

MAPLE LEAF RALLY CLUB

WORKER'S HANDBOOK

FOR

PERFORMANCE RALLYING

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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 the 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. There is no one-location track and there is no flagging system. The rally may consist of a single stage road to many stage roads, ranging over hundreds of kilometres. Performance Rallies, also known as Stage Rallies, are where competitors traverse a controlled, timed road course, usually comprised of a series of "Stages" linked together by Transit sections. The rally organizers develop an Official Schedule that shows all the timing for the rally and an Official Route Book that gives all the instructions needed to travel along the rally course. Competitors usually start at no less than 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 Stages are where the competition takes place. 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. 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. 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.

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 Timing Card. They are assigned an OUT time and they move up to a Standing Start Line where a different marshal will 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 to make it happen and who is not a competitor, service crew or sponsor.

Marshal – someone who works at a 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 E 5) and 7).

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 E 7).

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 organize 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 often based on *Co-ordinated Universal Time* (off-set by the appropriate number of hours for the particular Time Zone). Official Time, usually set with an Atomic Clock, is posted on or near the Official Notice Board for the rally, located at the Rally Headquarters location.

Time Card – this is a card or series of cards designed by the organizers to match the route and schedule of 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.

Start Order/Seed Groups - competitors usually are positioned to start the rally according to the accumulated rally experience history of the Driver. This determines their "Seed Level" (Seed 1 being higher than Seed 6). 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, 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 – “Servicing” is defined as work done on a competition car by someone other than the competing crew. Most competitors have a service team 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; they 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.

Route Boards – (also know as Control Markers) are wooden or plastic boards about 60cm 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 either at a website or by providing your experience and contact information. After you register, you will receive further information and instruction from a rally official, most likely either the Chief Control Marshal or the Clerk of the Course.

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 *CARS National Rally Regulations* (NRR), changes may occur in the rules, from time to time. Only the NRR are “official” and not this guide.

The following outlines some of the things you will need.

1. PERSONAL EQUIPMENT

CLOTHING

For some control functions (the Standing Start and Flying Finish) marshals will 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.

FLASHLIGHTS

Be prepared to work an evening control. Have a functional flashlight with you. And remember to 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.

FOOD AND BEVERAGES

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 all the food and drink you may need over the course of a full day out of doors. 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.

FUEL

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 a heat source; and, conversely, you may run your AC unit to cool off in the summertime. 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 or Provincial Road Authorities, and they are aware of the rally and its times.

Be mindful of any fire warnings or restrictions when entering your stage area. **DO NOT** start a fire or BBQ if dry conditions make it hazardous or if Fire Warning signs are posted.

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, highlighter, magic marker, masking tape		sweatshirts, tee shirts, pants, underwear, socks		snack food (chips, popcorn, pretzels, cookies)	
watches, clocks, whistles		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. RALLY EQUIPMENT

WORKER KIT

A "Worker Kit" is provided for each work location. It contains all the documents you will need at that location (i.e. maps, detailed directions, Official Schedule, log sheets, any specific instructions for that location, etc.) to do the job required (i.e. Start Control, Finish Control, Traffic Control, Radio Control).

WATCHES/CLOCKS

Accurate timing by control workers 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 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.

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. On occasion, timing devices may be supplied by the rally organizers. Even these should be checked for accuracy and working order **before** leaving for your stage.

Most often, you are required to record times as Hours:Minutes:Seconds, 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. For the Finish Control, timing devices or a whistle and FRS radios are supplied for use at the Flying Finish. 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 and returning ALL the equipment supplied.

3. GENERAL

All workers must sign the official insurance waiver form for the rally, and wear the official worker identification (wristband, ID Badge, vest, armband, etc.).

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 for National Rallies. The Regional Rally Director 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 majority 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 5.0.....*

"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 5.0.....*

“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
- what 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 5.0.....*

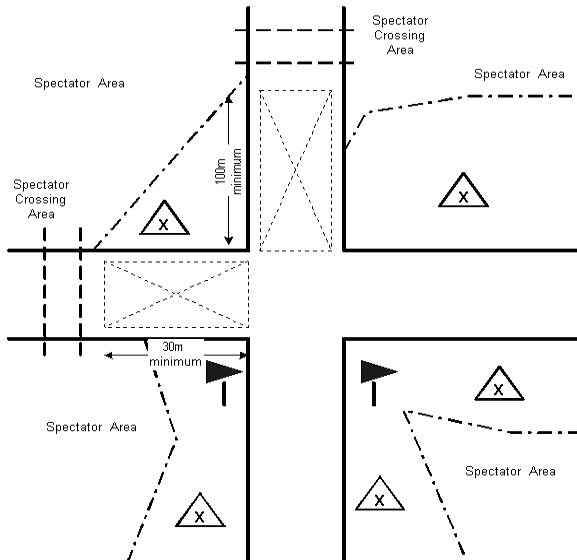
"Designated Spectator Locations

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.

