time. Once the countdown begins, they will probably get the message!

INCORRECT CONTROL PROCEDURE (ICP)
If there is an infraction of control procedure, if possible, mark "*ICP*" on the Time Card and write a detailed note on the log sheet. Explain the issue to Car 99 and give the rally organizer a written note outlining the infraction as soon as you get to the Rally Finish!

TRAFFIC/RADIO CONTROLS
All positions should be aware that, once the stage is HOT:
- any movement within the stage **must be** cleared through the Area Supervisor or the Clerk of the Course
- if approached by insistent locals or spectators who want to use the road, do NOT let them in !! Contact the Area Supervisor or the Clerk of the Course for instructions.
- Radio locations must track on their log sheet ALL cars that pass their location from the FIRST Course Car to Sweep, noting the approximate time they passed. Certain locations may be asked to announce car numbers when they pass their location (i.e. "Hotel 6" meaning Car 6 has passed location 'Hotel')
- The rally must not be delayed by other traffic, especially spectators, except in the case of an emergency.

During the running of the stage, all positions should keep logs of ALL vehicles that pass, so that the total number of cars passed can be determined. If car numbers or car types/colours can be seen, they should be recorded. This will help to find any that may break down in the stage. Any positions that are having trouble maintaining control of their position (i.e. impatient, angry locals), or see a vehicle on the road that is not a competitor, should contact the Stage Commander, Area Supervisor and/or the Clerk of the Course immediately and if possible wave the car off the course ASAP!

If you are a radio control, ensure you can hear your radio at all times as the stage runs. **DO NOT WANDER AWAY FROM THE RADIO!!!** Report as competitors pass, only if you have been instructed to do so. Keep radio chatter to a minimum. If you do see an incident of concern within your visual range, report it immediately. Tip – if you hear NOTHING on the radio for more than a few minutes, check to make sure that you are not sitting on your microphone and/or that your radio is still on frequency and is still working properly.

Park your vehicle in such a manner that it will block the side-road and be clearly away from the stage road. Make sure it is in a safe location - a rally car may try to pull off the stage, or a local may try to get past you. Remember: you are there to prevent non-rally traffic from entering the rally stages once the road is closed for the rally.

If a local is encountered, explain in a calm, tactful manner just what you are doing. Explain what rallying is all about, and the dangers involved. It is essential that people not be allowed onto the stage road until after you have been advised that it is okay. If you become physically threatened, do not get involved. If they persist and then pass you, immediately notify the

Stage Commander or Area Supervisor of an emergency. (See Emergency Procedures, Section G)

Do not move from you location until the Course Closing AND Sweep vehicles (see below) have passed by, unless otherwise instructed by a rally official. Remember, other traffic such as service crews 'rescuing' lost rally cars may be following these official rally vehicles.

AT THE FLYING FINISH CONTROL
The end of the timed section of the stage is at the Flying Finish (FF) position. As competitors pass by the Flying Finish marker at speed, the Electronic Timer is triggered to record the time. The marshal in-puts the car number into the Electronic Timer and the system automatically transmits the data to the Finish Control.  As a back-up, the time may be conveyed to the FTC by a handheld radio. A second Marshal will also be at the Flying Finish to operate a back-up timer (shadow clock), triggered manually. Sometimes a log sheet is kept at the FF. If the beam fails to trigger a time, the marshal should immediately trigger the timer manually, and continue to do so for each car, until the problem is resolved.

AT THE FINISH TIME CONTROL
From Car 000 to Sweep, record ALL vehicles that pass your location on the log sheet.

Be sure your Electronic Timing Equipment is working or that you can hear the radio from the Flying Finish, no matter what the conditions… including noisy rally cars. Absolutely NO ONE is allowed to stand between the Flying Finish and the Finish Control car.

Record the car number and time from the Flying Finish as HOUR:MINUTE:SECOND:TENTHS on the log sheet as displayed on the Electronic Timer (e.g. 10:42:38.5) or as transmitted by radio from the FF Marshal. If the time used was from the shadow clock, note that on the log sheet.

As each crew stops at the Finish Control, verify the car number on your log sheet beside their time. Record their time on their Time Card, in the appropriate spot for the stage. When several cars arrive close together, ensure that you got the right time for each car.

The competitor has the right to question their time. If you agree the time is wrong, correct it and initial the correction. Remember to correct your log sheet and note *what* you did and *why*. Do not be intimidated by the competitor! If you feel you are correct, record the competitor's concern on your log sheet, BUT do not change the time.

Note:
-    Do not unduly delay the competitors in the Control Zone, as another car may be less than a minute behind them.  Some in-coming crews have been known to pass right through the Control zone at high speed!!

- Do not assign a time OUT. Competitors know to add the stage Slow Time (or later) to their start time to calculate their OUT time.
- Competitors are NOT allowed to back-up in the Control Zone, nor may they service the car. If they do, note it as ICP on the log sheet.

Do not close the Control until all the Course Closing and Sweep vehicles have passed.


## 3.  CLOSING THE STAGE

A Course Car is used to close the stage controls at the end of competition. Many rallies also have "Sweep" vehicles as well, that follow Course Closing.

COURSE CLOSING/Car 99

Car 99 (there may be more than one, so they can leap-frog the course) enters the course after the last competitor has entered the stage. If provided, Car 99 runs through a Course Car Checklist for each stage, to confirm the final functional state of the controls before closing. They check Electronic Timers at each ATC, FF and FTC. They request the time on their Time Card as a time check, and they collect ATC and FTC log sheets, so make sure your sheets are complete before they arrive.

Car 99 and the ATC marshals must check the count of the total number of competitors who started the stage before Car 99 enters the stage, to ensure no cars have gone missing from the last stage. If there is a discrepancy in the numbers (i.e. 36 cars left the FTC of Stage 5, but only 34 cars started from ATC Stage 6) then Car 99 DOES NOT enter the stage until the discrepancy is resolved!!! Contact the Area Supervisor or Clerk of the Course if the discrepancy can not be resolved right away!

The radio at the ATC announces when Car 99 enters the stage. Radio and Traffic Controls will remain in their locations until after Car 99 and Sweep have passed, as the stage is still open and they may be need to help locate competitors who are stuck in the stage. Car 99 will not pass any competitors unless they have surrendered their Time Card (or unless authorized by the Clerk of the Course). When Car 99 has reached the finish, the time controls are considered closed. However, that section of the course may still need to be kept secure, if it is going to be reused for another run of the stage. If a disabled car needs to be abandoned in a stage, and that part of the stage will be used again in either direction, see Section F/5.

SWEEP VEHICLES

A Sweep Team (could be one or two vehicles) may follow directly behind Course Closing. They provide removal services for any rally cars that may impede the course, or need minor assistance. If a disabled car cannot be quickly removed and needs to be abandoned in a stage that will be used again in either direction, see Section F/5.

Marshals and Traffic/Radio Controls should **not** leave their position until after Car 99 and Sweep have passed, unless otherwise instructed by a rally official. If Sweep needs to take some extra time to remove a car in a stage

that is not being re-run, then the Sweep Team notifies the Stage Commander or Area Supervisor of their location in the stage and if they need to block the road to get the car out. The Stage Commander or Area Supervisor will advise the workers in that area of the stage, where Sweep is working, and whether they can leave their position and by which direction.

CLEAN UP
After Course Closing and Sweep vehicles have cleared the stage, if that section of road is not being reused, the stage crew should drive through the road and collect all arrows, stakes, tape, etc. The stage crew should arrange who will cover off which part of the stage before the close of the stage. Boards, stakes, Electronic Timing Equipment, clocks, etc. are to be returned to Rally HQ or as directed at the Worker Meeting.

