



February 6-7, 2026

Montmorency County, Michigan

Control Captain Handbook

PART OF THE



**NATIONAL CHAMPIONSHIP
and
EASTERN REGIONAL CHAMPIONSHIP**

2026 EMERGENCY CONTACT NUMBERS

911 – Emergencies in Montmorency County

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Ambulances		
	911 or 989-785-4841	Atlanta (Tri-Township, All ALS)
	911 or 989-786-3900	North Flight Inc.
	800-922-6170 (Traverse City)	
Sheriff	911 or 989-785-4238	Montmorency County
Michigan State Police	989-732-2778	Gaylord, MI
Fire Department	911 or 989-742-4422	Hillman Fire Department
Extrication	911 or 989-742-4422	Hillman Fire Department
Hospitals		
Gaylord	989-731-2100 (Main)	Munson Healthcare Otsego Memorial Hospital
	800-322-3664	825 N. Center Avenue, Gaylord, MI
	989-731-2140 (Emergency)	
Alpena	989-356-7000 (Main)	MidMichigan Medical Center-Alpena
	800-556-8842	1501 W. Chisholm Street, Alpena, MI
	989-356-7252 (Emergency)	
Petoskey	231-487-4000 (Main)	McLaren Northern Michigan
	800-632-1166	416 Connable, Petoskey, MI
	231-487-4520 (Emergency)	
Rally Headquarters	989-785-2337	A Win Sands Hotel, Atlanta, MI
Net Control	651-210-2729	outside of Atlanta High School

AMATEUR RADIO FREQUENCIES

146.700 MHz -600KHz offset 103.5 Hz tone
Primary Repeater

146.740 MHz -600KHz offset 103.5 Hz tone
Back up Repeater

147.57 Simplex

Used for Service. Generally available for organizer communication

146.40, 146.58, 147.42, 147.57 MHz Simplex

Additional Simplex for stage communications

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Section 1

Montmorency County Permission Letter



Chad Brown, Sheriff
Brian Crane, Undersheriff

MONTMORENCY COUNTY SHERIFF'S OFFICE

11045 M-32 West Atlanta, Michigan 49709 Office: (989) 785-4238 Fax: (989) 785-4471

January 8, 2026

Sno-Drift Rally
27224 Crawford Rd.
Brownstown, MI 48174

Re: Permission to Direct Traffic February 6-7, 2026

Please consider this authorization to control and direct traffic at points designated on the map of Montmorency County furnished by the organizer of the Sno-Drift Rally during the running of the 2026 Sno-Drift Rally.

This department asks any and all traffic legally within said areas on the above dates to give their full cooperation to the members of the Sno-Drift Rally Committee.

The holder of this letter will always conduct himself/herself in a courteous manner and will at all time avoid any confrontation with the public when at all possible. He or she is not to be considered a law enforcement officer.

We are happy to cooperate with the Sno-Drift Rally Committee in this manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Brown".

Chad Brown, Sheriff

"Honesty, Integrity, & Service to Community"