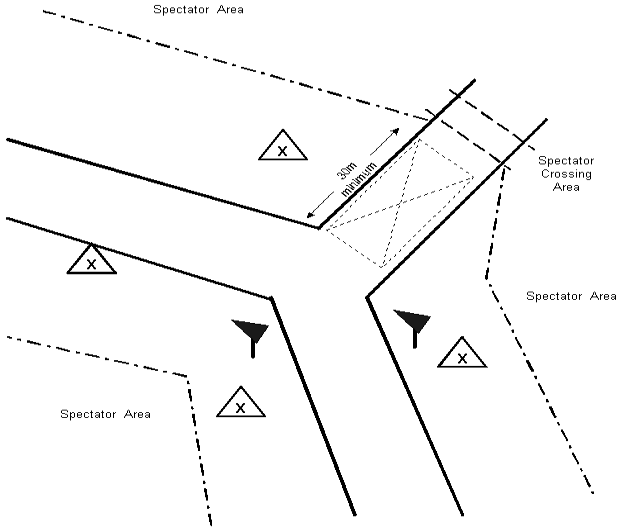
A public address system and uniformed police assistance are recommended where large groups of spectators are anticipated. This is especially important on night stages.

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."

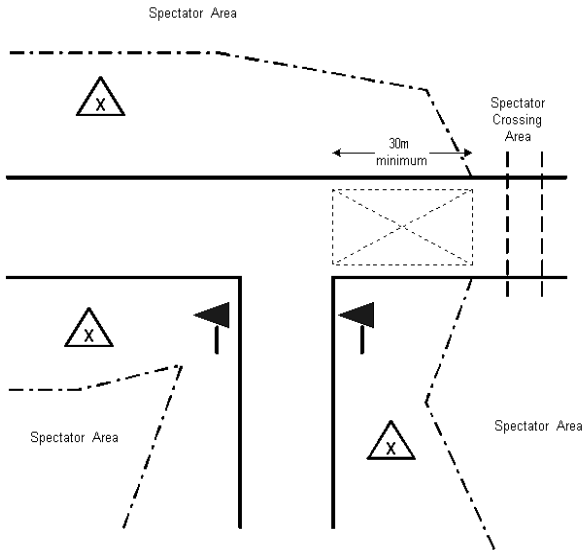
a) 4-Way Intersection



b) Y Intersection



c) Tee Intersection



E. STAGE PREPARATION, SET-UP AND OPERATION

1. PRIOR TO THE RALLY

Some events may send information to Workers in advance or post it on a website. Be sure to read such materials thoroughly.

Usually there is a Marshals/Workers Meeting before the rally where you will receive your "Worker Kit" comprised of all the paperwork, maps, instructions, equipment, etc. you will need. You will meet the Stage Commander, Deputy Stage Commander and the other members of your stage team and receive pertinent last minute information. Be sure you know when and where this meeting is and plan to be there.

When you leave this 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 will run in close proximity and/or in quick succession. 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, and ensures the stage is set and ready for the FIRST Course Car. The Stage Commander ensures all Traffic/Radio Controls track ALL cars from the FIRST Course Car to Sweep and ensure the Area Supervisor (or the Clerk of the Course) is informed immediately of any problems relating to safety, course security or competitor misbehavior.

DEPUTY STAGE COMMANDER

Similar to the Stage Commander, the Deputy Stage Commander is responsible for the duties described above and 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 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 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.

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

3. DEPARTING FOR THE STAGE

At the Marshals Meeting, the Stage Commander will have given you information on where/when the stage crew 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 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. 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 stake 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, which should always be used for verification.
- d) 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.
- e) Post any applicable permission notices, warning signs in the start area, as required.
- f) The ATC normally requires a minimum of three people. Arrange who will look after: radio communications, time check, log sheet recording, Time Card management and Start Line work.
- g) The ATC must be set up and ready for the FIRST Course Car (see below).

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, and give them a copy of the 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 Road Closure notice with road closure times 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 stake 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 present; if not, pace these off. The Stage Commander's kit will include a chart with details on exact control locations, which should always be used for verification.
- d) Ensure that the Control Zone is effectively blocked by barricades or marshals' vehicles so that only rally traffic may enter the stage.
- e) Post any applicable permission notices or warning signs in the finish area, as required.
- f) An FTC normally requires a minimum of three people. Arrange who will look after: radio communications, Flying Finish Line time recording, keeping the log sheet and Time Card management.
- g) The FTC must be set-up and ready for the FIRST Course Car (see below).

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 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 assign a progressive alpha code identifier to each radio from the start of the stage (e.g. using the ITU Phonetic Alphabet. See chart below.), naming the radio at the start as "Alpha", the second radio along the course as "Bravo", the third as "Charlie", etc.