## 4. TURN-AROUNDS AND DEAD END STAGES
Some stages may run first in one direction and then later (or with a quick turn-around!) in the opposite direction. In some areas, stage roads may run up to a dead end where the competitors turn around and wait until the first run is complete, then the controls are turned around and they run the stage back out.

If you are working on this type of stage:
a)  Set up the boards and Electronic Timing Equipment for the 'outbound' stage at the same time as you set the 'inbound' stage.
b)  The stakes and board locations for the opposite stage may be in different locations. Check this before the first stage starts. This way you will be ready to turn the stage around more quickly.
c)  Course Opening cars will proceed through the inbound stage to check it for readiness.
d)  Traffic/Radio Controls must remain in position for both inbound and outbound runs.
e)  Once the Course Closing and any Sweep have started the inbound stage, the Start Control can switch to its Finish Control spot and get ready. Once the original Finish Control is reached, that control can change over to the Start Control position.
f)  On some occasions, the Course Closing is the Course Opening for the opposite direction. This may be used to 'speed up' the rerun of the stage (still keeping within the officially published time), and would mean the stage road may be "HOT" continuously.
g)  For a dead-end stage, the competitors may have been given an ET to the outbound Start Control, so they may want to check in before the stage has fully turned around. Be sure you know what the competitors have been told, and be ready to check them in. Needless to say, DO NOT assign OUT times until the stage is fully ready to run outbound.
h)  For a dead-end stage, in some cases the competitors may NOT have been given an ET. In this case, the marshals at the turn around location may need to generate a list of car numbers and their starting order for the outbound run. This can be prepared as the vehicles finish the inbound stage. Once Course Opening (whichever vehicle it may be for this particular stage) has cleared the stage, OUT times should be

assigned in one minute intervals (or two for first 5 cars – see above). Under no circumstance should the first rally car's OUT time be earlier than the first competitor's due time, as on the Official Route Schedule.

**5.   RE-RUNNING A STAGE WITH DISABLED VEHICLES**

If a stage road will be used again and a competitor has had to abandon their vehicle in the stage during the first run (i.e. Sweep were not able to remove it from the stage), then the position of that vehicle needs to be assessed for safety and security reasons. If the vehicle does not dangerously obstruct the course, it will need to be marked and its exact location will need to be conveyed to the competitors by means of the Disabled Vehicle in Stage (DVS) form. The Stage Commander at the Start will need to complete the top section of the form, detailing what car is in the stage and its exact location/orientation, etc. Each competitor starting the stage for the next run will be required to read the information on the DVS form and initial for their car as having received that information. Any DVS forms completed during the rally should be collected by Car 99 and/or returned to Rally HQ. Read the current Guidelines for Re-Running Stages for all the details.

## G.   **EMERGENCY PROCEDURES**

Each event may provide its own specific Emergency Procedures instruction sheet. Be sure to read it carefully. The locations of Emergency Alert Points are included in the competitors' Route Book, as well as in the Worker Kit. Alert Points may be used as meeting points for emergency vehicles, competitors, service crews and rally officials. Workers qualified to provide EMS (Emergency Medical Support) services, may be located at various locations along the route, usually at the start of stages. In addition, the local ambulance service is fully aware of the route and schedule, and they are on call during the event. Refer to the Competition Chain of Command Chart (see Appendix A) to see the relative levels of decision-making authority to be respected during the event and an emergency.

The following would be an outline of what might need to happen in an emergency.

**1.   GENERAL**

a) The Stage Commander must be informed immediately of any problems or cars missing. This information may come from Radio Controls, competing crews finishing a stage or reporting an emergency to a Radio Control within the stage.

b) Should an emergency warrant crews being stopped on a stage, they will render assistance at the location and will stop the next crew to inform them of the nature of the problem. This second crew will proceed along the route to the next Radio Control to inform the Stage Commander.

c) Information needed in any report is:
   - the nature of the problem (road blocked, medical assistance required, etc.)

- the Car Number of the crew involved. Tip – always keep an Entry List handy for reference
- the exact location of the problem (kilometres into the stage)
- the extent of any injuries
- the facts only, no speculation

Where possible, this information should be given calmly, without excessive gory details, and <u>without</u> reference to the names of those involved (describe them as Driver or Co-Driver only, if necessary).

## 2. MAJOR PROBLEMS

a) If there is a MAJOR problem (injuries, non-competing vehicle on the road, total road blockage, etc.) the Stage Commander must immediately STOP sending cars into the stage and contact the Area Supervisor, and/or the Clerk of the Course. No more cars should be started until authorized to resume running the stage.

b) Rally Officials may need to declare an emergency and conduct a <u>formal radio net</u> to restrict radio traffic, stop any unnecessary radio chatter and control the situation. This would also call for operators to "Secure all Radios", meaning radios would need to stop any public broadcasting at their stations. If you have a radio, respect this declaration!

c) Assistance should be rendered as required and as advised by Rally Officials. Course Closing, Sweep, EMS and other emergency vehicles may enter the stage from the START location, as they are needed. A decision may be made by Rally Officials to call on the police or the ambulance.

d) During the problem there must be no traffic moving on the stage other than that which is authorized by a Rally Official.

## 3. MINOR PROBLEMS

a) The Stage Commander should, after obtaining all possible information, using experience and information from this guide and any other means available, handle problems to the best of their ability. If they are the least bit unsure of a situation, they should consult with the Area Supervisor or the Clerk of the Course, who should be informed of any decisions taken.

b) If competitors inform the Finish Control of a car 'off' but the crew is okay, try to get the stage distance location, so the information can be given to other crews at the Start Control.

c) The Stage Commander may <u>temporarily</u> halt the running of a stage if a car has gone missing from the running order and there is no other means of determining its location without inspecting the stage. If possible, any vehicle sent to look for another should travel in the direction of rally traffic and be in radio contact with the Stage Commander so that the stage can be restarted as soon as safely possible. NOTE: <u>only the Clerk of the Course</u> can cancel a stage, NOT the Stage Commander!

d) If radio contact between Start and Finish is lost through the stage and there is no means for radio relay, the stage must be stopped until the contact or a relay can be established. Cars waiting at the Start will have to be reassigned fresh OUT times.

## H.    SUGGESTIONS FOR HANDLING LOCAL TRAFFIC

The rally has been given the rights to full control over all the roads being used for the stages in the rally, including the right to **full closure** at times of high risk. These rights come by way of contracts between the CARS sanctioned club running the rally and the Local Municipalities. Having said this, it is still preferable to co-operate in every possible way with locals. Being friendly, understanding their concerns and needs, yet firm in your enforcement of control, are key.

Prevention of problems in advance, is the rally's best defence. All roads used for stages had large notices posted on them 30 - 60 days before the rally. On the notice was a telephone contact for anyone wishing to inquire about the rally.  Also, all of the land owners along the stage road, have been informed of the rally by a notice delivered 30 days in advance.

During stage preparation/set-up before the rally and on the day, it is suggested that you speak to every person you encounter on or near a stage road as far ahead of Car '000' time as possible. Ensure they are aware of the rally and the times that it will affect them. This may allow them to get in or out of a location with minimum hassle.

