



***Safety and Operations  
Manual***

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## **1. Introduction**

For a rally series to be successful, it must present a consistent set of operational procedures to its competitors, workers and sponsors. Adherence to the procedures set forth in this manual shall be considered mandatory unless specific exceptions are granted by Rally America as a part of the sanction application process.

## **2. Pre-event Requirements**

### **2.1. Sanction Applications and Fees**

For National Championship Series events, the final Sanction Application and Agreement must be submitted to Rally America at least 90 days prior to the scheduled date of the event. When a final sanction is accepted, it will constitute a contract between Rally America and the organizer, signed by the event organizer and a representative of Rally America.

For Regional events, the sanction application must be completed and forwarded to Rally America no less than 90 days prior to the event for Coefficient 2 or 3 events and 60 days prior for Coefficient 1 events.

A sanction application shall not be considered complete until Rally America shall have had the opportunity to review and approve the event Safety Plan, Supplementary Regulations, maps of the course, sample routebook pages showing both stage and transit instructions, and any requested sanctioned exceptions. No final insurance certificate shall be issued for an event until a complete list of additional assureds is received by Rally America. A preliminary certificate may be issued if necessary for road permissions or other uses.

For Regional events, official results must be submitted within 48 hours after the event. When official results are received, Rally America will invoice the event organizer for appropriate additional fees for sanction and insurance.

### **2.2. Pre-Event Checkout**

Regional events seeking to become National Championship events shall be subject to review prior to a sanction being granted. In the year the event requests a review and the first year (at least) that an event is a National Championship event there shall be an examination of the course, all competitor documentation, safety plan, communications plan and operations manual by Rally America. It shall be the organizer's responsibility to pay the expenses for the pre-checker to inspect the rally, an amount not to exceed \$500.00.

Periodic pre-checks of all National Championship rallies following the same model as above shall occur to insure that safety and operations standards are being met.

New Regional events may be subject to a pre-check of the course by Rally America. It shall be the organizer's responsibility to pay the expenses for the pre-checker to inspect the rally, an amount not to exceed \$300.00. The course shall be reviewed in detail from a draft copy of the routebook and the supplementary regulations. Maps of the course shall also be provided. This review should happen no more 60 days prior to the event and no less than 21 days prior to the event.

### **2.3. Organizer Supplies**

Rally organizers will receive the following supplies when their sanction process is complete:

- Waivers
- Minor waivers
- Wrist bands
- Sequence numbers
- Red cross/OK back covers for routebooks
- Waterproof control logs if deemed necessary by Rally America

The following items are available from Rally America at an additional cost:

- Control sign (Rental at \$1 per sign per weekend; additional \$4 for lost or damaged signs)
- Banner tape
- Number backer headers
- Windshield headers
- Number backers and numbers for course vehicles

### **2.4. Event Documentation**

A packet of information containing final copies of all event documentation shall be made available to all attending stewards. This includes, but is not limited to, routebooks, supplementary regulations, service routes, special instructions, competitor bulletins, the safety plan, worker instructions, road closure permissions or other documentation proving rights to use property and facilities involved in the event. The stewards shall also be provided copies of the sanction agreement, including any sanctioned exceptions, and the final insurance certificate.

### **2.5. Safety Plan**

The safety plan shall include a detailed description of and plan for the following:

1. Event communications, method of communication, type of directed net, location of all persons in the communication network, frequencies or access points for workers, competitors, crews, officials and the general public.
2. A description, a schedule and a list of all persons authorized to travel on a stage road once the control crew is in place.
3. Names and contact numbers for all local emergency services and law enforcement.
4. A schedule showing which emergency services and law enforcement have been contacted and by whom.
5. A schedule detailing how local residents were advised of the event and when.
6. Event specific course opening and closing procedures.
7. Event specific emergency response procedures, including local ambulance transfer points and a chart defining hierarchy in the event of an emergency.
8. Event specific spectator safety procedures.
9. Event specific fire safety procedures.

If a competitor medical information form is used, the safety plan shall detail who uses this information and for what purpose, how the information will be controlled and by whom, and how it will be destroyed after the event. The blank competitor information form shall be made available online prior to the event.

The safety plan should include detailed instructions for each worker and official in the event of an emergency. All participants of the event should be aware of the safety plan and their parts in it. A sample safety plan is available on the Rally-America.com website.

The organizer shall produce an Event Catastrophe Plan. This plan should include the appropriate procedures for dealing with a major catastrophe or death during the event and contain the contact information for appropriate law enforcement, medical examiner or coroner, a crisis or grief counselor and a local mortuary.

## **2.6. Supplementary Regulations:**

The supplementary regulations shall include:

1. An overall schedule for the event.
2. Location of the event headquarters
3. Contact information for the event organizers and their committee
4. Location of scrutineering and maps showing access.
5. Any sanctioned exceptions to the Rally America Rules or this Safety and Operations Manual, detailing the impact on the competitor.
6. All special instructions, or special conditions which can impact the participant.
7. Any fines or penalties not specified in the Rally America Rules..
8. Specific instructions for Parc Expose or Parc Ferme including maps.

The supplementary regulations should include:

1. Local information and maps.
2. Information on local availability of fuel.
3. Information on trophies and prize funds.
4. Information on any social gatherings and parties planned including map and location.

Rally America encourages the use of the FIA Supplementary Regulations format. A sample of this format will be found on the Rally-America.com website.

Once the Supplementary Regulations have been published, either in print or online, they shall only be revised through the use of numbered Competitor Bulletins. Tentative copies shall be clearly labeled "TENTATIVE."

### **3. Organization**

Assembling adequate and knowledgeable persons is the key to producing a quality event. While the exact title of each of the persons in the organization need not be used, there shall be persons who assume the following responsibilities at each event and are deemed to be “organizers” of the event.

1. Chairman: Coordinates the organizing body, is the primary contact and spokesperson. Rally America shall direct its communications through this person.
2. RallyMaster/Clerk of the Course: Designs and lays out the course, the time schedules and control placement.
3. Chief of Controls: Recruits and places all necessary workers.
4. Chief of Communications: Designs and coordinates all operational communications.
5. Spectator Safety Coordinator: Designs and staffs all spectator viewing areas, designated or otherwise. This person must have no other responsibility during the event.
6. Chief of Emergency Services: Designs and implements the safety plan for the event; coordinates emergency services personnel and response.
7. Chief Scrutineer: Coordinates all event inspections of the competitors’ cars to insure that they comply with Rally America rules. This person shall be a licensed Rally America scrutineer.
8. Chief of Scoring: Designs and coordinates the event scoring system and results. For National championship events, Rally America will provide this person.
9. Press and Public Relations Officer: Coordinates the flow of information to the press and the public.
10. Registrar: coordinates the registration process for vehicles, competitors and workers.

These positions should be separate distinct individuals for a National Championship event. Regional Coefficient 2 and 3 events may combine some positions but should have no fewer than six persons deemed “organizers”. Coefficient 1 events may further combine positions if necessary but should have no fewer than four persons deemed “organizers”.

## **4. Stewards**

### **4.1. Responsibilities and Personnel**

Each National Championship event shall be overseen by a committee of three Stewards: the Event Steward, the Operations Steward and the Safety Steward. These stewards shall be appointed from a list of candidates approved by Rally America.

- The Event Steward will act as the Chairman of the Stewards and is selected by Rally America. This Steward is responsible for the fair and sporting conduct of the event, entrants and competition vehicles.
- The Safety Steward has the responsibility of overseeing all aspects of safety during the event with special focus on spectators and the event's interaction with the local community. This Steward shall be from out of the geographic area of the event, and independent of the event's organization. This Steward shall be selected by Rally America.
- The Operations Steward has the responsibility of the safe and sporting conduct of the event, its workers and organizers. This Steward will review the course layout, time schedules, worker training and staffing. This Steward shall be selected by the organizers from the pool of approved stewards, and shall be independent of the event's organization.

Regional events of Coefficient 2 or 3 shall be overseen by two stewards, one of whom shall have the responsibilities of a Safety Steward. Coefficient 1 events shall have only one steward. Rally America may, at its discretion, appoint one or more additional stewards for any Regional event.

### **4.2. Event Operations**

The Stewards are responsible for the running of the event safely and within the rules. They shall function chiefly as observers, acting only when requested or when their responsibilities require. The stewards shall also serve as resources for the organizers, advising and assisting when necessary.

The Stewards of the Meeting shall meet at least once prior to the event weekend, once on site before the start of the event, and once per competition day during the event. Time and location for the meetings will be posted on the official notice board and, whenever possible included in the Supplementary Regulations. Agendas will include review and approval of the start order, disposition of all "Requests for Stewards' Review", and review and approval of results of competition.

Any participant in the event may request a Steward's Review. These requests shall all be submitted in writing. If a steward witnesses a rule infraction or the unsafe or unsporting behavior of an event participant, he shall initiate a Stewards' Review in writing. The Stewards of the Meeting shall act on all Requests for Review, gathering information and interviewing participants

as necessary. All Requests shall be answered in writing in a timely manner, and all shall be resolved before results are declared provisional.

While the stewards will typically resolve Review Requests as a committee, if the timing of the Request requires, any steward may act on it unilaterally, updating the other stewards as soon as it becomes practical.

An organizer may request a consensus of the Stewards of the Meeting before any action is taken. If, however, in the opinion of any Steward, a situation presents a potential threat to the safety of either a competitor or the public, a Steward is empowered to take immediate action to remedy the situation.

The form for the Stewards' Request for Review is available on the Rally-America.com website.

## **5. Course Design**

The primary objective of the course designer is to provide a rally course that is both challenging and safe; to insure that the roads selected do not include surface and conditions that may be unduly harmful to the cars or the workers, and do not allow for dangerous or unsafe speeds. The organizers shall obtain written permission from the appropriate authorities to secure and control all roads or other venues used in the competition portions of the event and from all residents whose property access will be limited by our use.

### **5.1. Road Selection**

The first requirement for any competition stage is that it can be confidently secured against unauthorized intrusion during the running of the rally; all access must be controlled.

No Special Stage shall be less than 2 miles long unless it is expressly designed as a superspecial stage.

No Special Stage shall be longer than 15 miles without a sanctioned exception. Any stage over 15 miles in length shall be staffed with additional Emergency Response teams at midpoints throughout the stage such that they are capable of reaching an injured competitor in 10 minutes or less. Course design shall have as a safety goal that any point on the course may be accessed by Emergency Medical personnel in 10 minutes or less and that an ambulance is no more than 30 minutes away.

