

Marshal Instructions

The primary responsibility of a Course Marshal is the safety of civilian traffic by keeping anyone from entering or remaining at an active stage.

When you arrive

- When you first arrive at your assigned area, put up all downed banner tape. We can't always tie the banner up when we put it out, so it may be bunched up under a rock at one side of the road.
- Park your car safely across the side road you are marshaling but far enough from the course in case a competitor misses the turn that they can't hit it.
- Each Course Marshal must wear the provided vest. This identifies you to the public as: a) someone who belongs there, and b) that something is going on that they should stop and ask about it.

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, and fill up the gas tank before you meet your crew.
- After you are placed by your control captain, the stage road is generally considered to be closed to civilian traffic. Once you are in place, please do not allow any civilian vehicles onto the course. This is especially important after the course opening vehicles (see below) start to go by.
- 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 your Red SOS sign. 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 the Red SOS. 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 Red SOS 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. Do not stand anywhere that might be considered a high impact zone, such as the outside of corners, or behind the banner tape as they can overshoot or miss turns. 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.

Spectators

Tact, common sense, and patience are the attributes of an outstanding Course Marshal. Be courteous to local residents in explaining what is going on and why access is denied. You will have copies of the road permits and documentation from the state and/or county agencies providing the authority to restrict public access. 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 up for normal traffic.

It is the plan for the Rally to direct all spectators away from all non-designated and non-published spectator locations. There are ample opportunities for spectators at the published spectator locations. If you encounter any civilian traffic at your location, you should follow the procedures below.

- Explain that the location is a non-spectator, restricted access location. This is for their safety. Inform them that they should not remain at this location.
- Recommend the nearest published spectator area. Directions will be provided for you to distribute. Advise them that these published spectator areas are designed specifically for the safety of the spectator.
- Politely explain that if the crowd at your location becomes unmanageable, the rally stage may be canceled.

If spectators insist on staying:

If the civilian traffic will not relocate, you should be in control and comfortable with them staying. This determination might be based on their actions/attitude, the number of them, and the number of marshal's you have at the location to deal with them. If you are not comfortable with their presence, you should contact rally officials in this order:

- Contact Net Control via radio if available. Calmly provide your location and explain the situation. Net Control will provide directions and contact necessary support personnel accordingly.
- Notify one of the Course Opening vehicles as they approach your location. Explain the situation. Course Opening Officials will provide you with further directions. They have communication to Net Control and will relay information concerning your situation to Net Control.
- If the civilian traffic arrives during the active running of the stage, make all reasonable attempts to direct them to the published spectator locations.

If the spectators do not wish to leave, but you feel that the situation is controllable and safe, you may allow the spectators to stay. They may only stay as long as they follow your directions as to location and safe viewing spots.

If spectators remain at your location, they must not block the road they are parked on (even if it is now a closed road). Have them park on ONE SIDE ONLY. This allows safety vehicles (police, fire, medical) to get through if needed.

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.

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 intersection 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 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.

DON'T • 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	ALWAYS • 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
KNOW THAT • The unexpected can happen • If you ignore Marshals instructions the stage will be stopped	PLEASE PROTECT • 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 located 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 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

Since you can be out in the middle of nowhere with no contact by radio, it can be confusing on when it's time to go. 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 vehicles, 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. Your stage captain should go over that with you before you start as well as at registration.

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.

Generally, we'd prefer that you wait for a control captain to follow down stage after the Green Light and that you follow your captain out. There are two reasons for this. You may have another assignment after this one and this keeps all the workers together. Secondly, we never want to leave anybody in the woods unaccounted for and if we don't know where you are, we will send someone looking for you.

If instructed to do so, please remove any banner and signs at your marshal 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 your trash and bring it back to town to dispose of. Encourage others that may be at that location to do the same.

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.