

Friday Nighter Checklists -- Rev H

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Rallymaster Checklist

1. Arrange to have dash plaques made and available at registration at the rally.
2. Arrange to have trophies made and available at the rally.
3. Get a reservation for the finish location.
4. Route Instructions should include:
 - a. The month and year of the rally.
 - b. Rally master's name.
 - c. Statement that ORCA is sponsoring the event.
 - d. How the course was measured (which wheel, driven or not, equipment used)
 - e. Whether gravel roads will be used or not.
 - f. Finish location and phone number.
 - g. Time Allowance Request Forms (from colored perforated stock).
5. Have calculations checked by independent checker.
6. Bring official calculations (TSD Sheet) to rally.
7. Prepare crew packets
 - a. Pace Packet
 - b. Novice Talk Packet
 - c. Start Packet
 - d. Control Crew Packets (checkpoints and route controls)
 - e. Sweep Packet
 - f. Scoring Packet
8. Checkpoint handouts should contain the following information:
 - a. Official Time
 - b. Official Mileage
 - c. Next NRI
 - d. Speed at Outcone
 - e. State which NOTES if any are in effect, or if you remain ONTO, or TOWARD.
 - f. Instructions to the outcone.
 - g. State if there were any route controls on the leg, and their point value.
 - h. Critique of the leg (optional). If this is provided, clearly separate it from the other information and identify it as being a critique.
9. Route Control handout should contain the following information: (make sure to provide handout to be presented at scoring if there are route controls after the last checkpoint).
 - a. Whether control is on or off course.
 - b. The penalty (point value) for the control.
 - c. The amount of pause for the control.
 - d. The next NRI
 - e. Current rally speed.
 - f. Instructions needed to get back to the course.
10. Email crew assignments and GPS locations prior to rally (so crews can make arrangements and program their GPS receivers).

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Control Crew Packets Checklists

The following lists are items to be included in the packets to be given to each of the crews at the start of the rally.

Pace Packet

1. Instructions (with handouts).
2. Score card (to be filled out by crews to verify they know how).
3. List of expected times of first car to each control. (This allows pace to determine how far in front of the rally they are.)
4. Pace checklist.
5. List of crew assignments with cell phone numbers.

Start Packet

1. Route Instructions (for contestants)
2. Example Score Card
3. Control Log
4. Start crew checklist
5. List of crew assignments with cell phone numbers.

Control Crew Packet (checkpoints and route controls) {see example on following page}

1. Instructions on how to get to control locations, and to the finish location. Include GPS coordinates of checkpoint location (if known).
2. Instructions of where to place control sign and outcone.
3. Approximate arrival time of first car.
4. Earliest Out-time to assign cars (to prevent them from arriving at the next control too early).
5. Any special instructions such as cars being instructed to pause in sight of control, or extra time needed between in-time and out-time.
6. Instructions for entering route control penalties on the scorecard for missed on-route controls on the leg.
7. A copy of the Route Instructions and handouts (uncut) for all controls.
8. Checkpoint or Route Control crew checklist.
9. Control logs; at least 2 sheets for each control.
10. Sample Scorecard; this will give the control crew a chance to see the scorecard so they don't have to hold up the first car while figuring out where to enter in-time, out-time and route control information. Highlight or circle boxes to be filled in by control.
11. Handouts for the control.
12. List of crew assignments with cell phone numbers.

Sweep Packet

1. A copy of the Route Instructions and handouts (uncut) for all controls.
2. Instructions identifying location of planned course markers.
3. Sweep crew checklist.
4. List of crew assignments with cell phone numbers.

Scoring Packet

1. Official Calculations (TSD sheet).
2. A set of all handouts (uncut)
3. Handout for scoring (if there are route controls after the last checkpoint).
4. Scoring crew checklist.
5. List of crew assignments with cell phone numbers.

