

Spectator Control Captain Instructions

The primary responsibility of a Spectator Control Captain is the safety of spectators and Marshals by keeping anyone from entering an active stage, and behind properly placed banner tape that designates safe/unsafe locations to watch the race.

When you arrive

- Each spectator control Marshal must wear the provided vest. This identifies you to the public as someone who belongs there, and someone they can ask their questions to.
- Park your car safely on one side of the roadway and around 50 ft. from the stage so emergency vehicles can get through if/when needed.
- Place all banner tape as per the provided spectator area bannering map. Yellow banner tape indicates that spectators may stand in that area. **Spectators are not allowed to stand behind red banner tape.** Make sure you talk to your Marshals so they know where and where not to place spectators.
- Put up “no parking this side of road” signs on the left side of the road. PARK SPECTATORS on the RIGHT SIDE of the road – facing out, opposite from the direction they arrived. Put up “no parking past this point” signs at a location that will allow room for about 10 cars after the radio. You will have the following cars to park close to the spectator area in this suggested order:
 - Medical, radio, control captain, possible 3-5 designated Rally America media people, possible Forest Service employee, possible law enforcement, possible LEO, possible emergency vehicle and possible handicapped spectators.
- Send 2-3 Marshals down the road to direct parking. It is helpful if they take a car to block the road so that spectators must park in the proper location at the end of the spectator parking line. There will usually be a spectator that will try to ignore the Marshal and pass all the parked cars to park at the front, it is a good idea to have an area at the front to turn them around and send them back down the road. Park cars headed away from the spectator area (**right side of the road – facing out**); in this way they are parked on the correct side of the road. Cars can ONLY be parked in such a manner that emergency vehicles may pass.
- When the designated spectator parking area is full, put up the provided “spectator area full” sign and have a Marshal hand out spectator maps directing spectators to other areas. Try not to allow spectators to park on the sides of state highways.

What to expect

We want to make sure you are familiar with what is going to happen throughout the day.

- Be prepared for a long day by bringing food, drinks (no alcohol), warm clothes/shoes, flashlights & batteries, camera, chairs, FRS radios if you have them, a scanner if you have one, toilet paper & Kleenex, something to put your trash in, and fill up the gas tank before you meet your crew.
- Once the 000 lead car passes by on the stage road, it is considered to be closed to civilian traffic. At this point, do not allow any civilian vehicles onto the course without authorization from net control.
- As spectators are showing up, you will need to rely on your Marshals to place them so you can watch and listen to the radio so you will know when the course cars and ultimately competitors are on stage. Make sure that your Marshals are courteous and kind in doing so. You may possibly get some photographers that show up to take videos and pictures of certain cars, please make sure that they either have a Rally America badge or a bracelet.

Make sure they know also where the “kill zone” (where there is run off for rally cars in case they overshoot) is so they can also be safe.

- Next you will see a few vehicles called Course Opening vehicles, sometimes referred to as “lead cars” or “zero cars.” There is usually three, with the triple zero (will have 000 on the side) being the first lead car about one hour before the rally cars. The 000 should slow down or stop when he sees you to make sure everything is ok. If you need them for any reason signal them to stop with the NEW arms-crossed over head hand signal. If everything is good, then show the OK sign on the back.
- The 00 will be next about 30 minutes before the rally cars. They won’t stop and will probably be driving a little faster, but if needed can be flagged down with arms-crossed over head signal. Otherwise, it’s the OK sign again.
- The last lead car will be the 0 car about 10 minutes before rally cars and they can travel at about 75% of competitor speed. They are the last check to make sure the course is ready for competitors, but if needed do not hesitate to show them the arms-crossed and let them know your concerns.
- Then it’s the rally cars at speed who expect the course to be safe and clear. So be ready and be safe. The rally cars are usually started in 1-minute intervals, but sometimes the first couple are in two-minute gaps. Cars at the rear of the field can spread out quite a bit as well.

When spectators come out to watch they often bring food and drinks as well. If you see some spectators that have some, ask them to please take their trash with them or place it in a designated spot so after spectator’s leave it’s an easy pick up.

Tact, common sense and patience are the attributes of an outstanding Course Captain. Be courteous to local residents in explaining what is going on and why access is denied. You have copies of the Road Closure permits in your packet. Keep this information handy if somebody complains too much. Do not threaten anyone with arrest; you do not have that authority. A better method is to suggest they watch a few cars. As the rally cars pass at speed most people will understand that they need to wait until the road is opened for normal traffic.

Stopping a stage

Stage stoppage is to be used only as a last resort and the situation cannot be resolved by any other means. Only use this action if the civilian traffic does not cooperate or if you feel the safety of the location and situation is in jeopardy. Situations where this might be considered include a civilian vehicle entering the stage or already on stage, or very unruly civilians at your location. Usually, you will have an officer at your location if the civilian gets too out of control you can always ask them for help.