Stages having habitations immediately adjacent to the competition road cannot be used unless the residents shall consent in writing to having their access limited for the duration of the rally stage and agree to cooperate with the rally organizer. The agreement shall also make it clear that the rally schedule may change without notice. An example of such an agreement is available on the Rally-America.com website. The local populace, including property owners, shall be notified of the rally's passage, with written notices posted on the affected roads, by notices sent to owners, through public channels (newspapers, etc.), or all three.

Stages with long high-speed straights should not be used, or they should be split into multiple stages to eliminate the straight portions. The average speed of any individual stage should not exceed 65 miles per hour.

It is important that the roads used be durable enough to withstand the required number of competition passes under any normal weather conditions.

Stage design shall provide adequate safety for all stage workers in placement of controls and marshals. Sufficient space shall be provided at all control locations so that workers may place themselves and their vehicles well off the competitive stage in safe locations.

Adequate shutdown areas at the end of each stage shall be provided to allow the competitors to safely reduce speed and enter the FTC under complete control. Shutdown areas (from the flying finish to the stop sign) shall have no hazards (i.e. drop-offs or sharp turns) and no personnel. Turns in a control depth should be avoided.

Transit routes should be as direct as possible. They should avoid heavily traveled or congested urban areas wherever possible. If it is necessary to travel through urban or residential areas a

“quiet zone” should be employed. Local law enforcement shall be notified of all transit routes through their areas.

## **5.2. Banners and Arrows**

It is the responsibility of the organizer to clearly label and demarcate the course to be used. It shall be clear to all encountering the course that a race is being held on this road, that the road is closed for a specific period of time and no unauthorized traffic is allowed.

- All roads, driveways or trails intersecting the Special Stages shall be bannered and posted.
- Signs shall be readable from a vehicle, and shall unambiguously state that the stage road is closed.
- Where necessary, physical barriers more formidable than banner tape may have to be used and marshals assigned to the locations.

It is further the responsibility of the organizer to visually define the course in way that is unambiguous to the competitor, through the use of bannering, arrows, fencing and other barriers.

- All roads, driveways or trails intersecting the Special Stages shall be bannered.
- Directional arrows or other indication shall be placed at all “Cautions” noted in the route book. They shall be placed at the “hazard”.
- Directional arrows should be placed at or just before all decision points on the course. They should be marked with their corresponding instruction number.
- No stage may have directional arrows in place for any course other than the current active stage. If the stage is to be run in reverse, arrows must be replaced after the initial pass or shall be colored and/or located so as to remove any ambiguity.

## **5.3. Course measurement**

Measurement of stage roads shall occur at speeds not exceeding the legal limits for the roads, at the approximate time of day and weather conditions anticipated on the day of the event. The course shall be measured by a street legal car equipped with a correctable odometer reading at least 1/100 of a mile adjusted to statute miles. Instructions for an odometer calibration check of at least five miles shall be available to competitors no later than the opening of registration. The odometer check and rally route shall be measured in the same car under similar conditions.

Measurement of each stage shall begin at the stage start line.

## **5.4. Service areas**

Service areas should be set up so that one service vehicle per entrant should be able to reach all prescribed service areas in time to provide service to its team.

Open service is not allowed. All service shall be confined to specific areas and times along the route. Depending on types of roads and stage length, services should be scheduled every 2 to 4 stages. The distance between services shall not include more than 45 stage miles nor more than 90 overall miles.

Service personnel and vehicles MUST follow their designated route. The service route should be designed to allow service personnel to spectate if the schedule permits. The service route must specifically include the route to and from any spectator areas that may be used.

The ideal service area is an unused parking lot or large open area. Permission to use the lot shall be obtained from the owners/managers. Service areas should be paved and be lighted whenever possible. The areas selected should be of sufficient size to accommodate the expected number of vehicles and a 20' x 60' service area for each. If possible, the area should be designed so that competitors and service vehicles enter and exit by different routes.

A service area shall not be located on the shoulder of a public paved road. Roadside service areas located on a secondary road with a wide shoulder may be acceptable with a sanctioned exception.

Service areas shall have a separate fueling area defined, and all fueling should be restricted to that area. It is recommended that this area be staffed with personnel equipped with fire extinguishers.

Fuel, food and restrooms should be available. At any service over 15 minutes, restrooms shall be available. Service areas should be staffed by at least one person, and should have access to the rally communications network. If service spots are assigned, sufficient personnel should be available to direct teams to the proper locations.

Service areas for National Championship events shall also have the following requirements:

- They must be adequately lighted if used at night.
- Staff must include a service radio operator and spectator control personnel.
- Two 20'x20' vendor spaces must be provided.
- A VIP area must be provided.
- No service shall be scheduled for less than 30 minutes, except for brief stops designed for refueling only

## **5.5. Time calculations**

Bogey time is the maximum anticipated time the organizer expects an average competitor to take to traverse a special stage under normal circumstances. Because of the variety and range of road conditions and other variables, it is impossible to establish an exact rule for this calculation. If a history exists for a given stage, 150% of the fastest time or that time by which 90% of the finishers complete the stage may be used. Bogey times are used to calculate Maximum Permitted Lateness and to time-bar slow or non-competitive cars from the rally so the safety of the rest of the field can be assured.

Emergency Time for a Special Stage is the time allowed to transit a stage when emergency conditions occur or a timing control does not exist and the stage is no longer competitive. Again, because of the variety and range of road conditions and other variables, it is impossible to establish an exact rule for this calculation. If a history exists for a given stage, 200% of the time by which 90% of the finishers complete the stage may be used.

Transit Times shall be set to allow adequate time for all competitors to travel below legal posted speeds. Time should be calculated at 90% of the posted limit(s) for the distance traversed plus 7 minutes. No transit time shall be less than 7 minutes. All gravel roads should be calculated at 35 miles per hour or less depending on conditions. Special allowance should be provided for congested areas or stage finishes that run concurrent with spectator traffic. A chart or spreadsheet documenting transit time calculations shall be forwarded to the Operations Steward prior to the event.

If a traffic light exists on a transit, time equal to twice the length of the red light shall be added to the transit time. Additional time should also be added for other traffic control devices and stop signs. A rally may add several hundred cars to the normal traffic flow, overloading and slowing it severely.

## **5.6. Superspecial Stages**

A superspecial is a short stage designed for spectator viewing. Easy access and good viewing locations are important, and attention should be given to making superspecials exciting; imagination and creativity are key. It should be remembered that a superspecial is, first and foremost, a show.

- A map of a superspecial shall be made available to competitors, and time shall be available for them to walk the course.
- Superspecials should be run in reverse start order whenever possible.
- The event Supplementary Regulations should specify that a competitor that fails to complete a superspecial stage may continue the rally, with a score equal to the slowest time of his/her seed or class.
- An announcer should be available, with enough information to keep the spectators entertained.

## 5.7. Schedule

Sample:

	<u>Special Stage</u>	<u>First Car Out</u>	<u>Stage Distance</u>	<u>Transit Miles</u>	<u>Transit Time</u>	<u>Bogey Time</u>	<u>Comments</u>
MTC 1	OUT	16:00		21.84	50		Service 5 minutes
	Apple Hill	16:53	7.23	11.2	25	11	
	Cider Bend	17:32	12.43	2.2	11	19	
	Harvest Coulee	18:05	16.60	3.06	13	25	
RGC 1	SERVICE IN	18:43			30		Service
RGC	IN	19:13					
RGC	OUT	19:43		3.9	13		
	Cider Bend 2	19:59	12.43	2.2	11	19	
	Harvest Coulee 2	20:32	16.60	3.06	28	25	Service 15 minutes
	Hogsback Ridge	21:28	12.41	8.29	23	19	
	Orchard Run	22:13	6.99	0.8	7	11	
MTC 2	IN	22:31					
	Totals:		84.69	56.55			
	Total miles:			141.24			

A stage schedule shall include Special Stage name or identifier, MTCs or RGCs, First Car Out time for each control, stage and transit distance, bogey and transit times. It may also include distance between fuel stops and commentary. Stage schedules are only informational. The official times shall be included on the scorecards.

## **6. Routebook specifications**

### **6.1. Overview**

The three primary objectives in preparing a routebook are consistency, accuracy and safety. While the route may be written to present a fair driver challenge, the routebook should leave no doubt as to the correct course. It shall be written for the competitor who has never seen the course before. A routebook is intended to be neither stage notes nor pace notes. A driver shall be responsible for driving what he/she sees without assistance.

The routebook shall include:

- A cover page including the name and dates of the event.
- Maps of the overall area in which the rally is run.
- Emergency contact information, at least a cell phone number and radio frequency that the competitor may use in the event of an emergency.
- A running time schedule of the competition.
- A glossary of terms and symbols used in the route instructions.
- Route instructions for all transit sections
- Route instructions for all special stage sections
- Maps of all service areas, Parcs Expose or Parcs Ferme.
- The back cover page showing inside a red cross and outside an OK (as supplied by Rally America).

Additional information should be bound in, including:

- An incident report
- A timing inquiry form
- A Stewards' Request for Review form
- A Competitor Evaluation Report. The form is available on the Rally-America.com website.

### **6.2. Route Instructions for Transit Sections**

It is important to provide detailed and accurate instructions for transits. The competitor must be given clear and concise instructions when traveling on open public roads. They must also be given adequate time to travel transits safely and in a manner that will not offend the general public.

Routebook pages for a Transit section shall include:

1. A banner across the top of the page including:
  - Transit start,
  - Transit destination,
  - Transit distance,
  - Time allowed for transit .
2. The first instruction and last instruction at timing controls
3. An instruction for every action point along the route
4. An instruction for every intersection containing a traffic control device
5. At least one instruction for every 5 miles of transit

6. Information on local speed limits at every change.
7. Information on “Quiet Zones” along the route
8. Distance to the first instruction on the next page
9. The first instruction on each transit shall include the local speed limit.

### **6.3. Route Instructions for Special Stages**

As important as it is for the competitor to receive accurate information on transits, it is paramount that they receive complete, consistent and accurate information about the special stages. The organizer must develop a series of symbols and descriptions that he or she can easily articulate to describe their choices for route instruction notation. These symbols and description shall be defined in the glossary of the routebook and then used consistently throughout the routebook.

Route instructions for Special Stages shall include a brief description of the stage to be run, including road conditions, terrain, and surface changes. They shall also include a map of the stage.