Novice Talk Packet

1. Novice Talk checklist
2. Any special instructions particular to this rally.
3. Example Time Allowance Form.

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Example checkpoint crew instructions:

Checkpoint x

Rallymaster's Cell Phone: **(xxx) xxx-xxxx**

Timing	
First Car Due	xx:xx:xx
Out Time	Drop In-Time seconds and add 4 minutes
Earliest Out Time	xx:xx:00

Instructions to checkpoint location		
#	mileage	Instruction
1	0.0	
		CP1 on right

GPS Coordinates	
Degrees and decimal minutes	Decimal Degrees
Nxx° yy.yyy' Wxxx° yy.yyy'	Nxx.xxxxx Wxxx.xxxxx

Placement	
Checkpoint Sign	
Car	
Outcone	

Special Instructions	
Example 1: Cars may pause in sight of checkpoint.	
Example 2: Check for RC2 and add 30 point penalty if they did not enter.	

CP1 To Finish:

Instructions to finish		
#	mileage	Instruction
1	0.0	CP1 (leave in direction of rally)

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Registration Crew Checklist

1. Check the registration box ahead of time for the following items:
 - a. Money box.
 - b. Registration Forms;
 - c. Scorecards. These should be printed on hard card stock. There are two versions of these, one for 3-checkpoint rallies, and one for up to 6 checkpoints.
 - d. Car Numbers (emergency paper numbers should be available in case the magnetic numbers don't show up).
 - e. General Instructions. These should be in the book format.
2. Get dash plaques from rallymaster to hand out at registration (if possible).
3. The registration crew is responsible for obtaining a clock (or time cube) for official time, and having it on display at the registration car when registration opens. It should be identified as the official time for the event.
4. When registering cars, fill in Car Number and Class on Scorecard.

Rally Equipment Manager Checklist

1. Checkpoint signs (enough for all checkpoint crews plus one for pace)
2. Route Control signs (enough for all route control crews plus one for pace)
3. Cones (one for each checkpoint plus one for start and one for pace)
4. Checkpoint kits containing checkpoint lights and Alfa clocks (one for each checkpoint crew)
5. Course marker box including stapler with extra staples and marking pens.

Start Crew Checklist

1. Get Start Packet from rallymaster and verify that it contains:
 - a. Route Instructions
 - b. Control Log
 - c. List of control crew phone numbers (including rallymaster).
2. Send rally cars out sequentially according to their car number. Assign out-times equal to Car 0 time (7:30) plus their car number. If is a gap in the numbers (missing number), put a gap in the cars. This will aid the scoring crew to score the first leg from checkpoint 1 control log in order to speed up scoring. If there are many missing numbers, close up the gaps and make sure to let the scoring crew you've done this.
3. Check that the following information is filled out on the scorecard.
 - a. Car Number
 - b. Driver and Navigator names
 - c. Class
 - d. Out-time (assigned by you at the start).
4. Call Rallymaster to report the number of cars that started.

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Pace Checklist

1. Set clock to official time at start.
2. Get from equipment manager:
 - a. Course Marker box.
 - b. Spare checkpoint sign
 - c. Spare route control sign
 - d. Spare Cone
 - e. Spare checkpoint kit (timing light and Alfa clock) with clock synchronized to official time.
3. Before leaving start, make sure that all crews (including start crew and sweep) have their packets.
- 4. Leave the Route Instructions with the start crew.**
5. As you drive the course, verify that all signs referenced in the route instructions, or needed to follow the route (such as opposing stop signs) are in place and visible. If not, put up a course marker. Note that verifying signs for the on-course route is mandatory; verifying signs for off-course route is optional.
6. At each checkpoint:

a. Inform crew of number of cars that started (should get call from start crew).			
b. Verify placement of checkpoint sign and outcone.			
c. Check the clock of the checkpoint crew.			
d. Hand crew your scorecard and verify entries are placed in correct boxes.			
e. Get handout from checkpoint crew.			
f. If the control crew worked an earlier control, pick up the control log for that control to take to the finish.			
7. At finish:
 - a. Reserve a table for the scoring crew.
 - b. If there are on-route controls after the last checkpoint, give the scoring crew the handout.