Some points to use to answer their concerns:
- They may take advantage of the opportunity to spectate some exciting displays of high-speed driving.
- This is just a further way that the Local Municipality allows a part of the general population to use the roads, similar to hunters, fishermen, loggers, etc.
- The rally does pay for repairs to the roads, and often, the rally is the only unofficial user of the roads that pays directly for the use of the roads or their maintenance.
- The rally does bring publicity and tourists to the area, and significant revenue.
- The road does belong to the Local Municipality and they do have the right to control who uses the road and when.
- For everyone's safety, we will not allow vehicles onto the roads when it is unsafe. The rally really takes up little time - there may be a number of opportunities to move along the road when the rally is elsewhere.
- If need be, the police have been advised and may be called. Advise a Rally Official immediately if police contact becomes necessary. Do not call the police directly, as specific arrangements for contact have already been arranged.

If all else fails, and becoming forceful will not help the situation, advise a Rally Official immediately. Vehicles cannot be allowed in when the conditions are unsafe.

Remember:
To 'Control Access' means **CONTROL**.  Block the road with your car, with logs, whatever.  **NO ONE must enter the HOT stage without your permission.**

## I.   OTHER TYPES OF CONTROLS IN PERFORMANCE RALLIES

## 1.   MAIN TIME CONTROLS

Main Time Controls can be located at the Start and Finish of the rally, at the start or end of a Section or Leg and at the start or end of a Parc Fermé or Parc Exposé (see Section I/7 or 8), but not at the start or exit of a Service Area. Set up the Route Boards (See Route Board Set Up Diagram Appendix B, Fig. 3) in the area specified by the rally organizer. The set-up for the Route Boards is the same for any variation of the "**MTC"** discussed below.

## Main Time Control IN (MTC-IN)

At an **MTC-IN**, competitors may arrive early and ask for their correct IN time. When the competitor arrives, they will request an "IN Time". Record their car number and, provided the requested time has not passed, record the requested IN Time on the log sheet in HOURS:MINUTES only. If the requested IN Time has passed, record the current "Time of Day". Even if you think the Competitor has made a mistake in his timing, it is up to them to figure out what their correct arrival time is, not you! Record the car number (if not already on the card) and IN Time you have given them on the Time Card, then return the card to the competitor.

## Main Time Control OUT (MTC-OUT)

Competitors shall check out of an **MTC-OUT** at their correct assigned minute.  Remember: no two competitors can have the same OUT minute and the first 5 cars on the road need an additional minute spacing. Record the assigned "OUT Time" on the log sheet and on the Time Card as HOURS:MINUTES:00. Return the Time Card and signal the competitor to depart, as their departure minute comes up.

## Other procedures at an MTC:

Often, the organizers wish to collect Time Cards from time to time during the rally for scoring purposes and they may do this at an MTC (or at a TC – see below). This type of MTC is identified as either a Collection Point (where cards are collected, but a fresh one is not issued) or as a Time Card Exchange (where one card is collected and a new one is issued).

## MTC-IN and Collection Point

When the **MTC-IN** is also a Time Card Collection Point, follow the same procedure as for MTC-IN above. After the competitor has had an opportunity to verify their IN Time as written on the Time Card, request their Time Card back which will be kept for scoring purposes. Remember to record all times on your log sheet.

## MTC-IN/OUT and Time Card Exchange

If you are to issue either an "IN Time" or an "OUT Time" and collect one Time Card and issue a new Time Card, follow the procedure as above. Since you will be just exchanging cards you will have to remember to assign the SAME TIME on BOTH cards, the old one being handed in, and the new one being handed out. Remember to record all times on your log sheet.

## 2.   TIME CONTROLS AND REGROUPING CONTROLS
### a)  Time Controls
If you are doing a Time Control (TC), set up the route boards (See Route Board Set Up Diagram Appendix B, Fig. 4) in the area specified by the organizer. Most likely a TC will be used at the entrance and exit to a Service Area.  Please note: at any TC, competitors may **NOT** arrive early and ask for their correct time in. They may enter the Control Zone at their correct minute or in the preceding minute. Their IN time will be when they hand their Time Card to the marshal. Even if you think the Competitor has made a mistake in his timing, you are not allowed to correct their timing!! It is up to them to figure out what their correct arrival time is, not you!

### TC-IN
When the competitors present their Time Card to you, record their car number and the IN time on the log sheet as HOURS:MINUTES, record the IN time in the appropriate TC-IN place on the Time Card and then hand it back to the competitor to check.

### TC-IN and Collection Point or Card Exchange
When the IN control is also a Time Card collection point, follow the above procedure. Then, when the competitor has checked their time, request the Time Card back, which you keep for the scorer. If it is a card exchange, you issue them a new Time Card; write their car number on it and write the same IN time on it in the appropriate place.

### TC-OUT
The competitors should present their Time Card to you at the correct minute of their ET for their exit from Service.  Record their OUT time from Service in the appropriate TC-OUT place, record it on the log with their car number and hand the Time Card back to them.

### b)  Regrouping Time Controls
If you are doing a Regrouping Time Control (RTC), set up the route boards (See Route Board Set Up Diagram Appendix B, Fig. 5) in the area specified by the organizer. At an RTC, competitors may be repositioned due to either: 1) a reseed or, 2) to close up gaps the rally, but retaining their arrival order.  The rally organizer will specify which one it is.

### RTC-IN
When the competitors present their Time Card to you, record the car number and their IN time on the log sheet as HOURS:MINUTES, record their IN time in the appropriate RTC-IN place on the Time Card. If the OUT times from the reseed or regrouping are known at this point, they may be recorded on the log and on the Time Card in the appropriate RTC-OUT place. Hand the Time Card back to the competitor to check. Competitors then proceed into the Regrouping Area to wait for their reseed/regroup time. NOTE: there can be no servicing while in this area.

**RTC-IN and Collection Point or Card Exchange**
When the IN control is also a Time Card collection point, follow the above procedure. Then, when the competitor has checked their time, request the Time Card back, which you keep for the scorer. If it is a card exchange, you issue them a new Time Card; write their car number on it and write the same IN time on it in the appropriate place.

**RTC-OUT**
If the OUT times from the reseed/regrouping were assigned at the RTC-IN location, the competitors should exit from the control at their OUT time; verify the time before letting them leave, if instructed to do so. If the OUT times from the reseed/regrouping, were not assigned at RTC-IN, then they are assigned here. If a reseed is taking place, the scorer will provide you with a list of the new car order; assign OUT times in this order.  If there is no reseed, use the order they entered the RTC-IN, but close up any gaps in the time. Remember: no two competitors can have the same OUT minute and the first 5 cars on the road need an additional minute spacing. Log all times assigned.

**c)  TC/RTC Combination**
Set up the route boards (See Route Board Set Up Diagram, Appendix B, Fig. 6) in the area specified by the organizer. This set up (going into a TC followed by an RTC) would be used when competitors enter a Service Area first, then exit Service and proceed into a regrouping area. Please note: at any TC, competitors may **NOT** arrive early and ask for their correct time in. They may enter the Control Zone at their correct minute or in the preceding minute. Their IN time will be when they hand their Time Card to the marshal.

**TC-IN**
When the competitors present their Time Card to you, record their car number and the IN time on the log sheet as HOURS:MINUTES, record the IN time in the appropriate TC-IN place and hand the Time Card back to the competitor to check .

**TC-IN and Collection Point or Card Exchange**
When the IN control is also a Time Card collection point, follow the above procedure. Then, when the competitor has checked their time, request the Time Card back, which you keep for the scorer. If it is a card exchange, you issue them a new Time Card; write their car number on it and write the same IN time on it in the appropriate place.