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, and that non-competitive cars are not allowed onto the stage without permission.

5. 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:

CONTROL OPENING/Car 000

Car 000 (there may be more than one, so they can leap-frog the course) may pass through the course as early as one hour before the competitors are expected. 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, timing devices are working, traffic or radio controls are in position, and the radio net is functional. Car 000 may request a time on their Time Card. Their arrival and departure time should be noted on the log sheet, and 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.

EARLY COURSE OPENING/Car 00

Car 00 may pass through the course about 15-30 minutes before the competitors. They also check the same things that Car 000 does (boards, clocks, timing devices, 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 declare the stage is ready to run. The stage is now considered "HOT" and therefore closed to ALL traffic. 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. 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.

6. RUNNING THE STAGE

NEVER START THE FIRST COMPETITOR BEFORE THEIR DUE OUT TIME ON 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 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.

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 first competitor on the Start Line, prior to that departure minute!

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.
- For National Events, Seed 1 cars or 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 Seed 1 cars start at 2 minute intervals.

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.

AT THE START LINE

Check the Time Card and verify that the OUT time for the vehicle is the approaching minute. Check that both competitors have their helmets on, and their safety harnesses done up. Windows should be closed once you hand back the Time Card.

Give the competitors a 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, you should allocate the first available minute to the next car. Start all subsequent cars at one minute intervals (or two for Seed 1 – 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 and initial the change, and ensure the log sheet reflects the changes as well.

Do not accept any change from the scheduled OUT time at the rally crew's request. Their time is allocated and they must start on time. Once you begin the countdown they will probably begin to see the light!

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 or complete a Worker Report Form (see Section H) 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 passed can be determined. If car numbers or car types 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 located 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. Post Local Road Authority (LRA) (e.g. Ministry of Natural Resources, Regional, Township or Municipal Authorities, local land owners, etc.) permission signs, if needed. 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. Show the LRA permissions, only as a last resort. If you become physically threatened, do not get involved. If they persist and then pass you, notify the Stage Commander or Area Supervisor of an emergency. (See Emergency Procedures, Section F.)

Do not move from your 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 position. As competitors pass by the Flying Finish marker at speed, a marshal at that spot records the time or activates a timing device. They may also blow a whistle at the same time so the crew in the car can duplicate the noted time. By way of a radio or the timing device, the finish time is conveyed to the marshals in the car. Ensure marshals at the Flying Finish pick a safe location - one that lets them note the passage of the rally car at that mark yet allows them to be clear of thrown rocks or cars out of control.

AT THE FINISH TIME CONTROL

From Car 000 to Sweep, record ALL vehicles that pass your location on the log sheet.

Be sure your timing device is working or that you can hear the radio or the whistle from the Flying Finish, no matter what the conditions... including noisy rally cars!! If you are unsure, you may wish to arrange a visual signal of some kind, in addition to other devices. Absolutely NO ONE is allowed to stand between the Flying Finish and the Finish Control car.

Record the time from the Flying Finish as HOUR:MINUTE:SECOND on the log sheet . As each crew stops at the Finish Control, note 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, take the time to ensure that you got the right time for each car. Do not assign a time OUT.

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 to also note of *what* you did and *why*. Do not be intimidated by the competitor! If you feel you are correct, note the competitor's concern on your log sheet.

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!!
- 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.

7. 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. They check clocks, 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 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 position. 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 (unless authorized by the Clerk of the Course). When Car 99 has reached the finish, the time controls are considered closed, however the route may still need to be held secure, if it is going to be reused.

SWEEP VEHICLES

A Sweep Team may follow directly behind Course Closing. They provide removal services for any rally cars that may impede the course, or need minor assistance. Remember to take note of where Sweep is, if they are removing a car, when leaving your position.

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, timing devices, clocks, etc. are to be returned to the Chief Control Marshal or as directed at the Marshals/Worker Meeting.

Never leave your spot or drive ahead of the Course Closing or Sweep vehicles, unless otherwise instructed by a rally official!!!

8. 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 then they run the stage back out.

If you are working on this type of stage:

- a) Set up the boards 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 or what instructions are in their route book and be ready to check them in if need be. 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 Seed 1 – 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.

F. EMERGENCY PROCEDURES

Each event may provide its own specific Emergency Procedures instruction sheet. Be sure to check all your paperwork and 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. Also 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.

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, rally crews finishing a stage or rally crews 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 without 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, Chief Safety Officer and/or the Clerk of the Course. No more cars should be started until authorized to resume running the stage.
- b) Rally Officials may declare a formal radio net to restrict radio traffic and control the situation. 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 temporarily 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 be in radio contact with the Stage Commander so that the stage can be restarted as soon as safely possible. NOTE: only the Clerk of the Course 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.