Routebook pages for a Special Stage shall include:

1. A banner across the top of the page including:
  - Special Stage number and name
  - Special Stage distance Bogey time for MPL calculation
  - Emergency Time allowed for transit
2. The first and last instructions at timing controls
3. A start line instruction
4. A flying finish instruction
5. An instruction for every intersection along the route
6. An instruction for every grade level crossing of trails or paths that may distract a competitor from the prescribed route.
7. An instruction for every serious hazard on the course. Hazards may include cattle guards, culverts, dips, jumps, rocks, turns hidden by a crest, exposures, water bars, narrow roads, bridges, or surface changes such as tarmac to loose gravel, mud to ice.
8. Distance to the first instruction on the next page

### **6.4. Route Instructions**

The route instructions shall be issued in a six-column format. Sample routebook pages are available on the Rally-America.com website.

The first column is the line or instruction number. The page number plus the instruction number should be a unique identifier so changes may be made quickly and accurately.

The second column is the overall mileage for a section of the rally. A section goes from an ATC, MTC or RGC to the subsequent ATC, MTC or RGC. The mileage as the competitor leaves one

of these controls is 0.00. Overall mileage at an instruction should represent the distance from the control to this instruction in statute miles to the nearest 0.01 mile. The third column is the interval mileage. This mileage should represent the distance from the preceding instruction to this instruction in statute miles to the nearest 0.01 mile.

The fourth column is a symbol or tulip diagram to provide visual representation of the course at this particular point. Tulip drawings shall depict the actual road as closely as possible. The entrance to this point on the road is shown with a large dot and the exit with an arrow. Sharp corners/curves and similar hazards shall be depicted consistently throughout the routebook.

Clocks and flags symbols shall be used to identify controls and timing lines.

Information about each intersection is provided in the fifth column. Symbols or notations of Radio or Emergency response teams located at this instruction shall be included here.

- If the instruction describes an intersection, road names or local signs may be quoted.
- If the instruction describes an action that may not be clear from the tulip, verbal instructions shall be added, i.e. left over crest.
- If the instruction describes a potentially hazardous situation, “!” caution symbols shall be used in the following manner.

**! Take Care** use caution when approaching

**!! Danger** Slow to avoid serious vehicle damage

**!!! Extreme Danger** Slow significantly to avoid serious vehicle damage or possible personal injury.

The sixth column is the decremental mileage for the section. This mileage at the instruction represents the distance to the next time control in statute miles to the nearest 0.01 mile.

## **6.5. Routebook Conventions**

1. All print in the routebook shall be computer generated for clarity. The recommended font is Arial 20 point.
2. Size shall be 8 ½” x 11”, printed in portrait format, single sided and bound on the left side with suitably strong binding capable of 360 degree opening.
3. There should be an easy method of distinguishing the section for each day/leg. This may be separate books, or boldly colored inserts or tabs.
4. A maximum of 7 instructions per page may be used.
5. Transit instructions and special stage instructions must not appear on the same page.
6. Each section will begin and end with a time control
7. Routebook pages shall be numbered sequentially from beginning to end.
8. Page numbers shall be printed on every page.

## **6.6. Stage Notes**

Stage notes shall only be prepared by the Rally America authorized vendor. They must be prepared specifically for an event; under no circumstances shall a previous event's notes be used without update. For National Championship events, Rally America will arrange for the printing and distribution of notes. Regional organizers should contact Rally America to make arrangements to provide notes.

The organizer shall provide a complete copy of the route book and a comprehensive map showing stage locations for the notes production crew no less than two weeks prior to the event. If a practice stage will be run, instructions for that stage shall be available at the same time. Organizers may choose not to have notes produced for short spectator stages. At least one representative of the organizer shall be available to consult with the notes production crew during their review of the course.

## **7. Registration**

### **7.1. Responsibilities and Personnel**

The purpose of the registration is to assure the organizer and Rally America that all participants in the event meet the minimum requirements for their respective levels of participation, insure that all specific Rally America registration requirements are met and waivers are signed, and to provide each with sufficient information to complete the event successfully. Pre-event registration

The registrar shall contact prospective competitors with initial event information according to this time schedule. Pre-event competitor registration for a National Championship event shall open at least 60 days prior to the event. Pre-event competitor registration for coefficient 2 or 3 Regional rallies shall open at least 45 days prior to the event and Coefficient 1 events shall open their competitor registration at least 30 days prior to the event.

All National Championship events shall use Rally America Online Registration; Regional events may choose to do so. If Online Registration is being used, the registrar shall contact Rally America no less than 15 days prior to the opening of Online Registration to provide the event specific information on the fee schedule, special event costs (e.g. banquet tickets), bank account numbers for direct deposit of credit cards and address for mail payments. Regardless of the type of registration process used, the event shall acknowledge receipt of entry and payment from an entrant. An entry list available on the event website may be used for such acknowledgement as long as it is current within two to five business days.

### **7.2. Event Registration**

There shall be sufficient staff involved in the event registration process to allow all participants to register in a minimum amount of time. No person should have to wait longer than twenty minutes.

All participants, including but not limited to competitors, crew members, workers, and officials are required to sign the insurance waiver. All signatures on insurance waivers shall be witnessed by an adult. After each participant has signed an insurance waiver, the event shall issue each wristband which must be worn at all times

To complete competitor registration, the event registrar shall verify:

1. That every driver and co-driver has a current Rally America license suitable for his/her level of competition.
2. That the driver has a current valid driver's license, granting appropriate driving privileges for the rally's venue.
3. That the entrant owns, or has permission to compete in the vehicle registered and that it is currently insured to minimum standards specified by Rally America. A sample permission letter is available on the Rally-America.com website.
4. That a complete listing of all crewmembers and the service vehicle has been provided.
5. That the entrant owns or has permission to use the service vehicle registered and that it is currently insured to minimum standards specified by Rally America. A sample permission letter is available on the Rally-America.com website.

6. That all fees have been paid.

The Registrar shall supply the entrant with an official copy of the Supplementary Regulations, a Routebook and Service packet upon the complete registration of any member of the team.

When all competitors have been registered, the registrar shall insure that the event scoring crew has a complete list of all competitors and their information sufficient to score the event and provide official results.

All signed waivers, competition or worker license applications and any Rally America fees collected shall be forwarded to Rally America within 5 business days of the event.

The registrar should insure that all refunds due to competitors are handled within 14 days after the end of the event.

## **8. Scrutineering**

### **8.1. Responsibilities and Personnel**

It is the responsibility of the Chief Scrutineer and his/her team to inspect each competition vehicle for compliance with all safety regulations. Additional class compliance or vehicle preparation details shall be inspected as directed by the Event Steward or the Rally America Technical Director. Vehicle logbooks shall be updated to reflect the current competition and any deviations from current standards.

The Chief Scrutineer shall report any illegalities in vehicle preparation or class eligibility noted during scrutineering to the Event Steward. It shall also be his responsibility to provide record that all entrants are inspected.

The event's Chief Scrutineer shall be licensed as a Rally America scrutineer. The name of the event's candidate Chief Scrutineer and a brief resume of his/her rally experience should be submitted to Rally America as part of the sanction application, for the Technical Director's review and approval. All notations and signatures in logbooks must be made by licensed Scrutineers.

### **8.2. Venue**

A venue shall be selected that provides shelter from the weather, is well lit and has power available. Heat in areas of the country where snow or inclement conditions exist, and cooling for the hotter areas are welcome additions. The space should allow for simultaneous checking of at least two cars, and additional space should be available for scales. The area shall also be suitable for sound checks.

The area shall have adequate parking for both rally cars and volunteers' vehicles. Notice should be provided in the supplemental regulations if there is space available for trailers. The area should be available not only for initial scrutineering but also for post event impounds. If this area is not available post event, an additional site should be secured.

Technical school shops have proven to be among the best venues.

The following tools shall be available:

- Floor Jack and Stands
- Sound Meter\* and 18" ruler
- Restrictor checking tools\*
- Infrared Thermometer\*
- Basic measuring tools including vernier calipers and a 12' measuring tape.
- An assortment of adjustable wrenches and screwdrivers.
- A mirror to check the underside of the cars.

\* A Technical Inspection Equipment kit will be available from Rally America to assist events/scrutineers who do not have the necessary tools. Contact Rally America to reserve. A security deposit may be required. The event will be responsible for shipping costs.

A standard Rally America technical inspection form shall be used. This form shall accompany the entered vehicle through technical inspection. The standard form is available on the Rally-America.com website. All participants shall have signed the waiver prior to entering technical inspection.

Technical Inspections: The Chief Scrutineer shall insure that each competition vehicle is given a full inspection and complete the technical inspection form.

- If the vehicle and attendant equipment meet the specified requirements, a sticker shall be placed on the car and appropriate notation shall be made in the vehicle logbook. This sticker must display the date of the inspection and the legible initials of the Chief Scrutineer for the event (or his designee).
- If the vehicle fails to meet these standards, the entrant shall be given reasonable opportunity to remedy the deficiency and resubmit the car for inspection. All deficiencies shall be reported to the Chief Scrutineer and to the Event Steward.
- No exceptions to Article 5 of the Rally America Rules shall be permitted; e.g. expired harnesses shall not be allowed.
- Vehicles found unsafe will be barred from competition until such time as the unsafe conditions can be remedied. Appropriate notation shall be made in the vehicle logbook.

The completed tech forms shall be kept as record of all vehicles that pass inspection. This record shall be compared with the start list to guarantee that all competitors meet minimum safety requirements prior to the first MTC.

Service areas: Each service area shall be staffed by an adequate number of people to re-inspect any car that has sustained any obvious physical damage to determine if that vehicle is safe to continue competition. They shall review any other car(s) as requested by a Steward or the organizer. These persons are determined to be judges of the fact, and may after consultation with a Steward, the Chief Scrutineer, and/or the National Technical Director, determine that a car is no longer fit for competition. Notations should be made in logbooks of all vehicles that sustain obvious damage during competition.

Post Event Impound: Any post event impounds shall be staffed by Chief Scrutineer or his designee. They shall perform such inspections as deemed necessary for resolution of protests filed or as requested by the Event Steward or the National Technical Director. All mechanical work necessary for said inspections shall be performed by the crew of the car. At National Championship events, the National Technical Director shall inform the Event Steward when cars may be released from impound.