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Sweep Checklist

1. Set clock to official time at the start.
2. On the course, verify that all signs referenced in the route instructions, or needed to follow the route (such as opposing stop signs) are in place and visible, or a course correction marker has been placed to cover missing signs. Note that verifying signs for the on-course route is mandatory; verifying signs for off-course route is optional.
3. Pick up course markers if you are certain there are no rally cars behind you.
4. Help out any lost competitors to get them back on course.
5. At each checkpoint:
 - a. Check the clock of the checkpoint crew.
 - b. Obtain a list of cars that did not show at the checkpoint.
 - c. Get the last out-time assigned for the checkpoint.
6. Make sure control crew can get their car started.

Rallymaster's Cell Phone:

(xxx) xxx-xxxx

Checkpoint #	1	Clock Checked:	
Last Car Number:		Last Car Out Time:	: : 00
Missing Cars:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checkpoint #	2	Clock Checked:	
Last Car Number:		Last Car Out Time:	: : 00
Missing Cars:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checkpoint #	3	Clock Checked:	
Last Car Number:		Last Car Out Time:	: : 00
Missing Cars:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checkpoint #	4	Clock Checked:	
Last Car Number:		Last Car Out Time:	: : 00
Missing Cars:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checkpoint #	5	Clock Checked:	
Last Car Number:		Last Car Out Time:	: : 00
Missing Cars:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Checkpoint Crew Checklist

Before Leaving the Start Location:

1. **Set your clock to the official time at the start of the rally.** Do not assume it is WWV or any other time.
2. Get the following equipment from the equipment manager at the start:
 - a. Checkpoint Sign
 - b. Outcone
 - c. Checkpoint kit (timing light and Alfa clock)
3. Get checkpoint packet from rallymaster and check that it contains:
 - a. Instructions on how to get to control location
 - b. Handouts
 - c. Control Logs

At Control Location

1. Set up checkpoint sign, timing light and outcone according to the instructions in the control packet.
2. Control packet should contain a sample scorecard and control logs. Study them to determine where to put the in-time, out-time and missed on-course route control points.
3. Practice timing cars in and your routine prior to the rally cars arriving. Pace should have a scorecard; time them in, ask them for their scorecard. Fill in the in-time, out-time and any route control points you should add. Hand Pace back their scorecard, and a control handout.
4. For each rally car that arrives:
 - a. Time the car as they cross the checkpoint timing line (at the checkpoint sign). If a car stops or obviously slows to less than half rally speed as they approach the checkpoint sign, time them in at that time. Also note and record in the log the time they cross the checkpoint sign. Note that this does not apply if the route instructions have a pause that is in sight of the control. The rallymaster should let you know in the control packet if this is the case.
 - b. Request that the contestants hand you their scorecard and **time allowance form** if applicable.
 - c. Check scorecard (especially checkpoint 1) for Car Number, Class, and contestant names.
 - d. Enter In-Time and Out-Time in appropriate boxes, and if there was an On-course route control on the leg, fill in the penalty time in the appropriate box.
 - e. Verbally state their in time loud enough so they can hear. If they were timed early for balking, inform them of that. If the time is in dispute, put your recorded time on the scorecard, and record the contestant's alleged time in the control log comments column. Tell them that you have recorded their time in the log and that any corrections have to be negotiated with the rallymaster at the finish. If the error is obviously your error, correct it on the spot.
 - f. If they have a time allowance request, make a note of it in the control log (along with the time requested) and file the request form in a place where it won't get lost.
 - g. Unless instructed otherwise by the rallymaster's instructions, assign out-times by dropping the seconds of the in-time and adding 4 minutes (or one minute behind the previous car's out-time). For the first car, do not assign an out-time earlier than the earliest out-time given in the control packet (this is to prevent cars from arriving at the next control too early).
 - h. Hand the contestants back their scorecard along with the checkpoint handout. Do not give the contestants the handout until everything on the scorecard and control log are filled out, you've received their time allowance form (if applicable) and any disputes recorded.
5. After being closed by sweep, pick up the checkpoint sign, timing light and outcone. Return them to the equipment manager at the finish.
6. Hand in your control log and any time allowance forms collected to the scoring crew at the finish.