4. 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 clubs running the rally and the Local Road Authority (LRA). 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, users of the land on the stage road, as provided in a list by the LRA office, should have been informed of the rally in either a mailing campaign, or in a flyer posted at each site.

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 when there will be little chance of hassle.

Some points to use to answer their concerns:

- take advantage of the opportunity to spectate some exciting displays of high-speed driving.
- this is just a further way that the LRA 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, in fact, the rally is sometimes 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 LRA 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 likely 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.**



G. 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/end of a section or leg and at the start/end of a Parc Fermé or Parc Exposé (see Section G, Part 6 or 7), 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 that 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”. 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. Record the “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. 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.

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. 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 Parc Fermé to wait for their reseed/regroup time. NOTE: there can be no servicing while in the Parc Fermé.

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. 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. Hand the Time Card back to them. Competitors then proceed into the Parc Fermé to wait for their reseed/ regroup time. NOTE: there can be no servicing while in the Parc Fermé.

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 not 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 order 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. 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, prior to entering a Service Area. 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.

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. Hand the Time Card back to the competitor to check. Competitors then proceed into the Parc Fermé to wait for their reseed/ regroup time. NOTE: there can be no servicing while in the Parc Fermé.

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/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 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. 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 not 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, do 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. REFUELLING CONTROL ZONE

Refuelling of the competitors' vehicles is only permitted in the refuelling zone 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.

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.

6. 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.

7. 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 NRR VI H 5-9 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.

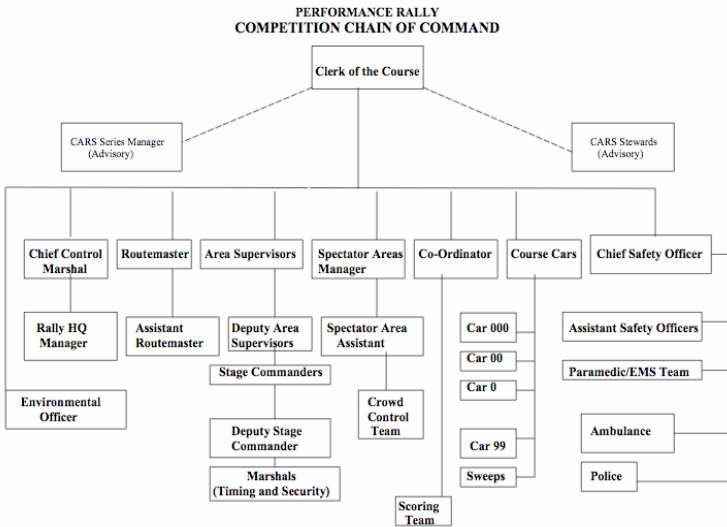
H. WORKER REPORT FORM

Workers are the eyes and ears of a rally, and have the potential to supply the event with valuable information for improvement. During an event, workers may see things take place that may seem unusual, unexpected or concerning. This could be as simple as some local people showing up to spectate where there was no anticipation of them being there. This could be as complicated as a competitor going off and damaging a resident's property.

In order to try and harvest this wealth of hands-on information, workers are asked to complete the "Worker Report Form" (see Appendix C), if they experience any situation that they feel is out of the ordinary or of concern. Events may supply these forms as part of their worker documents, or they may have them available to use at the end of the event. If you see something that you feel should be reported, complete the form supplying as much information as you can, and return it to the Clerk of the Course for the event.

All completed forms will be reviewed by the Clerk of the Course who will investigate any concerns and explore follow-up action or resolution, as needed. The Clerk of the Course will also review the forms with the Stewards and provide copies if requested.

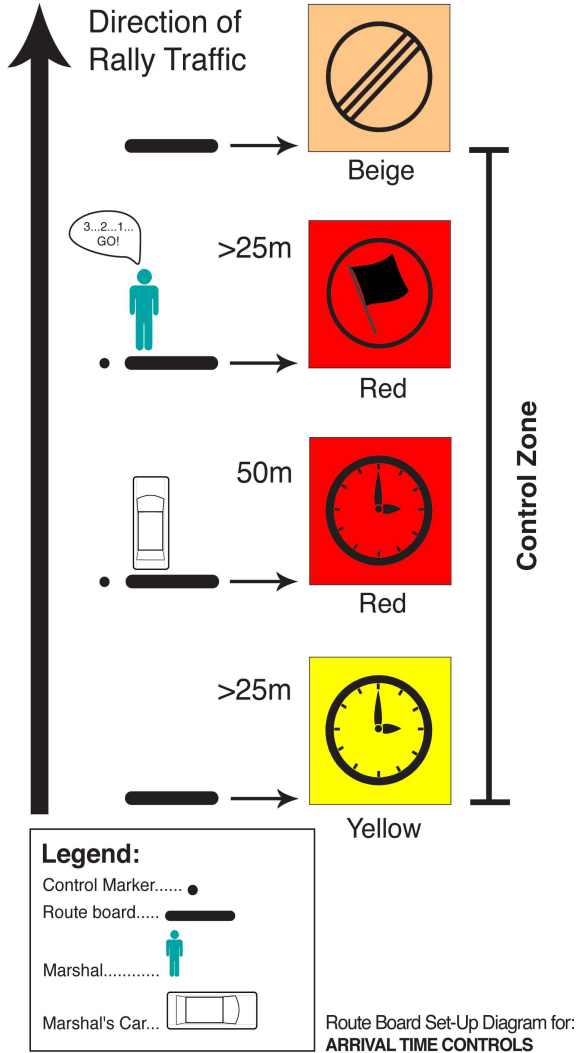
I. APPENDIX A- COMPETITION CHAIN OF COMMAND CHART