## **9. Press and Public Relations**

### **9.1. Responsibilities and policies**

The primary purpose of the Press and Public Relations person (committee) for the rally is to effectively manage the perception of the event within the local community and the motorsports community through the dissemination of information and the management of the working press.

All applications for media credentials for National Championship events shall be processed by Rally America or its public relations agent of record. Applications may be found on the Rally-America.com website, and should be submitted directly to Rally America.

For Regional events, limited access to stages may be offered to working press who apply. Application, including name, media relationship, telephone number and email address may be made by email or letter to the event press coordinator. If approved, these persons shall be escorted to predetermined marshal locations throughout the course for photo opportunities. They must remain within the prescribed photo shoot areas under the direction of a rally official at all times. These persons shall have access to Parcs Expose, service areas, competitors (for interviews and photos) and any pre or post event gathering. If event staffing does not allow for a marshal to be assigned to monitor the media at chosen locations throughout the course, the media's access to the course shall be limited to areas within sight of marshaled locations.

### **9.2. Pre-Event**

National Championship events shall produce an event program, including but not limited to spectator viewing information and an event schedule. All Regional events shall produce spectator viewing information. Press releases should be sent out to local media six weeks prior to the event and again three weeks prior to the event. Invitations should be issued to local media to attend any media events and cover the rally.

### **9.3. Event Operations**

National Championship events shall provide a media center for the use of the working press. This facility shall be accessible during event operations. It should be equipped with work tables, phone lines, electricity and a copier.

National Championship events shall host a media event where working press have access to selected competitors, vehicles, organizers and other VIPs for interviews and photos.

A press stage may be offered where members of the media and VIPs can be given demonstration rides. This stage should be representative of the rally's stages while not presenting any "Caution" or hazards that may cause undue damage to the cars. The stage shall be staffed as any competition stage with medical, communication and marshal personnel. Participation should be limited to press and VIPs; this is not to be considered a practice stage. No driver/team should be expected to give more than three rides. All persons riding in a rally car during a press event shall sign the appropriate waivers and shall wear properly fitting approved helmets and harnesses. Participating drivers shall wear approved driver suits and helmets.

A packet of prepared information should be available to all registered press. This media guide should include maps, schedules, and bio information on competitors, post event contact information and an event program. It should be available by request prior to the event, in the media center, and at all media events.

In the case of a serious accident during the event, the Press officer shall restrict the flow of information to only that which has been authorized by the organizer, the Safety Steward and Rally America. The press officer shall be familiar with the event safety plan as it pertains to the dissemination of information in these circumstances.

#### **9.4. Post Event**

Follow up press releases including results should be sent to local media.

## **10. Emergency Services**

### **10.1. Responsibilities and Personnel**

The Emergency Services Coordinator shall be either a Doctor (MD), Physician's Assistant (PA), Registered Nurse (RN), Paramedic (EMT-P), or an Emergency Medical Technician with Basic Trauma Life Support (EMTB) and should be familiar with Performance Rally procedures, area medical facilities, including receiving hospitals, area rescue squads, and local ambulance services. The Emergency Services Coordinator should contact all of the above medical facilities and responders at least two weeks before the date of the event and recheck with area hospital Emergency Rooms no more than one week prior to the event.

It is the responsibility of the Emergency Services Coordinator to be immediately available upon notification of the occurrence of an incident of any magnitude to Net Control so there will be no delay in emergency decisions. It is necessary that the Emergency Services Coordinator have an additional, secure method of communicating with Net Control and the event Safety Steward. This may be in the form of a private channel on the radio (nonpublished) or by cellular phone. The Emergency Services Coordinator should have a cellular phone to make any needed phone calls to local authorities or race officials and to request assistance for any incidents that may need additional local support

Emergency Services teams shall consist of two persons at least one of whom meeting the following criteria: Doctor (MD), Physician's Assistant (PA); Registered Nurse (RN); Paramedic (EMT-P); Emergency Medical Technician (EMT); First Responder. Each team should have a "Leader" approved by the Emergency Services Coordinator. Each team should include a link to the event communications network and should be mobile via at least one four-wheel-drive vehicle. All teams should be instructed in the details of the sport, including but not limited to the safety equipment in and on the car, location and contents of the first aid kit in the car and all possible types of fire fighting/suppression equipment used.

### **10.2. Event Operations**

An Emergency Services team shall be stationed at the start of every active stage, at all spectator points on active stages and at a midpoint location of any active stage over 15 miles in length. It is recommended that an Emergency Services team be stationed at Parcs Expose, service areas and in the Safety Sweep vehicle as well.

If emergency vehicles must enter a stage while the stage is hot, the control crews shall be notified via communications network. Rally traffic shall be stopped by the control crew at the start of the stage to allow the emergency vehicles to proceed to the incident.

An Emergency Services crew will be positioned near the midpoint of the stage on stage roads longer than 15 miles in order to minimize response time. If an emergency incident occurs past the midpoint of the stage, and rally cars are still approaching the incident from the start of the stage, the Emergency Services crew will block the stage at the midpoint IN A SAFE POSITION, displaying a Large Red Cross Placard. The Emergency Services team will await the arrival of the next rally car and turn the sign over to the arriving competitor with the instructions to: 1) move to a safe position; 2) turn on their hazard lights; 3) display the Placard; and 4) to stop ALL rally traffic at that point. After providing these instructions, the Emergency Services team shall proceed safely down the stage to the incident.

Communication at an incident will be done by radio communications through Net Control. Cell

phones may be used as needed for private communications. Upon arrival at the scene, the team will assess the situation and begin rendering assistance. A call for additional help should be made as soon as it is determined that additional help is needed. A chart can be found on the Rally-America.com website outlining the proper procedures for reporting the medical status of the driver and codriver. UNDER NO CIRCUMSTANCES is the condition of the driver or codriver to be broadcast on the net other than as outlined. Additional information on injuries may be passed along ONLY by Net Control or by the Rally Chairperson or the Chairperson's designee. "Injuries are being reported and medical help is being requested." is the only phrase that should be shared with any person not directly involved in the incident response.

### **10.3. Recommended Equipment**

#### Emergency Services Team Medical Kit (Required Equipment)

- Airway management
- Bleeding control
- Patient assessment

#### Spinal Immobilization Device (At Least One Required)

- Full backboard
- Short backboard
- KED or equivalent

#### Cervical Collars

- Assorted sizes or adjustable.

#### Firefighting Equipment (at least one of each)

- 20BC Fire extinguisher
- Water extinguisher
- CO2 extinguisher

#### Other Equipment

- Light bar or equivalent device(s)
- Tow strap (20' minimum)
- Portable spotlight/flashlight (w/fresh batteries),
- Hand tools
- Screwdriver
- Pry bar (3' minimum)
- Hammer
- Adjustable wrench
- Hacksaw
- Pry ax
- Shovel (optional)
- Rake (optional)
- Chainsaw (optional)

## **11. Stage Controls**

### **11.1. Responsibilities and personnel**

The primary responsibility of stage control crews is to prevent all unauthorized traffic from entering the stage either by foot or by vehicle to insure a safe and viable course. The safety plan shall specify who is authorized to travel on a stage after the control crew has arrived. The start and finish controls also have the responsibility of accurately timing competitor cars.

The Arrival Timing Control (ATC) crew blocks the entrance to the stage roads for all but authorized vehicles. They record the arrival time of each competitor to the whole minute and assign an Ideal Start time for the stage. The stage worker records this information in the Competitor's time card. At the Special Stage Start, the Starter verifies and records the actual start time, counts down the seconds to the zero mark of the assigned Start minute, and starts the car on the stage.

Marshals shall be located along the stage at every location where unauthorized persons or vehicles might enter the stage. Their function is the safety of the course, keeping all unauthorized traffic from entering the stage.

At the end of the stage, a person located at the timing line notes the time as the competitor car crosses the finish line at full speed. The time is recorded and communicated to the person at the Finish Timing Control (FTC), located some distance past the finish line. The control worker records this time on the Competitors' time card. The elapsed time between Start and Finish is the score for the stage. The Finish control crew blocks any entrance to the stage.

All timing controls shall record all times on a standard Rally America timing log. Templates and blank logs are available on the Rally-America.com website.

Minors may perform any stage control function for which they are qualified. They shall, however, be accompanied by an adult at all times.

### **11.2. Start Control Setup**

See page 37 for sign placement. The stage captain should be comfortable with their locations from a safety and function perspective. All workers' vehicles should be well off the road and in a safe location.

Minimum staff shall include start captain, one ATC worker, one start line worker, and one person to control spectators. A radio operator is also required; if absolutely necessary, one of the above persons can fill the position.

An Emergency Services team shall also be present. They shall be positioned out of the way of rally traffic, yet able to enter the stage even when the control is full of cars.

### **11.3. Start Control Procedures**

The Yellow Clock Sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme without penalty. If service does occur, start personnel shall note specifically what was done on a control log. The Spectator control person should be stationed here to control access to the special stage.

Once the 000 car has entered the stage, all traffic on the stage (until the green light sweep has cleared) shall be race direction. Special cases shall be managed by Net Control.

When the last course opening car finishes the stage and notifies Net Control that the stage is ready to run, Net Control will check with stage start to see that they are ready to receive competitors. If the captain feels the stage start is set and ready to run, he should have the radio operator pass the acknowledgement to Net Control. Net Control shall advise the Stage Start if the stage is ready for competition and when they may start cars.

**No competitor shall start a stage until Net Control has notified the Stage Captain that the stage is approved to run.**

The ATC, marked with a Red Clock sign, should be staffed by at least two persons. Their car is usually placed on the side of the road facing oncoming rally traffic. The start captain should be here with a two-way radio link to the Start line.

The Stage Start is indicated by red sign with a waving flag. Two additional persons should be stationed here. One person will start the cars; the second will record the actual start time, issue the sequence numbers and communicate with the start captain at the ATC.

A beige End of Control sign marks the end of the control and Parc Ferme.

If the radio operator receives notification to stop cars, that stage integrity has been breached or that there is a serious accident that requires emergency response, he/she shall inform the Stage Captain immediately. No further cars shall enter the stage. The remaining competitors shall be held at the start location until such time as they are released by Net Control.

Operations of an ATC and start control are detailed in the Rally America Rulebook in Article 7.4.

#### **11.4. Marshal Location Setup**

Each Marshal and vehicle shall be positioned in a safe location. The vehicle should be used to partially block the intersecting road so that anyone approaching will have to stop. It is recommended that at least two persons staff each marshal location.