**TC-OUT/RTC-IN**
This location simultaneously checks them out of Service and checks them into the Regrouping area. The competitors should present their Time Card to you at the correct minute of their ET for their exit from Service. Record their OUT time from Service in the appropriate TC-OUT/RTC-IN place, record it on the log with their car number. If the OUT times from the reseed/regrouping are known at this point, they may be recorded on the log and on the card in the appropriate RTC-OUT place. Remember: no two competitors can have the same OUT minute and the first 5 cars on the road

need an additional minute spacing. Hand the Time Card back to them. Competitors then proceed into the Regrouping Area to wait for their reseed/regroup time. NOTE: there can be <u>no</u> servicing while in this area.

### RTC-OUT

If the OUT times from the reseed/regrouping were assigned at the TC-OUT/RTC-IN location, the competitors should exit the control at their OUT time; verify the time before letting them leave, if instructed to do so. If the OUT times from the reseed/regrouping, were <u>not</u> assigned at TC-OUT/RTC-IN, then they are assigned here. If a reseed is taking place, the scorer will provide you with a list of the new car order; assign OUT times in this order. If there is no reseed, use the <u>order</u> they entered the TC-OUT/RTC-IN, but close up any gaps in the time. Remember: no two competitors can have the same OUT minute and the first 5 cars on the road need an additional minute spacing. Log all times assigned.

### d) RTC/TC Combination

Set up the route boards (See Route Board Set Up Diagram, Appendix B, Fig. 7) in the area specified by the organizer. This set up (going into an RTC then a TC) would be used to direct crews into a regrouping area first to be reseeded or regrouped, <u>prior to</u> entering a Service Area. Competitors may **NOT** <u>arrive early</u> and ask for their correct time in. They may enter the Control Zone <u>at their correct minute</u> <u>or in the preceding minute</u>. Their IN time will be <u>when they hand their Time Card to the marshal</u>.

### RTC-IN

When the competitors present their Time Card to you, record the car number and their IN time on the log sheet as HOURS:MINUTES, record their IN time in the appropriate RTC-IN place. If the OUT times from the reseed or regrouping are known at this point, they may be recorded on the log and on the card in the appropriate RTC-OUT place. Remember: no two competitors can have the same OUT minute and the first 5 cars on the road need an additional minute spacing. Hand the Time Card back to the competitor to check. Competitors then proceed into the Regrouping Area to wait for their reseed/regroup time. NOTE: there can be <u>no</u> servicing while in this area.

### RTC-IN and Collection Point or Card Exchange

When the IN control is also a Time Card collection point, follow the above procedure. Then, when the competitor has checked their time, request the Time Card back, which you keep for the scorer. If it is a card exchange, you issue them a new Time Card; write their car number on it and write the <u>same</u> IN time on it in the appropriate place.

### RTC-OUT/TC-IN

If the OUT times from the reseed/regrouping were assigned at the RTC-OUT/TC-IN location, the competitors should present themselves at the control at their OUT time; verify the time before letting them go into the Service Area. If the OUT times from the reseed/regrouping, were <u>not</u> assigned at RTC-IN, then they are assigned here. If a reseed is taking place, the scorer will provide you with a list of the new car order; assign OUT

times in this order. If there is no reseed, use the <u>order</u> they entered the RTC-IN, but close up any gaps in the time. Remember: no two competitors can have the same OUT minute and the first 5 cars on the road need an additional minute spacing. Log all times assigned.

## TC-OUT
The competitors should present their Time Card to you at the correct minute of their ET for their exit from Service. Record their OUT time from Service in the appropriate TC-OUT place, record it on the log with their car number and hand the Time Card back to them.

## 3. OBSERVATION CONTROL
An Observation Control will <u>not</u> be shown in the Route Book and there will be no time allotment for it (it will be as if it does not exist). It may be placed:
- Within or at the end of a Quiet Zone
- Anywhere along the route to check for pace notes, safety equipment or vehicle eligibility
- Within a transit to inform competitors of a violation of transit speed limits

Set up the route boards for this control (See Route Board Set Up Diagram, Appendix B, Fig. 8) in the area specified by the organizer. Record the car number and time on the log sheet when the competitor passes the red board, or stops within sight of the control. Note any other necessary observations, as you have been instructed. Stamp or mark their Time Card as instructed.

## 4. PASSAGE CONTROL
A Passage Control may be used to confirm the passage of a crew along the route. Set up the route boards for this control (See Route Board Set Up Diagram Appendix B, Fig. 8) in the area specified by the organizer. Request the competitor's Time Card when they stop and stamp or mark it, as instructed. NO time is noted on the Time Card. However, <u>do</u> record the car number and time on the log sheet when the competitor passes the red board. Note any other necessary observations, as you have been instructed.

## 5. SCORING CONTROL
A Scoring Control may be set up (usually just after a Finish Control or in a Transit) so that the scoring team can collect scores from the Time Cards to facilitate scoring. This control will be identified with only a Red route board that says "STOP". Often at these controls, the scorer will just need to see the Time Card for a minute, record the data and hand back the card. A time allowance will be built into the transit time for this control.

## 6. REFUELLING CONTROL ZONE
Refuelling of the competitors' vehicles is only permitted in the refuelling zones designated in the Route Book by the rally organizers. Set up the

refuelling zone area (See Route Board Set Up Diagram, Appendix B, Fig. 9) in the area specified by the organizer.

Any action inside a refuelling zone, not directly involved in the refuelling of the competing vehicle, is prohibited (no servicing!!). In all refuelling zones, a 5 kph speed limit will apply.

The responsibility for refuelling is incumbent on the competitor alone. However, Service Crews may refuel their own competing car. In the event of a breakdown of the car while in the refuelling zone, it may be pushed out of the zone without penalty. An external battery may be used immediately after the exit of the zone. An electronic fuel pump, for transfer of fuel, is strictly prohibited.

Engines must be switched off throughout the refuelling operation. It is recommended that the crew remain outside the car. However, if they remain inside the car they must have their safety belts unfastened. It is recommended that additional warning signs prohibiting smoking, use of cell phones, open flames, etc., are placed in the area.

## 7.   PARC EXPOSÉ
A Parc Exposé may be at the Start/Restart of a rally, to display the cars for publicity purposes. Marshals are usually assigned to direct crews into the area, to park in a specified order and then to assist them to exit the area. Crews may remain with their vehicle in the Parc Exposé and they or their Service Crew may work on the car while there. Late arrival by a crew to the Parc Exposé may cause a monetary fine to be assigned.

## 8.   PARC FERMÉ
A Parc Fermé may be at the Start of a rally, within a Regrouping Control, or at the Finish of the rally, until the inquiry time has passed. Marshals are usually assigned to direct crews into the area, to monitor the activities in the area and to tell crews when to exit the area. No servicing is allowed (see the current CARS NRR for exceptions) and no refuelling is permitted in this area. Crews must park their car then leave the area as soon as possible. They may only return to the car 10 minutes before their OUT time. If the Parc Fermé is within in a regrouping control, crews are not required to leave the car if the regrouping time does not exceed 20 minutes. Crews may incur time penalties at the Parc Fermé, as per regular time controls.

