



Instructions for Road-Rally Control Marshals

Before You Leave

- ❑ Dress for the weather; prepare your car for the weather (snow tires, etc.)
- ❑ Bring snacks and non-alcoholic beverages
- ❑ Attend the Marshal's Meeting
- ❑ Make sure you have your marshal's/worker's package provided by the organisers
- ❑ Have at least one digital watch on hand that has been set to **official rally time**.

Opening Your Control

- ❑ Arrive at your checkpoint before the indicated Opening Time
- ❑ Make sure the location is safe for you and competitors
- ❑ Be well prepared – pens, pencils, car light, clipboard
- ❑ Be certain where you set up your checkpoint matches the CP information provided
- ❑ The Control/checkpoint Board must be located on the imaginary line of the official control distance. This is *usually* where your rear bumper is, since it is *usually* convenient.
- ❑ Make sure your CP board is secured to your vehicle in such a way that it will remain visible in a hurricane!
- ❑ If you are a licensed radio operator, monitor the correct frequencies for the event. Inform the rally net controller when you have finished setting up the control.
- ❑ Determine who will be:
 - the official timekeeper
 - the log keeper
 - the sticker writer (the sticker writer is the person interacting with the competitor)

Running Your Control - Basic

THE CONTROL LOG IS THE FINAL RECORD OF ALL COMPETITOR ACTIVITY. IF YOU DO NOT HAVE A PROPERLY COMPLETED LOG YOU CANNOT PROPERLY RUN YOUR CONTROL. RECORDING COMPETITOR TIME-IN TAKES MAXIMUM PRIORITY, STICKERS FOR ALREADY ARRIVED COMPETITORS CAN WAIT.

- ❑ Note "Time-In" using hours minutes and seconds – this is the time that the competitors front bumper crosses the official mileage of the your control.
- ❑ Record "Time In" on the Control Log, then on the competitor's sticker.
- ❑ Determine a "Time Out" (See Timing section).
- ❑ Record "Time Out" on the Control Log, then the sticker.
- ❑ When the competitor comes to your control ask for the **Car #** and any **Time Allowance (TA)**
- ❑ Record Time Allowance (as requested) **BEFORE** showing or providing times to competitors.
- ❑ Record Car # and any TA on the Control Log, and the sticker
- ❑ Give the competitor the completed sticker.
- ❑ If you make an error on a CP sticker DISCARD IT – write a new one – we have provided you with plenty extra.
- ❑ If many cars arrives in the same minute ensure you have assigned the correct Time-In to each car. Ultimately, it is the competitor's responsibility to present themselves to the control in the correct order. (Tip: If it gets really busy – eg. 3 cars in 20 seconds – record hours:minutes:seconds of the first car on the Log sheet – then for the subsequent cars note the seconds of the arrival and ensure that the full information is completed once you are finished recording the "Time-In")

Running Your Control – TIMING

This is your most critical function. Your worker package will tell you how your checkpoint will be scored (to full minute, or to the 1/10th minute).

On both Log and Sticker record the exact time of arrival of each car in hh:mm:ss

Competitors ALWAYS leave on TOP of a minute, i.e. hh:mm:00

Checkpoints scored to the minute: time out is determined by taking the time in, dropping the seconds and adding ONE minute.

e.g. TIME IN 12:24:32
TIME OUT 12:25:00 (= 12:24:00 + 1 minute)

At your discretion you may add another minute if the competitor arrives very late in the minute. Strive to be consistent and fair with all competitors.

Checkpoints scored to 1/10th minute: the TIME OUT is determined by taking the time in, dropping the seconds and adding 2 minutes.

e.g. TIME IN 12:24:32
TIME OUT 12:26:00 (= 12:24:00 + 2 minutes)

⇒ *In both cases if two or more cars enter the control (checkpoint) in the same minute, the second and subsequent vehicles are to be spaced ONE minute apart from the first vehicle's time out to separate the competitors again.*

e.g.

Car A TIME IN = 12:24:32 → TIME OUT = 12:26:00
Car B TIME IN = 12:24:53 → TIME OUT = 12:27:00 (one minute after Car A)
Car C TIME IN = 12:25:15 → TIME OUT = 12:28:00 (one minute after Car B)
etc.

Time Allowances

As of January 2003 Motorsport Club of Ottawa is using TA's.

- ❑ **Ask** each competitor if they need to declare any TA. If so, ask the amount of TA and approximate mileage on the route that they needed it. No reason is required.
- ❑ Competitors must declare any TA before seeing or receiving their control sticker.
- ❑ *Record the TA in decimal minutes on your Sticker and CONTROL LOGSHEET!!!*
- ❑ *TA's do NOT affect Time-In or Time-Out as far as you are concerned.*

Time Allowances may **only** be on the **half minute**:

½ minute = 0.5

1½ minutes = 1.5

2½ minutes = 2.5

all the way up to

19½ minutes = 19.5

Closing Your Control

Do not close your checkpoint until you have:

1. Gone beyond your **Closing Time** indicated in your Checkpoint/Control information package
2. You are **authorised** by the Rallymaster, or Chief Marshal, or a Course Car that has contact with the organisers.
3. Don't forget to **retrieve** your CP board when you close your Control! They ain't cheap!
4. HAMS should **inform** the rally-net controller when you have closed the control and check for further instructions

Disputes With Competitors

NEVER argue with the competitors! Keep a cool head. All disputes are handled at the finish of the event by the rally organiser. Remember – your log sheets are essential to this process.

If a competitor disputes their time-in on the sticker by:

- a) one second, agree and **issue the change**, record and initial the change on the Log and issue a new sticker (or initial the change)
- b) more than one second, record the competitor's dispute on the Control Log, inform them of the fact that you are recording the dispute, **do not change ANYTHING**.
- c) Send the competitor back on their way.

Any other disputes regarding control location, accuracy of timepiece, or any other issue:

- a) **Record the competitor's dispute** on the Control Log
- b) Send the competitor back on their way

Running Your Off-Route Control

IGNORE THIS SECTION IF YOUR CHECKPOINT IS NOT AN OFF-ROUTE CONTROL

A Off-Route Control is a route control that is not on the route as defined by the competitor route book. They may be used to keep teams from built up or sensitive areas, or as a "trap".

- Note "Time In" using hours minutes and seconds and record Log and Sticker.
- Record the car number provided by the competitor in the Log.
- Have the sticker ready to hand to the competitor as soon as possible
- Do not worry about a "Time Out"
- Do not worry about Time Allowances
- TELL the competitor that this is an off-route control
- TELL the competitor they may immediately resume the rally

RELAX, it's easier than it looks so
HAVE FUN
being involved with the rally!

Without you it is not a rally.

Thank you for helping MCO!



(January 2003)