Marshals shall have copies of the permission letters, instructions, a red cross sign and the appropriate sections of the event safety plan. They shall have maps and directions to the nearest approved spectator areas.

All marshals shall wear identification that clearly indicates they are rally officials – brightly colored vests, for example. It is recommended that all marshals be capable of communicating with the stage start and/or the rally communication network.

- Marshals shall be located at all intersections that may be accessed by unauthorized traffic during competition.
- Marshals shall be located at all intersections that may provide access to another active competitive stage road. This road shall be physically blocked and marshaled at any intersection with an active stage.
- Marshals shall be located at all occupied habitations on the stage.

## **11.5. Marshal Procedures**

Marshals shall control access to the special stage. They shall provide information to those interested on the spectator area accessible to view the rally. They shall redirect any others to return at an appropriate time when they may enter the stage.

If access is gained to an active special stage in spite of their efforts, the marshals shall stop all competitive vehicles by displaying the red cross to the next competitor and all subsequent competitors. If there is radio communication at their location, the marshals shall direct the start control to stop sending cars immediately. If there is no radio communication at their location, the marshal shall direct the next competitor (the first one stopped by their red cross) to proceed down the stage with caution to the next radio location to report the incident.

## **11.6. Finish control setup**

See page 37 for sign placement. The stage captain should be comfortable with their locations from a safety and function perspective. All workers' vehicles should be well off the road and in a safe location.

Minimum staff shall include finish captain, one timing car worker, one flying finish worker, and one person to control spectators. A radio operator is also required; if absolutely necessary, one of the above persons can fill the position.

## **11.7. Finish control procedures**

The Yellow Checkered Flag sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme without penalty. If service does occur, finish control personnel shall note specifically what was done on a control log.

The flying finish, the timing line for the end of the control, is marked with a Red Checkered Flag sign. The worker located here notes the passage of each competitor and either times or signals its passing to the finish control.

The FTC, marked with a Red Clock sign, should be staffed by at least two persons. Their car is usually placed on the side of the road facing oncoming rally traffic. The finish captain should be here, along with a two-way radio link to the flying finish.

A beige End of Control sign marks the end of the control depth and Parc Ferme. The Spectator control person should be stationed here to control access to the special stage. No vehicle shall be allowed access to the stage. Properly credentialed media personnel may be given access on foot.

Once the 000 car has entered the stage, all traffic on the stage (until the last sweep has cleared) shall be race direction.

If a finish control is notified by a competitor that there is an accident on the stage, they shall determine if the OK is displayed and record the car number and the nature and location of the incident. If the OK is displayed, they shall notify Net Control of the incident. If the OK is not displayed, they shall notify the start control to stop sending cars immediately and to send the Emergency Response Team. Once acknowledgement is received from start, they shall notify Net Control of the incident.

Operations of a finish control are detailed in the Rally America Rulebook in Article 7.4.

Control crews shall employ sequence numbers applied to the scorecard at the ATC. The finish control logs these numbers to detect immediately when a car is missing and take action to determine the whereabouts of the missing competitor. Sequence numbers are also essential in resolving scoring inquiries. The sequence number on each competitor's time card shall be recorded on all timing logs. Radio tracking or other means may be employed in addition to sequence numbers.

Sequence numbers should also be applied to time cards at FTCs, to assist in locating cars off course on transit sections.

## **12. Other Controls**

### **12.1. Main Time Control (MTC)**

#### Responsibilities and Personnel

The primary responsibility of an MTC is to provide a clear start and end for legs as well as to provide for a time card exchange. Each day of a rally must start and end with an MTC. They may be used elsewhere to facilitate the flow of the rally or aid in scoring.

Minimum staff should be 2 persons, one to receive the scorecards and one to write in the log. Additional persons for crowd and traffic control shall be required if the MTC is located in or near a service area or other authorized spectator area.

#### MTC Setup

See page 37 for sign placement. There should be adequate space to accommodate several cars arriving early and waiting to check in. All worker vehicles should be well off the road in a safe location.

#### MTC Procedures

The Yellow Clock Sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme without penalty. If service does occur, control personnel shall note this on a control log. The Red Clock Sign marks the timing line and the beige End of Control Sign closes the area deemed a Parc Ferme.

Since many MTCs are located at or near Service Areas, service personnel should be discouraged from entering the control area.

At an MTC, control personnel shall note the declared minute of arrival on the time card and display the entry to the co-driver. They shall return the scorecard to the competitor or present them with a new scorecard as appropriate. The new time card should show the time the competitor is due at the next timing control. All times shall be logged.

### **12.2. Regrouping Control**

#### Responsibilities and personnel

The primary responsibility of a regrouping control is to reduce the intervals between competitors that have occurred because of late arrivals or retirements. The first cars on the road will typically spend longer in an RGC than will later cars, producing regular intervals leaving the RGC. An RGC may, but need not, incorporate a time card exchange. A Regrouping Control requires a minimum of three people.

## RGC Setup

See page 37 for sign placement. A RGC consists of two controls: an RGC IN and an RGC OUT. If used at a service area, the RGC may actually consist of 3 controls. There should be adequate space to accommodate several cars arriving early and waiting to check in to the RGC IN. Adequate space must also be provided between the RGC IN and OUT to accommodate the largest number of cars that will be held. For example, a ten-minute RGC must provide room for at least 10-12 cars.

## RGC Procedures

The Yellow Clock Sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme. If service does occur, control personnel shall note this on a control log. The Red Clock Sign marks the timing line for the RGC IN. A second Red Clock Sign marks the timing line for the RGC OUT. The beige End of Control Sign closes the Parc Ferme.

Since many RGCs are located at or near Service Areas, service personnel should be discouraged from entering the control area.

A timing control located at the beginning of a Service may be labeled an RGC IN if a regroup is planned with the service. The control personnel shall note the minute of arrival on the time card and display the entry to the co-driver. They shall return the scorecard to the competitor or present them with a new scorecard as appropriate. The new time card should show the time the competitor is due at the RGC exiting service (where the actual regrouping takes place.) An RGC IN located at the beginning of a service must display a beige End of Control sign.

At an RGC IN or at the RGC IN exiting Service, the control personnel shall note the minute of arrival on the competitor's time card and on their log. They shall assign an out time for the RGC out that reflects the published length of the Regrouping period to the first car, and the next available out minute to each subsequent car. (Care should be taken to allow for additional minutes which may be awarded based on speed factor at the start of the order. See Rally America Rules, Article 1.7.E.5.)

Each competition car shall be held within the Regroup Control (which is a Parc Ferme) until its assigned minute. The cars report to a second timing control, the RGC OUT at the exit of the Regrouping area. The control personnel will note each arrival time on the time card and on the log and return the time card to the competitor.

## 12.3. Observation Control

### Responsibilities and Personnel

The primary responsibility of an Observation Control (OBS) is to monitor compliance with rally regulations by all competitors at random locations on transits throughout the course. It is recommended that the OBS be staffed by at least 2 persons.

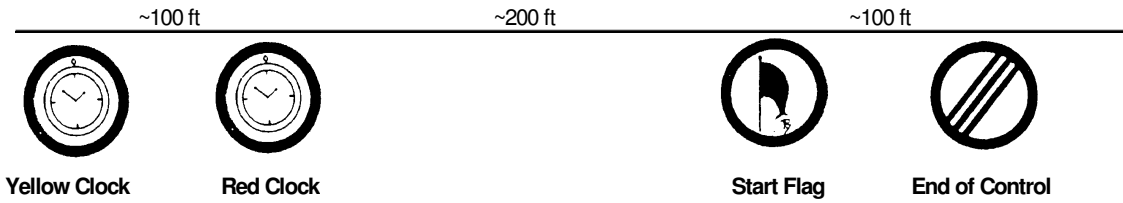
## OBS Setup

See page 37 for sign locations. An OBS control shall be set up the same as an MTC.

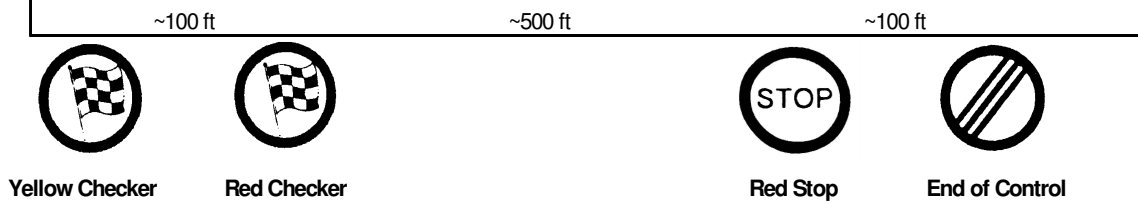
## OBS Procedures

When a vehicle checks into an OBS control, the control personnel shall note on the competitors' time card the results of their observations. For example, if the OBS Control is monitoring the competitors' speed, the speed from the radar gun or other such device shall be recorded on the time card and initialed by the control personnel. This information shall also be recorded on an OBS Control Log.

### Start Control Sign Layout



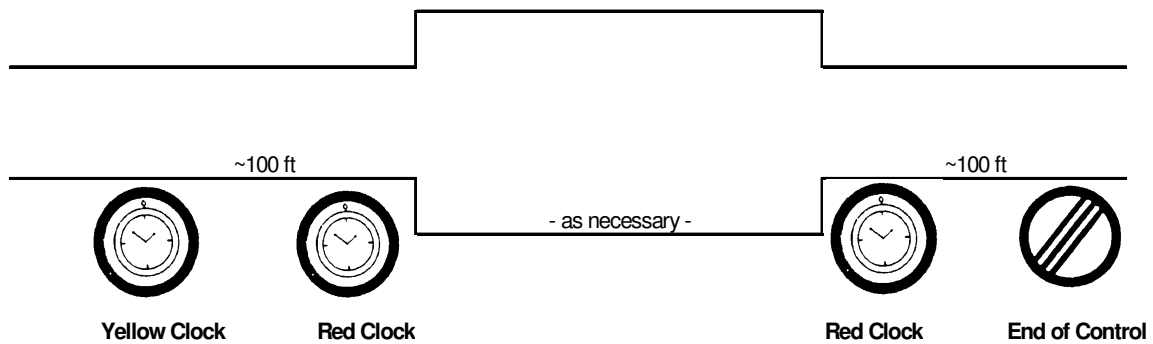
### Finish Control Sign Layout



### Main Time Control/Observation Control Sign Layout



### Regroup Time Control Sign Layout



## 13. Spectator Management

### 13.1. Responsibilities and personnel

It is the objective of every rally to provide viewing areas that are safe and enjoyable for spectators. **A “Spectator” shall include everyone but the marshals assigned to work this area, Rally America credentialed media personnel, officials and active competitors.**

A Spectator Safety Coordinator shall be a member of the organizing committee. His/her name and a brief resume of his/her rally experience should be submitted to Rally America as part of the sanction application, for review and approval. The Spectator Safety Coordinator shall have no responsibilities other than assuring the safety of spectators.