## J.    APPENDIX A- SAMPLE OF COMPETITION CHAIN OF COMMAND CHART



RALLY OF THE TALL PINES 2014

COMPETITION CHAIN OF COMMAND
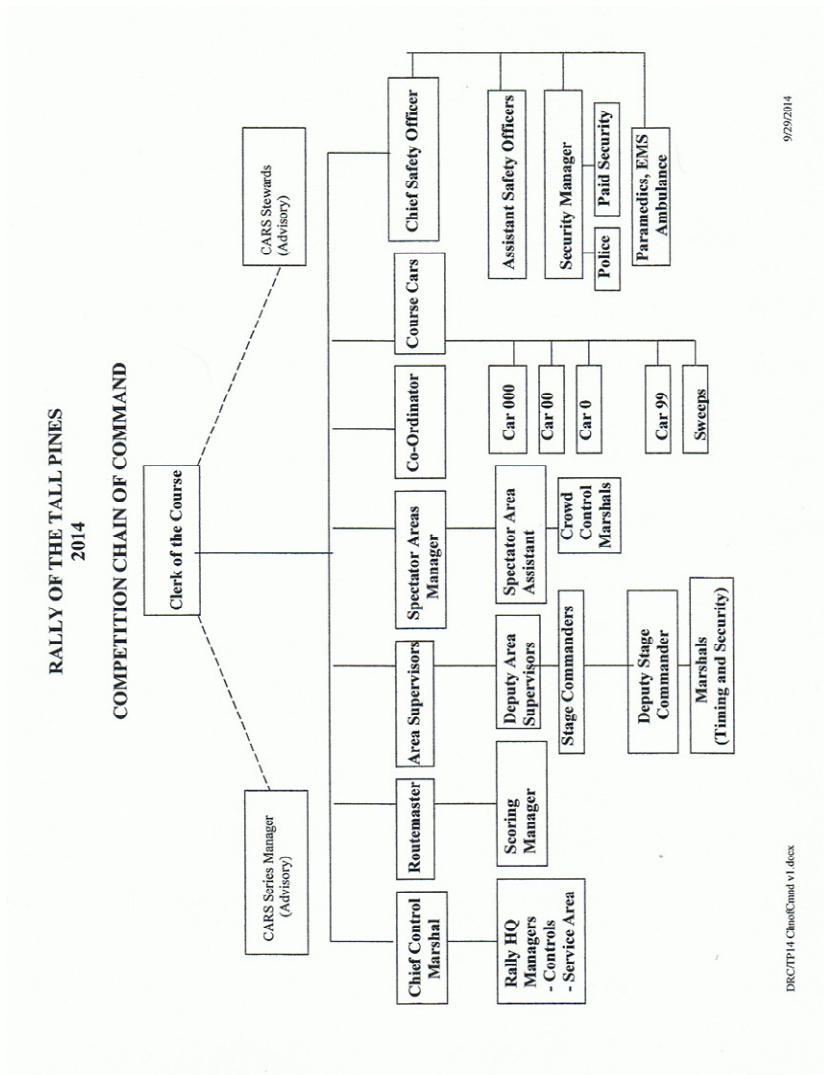
**K.    APPENDIX B – ROUTE BOARD SET-UP DRAWINGS**

**1.    FIGURE 1 – ARRIVAL TIME CONTROL**
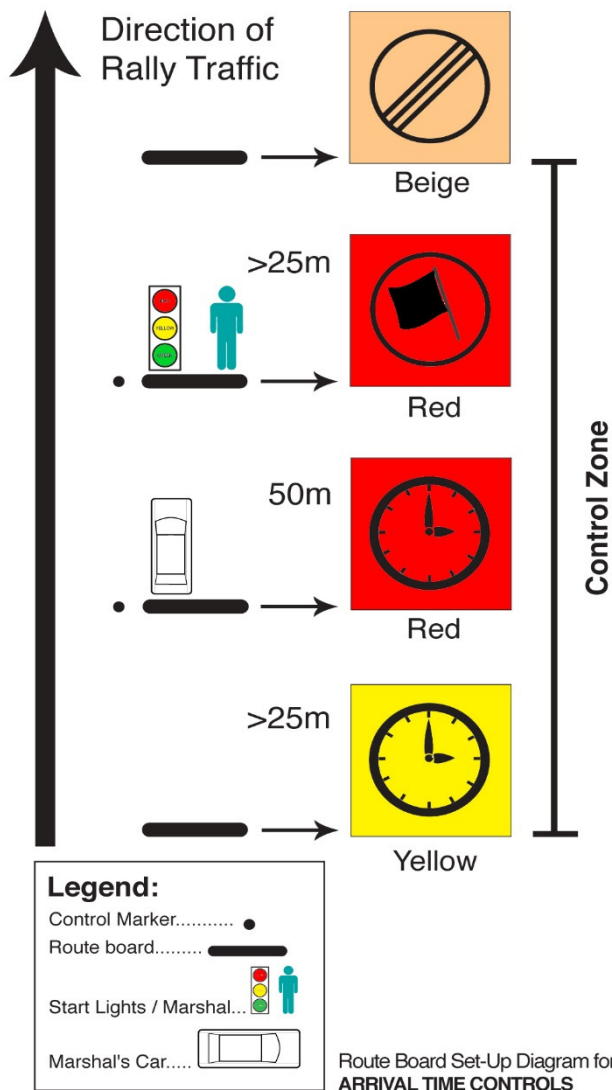
## 2.    FIGURE 2 – FINISH TIME CONTROL



Direction of Rally Traffic

Beige

>25m

STOP

Red

100m to 300m

Red

Red

100m

Yellow

Yellow

Control Zone

Legend:
Control Marker...... ●
Route board..... ▬
Timing Beam... ⚡ ⚡
Flying Finish Marshal...
Marshal's Car...

Route Board Set-Up Diagram for:
**FINISH TIME CONTROLS**
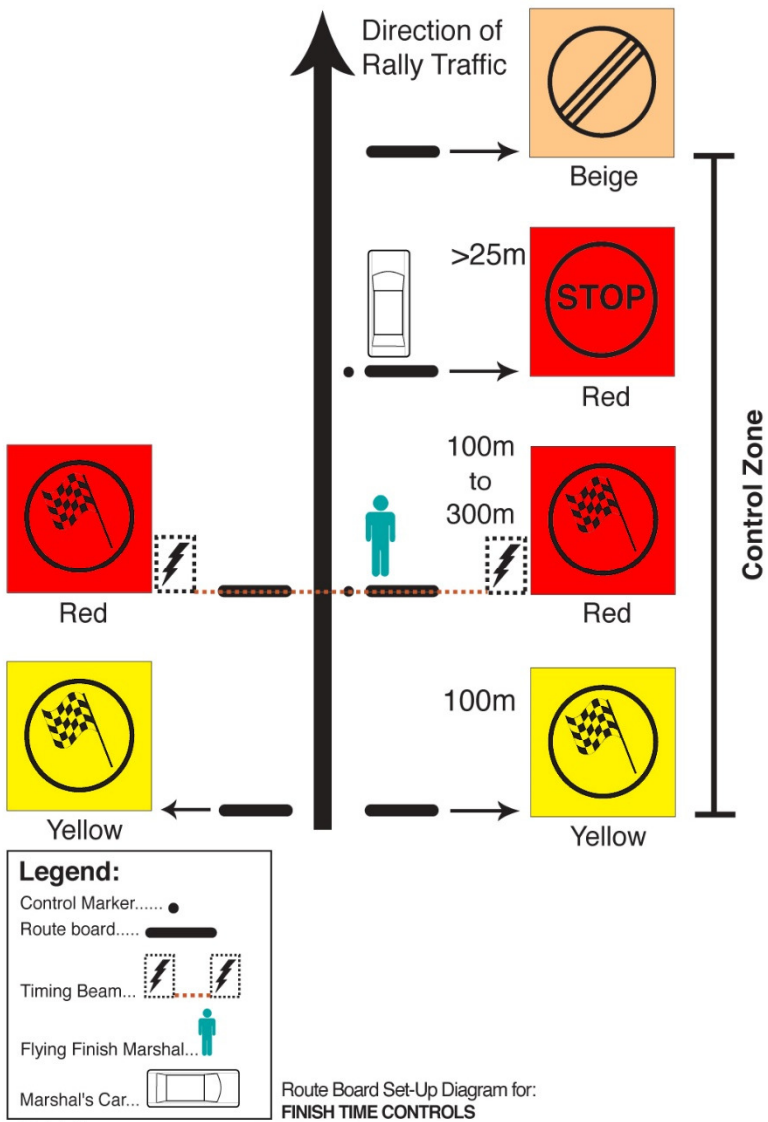
v.09.14.11c

