

Monte Carlo Rally Checklists

Rallymaster Checklist.....2
Flyer Checklist.....3
Pace Checklist5
Checkpoint Crew Checklist.....5
Sweep Checklist5
Post Rally Checklist.....5

Monte Carlo Rally Checklists

Rallymaster Checklist

1. Set-up Course
2. Dash Plaques
3. Trophies
4. Get a reservation for the start/finish locations.
5. Apply for road-use permits (gravel rallies).
6. Official Calculations
 - a. Have them checked by an independent source.
 - b. Have available at finish (TSD Sheet)
7. Create Flyer, 2 months prior to rally (see Flyer Checklist)
8. Set up web site (with pre-registration)
9. General Instructions – use ORCA standard Monte Carlo general instructions
If Supplemental Generals are required, make available well in advance (at least one month)
10. Route Instructions
 - a. include section summary
 - b. provide information for tow companies (for gravel rallies).
 - c. include time allowance forms (include Car Number, Section, Mileage, Time Requested and Reason) For Section Number and Time Requested, it may be helpful to have the contestant circle pre-printed valid values.
 - d. include survey form
 - e. print cover sheet on stiffer paper
 - f. comb-bind
 - g. print enough for control crews
11. Crew Instructions – it may be helpful to email these to crews in advance if they program GPS receivers.
 - a. How to get there
 - b. Where in the rally (section number and mileage)
 - c. Car 0 time (in 12-hour time of day as opposed to 24 hour, or elapsed rally time starting at 0:00:00)
 - d. Reference for location
 - e. Where is the timing line.
 - f. Control Logs
 - g. GPS coordinates
 - h. Maps
 - i. How to leave
 - j. evaluation form (rate the control location)
12. Registration
 - a. arrange registration crew
 - b. money box
 - c. Send confirmation emails to pre-registered contestants as soon as they register (automatically if possible).
 - d. Monte registration forms (and pre-registered forms already filled out)
 - e. Official time clock – have set-up at registration car and label it as Official Time.
 - f. Car Numbers (check for and replace missing numbers before rally)
 - g. Day Glow windshield stickers (day time rallies only)
13. Scoring
 - a. setup scoring program ahead of time, including official times and names of pre-registered contestants
 - b. line up projector loan / rental
14. Email crew packets ahead of time so crews can make arrangements and program their GPS receivers.
15. Drivers' Meeting
 - a. Proper rally etiquette: If a car catches you, allow him to pass at first opportunity. Make it a win-win situation. For cars catching another car, dim lights as you approach and give a quick flash of high beams to indicate you would like to pass. For cars catching another, be patient and wait for a safe place to pass. Try not to spray the car you're passing with gravel. If passing isn't feasible, consider taking a time allowance and dropping back 30 seconds.
 - b. If DIYC checkpoints are being used, do **not** suggest setting clocks to rally time; the DIYC forms require time of day. Describe what to do at a DIYC.

Monte Carlo Rally Checklists

Flyer Checklist

Paper Flyer

1. Rally Date
2. Start Time (first car out)
3. Start location (general location; see web site for details)
4. State rally type (Monte Carlo format, NO TRAPS).
5. road surface (percentage paved / gravel if known)
6. Any specifics that make this rally particularly appealing (great scenery, higher speed limits, ends with BBQ picnic, etc.)
7. approx duration (miles and time)
8. Classes available (Nov, SOP, Equipped, Unlimited, etc.)
9. Minimum number of cars, and cut-off date
10. Price (discounts for pre-register and club members)
11. Web address for registration and more details

Information on Web site:

1. Rally Date
2. Agenda (times for registration, drivers' meeting, first car out)
3. Start location and instructions on how to get there (GPS coordinates if known)
4. End location (optional)
5. State rally type (Monte Carlo format, NO TRAPS).
6. road surface (percentage paved / gravel if known)
7. Any specifics that make this rally particularly appealing (great scenery, higher speed limits, ends with BBQ picnic, etc.)
8. approx duration (miles and time)
9. Classes available (Nov, SOP, Equipped, Unlimited, etc.)
10. Minimum number of cars, and cut-off date
11. Maximum number of cars and registration cut-off date
12. Links to General Instructions and Supplemental Instructions
13. Recommended Equipment
 - a. working odometer
 - b. clipboard
 - c. pens/pencils
 - d. flashlight or map light (for night rallies)
 - e. good spare tire (with air)
 - f. reflective triangle
 - g. coat and snacks
14. Price (discounts for pre-register and club members)
15. Rallymaster and Registrar contacts for information (phone, email, etc.)
16. Link to registration

Monte Carlo Rally Checklists

Online pre-registration

Form should include:

1. Driver/Navigator name
2. Driver/Navigator address [this may be optional]
3. Driver/Navigator email [need at least one for confirmation]
4. Driver/Navigator club [need this to determine discounts]
5. Car make/model/year
6. Class
7. Requested car no. [optional]

Additionally, the date and time of registration shall be automatically recorded when a contestant registers to be used as tie-breaker criteria.

Monte Carlo Rally Checklists

Pace Checklist

1. Come equipped with a CB radio, or get one from the equipment manager at the start.
2. If you have a cell phone, give number to all crews, and have phone turned on during the event.
3. Set clock to official time at start.
4. Get from equipment manager:
 - a. Course Marker box.
 - b. Spare route control sign
 - c. Spare Cone
5. Before leaving start, make sure that all crews have their packets.
6. As you drive the course, verify that all signs referenced in the route instructions are in place and visible. If not, put up a course marker.
7. At each checkpoint:
 - a. Verify with crew the point at which the cars are to be timed.
 - b. Check the clock of the checkpoint crew.
 - c. If the control crew worked an earlier control, pick up the control log for that control to take to the finish.

Checkpoint Crew Checklist

1. Come equipped with a CB radio, or get one from the equipment manager at the start.
2. **Set your clock (or synchronise the Alfa clock) to the official time at the start of the rally.**
3. Get the following equipment from the equipment manager at the start:
 - a. Checkpoint kit (with timing light and Alfa clock)
 - b. CB radio (if you don't have your own)
4. Locate the point where the cars should be timed according to the instructions in the control packet.
5. For each rally car that passes the control:
 - a. Record cars' in-times in the log **in the order they arrive.**
 - b. Compute the time error, and the number of seconds early or late. Do this even if their score is a max. This will help scoring adjust for time allowances.
 - c. Record time in 12 Hour as opposed to 24 hour time. This will provide consistency between controls, and minimize chance of hour conversion error.
 - d. Try to score the cars in the time you have between cars, so the sweep car can pick up the completed logs to drop off with scoring. If all scoring is not completed, give log to sweep anyway.
 - e. If car stops or obviously slows to less than half rally speed as they approach the control, record and score that time. Also record the time as they cross the control point in the comments column.

Sweep Checklist

1. Pick up control logs from crews and drop off with scoring crew. Once you've dropped off logs at scoring crew's last control, discontinue picking up logs; the remaining crews will get to the finish before you.

Post Rally Checklist

1. Prior to releasing results, check the names against the registration forms. There may have been some changes among the pre-registered contestants.