The Spectator Safety Coordinator shall produce a plan to provide safe arrangements for spectators and to exclude, with reasonable certainty, spectators from areas that are not appropriate.

- The plan shall include drawings of designated spectator areas, showing the planned setup of each area. Dimensions shall be included so that clearance from the stage roadway is shown. Elevations, trees and other objects that may impact safety shall be indicated. Photos may be included when appropriate. Positions and types of barriers and signage shall be indicated.
- The plan shall include information on the dissemination of spectator information, including directions, rules, costs, times and places. It should specifically include the methods of distribution, such as web site, program, local media, and signage.
- The plan shall be integrated with, and included as a part of the event’s overall safety plan.

### 13.2. Site Selection

The following should be considered in selection of designated spectator areas:

- Good viewing locations
- Sufficient space to allow for expected attendance.
- Inclusion of popular traditional spectator areas where other criteria can be met.
- Area deemed safe from intrusion by competing vehicles, even those out of control or with sudden mechanical failures. Avoid areas outside corner exits, below the roadway or otherwise hazardous.
- Access should not require crossing the stage road.
- Adequate Parking Area within walking distance. If walking distances are long or difficult, this should be stated in spectator information.
- Clear access for Emergency Vehicles can be maintained.
- Areas should be located and scheduled to discourage spectators from trying to make a fast dash to another area. Ideally, multiple spectator areas may be planned for use in succession, with a planned route between them.

- When feasible, spectator areas should be on stages that will be repeated.
- Since the organization controlling the stage road may not be the same one controlling the adjoining areas, proper permissions shall be in place.

### **13.3. Spectator Area Setup**

- Minimum staff for a small spectator area (less than 100 people expected) shall consist of a Captain and three additional marshals, one to direct parking and two to provide information and assist spectators in finding appropriate locations. Additional marshals may be required for additional spectators. A radio operator is also required; if absolutely necessary, one of the above persons can fill the position. An Emergency Services team shall also be present. They shall be positioned out of the way of rally traffic, yet able to enter the stage if necessary.
- Access should be well marked, bannered, cleared for safe foot traffic and well clear of the competitive stage.
- Designated limits shall be clearly marked. Plastic construction fencing should be used where large crowds are expected; otherwise banner tape or reusable bannered rope. Other limits should be clearly marked, especially in the direction of up and down the stage.
- Use natural barriers to protect spectators from competing cars – distance, trees, rising elevation, ditches, etc.
- Spectator areas that have experienced significant problems with unruliness in the past, should have a uniformed law enforcer assigned.
- Set up should be reasonably comfortable and attractive to spectators to encourage them to come there and to remain.
  1. Provide portable toilets.
  2. Trash containers
  3. As availability of information helps keep spectators in place, consider a public address system in large spectator areas. Information shall be provided on schedules, bios, revisions, standings, who is out and why, etc. Knowledgeable staff shall be available to provide this function.
  4. A food vendor is suggested for very large spectator areas that will be used for repeated stages.
  5. Merchandise vendors and sponsor kiosks should be considered.

### **13.4. Spectator Guides (Event Programs)**

All designated spectator areas shall be identified in materials made available to potential spectators, and shall include instructions directing them to the approved areas. These materials shall make clear that presence of spectators in areas not designated for their use will result in cancellation of the stage, so that they will miss seeing cars in competition.

Spectator Guide Information shall include, but is not limited to the following:

- Dates and schedule of the rally.
- Identification of all places where spectators are welcomed, e.g., podium start and finish, Parcs Expose, spectator areas, Service.
- Maps and written instructions detailing how to reach the places where spectators are welcomed.
- Information on ticketing, if spectators are charged to attend; where to buy and pricing; information on what they get for the fee.
- Parking information.
- Description of each area – view, ease of access, etc.
- Basic instructions to obey identified Marshals, and the likely consequences of not doing so.
- Samples of signs they will see to direct them.
- Information on handicapped accessibility.

### **13.5. Marshalling Spectator Areas**

A Spectator Area Captain shall be familiar with this manual and the event safety plan.

Marshal equipment at Spectator Areas should include:

- A whistle to get attention of other marshals and/or spectators.
- Garment such as a vest marked “SAFETY” for each Marshal.
- Short-range radios, such as FRS or GMRS.
- “Red Cross” for the Spectator Area Captain.
- Spectator Information/ event programs
- Banner tape.
- Flashlight.

The Spectator Area Captain shall brief all marshals, medical personnel and law enforcement in his area before spectators are expected. All marshals should be informed of their station, all restrictions on spectators, location and procedures for use of the communication system. The captain should review emergency procedures with all marshals and distribute copies of the start order and spectator guide.

Marshal should direct spectators by telling them what they can do, not what they cannot do, when possible. The marshal shall first approach spectators presenting a problem with a conversational, informative manner. Only if this fails will direct orders be issued to spectators. Never resort to physical action against a spectator. Problems should be reported to the spectator area captain.

### **13.6. Emergency Procedure for Spectator Areas**

The Spectator Area Captain shall be the only person authorized to use the "Red Cross" Procedure at a spectator area. If unsafe conditions exist, the captain will first make every reasonable attempt to eliminate the unsafe condition. If the condition cannot be brought under control, the captain notify net control and necessary actions will be taken.

If the stage is active when the unsafe condition arises, the captain will display the Red Cross from a safe point on the stage upstage from the hazard, shutting down the stage. He will immediately notify Net Control of his action.

### **13.7. Spectator Management at Other Public Areas**

The Spectator Safety Coordinator should inspect facilities and plans for Parcs Expose and any Service Areas to identify their suitability for spectators and to minimize any hazards. He/she should also coordinate with the Service Area Marshals concerning the safety of the public in their plans and in instructions to workers there.

Marshals, preferably with communications capability, shall be placed at all areas previously used by spectators. Marshals in these positions will be furnished a supply of spectator information guides, instructions on how to reach spectator areas, schedules and maps, enabling them to redirect misguided spectators.

### **13.8. Spectators on Private Property**

The Spectator Safety Coordinator will be responsible for addressing potential hazards created by private owners spectating from their property. Cautionary procedures should be included in the Safety Plan if potentially occupied private property is along stages. The spectator safety coordinator may find it necessary to inspect stages with many such properties in advance of the 000 car.

Organizers shall maintain a record of contacts with property owners along stages, to assure each has been contacted. They shall assure that each property owner has been issued spectator safety information and note this in the record.

Spectators on private property shall be marshaled. The Marshal should be equipped to communicate with the rally communication net, and shall be equipped with a Red Cross, and written instructions on how to stop the stage if unsafe conditions arise. The area should be appropriately bannered.

### **13.9. Spectators at other areas**

If persons approach areas not designated for spectators, and they are not interested in spectating the rally, they should be provided alternate directions to their destination or if there is no alternative, they may be allowed to remain on the public road access safely back from the course until such time as they may enter the road.

If spectators approach areas not designated for spectators, they should be provided written directions to the nearest spectator area and politely informed that their presence in this area could result in the suspension of competition for this special stage.

If the marshals in either of the above situations are comfortable that everyone will remain in safe locations and under control, they may be allowed to remain at that location. Net control should

be advised. If they are uncomfortable with the situation, actions should be taken to remedy it, up to and including a red cross to stop the stage if necessary.

If a large group of spectators congregate at an area not designated for spectators, and if the spectator safety coordinator and/or the organizer determine that they have sufficient resources to staff it as a normal spectator location, an impromptu spectator area may be established. It shall meet all the same criteria as any spectator location and be approved by the Safety Steward prior to the running of the stage.

### **13.10. Returning Stage Road to Normal Service**

Marshals shall prevent non-rally traffic from entering the stage road until passing of the final Course Closing Vehicle. This Course Closing Vehicle shall be clearly marked, usually by a flashing green light. After passage of the final Course Closing Vehicle, two-way traffic can be allowed on the stage road.

### **13.11. Post-Rally Review**

For personnel training value and for planning future rallies, a spectator management review should be scheduled within weeks after the rally, including as many of the people involved as possible. It should include the following considerations:

- It should strive to identify areas needing improvement: what did spectators not like, where were spectators not fully controlled.
- What elements of Spectator Management worked and should be repeated?
- What training should be added for those involved in Spectator Management?
- Areas with unruly spectators should be identified so future events can station a uniformed law enforcer at these locations.

## **14. Course Opening**

### **14.1. Responsibilities and Personnel**

The primary purpose of all course opening vehicles is to create and maintain the safest possible environment for competitors, workers and spectators. This goal will be achieved through multiple layered inspections, tight controls and qualified experienced operators using a minimum of 3 course opening vehicles. In addition to stages, at least one course opening vehicle shall traverse each transit section of the route, assuring that there have been no last minute changes to the transit route.

At no time during event operations should any course opening vehicle be staffed by only one person. There should be at least a driver and codriver in each. These persons should be well versed in the operational logistics of the event. They should be very familiar with all aspects of the safety plan for the event as it pertains to spectators, workers and competitors. At least one person in each course opening car should be in communication with the rally radio net.

The drivers of these vehicles should be capable of reviewing the course while driving safely and briskly when required. The codrivers should be familiar with reading route instructions, communicating those effectively to the driver, recognizing when instructions may need to be modified for the continued safe running of the event and be capable of wording such corrections.

The names of the event's candidate driver/codriver for all course opening vehicles and a brief resume of their rally experience should be submitted to Rally America as part of the sanction application for review and approval.

Car 000 will be primarily responsible for verifying the placement of all workers and control locations, assuring all bannering is correct and unbroken, clearing the course of any civilians, and assuring stage integrity has been achieved.

Car 00 is charged with all of the above paying particular attention to spectator area containment and spectators not at approved viewing locations. They are also responsible for verifying route instructions for accuracy.

Car 0 duplicates Car 00's duties but typically will be running at speeds higher than that of the previous course opening vehicles. These are the last sets of eyes on the course prior to competition; they must review the road, start and finish controls, all marshal locations and spectator areas for event readiness. Any variance must be corrected before the stage is allowed to start.