## 3.   FIGURE 3 – MAIN TIME CONTROL



Direction of Rally Traffic

Beige

>25m

Red

>25m

Yellow

Control Zone

Legend:

Route board.............. ▬▬

Marshal's Car........ 🚗

Route Board Set-Up Diagram for:
**Main Time Controls**

v.04.28.10c

## 4.   FIGURE 4 – TIME CONTROL



Route Board Set-Up Diagram for:
**Time Control**

v.06.01.10
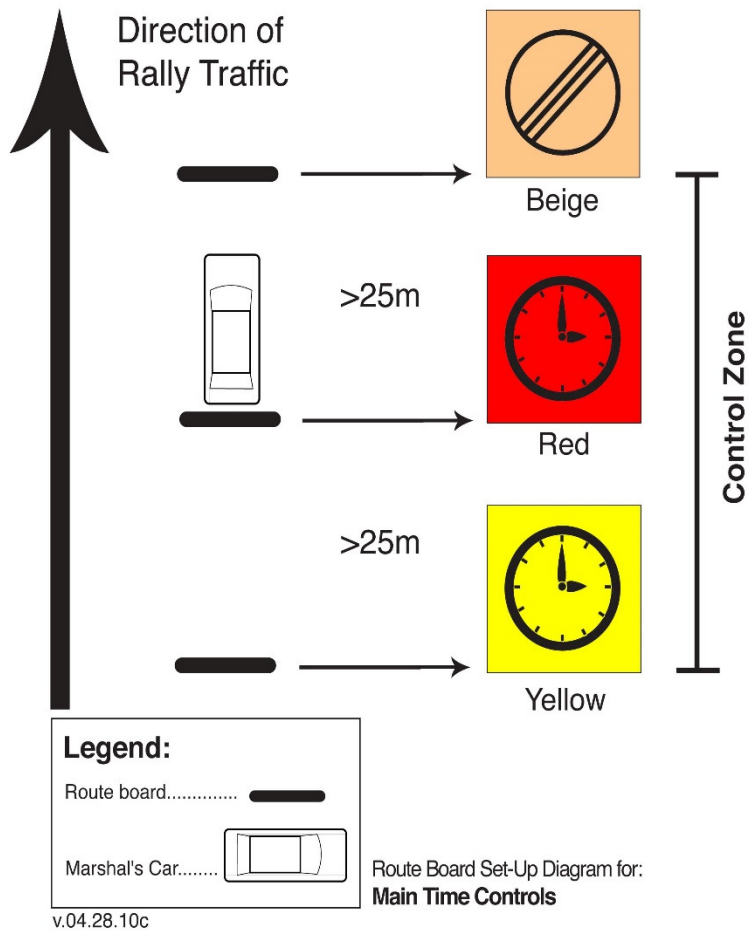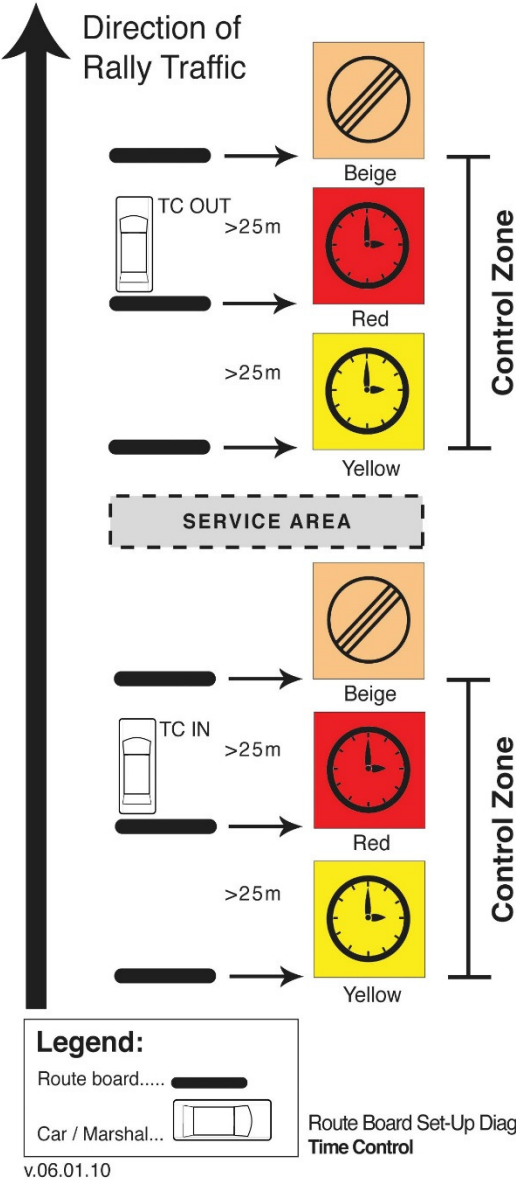
## 5. FIGURE 5 - REGROUPING TIME CONTROL



Direction of Rally Traffic

RTC OUT

>25m

Beige

Red

Control Zone

PARC FERME / REGROUP

RTC IN

Red

>25m

Yellow
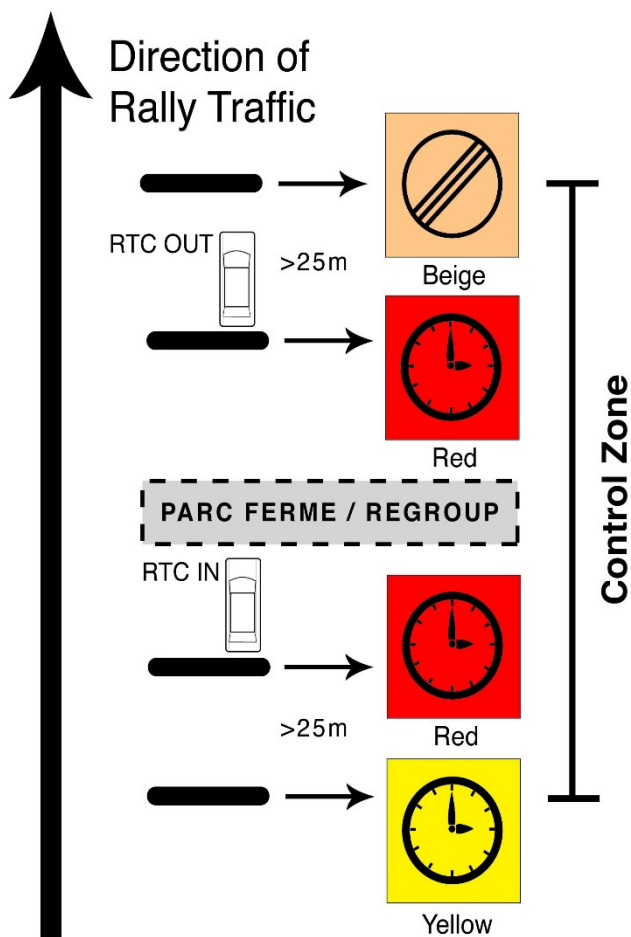
Legend:

Route board.....