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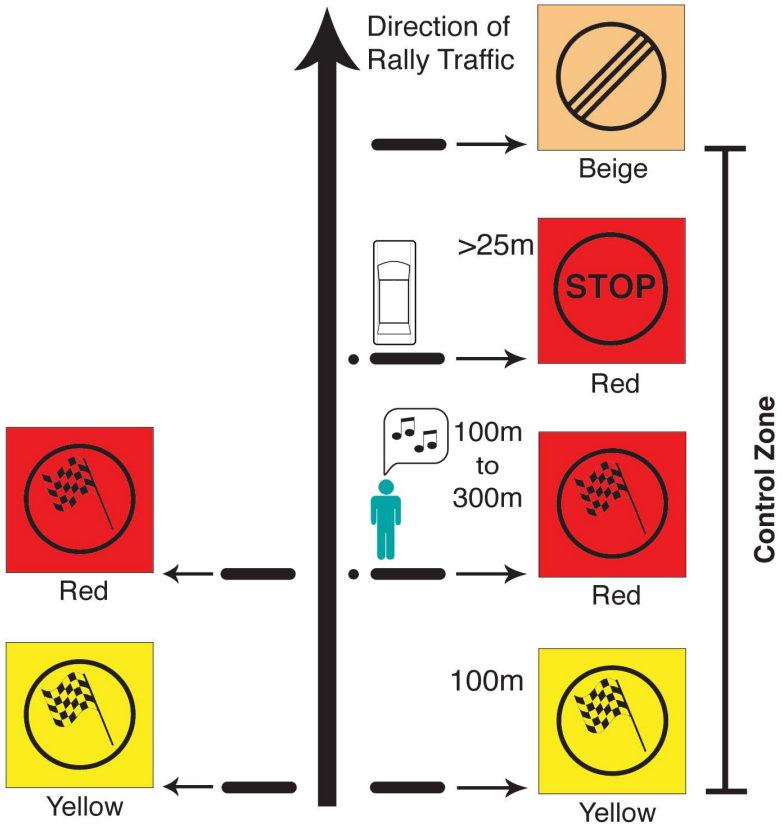
1. APPENDIX B – ROUTE BOARD SET-UP DRAWINGS

1. FIGURE 1 – ARRIVAL TIME CONTROL



v.05.13.10c

2. FIGURE 2 – FINISH TIME CONTROL

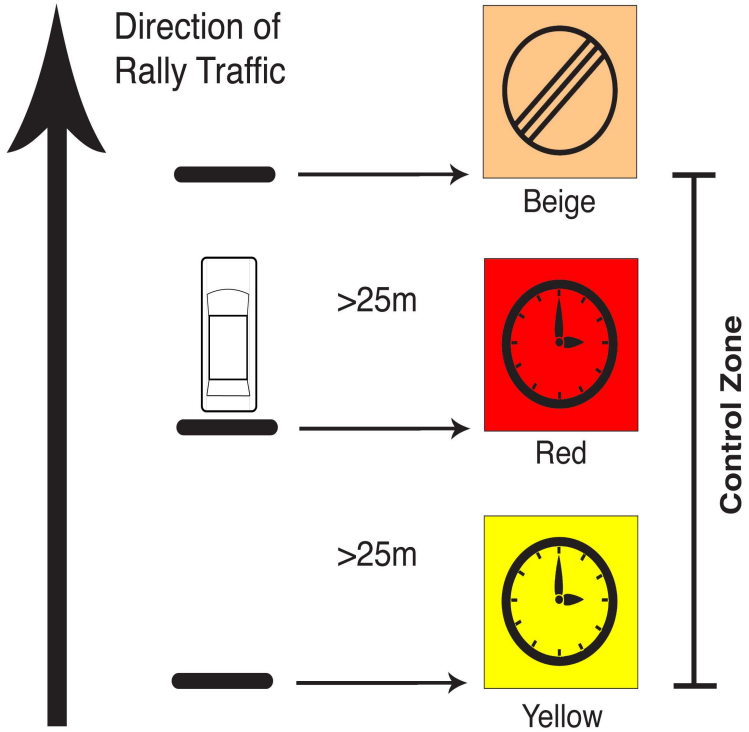


Legend:
Control Marker..... ●
Route board..... —
Flying Finish Marshal... 
Marshal's Car... 