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Route Control Crew Checklist

Before Leaving the Start Location:

1. **Set your clock to the official time at the start of the rally.** Do not assume it is WWV or any other time. Since you are a route control, time isn't critical, but things happen that might force you to fill in at a checkpoint instead. It is best that your clock is set to official time.
2. Get the following equipment from the equipment manager at the start:
 - a. Route Control sign
 - b. Outcone
3. Get Route Control packet from rallymaster and check that it contains:
 - a. Instructions on how to get to control location
 - b. Handouts
 - c. Control Logs

At Control Location

4. Set up route control sign and outcone (if required) according to the instructions in the control packet.
5. Control packet should contain a sample scorecard. Study it to determine where to initial the route control (for on-course control) or where to enter points (for off-course control). The control handout should contain the point value for the control. When pace arrives, ask them for their scorecard and enter you route control information in the appropriate box.
6. For each rally car that arrives:
 - a. Record the car number and arrival time on the control log.
 - b. Enter your initials (for on-course control) or penalty (for off-course control) in the route control box on the contestants scorecard.
7. After being closed by sweep, pick up the route control sign and outcone. Return them to the equipment manager at the finish.

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Scoring Crew Checklist

1. Inspect scorecard for completeness when it is handed in. If they need help, direct them to an experienced ORCA member. Do an immediate inspection to verify:
 - a. All checkpoint scores have been calculated and entered on the scorecard.
 - b. All route controls have been accounted for. If they missed an on-course route control after the last checkpoint, you will need to hand them the critique for the control, and have them add the penalty and re-total their scorecard.
 - c. If they have any time allowances, verify with the rallymaster that they have been approved.
2. **For any change made to a scorecard, contestants must be notified (if they are still present at the finish location) and allowed to check the correction.**
3. Before finalizing scores, check that all time allowances have been addressed. It is possible that a contestant requested a time allowance that hurt their score, but did not enter it on their scorecard. If the contestant would have been a trophy winner, the scorecard needs to be corrected and the contestant notified that their scorecard has been changed.
4. Publish results. This includes e-mailing a copies to:
 - a. the rally master
 - b. the ORCA web master
 - c. the NWRC web master
 - d. the NWRC representative responsible for the championship series.

This should be completed no later than the day following the event.

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Novice Talk Checklist

1. Get General Instructions from Registration if you don't already have them.
2. Set clock to Official Time.
3. Transit zones (particularly odo check). Numbers to the left of NRIs are mileages.
4. Speeds and Pauses (describe the purpose of these).
5. Checkpoints
 - a. dim lights as you approach.
 - b. stop at control car (stay in order if a line has formed).
 - c. hand score card and any time allowance to control crew.
 - d. get scorecard and handout from control crew.
 - e. pull forward and follow any instructions on handout to get to outcone.
 - f. wait for out-time, then leave outcone.
6. Route Controls
 - a. dim lights as you approach.
 - b. note time, or start stop watch.
 - c. stop at control car (stay in order if a line has formed).
 - d. hand score card to crew – save any time allowance for the checkpoint.
 - e. get scorecard and handout from control crew.
 - f. pull forward and follow any instructions on handout to get to outcone and next NRI.
 - g. wait out remaining time on pause.
7. Course Markers
 - a. Off Course
 - b. DNE, “Private Drive”
 - c. Numbered Course Correction
 - d. Arrow Course Correction
 - e. On Course
8. Cover the following types of instructions (if used in rally)
 - a. MBCU
 - b. OR
 - c. ITIS
 - d. NOTES
9. Cover any other items identified by rally master.
10. How to do Time Allowances.
 - a. Use supplied form (show example with perforations).
 - b. Car Number
 - c. Leg Number
 - d. Time requested in minutes and 30 seconds.
 - e. Reason for time allowance
 - f. Hand to control crew with scorecard, before receiving handout.