Car / Marshal...

v.06.10.10

Route Board Set-Up Diagram for:
**Regrouping Time Control**

## 6.   FIGURE 6 – TIME CONTROL/REGROUPING TIME CONTROL COMBINATION



Route Board Set-Up Diagram for:
**Time Control / Regrouping Time Control**
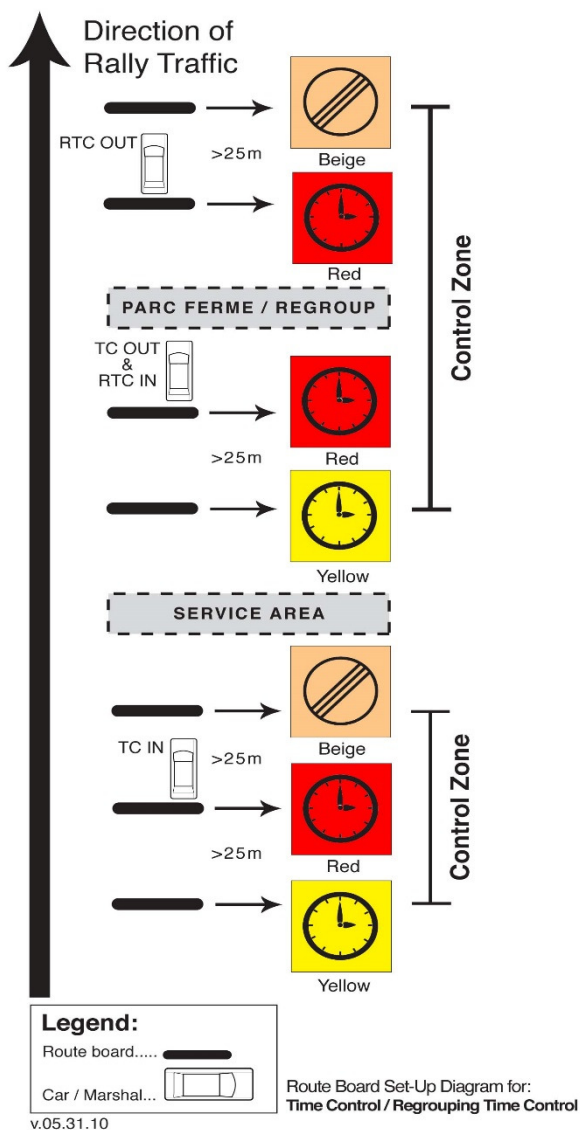
## 7.  FIGURE 7 – REGROUPING TIME CONTROL/TIME CONTROL COMBINATION



Route Board Set-Up Diagram for:
**Regrouping Time Control / Time Control**

v.06.08.10
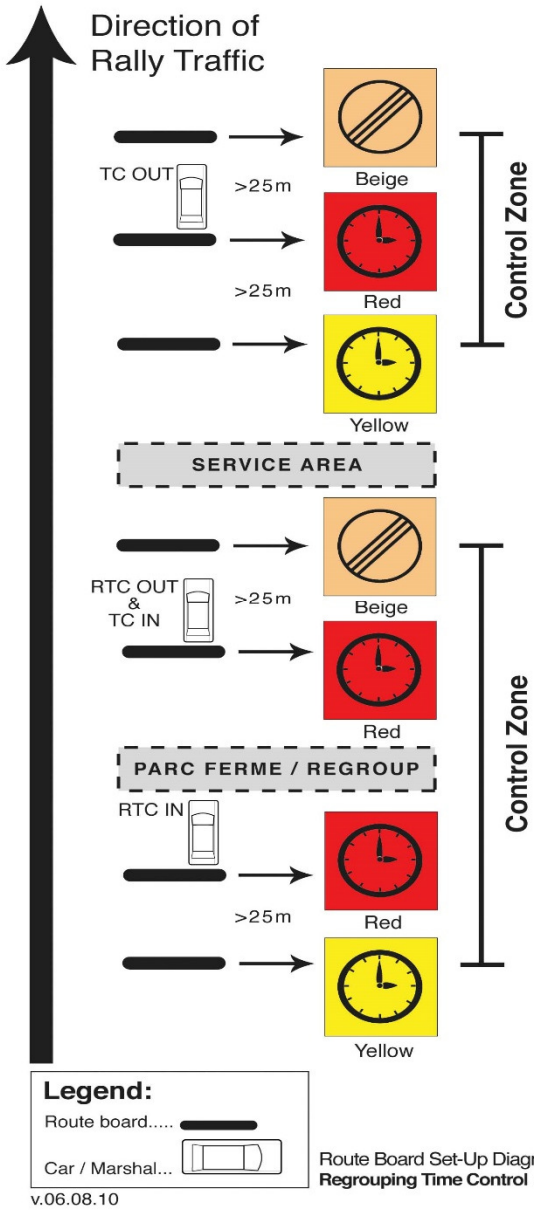
## 8.    FIGURE 8 - OBSERVATION/PASSAGE CONTROL



Route Board Set-Up Diagram for:
**Observation / Passage Control**

v.06.15.10
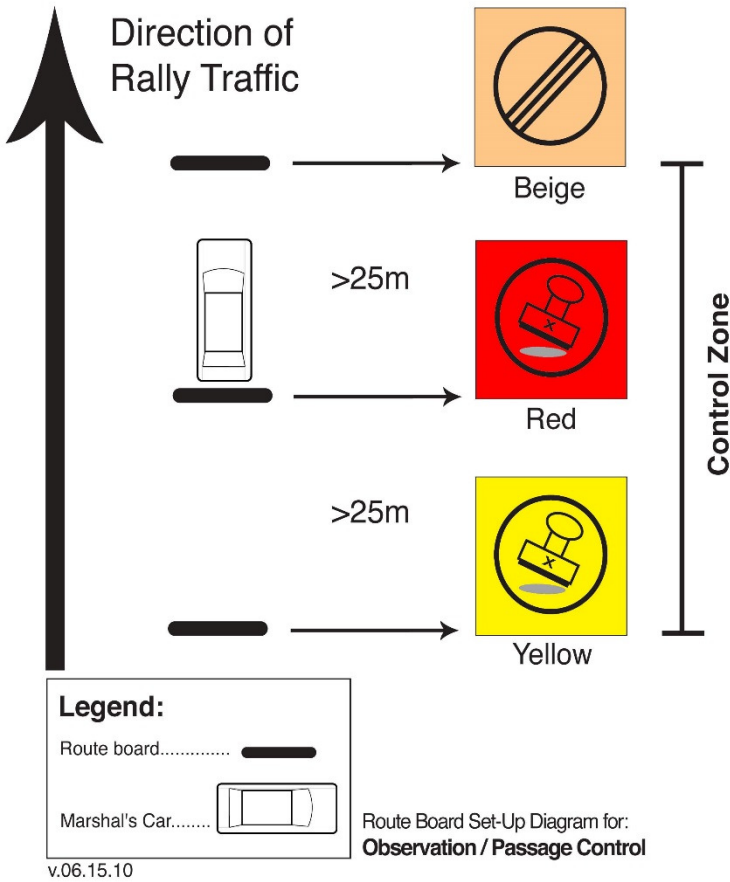
## 9.    FIGURE 9 – REFUELLING ZONE
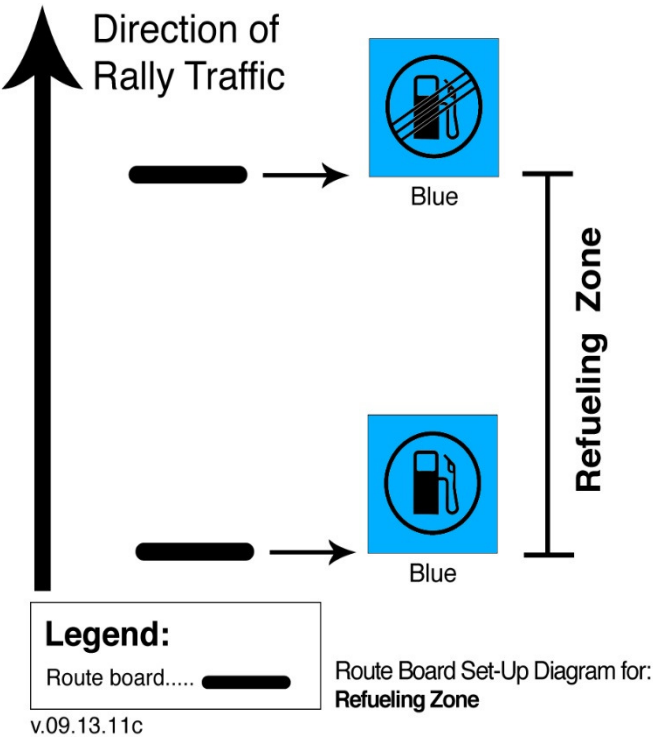
## L.   APPENDIX C – COMPLETED LOG SHEET SAMPLES