### **14.2. Vehicles**

All course opening vehicles shall meet the minimum requirements listed below:

- Street legal, licensed and insured to Rally America event minimum
- Capable of completing stages in 130% of bogey or less. For example, if the bogey time is 10 minutes, the vehicle shall be able to complete the stage in 13 minutes.
- In good repair.
- Extremely reliable rally net communications.

All course opening vehicles should be outfitted with the following minimum equipment:

- An audible warning device and lights
- Accurately calibrated rally odometer
- Official rally time, either via odometer or separate clock/watch
- A complete set of control signs, both start and finish.
- A fire extinguisher of 10 B:C rating or greater
- Warning triangles
- Banner tape
- First aid kit

### 14.3. Event Operations

Once the event begins, the course opening vehicles should follow the following procedures as closely as possible. Extraordinary circumstances may require modifications to these procedures at the discretion of the Clerk of Course or Net Control. Event Net Control shall be informed of the location and movements of all course opening vehicles.

The following timelines shall be considered normal operations for course opening vehicles. While the exact start time may vary by stage, each course opening car must start the stage early enough to allow them to safely and thoroughly complete their responsibilities.

- Car 000 shall finish the stage 60 minutes prior to the first competition vehicle starting.
- Car 00 shall finish the stage 25 minutes prior to the first competition vehicle starting.
- Car 0 shall finish the stage 5 minutes prior to the first competition vehicle starting. At no time shall more than 25 minutes elapse between the passage of car 0 and the passage of the first competitor.

This timeline may break down during the running of successive stages until such time as the competitors are stopped for service, Parc expose, or meal break and the course opening cars can catch up. It may be necessary for the organizer to have additional course opening vehicles to rotate in, or leap frog with each other to maintain the ideal schedule.

Upon arrival at an ATC, each course opening vehicle shall report its location and findings to Net Control before proceeding. The course opening vehicle crews (primarily 000) should review worker placement and assignments, adjust as necessary the locations of signage, worker and emergency services vehicles to allow safe easy access to the start line for competitors and emergency vehicle access to the stage should it become necessary.

When each course opening vehicle enters the stage, the crew should again report to Net Control. If a course opening crew finds any banner down on the stage **or any other evidence of a lack of stage integrity**, they must investigate the situation and resolve it in consultation with Net Control. All course opening vehicles (primarily 00) are responsible for verifying the safe placement of any spectators, civilians or credentialed media personnel on the stage. Some

latitude may be allowed in the placement of credentialed media personnel, but in all cases, the course opening crews shall be the final arbiters of what is and is not an acceptable and safe location.

If for any reason a course opening vehicle stops on a stage, the crew should immediately report to Net Control so that following vehicles are aware of the location and situation. Upon completion of the stage, the crew shall review the finish control layout for safety and accessibility, notify Net Control and update them on stage and control situations. The crew from Car 0 after completion of their run down the stage and resolution of all safety issues shall be responsible for declaring the stage "Ready to run." A member of the Car 0 team must make this notification directly to Net Control.

## 15. Course Closing

### 15.1. Responsibilities and Personnel

The primary purpose of all course closing vehicles is to create and maintain the safest possible environment for competitors, workers and spectators. This goal will be achieved through multiple sweeps of the completed course, accurate record keeping and qualified experienced operators using a minimum of 2 course closing vehicles. In addition to stages, at least one course closing vehicle shall traverse each transit section of the route to locate disabled competitors and monitor the transits for illegal service.

During event operations each course closing vehicle shall be staffed by at least two persons. At least one of these persons shall be well versed in the operational logistics of the event. At least one of these persons shall be very familiar with all aspects of the safety plan for the event as it pertains to spectators, workers and competitors. At least one person in each course closing car shall be familiar with and in contact with the event communications network.

The drivers of these vehicles should be capable of searching for vehicles that may have left the course or be stopped on the stage while driving safely on sometimes rutted and challenging roads. At least one of these persons should be familiar with reading route instructions, communicating those effectively to the driver.

**Safety Sweep** is charged with starting the stage within a minute of the last competitor as much as is safely possible to insure that the last driver has the same safety net as all the other competitors and accounting for the safe passage of all competitors who entered the stage. These persons shall maintain a written log of the disposition of all competitors who do not successfully complete the stage. It is recommended that at least one of the occupants of this vehicle be an emergency medical responder. It is not the job of this car to extract a vehicle. These persons are deemed to be judges of the fact, and may after consultation with event officials rule that a competitor or car is no longer fit to compete. This car shall not pass a vehicle still capable of competing. Safety Sweep shall also be responsible for collecting all Control Logs and taking them promptly to Scoring.

**Heavy Sweep** is charged with locating and rendering such assistance as is practical to insure that all competitors who entered the stage have cleared it or moved to a safe location. It is recommended that this vehicle be equipped for extracting/assisting damaged cars and the persons in it familiar with the proper operation of such equipment. Ideally, several vehicles and crews should be available for this function.

The final vehicle to traverse the course shall be identified by a rotating/flashing beacon, preferably green. The passage of the "**green light**" vehicle will be the signal to all participants that the roads behind it are returned to normal, two way non-competitive traffic. The green light vehicle shall also function to protect heavy sweep vehicles involved with assisting a competitor, confining other traffic to the open part of the stage. If use of a green beacon is prohibited locally, the description of the substitute identifier shall be documented for all participants in supplementary regulations, on official notice boards, in worker documentation and spectator information.

### 15.2. Vehicles

All course closing vehicles shall be legally licensed and insured in the state in which they are registered. They should be in good repair.

The following equipment shall be required in all course closing vehicles:

- Rotating/flashing beacon
- Searchlight
- Accurately calibrated odometer
- Official rally time
- Fire extinguisher of 10 BC rating or greater
- Extremely reliable rally net communications
- Warning triangles
- First aid kit
- An official route book

### 15.3. Event Operations

Once the event begins, the course closing vehicles should follow these procedures as closely as possible. Extraordinary circumstances may require modifications to the procedures at the discretion of the Clerk of Course or Net Control. Net Control shall be informed of the location and movements of all course closing vehicles. It may be necessary for the organizer to have additional course closing vehicles to rotate or leap frog to maintain the ideal schedule.

Upon arrival at an ATC, the course closing vehicle crew shall report their location to Net Control. Before proceeding, the Safety Sweep vehicle crew shall collect the Start Time Logs from the stage captain. This log may be used to determine MPL for competitors struggling to continue, and then shall be promptly passed on to Scoring.

One minute after the last car has entered the stage, the Safety Sweep vehicle shall confirm with Net Control that all cars have started and enter the stage. When Safety Sweep finds a competitor vehicle stopped on the stage, they shall stop and consult with the occupants to determine the status of driver and codriver and their competition.

- If the team is withdrawing from competition, the Safety Sweep shall collect their time card, notify Net Control and Heavy Sweep of the car's disposition and location, note this information on their log and continue on the stage.
- If the team advises Safety Sweep that they are in need of minor assistance and are able to continue, Safety Sweep shall confer with Heavy Sweep and render whatever assistance is available. If the car can continue, Safety Sweep shall then report the car's disposition to Net Control, note it on their log and continue on the stage behind the car. **At no time shall any sweep vehicle pass a car that is still in competition.**
- If the team is injured and in need of medical assistance, the Safety Sweep shall invoke the safety plan immediately, notifying Stage Start, Net Control and Heavy Sweep of the situation and the location requesting assistance as necessary. The Safety Sweep shall remain in place and in charge of the incident until relieved by an equal or more qualified medical responder. If any other competitors have not successfully completed the stage, Heavy Sweep should continue to sweep the stage as Safety Sweep.

When Safety Sweep reaches the finish of the stage, they shall review their log of cars with the Finish Captain and his logs to account for the safety of all cars that entered that stage. Results shall be reported to Net Control. Any discrepancies shall be resolved before the road is released to public use. That is, there must be written logs to prove that all competitors have been located and accounted for before the stage may be shut down and workers released. Safety Sweep shall collect the Finish Time Logs and deliver them promptly to Scoring.

Heavy Sweep may enter the stage immediately behind Safety Sweep, and shall likewise report to Net Control. They should note all communication from Safety Sweep and be prepared to assist as necessary. When Heavy Sweep finds a competitor vehicle stopped on the stage, they shall stop and consult with the occupants to determine the status of driver and codriver and their competition.

- If the team is withdrawing from the rally, the Heavy Sweep should assist in towing the car to a safe location, notify Net Control with the team's service crew instructions and insure that the competitors are brought to a safe location with reliable communication.
- If the team has advised Safety Sweep that they need minor assistance to get back on course, the Heavy Sweep should render such assistance as they can do safely. They shall notify Net Control that the car has been assisted and is continuing.
- If the team is injured and Safety Sweep is still on location, Heavy Sweep shall render such assistance as is necessary until additional resources are present. As soon as is reasonably possible, Heavy Sweep shall determine the number and status of any other competitors who have not yet completed the stage from consultation with Net Control. If other competitors have not completed the stage, Heavy Sweep will continue to sweep the stage for those competitors to insure their safety as well.

The final vehicle on the route shall display a green rotating/flashing beacon or other equally distinguishable markings that identify it as the last official rally vehicle on the course. If a stage is to be run multiple times within a short period and stage integrity is to be maintained, this vehicle should not run until the final sweep of the last stage has passed. The passing of this vehicle shall indicate to all participants that the road is now open for public use.

## 16. Communications Network

### 16.1. Responsibilities and Personnel

A safety communications network of direct contact shall be in place to constantly monitor the movement of competitors and workers and to keep key decision makers immediately available for consultation. The safety communications network is most often established via licensed operators of Federal Communications Commission Amateur Radio on the 2-meter band of available frequencies. Any consistently reliable network of two-way immediate communications that is able to link the key decision maker(s) to key contact points and personnel is acceptable.