If stage stoppage is called for, **WITH YOUR SAFETY VEST ON**, display **CROSSED ARMS** to the next approaching competition vehicle. You will need to make yourself as visible as possible so the competitors can see you. Stand in a safe location as close to the course as possible and ideally in a good visual line for the driver or co-driver to see you but **STAY SAFE**. You may need to jump around, yell or anything else that draws attention to yourself. But still be **SAFE**.

Competitors have procedures to follow if this occurs. Explain the situation to the competitor and allow the competitor procedures to take effect. Do not give instructions to the competitors unless instructed to do so by Net Control or Rally Officials.

Safety

At your assigned location you are also responsible for keeping any casual observers (spectators) in a safe, controllable location.

Do not allow casual spectators to “help” a competitor in distress, i.e. stuck in a ditch etc. You, as registered Captain/Marshal, may try, but only if you feel safe in doing so. Remember that another car is only 1 minute back.

Despite the organizers taking all reasonable precautions unavoidable accidents can happen. In respect of these you are present at your own risk.

<u>DON'T</u> • Stand on the track • Stand below the level of the track • Stand in front of arrows or signs • Stand in Prohibited Areas • Stand or sit on or near log piles, walls or fences • Sit close to the edge of the track • Block escape routes • Be distracted • Play games with your safety or that of the drivers • Remove Stage signs or arrows • Be the one to stop the Stage	<u>ALWAYS</u> • Expect the unexpected • Listen for approaching cars • Remain alert • Leave yourself room to move quickly • Try to keep behind something solid • Keep children under supervision • Keep dogs on a lead
<u>KNOW THAT</u> • The unexpected can happen • If you ignore Marshals instructions the stage will be stopped	<u>PLEASE PROTECT</u> • Yourself • Others around you • This Stage • Rallying • Motor Sport

Note about cameras. We don't mind you taking photos but do remember you are there to keep the rally safe. So please keep a watch over your marshal location and others around you, and do not wander away from your assignment.

Media

There will be ARA approved and waived media in various spots along the route. These media people will have credentials as proof of approved stage access. ARA provides vests, designations and access to authorized media as follows:

- **Restricted (Red Vest):** Novice or lesser experienced rally media. Restricted to spectator or marshaled areas. One Red Vest may partner with and accompany one Blue Vest for mentoring.
- **Unrestricted (Blue Vest):** Reserved to experienced, professional media. Allowed in any safe locations on a stage.

Course opening vehicles and any nearby stage marshals will ensure that they are in safe areas. Should they determine that any media is in an unsafe location, they will immediately advise the media member to relocate to a safe area.

Media, regardless of their credentials, must never be in areas identified as prohibited or unsafe and if found there, risk having their media credentials revoked. This also applies to areas behind red banner tape.

If a member of the media is travelling onto a stage, they will check in with the stage

Media (Cont.)

captain upon entry to the stage to report exact location they plan to stop at. They must enter the stage before car #00 departs.

If there is a member of the media that has entered a prohibited or unsafe area, you should contact them and recommend they move to a safer location. You can note their vest number, take a photo of them in the unsafe location, and forward that information to the media coordinator or any of the rally organizing staff.

If there is a member of the media that has entered a prohibited or unsafe area, you should contact them and recommend they move to a safer location. You can note their vest number, take a photo of them in the unsafe location, and forward that information to the media coordinator or any of the rally organizing staff.

When to leave

NEVER assume that since you've seen no racers for a while that they are done. After the rally cars are done, you will see a parade of trucks, called Sweeps, go by. Even though the competitors are done, the road may not be open yet. Some stages are used more than once, so if that's the case you will remain in place until after the next run through.

The best way to tell if you are free to go is by the Green Light vehicle. This is a car or truck that will have some sort of flashing GREEN lights on it and when you see the Green Light vehicle with the green lights flashing, the road is now open either direction. You may see the Green Light vehicle without lights flashing and if so, the road is not open.

Discuss with your Marshals what they should do when the stage is complete, and whether they are free to leave, or if you have another assignment that you should proceed to. We prefer that the Spectator Crew stay together and move on to their next assignment (if there is one). Make sure all your Spectator Marshals are accounted for and know what is expected of them next. We do not want to leave anyone out in the woods unaccounted for.

After Green Light has gone through, please remove any banner and signs at your spectator location before you leave for the night. Sometimes some of the roads will be used again the following day of the rally so when in doubt, leave the banner.

It is our goal to leave the forest cleaner than when we started!

Please pick up all trash and bring it back to town to dispose of. You will have trash bags to dispose of things used throughout the day. Encourage spectators to do the same. If you do not have trash bags, then place trash in a designated spot and inform your control captain where it is and needs to be picked up.

One last thing: Be sure to enjoy your experience. Your support is very much appreciated.

Thank you for assisting as a volunteer for the Rally! Without your assistance, rally events like this could not happen. The 100AW Organizing committee feels that our volunteers are the most valuable part of the rally and would like to receive feedback on how we can make your volunteer experience more enjoyable.