### 1.  SAMPLE LOG SHEET FROM STAGE START CONTROL

MAPLE LEAF RALLY CLUB
LOG SHEET
FOR MARSHALS/RADIOS/TRAFFIC CONTROLS

| EVENT: | Rally of the Tall Pines, Bancroft ON | | DATE: *Nov. 29/14* | |
|---|---|---|---|---|
| LOCATION: | *B4 Egan Creek  ATC /TC117* | | ALPHA DESIGNATION: | *B 4 START* |
| MARSHALS: | *Mary Brown + John Smith* | | | |
| OPEN TIME: *15:35* | | | CLOSE TIME: *17:15* | |
| WRITING SAMPLE*: 1 *1*  2 *2*  3 *3* 4 *4* 5 *5*  6 *6*  7 *7* 8 *8* 9 *9* 0 *0* | | | | |
| *Please provide a sample of how you write each of your numbers, after the printed number given. | | | | |

|  | CAR # | TIME IN | TIME OUT | COMMENTS |
|---|---|---|---|---|
|  | 000 | *15:30* | *15:40* |  |
|  | 00 | *16:01* | *16:03* |  |
|  | 0 | *16:15* | *16:17* |  |
| ORDER | 99 | *17:17* | *17:15* | *all cars arrived from B3* |
| OF | Sweep 1 | *17:12* | *17:15* |  |
| ARRIVAL | Sweep 2 | *17:12* | *17:15* |  |
|  | ~~1~~  2 | *16:37:10* | *16:39:00* |  |
|  | ~~2~~  1 | *16:39:16* | *16:41:00* |  |
|  | ~~3~~  3 | *16:41:55* | *16:44:00* |  |
| DNS | 4  5 | *16:44:05* | *16:46:00* | NOTE: Two cars arrive in the same minute and are also within the first 5 cars on the road. |
|  | ~~5~~  7 | *16:44:50* | *16:48:00* |  |
|  | ~~6~~  8 | *16:47:30* | *16:49:00* |  |
|  | ~~7~~  6 | *16:49:10* | *16:51:00* |  |
|  | ~~8~~  9 | *16:50:07* | *16:52:00* |  |
|  | ~~9~~  10 | *16:51:10* | *16:53:00* |  |
|  | ~~10~~  12 | *16:54:08* | *16:56:00* | *Stalled on start line.* |
| DNF | 11  15 | *16:55:16* | *16:57:00* |  |
|  | ~~12~~  16 | *16:58:20* | *17:00:00* |  |
| DNS | 13  18 | *17:02:10* | *17:04:00* |  |
| DNF | 14  20 | *17:05:08* | *17:07:00* | *Wanted 17:04 in – No!* |
|  | ~~15~~  17 | *17:09:07* | *17:11:00* |  |
|  | ~~16~~ |  |  |  |
|  | 17 |  |  |  |
|  | ~~18~~ |  |  |  |
| DNF | 19 |  |  |  |
|  | ~~20~~ |  |  |  |
|  | 21 |  |  |  |
|  | 22 |  |  |  |
|  | 23 |  |  |  |
|  | 24 |  |  |  |
|  | 25 |  |  |  |
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|  | 27 |  |  |  |
|  | 28 |  |  |  |
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|  | 30 |  |  |  |
|  | 31 |  |  |  |
|  | 32 |  |  |  |
|  | 33 |  |  |  |
|  | 34 |  |  | Use the back too........ |

DRC/TP LogSheet AL15 v2.xlsx

## 2.  SAMPLE LOG SHEET FROM STAGE FINISH CONTROL

MAPLE LEAF RALLY CLUB
LOG SHEET
FOR MARSHALS/RADIOS/TRAFFIC CONTROLS

| EVENT: | Rally of the Tall Pines, Bancroft ON | DATE: NOV. 29/2014 | | |
|---|---|---|---|---|
| LOCATION: EGAN CREEK /TC19  B4 FTC | | | ALPHA DESIGNATION:  B4 FINISH | |
| MARSHALS: MARTIN GREEN, BOB ANDERSON, JUDY DAVIS | | | | |
| OPEN TIME:  16:05 | | CLOSE TIME:  17:54 | | |
| WRITING SAMPLE*:  1  1   2  2   3  3   4  4   5  5   6  6   7  7   8  8   9  9   0  0 | | | | |

*Please provide a sample of how you write each of your numbers, after the printed number given.

| | CAR # | TIME IN | TIME OUT | COMMENTS |
|---|---|---|---|---|
| | 000 | 16:12 | 16:17 | |
| | 00 | 16:37 | 16:40 | STAGE OK TO RUN |
| | 0 | 16:55 | 17:00 | |
| ORDER | 99 | 17:50 | 17:53 | 14 cars to start B5 |
| OF | Sweep 1 | 17:51 | 17:54 | |
| ARRIVAL | Sweep 2 | 17:51 | 17:54 | |
| 1 | 2 | 17:07:35.3 | | |
| 2 | 1 | 17:09:46.1 | | |
| 3 | 3 | 17:13:02.5 | | NOTE: Two cars arrive in the same minute. |
| NO START → 4 | 7 | 17:17:28.1 | | |
| 5 | 5 | 17:17:49.9 | | Minor off / passed by Car 7 |
| 6 | 8 | 17:19:21.3 | | |
| 7 | 6 | 17:22:45.8 | | |
| 8 | 9 | 17:25:10.2 | | Time from Shadow Clock / |
| 9 | 10 | 17:26:48.6 | | beam got mis-aligned |
| 10 | 15 | 17:32:10.6 | | |
| CRASH IN B5 11 | 16 | 17:34:05.4 | | Beam OK now. |
| 12 | 18 | 17:38:02.1 | | Wanted 17:37 – No, sorry! |
| NO START 13 | 12 | 17:42:07.3 | | Had a flat tire. |
| OFF IN B4 14 | 20 | 17:47:38.9 | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | off in stage at TC 30. Safely off road, need Service Crew, DNF. | | |
| 18 | | | | |
| OFF IN B2 19 | | | | |
| 20 | | | | Radio this to HQ at 17:25 |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
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| 33 | | | | |
| 34 | | | | Use the back too....... |

DRC/TP LogSheet AL15 v2.xlsx