Route Board Set-Up Diagram for:
FINISH TIME CONTROLS

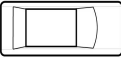
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3. FIGURE 3 – MAIN TIME CONTROL



Legend:

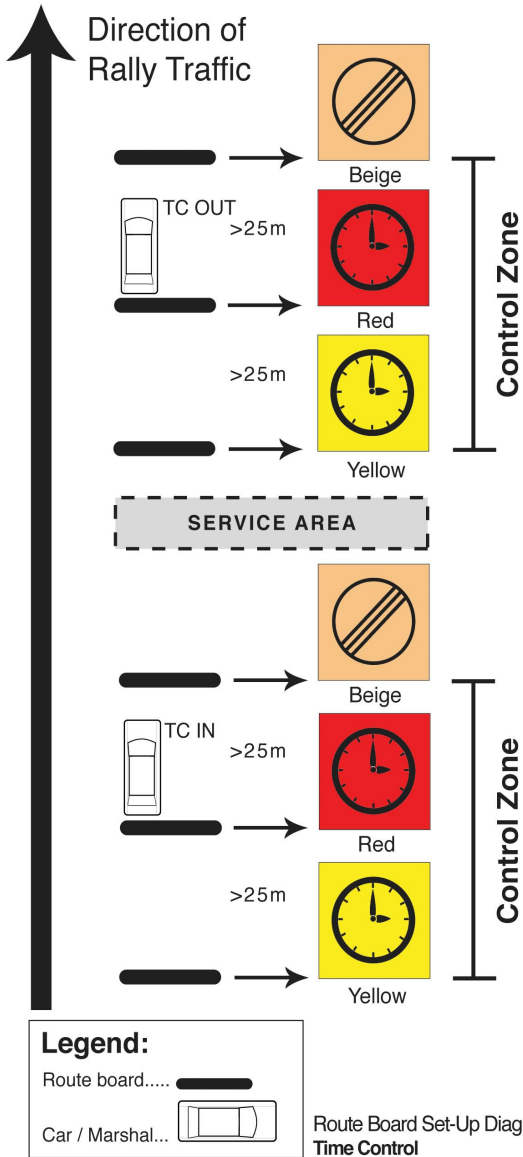
Route board..... 

Marshal's Car..... 

Route Board Set-Up Diagram for:
Main Time Controls

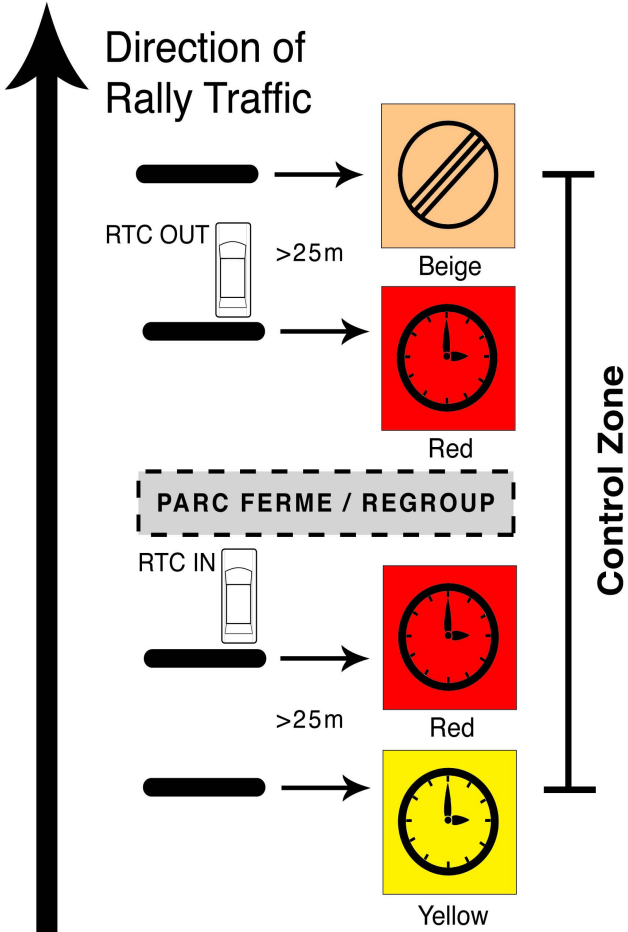
v.04.28.10c

4. FIGURE 4 - TIME CONTROL




v.06.01.10

5. FIGURE 5 - REGROUPING TIME CONTROL



Legend:

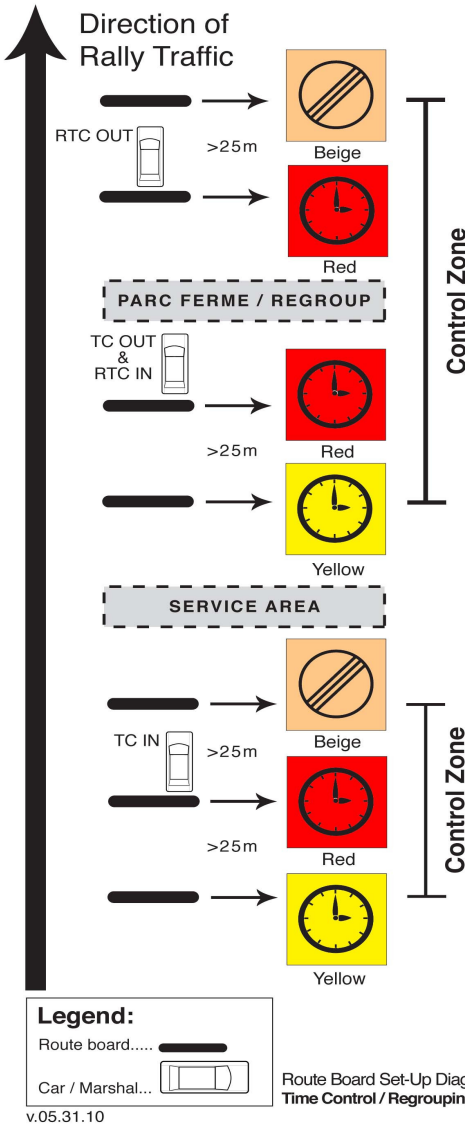
Route board..... 

Car / Marshal... 

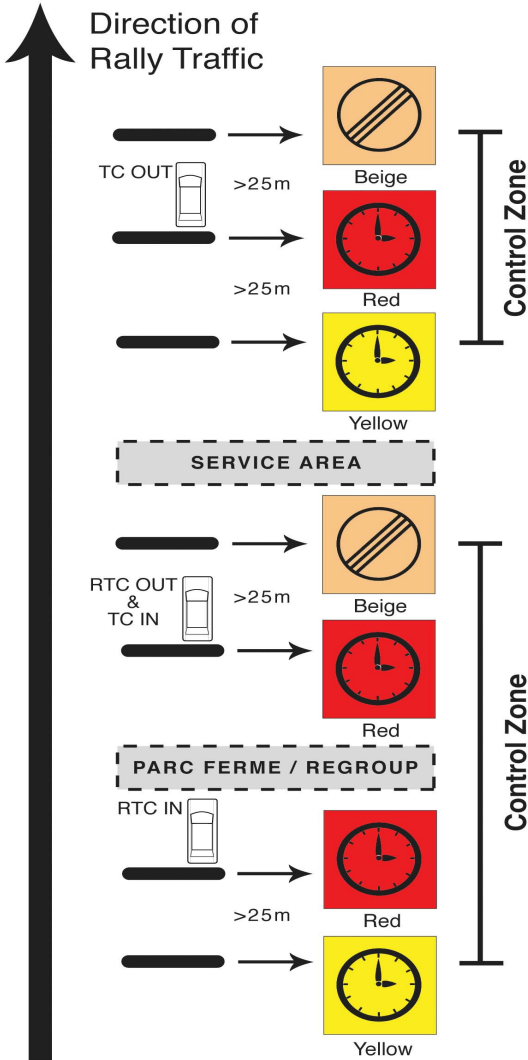
Route Board Set-Up Diagram for:
Regrouping Time Control

v.06.10.10

6. FIGURE 6 - TIME CONTROL/REGROUPING TIME CONTROL COMBINATION



7. FIGURE 7 - REGROUPING TIME CONTROL/TIME CONTROL COMBINATION



Legend:

