

Quick Reference Guide – Finish Controls

ROLE: Finish Captain • Coordinate FTC and Finish operations between stage captain, volunteers, Radio • Operate Rally Safe / Clock for timing • Instruct new volunteers • Interact with competitors	RESPONSIBILITY • Prepare signage and equipment • Setup vehicles, radio • Log Finish times • Record finish times on timecard • Provide backup times if needed • Enforce control zone rules
Pre-Event ☐ Registration Check-In & Equipment pick up (vest, etc.) ☐ Maintain equipment needed to run Finish Controls until end of event ☐ Ensure all packets/logs are on-hand to run Finish Line & FTC for all assigned stages	
FTC Setup ☐ Arrive at Pick Up Point on time, follow caravan to stage ☐ Safety high-vis vest for all volunteers at all times ☐ Vehicle/Radio placement refer to routebook for FTC and place blockers (as directed) ☐ Signage placement: Slow Down (Chevron), Start of Control, Finish, FTC, End of Control ☐ Assign volunteers at Finish (x2) and FTC (x2), handout logs for each ☐ RallySafe Tablet setup: stage selection, FTC selection ☐ Clock Setup: Finish x1 ☐ Establish FRS Radio contact between Finish x1 and FTC team x1 ☐ Radio contact to Net Control stating FTC ready to receive cars	
Finish Operations ☐ Use event dictated Clock device to time to tenth of a second as competitor crosses Flying Finish line. ☐ Write times in Finish Log by car sequence, write car number if visible ☐ If multiple vehicles, use split time on clock ☐ Coordinate w/ FTC team - provide backup times if needed by FRS radio to FTC	
FTC Operations ☐ Sync Rally Safe to 000 and 00 vehicles ☐ Observe RallySafe finish time and enter on FTC log ☐ Receive timecard from competitor co-driver, write times from RallySafe on card ☐ Check Finish Log sequence numbers to Start sequence on timecard - inquire about any out-of-sequence numbers (indicates a car was passed OR incident occurred) ☐ Note any competitor relayed info on incidents, relay to Net Control and note on log ☐ <i>IF RallySafe not functional:</i> provide the backup time from Flying Finish (using FRS radio and 3-2-1-Mark countdown method) on the timecard. Notify competitor codriver and add comment on log.	
Stage Shutdown ☐ Hand logs to safety sweep at end of each stage, hand Rally Safe at last stage ☐ Cleanup and debanner surrounding area ☐ Return signage/equipment to stage captain or designee	