Each person designated below shall be in direct and constant contact with the central communications network. **A key decision-maker empowered by the organizer to make all rally decisions shall be physically present at the net control location during the running of the rally.**

Key Decision Makers:

- Rally Master/Clerk of the Course
- Chief of Emergency Services
- Stewards
- Spectator Safety Coordinator
- Event Chairperson
- Chief Scrutineer

Each physical location listed below shall be in direct contact with net control and thus key decision-makers:

Key Points of Communication and Operating Personnel:

- Stage Starts
- Stage Finishes
- Designated stage mid-point locations
- Spectator areas
- Service Areas
- All Time Control locations
- Dispatched Emergency Response Teams

### 16.2. Primary Operations

Priority will always be given to communications regarding the safety of competitors, workers, spectators and passers-by. Communications of this nature would typically include but are not limited to:

- The need to dispatch the emergency response team
- Any emergency situation related to the rally or that effects the rally's emergency response team
- Any potential or actual breach of stage security
- Any need to halt a stage to resolve a potential danger to competitors, workers, spectators, or passers-by.
- The need to identify the location of an out-of-sequence (missing) competitor

### 16.3. Secondary Operations

Additional Communications that shall be reported and tracked by net control: (Tracked is defined as a notation of time and radio operator who reported information.)

Confirmation of readiness of all Starts, Finishes, and Time Controls

- Emergency Response Team in Place
- Proper Signage set-up
- Timing equipment working
- Communications between time control and start/finish line
- Proper paperwork
- Confirmation of the readiness of all Spectator Areas for competition to begin
- Confirmation of communications between all stage radio positions (Starts, Finishes, Spectator Areas, Mid-Point Radio Locations and Mid-point Medical Locations).
- At least one point on each stage must be in direct contact with a central communications point (net control). If all communications points on stage are not in direct contact with net control a secondary communications network must be installed to relay communications within the stage.
- Starting with Car 000 and going through the first competitor, all radio locations on a stage should be notified of every vehicle entering the stage.
- All radio locations shall report clearance of the following traffic from their location.
  - 000, 00, 0
  - First car start, First car finish
  - Last car start, Last car finish
  - Safety Sweep, Heavy Sweep
  - Green Light

Information on any competitor who fails to complete a stage or transit successfully shall be reported to and tracked by Net Control. Status of the competitors should be collected from the Finish or Mid-Point radio and reported including the following:

- Physical safety and wellness of competitors
- Car Number (and description)
- Mileage (Location) of vehicle
- Assistance of sweep or Service Crew needed (typically reported after stage is complete by Sweep Team)
- Location of Service Crew to meet Drivers and position of car to be retrieved

### 16.4. Communications Center Operations

The communications center should include the central communications operator (Net Control) and the Key Decision-Maker for the event.

- Net Control directs all communications, following event procedures and directions. In addition, net control tracks the readiness of all stage locations, positions of course opening and closing vehicles and the location of all competitors and vehicles.
- The RallyMaster/Clerk of the Course needs to be readily available and in a position to quickly consult with net control, route maps, and route books to resolve any unexpected

situations, stage closings, temporary stage stoppage, stage re-routes, local government and resident issues.

- It is recommended for long events that multiple persons, both decision makers and note takers be present to assist as necessary.

## 16.5. Operator Roles & Responsibilities

**Start Control Radio** is responsible for reporting to net (if Net Control fails, Start radio should assume the Net Control responsibilities for his/her stage):

- Any pre-stage set-up issues: missing workers, clarification of positions, missing paper work, signs, clock.
- When start control workers and signs, emergency response teams and timing equipment are in location and ready to receive course opening cars.
- Any breach of stage security.
- When the first competitor has left the Start line and the time.
- Any significant gaps (over 5 minutes) in competition vehicle starts.
- Number of cars that have started the stage at any time (when asked).
- Number of cars that have started the stage after car 0 and before the first Sweep vehicle (safety sweep).
- Car numbers of first three cars and last three cars.
- Time of last car to start the stage.
- Start of Safety Sweep into the stage.
- All car numbers in sequence if asked.

Start Control Radio shall notify the stage captain to halt the start of competitors immediately when requested to do so by anyone on the net with an emergency situation. In addition, Start Control Radio shall notify the captain of any requests to send the Start Medical Team to any on-stage incident. Priority communication should then be made with net control.

Start Control Radio needs from Net Control:

- Permission to start competition cars
- The number of cars expected to start the stage
- Permission to declare the stage closed to competition
- Permission to dismantle the start control
- Permission to leave the start location as the official Radio Operator
- Any additional competitor instructions

Start Control Radio may be dispatched to a red-cross situation to ensure communications to net control if no other communications are available.

**Medical Team Radio** must be familiar with the event safety plan and all medical communications protocols and procedures

Medical Team Radio is responsible for reporting to net:

- Arrival at stage location
- Departure from stage location
- Arrival at any emergency situation
- Assessment of the emergency situation

- Any need for additional medical personnel or equipment beyond their own capabilities or communications system
- Resolution of the situation

**Finish Control Radio** is responsible for reporting to net:

- Any stage set-up issues: missing workers, clarification of positions, missing paper work, signs, clock.
- Any breach of stage security
- When Finish control workers and signs and timing equipment are in location and ready to receive course opening cars
- When the First Competitor has arrived to the finish and the minute.
- Any missing sequence numbers – after asking the following car their knowledge of the car immediately in front of them
- Any reported cars off the road and the status, including whether the OK was displayed (did they display the Red Cross); is there road blockage, the car involved and the location of the incident.
- Any significant gaps (over 4 minutes) in competition vehicle finishes
- Number of cars that have finished the stage at any time (when asked)
- Number of cars that have finished the stage after car 0 and before the first Sweep vehicle (safety sweep)
- Car numbers of first three cars and last three cars
- Time of last car to finish the stage
- All car numbers in sequence if asked
- Finish Control shall call for the halt of the start of competitors to either net control or the start control immediately when requested to do so by anyone on the net with an emergency situation or reported breach of stage security.

Finish Control needs from Net Control:

- Notice of the start of Car 000, 00, 0
- Notice of the start of the first competition vehicles
- The number of cars that have started the stage
- Permission to dismantle the finish control
- Permission to leave the finish location as the official Radio Operator

**Mid-point Marshal Radio** is responsible for reporting to net:

- Arrival to their location after it is secured
- Any breach of stage security
- Any reported cars off the road and the status, including whether the OK or Red Cross was displayed, road blockage, the car involved and the location of the incident.
- Any emergency situation
- Number of cars that have passed their location (And car numbers in sequence when possible)

Mid-point Marshal Radio needs from Net Control:

- Notice of the start of Car 000, 00, 0
- Notice of the start of the first competition vehicles
- Permission to dismantle their location

**Spectator Radio** is responsible for reporting to net:

- Arrival to their location after it is secured

- . Confirmation that they are ready for competition cars
- . Any breach of stage security
- . Any reported cars off the road and the status, including whether the OK or Red Cross was displayed, road blockage, the car involved and the location of the incident.
- . Any emergency situation
- . When necessary, number of cars that have passed their location (And car numbers in sequence when possible)

Spectator Radio needs from Net Control:

- . Notice of the start of Car 000, 00, 0
- . Notice of the start of the first competition vehicles
- . Permission to dismantle their location

**Course Opening Radios** are responsible for reporting to Net Control:

- . Request for permission to start the stage
- . Any stage set-up issues: missing workers, clarification of positions, missing paperwork, signs, clocks.
- . The time they start the stage
- . Any breach of stage security
- . Any unusual obstructions
- . Any downed banner tape
- . Anything that would prevent the timely start of the stage
- . Any potential safety concerns
- . Any spectators in undesignated areas – particularly in unmarshaled areas
- . Proper set-up of start locations, signs, communications, paper work, procedures

**Sweep Radios** are responsible for reporting to Net Control:

- . The status of any car that may need medical assistance
- . Any stop of significant duration (more than 3 minutes)
- . Completion of the stage and number of vehicles stranded on-stage
- . Car numbers, and exact locations if asked
- . Heavy sweep personnel shall report the need for a service crew to respond to an off course competitor, and the location the driver and co-driver will meet the service crew

**Service Area Radio** is responsible for tracking the status of cars reported off stage and the locations designated for drivers/codriver to meet their service crews. They should also report to Net Control:

- . Any emergency situations in service area
- . Dispatch of service crews to meet driver/codriver

**MTC/RGC Radio** is responsible for reporting to Net Control:

- . Number of vehicles to arrive to or depart from an MTC/RGC
- . Car number of the first car on the road and the last three
- . Any competitor that is time barred or withdraws.

## **17. Scoring**

### **17.1. Responsibility**

It is the responsibility of the scoring crew to produce accurate scores for the determination of the finishing order overall, in 2WD, and in each class of the rally.

They shall receive complete entry information from the Registration crew and produce a start list sorted by class within speed factor. This list shall be provided to the Event Steward as the tentative start order. The event steward shall make such adjustments as are necessary for the safe running of the event and the scoring crew will produce a start order for the competitors.

All competitors shall be timed by the control workers with clocks that have been adjusted to Coordinated Universal Time. A competitor's score on a stage is the elapsed time from his actual start to his finish. Timing for all National Championship events will be done in minutes, seconds and tenths of seconds.

Timing for Regional events may be done in minutes and hundredths of minutes or in minutes, seconds and tenths of seconds; all stages within a rally must be done in the same manner.

All final event results shall be produced in minutes, seconds and tenths of seconds. Interim scores shall be posted in time format recorded on the score cards for ease of audit. Scoreboards for all events, showing stage times, shall be available to competitors at all major services. Provisional results shall be posted at a time and place described in the supplementary regulations.

### **17.2. Event operations**

For safety reasons, the competitors should be reseeded at least once per event, usually after the first leg, no sooner than after 15 stage miles. Reseeds typically require approximately 1.5 minutes per car entered. They shall be based on overall stage time to the reseed without consideration of transit penalty time. When the reseed is complete, the event steward should review it and at his/her suggestion changes may be made.

Scoring should advise the organizer and the steward(s) if a competitor exceeds MPL or MPE.

It is recommended that time cards be exchanged every 3 to 5 stages.

Timing logs from all special stages and MTCs shall be delivered to the scoring crew in a timely manner. Scoring shall happen continuously during the event, not left until the event is complete. All time cards should be audited for arithmetic accuracy. Scores deviating from the competitor's norm should be double checked against stage logs and score cards to verify accuracy.

### **17.3. Post event**

A provisional scoreboard, showing stage times, shall be available to competitors for review at least 30 minutes prior to results being declared final. All scoring inquiries should be reviewed against time cards and timing logs. Written responses to all must be posted before the results are final. Scoring should be complete within 90 minutes of the final car's arrival at the final MTC.

All final results shall be digitally transmitted to Rally America. Regional rallies have 3 days from the day of the event to complete their digital results and send them to Rally America in the prescribed format. Samples of the format are available on the Rally-America.com website.