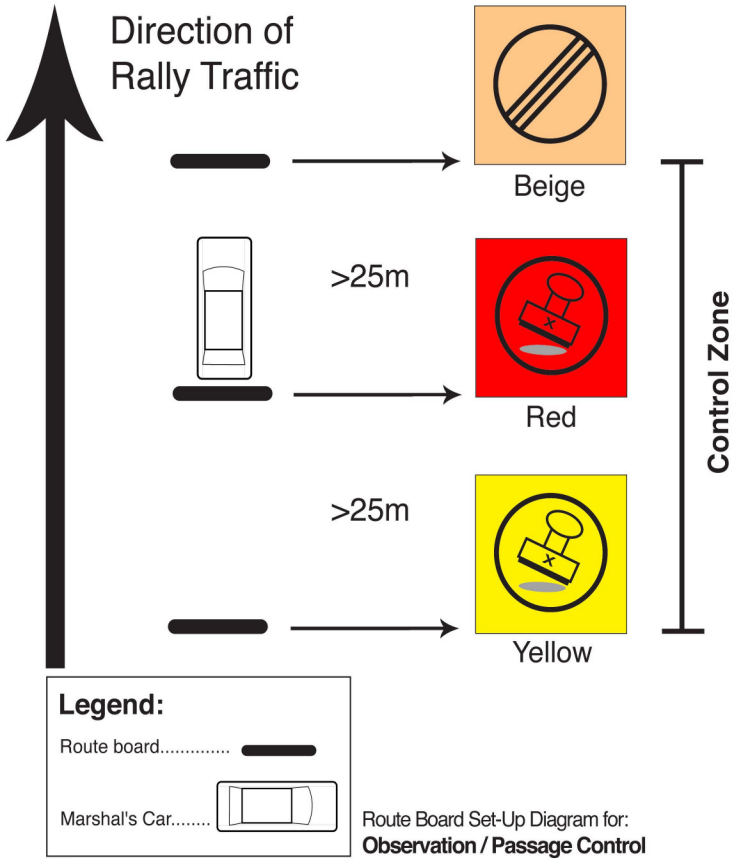
Route board..... 

Car / Marshal... 

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

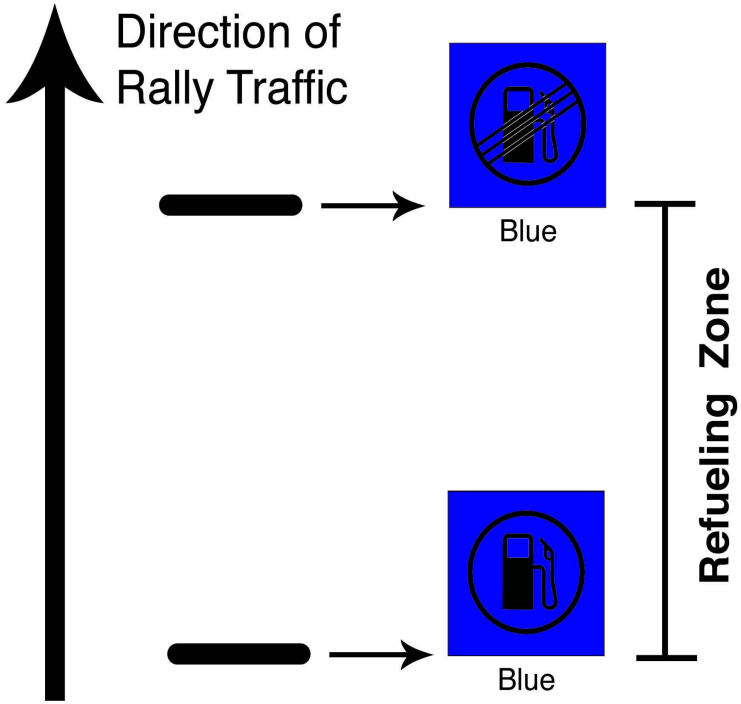
v.06.08.10

8. FIGURE 8 - OBSERVATION/PASSAGE CONTROL



v.06.15.10

9. FIGURE 9 - REFUELLING ZONE



Legend:
Route board..... 

Route Board Set-Up Diagram for:
Refueling Zone

v.06.16.10

K. APPENDIX C – WORKER REPORT FORM



**WORKER REPORT FORM
FOR PERFORMANCE RALLIES**

EVENT _____ DATE _____

This form is to be used for situations occurring during the event that are unexpected, unusual, and/or that you feel should be noted, for the sake of improving the event or rallying in general. This form can also be used for situations involving property damage, personal injury or other major incidents. Please record as much specific information as you can (names, addresses, licence plate numbers, etc.) to help with any follow-up that may be required. Use the back of this page if you need more space to write. **Return all completed forms to the Clerk of the Course for the event.**

INFORMATION ON WHAT YOU SAW:

DATE:	TIME:	STAGE <input type="checkbox"/>	TRANSIT <input type="checkbox"/>
WHERE DID IT TAKE PLACE?:			
ANY COMPETITORS INVOLVED? No <input type="checkbox"/> Yes <input type="checkbox"/> (provide Car # if known):			
ANY NON-RALLY PEOPLE/PROPERTY INVOLVED? No <input type="checkbox"/> Yes <input type="checkbox"/> (provide info if necessary)			
DESCRIBE WHAT HAPPENED:			
SUGGESTIONS FOR IMPROVING/CORRECTING:			
NAME ANY OTHER WORKERS WHO SAW IT:			
PRINT NAME:	DATE:		
SIGNATURE:	EMAIL:		
	PHONE:		