Section 2

Control Captain Preparation Checklist

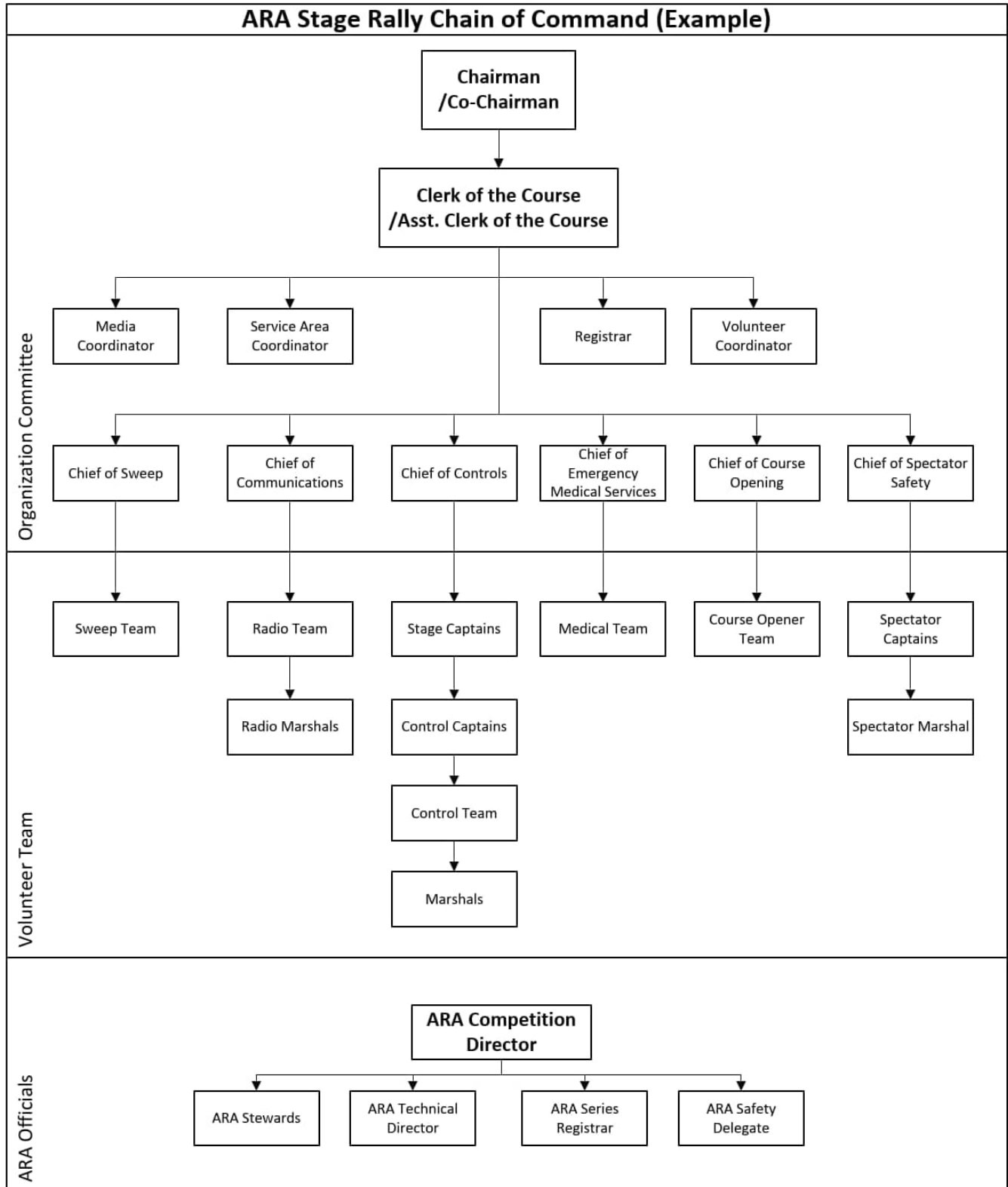
Before you leave registration, do you have ...

- ☐ Control Captain Handbook?
- ☐ Organizer's Route Book?
- ☐ Worker assignment sheets for your stages?
(These may be delivered to you at your pickup point)
- ☐ Control Packets, Radio Packets, and Marshal Packets for your stages?
- ☐ Everything on your equipment sign-out inventory? Essential items:
 - ☐ RallySafe tablet(s), charger(s), and USB radio(s)
 - ☐ Clocks
 - ☐ Control signs
 - ☐ Fire extinguisher
 - ☐ FRS radio set
 - ☐ Safety vests
- ☐ All clocks set to rally time, reading in seconds and tenths?
- ☐ (Finish Captains) Finish Control clock reading in tenths of a second?
- ☐ Means to hold control signs upright (stakes, binder clips, etc)?
- ☐ Flashlight and extra batteries? Extra ball-point pens?
- ☐ Warm (and an extra set of dry) clothing?
- ☐ Sufficient food and drink for the time you will be out of town?
- ☐ Full tank of gas?

Section 3a

ARA Stage Rally Chain of Command

Below is an example of the typical ARA Stage Rally Chain of Command. Refer to the event supplemental regulations for event specific assignees, and to ARA General Competition Rules for ARA rules.



Section 3b

Rally Operations Quick Reference Guides

Quick Reference Guide – Stage Management

ROLE: Stage Captain • Layout assigned stages for competition • Work with control captains, marshals, radio team • Lead control team and act as advisor • Ensure all stage volunteers understand safety practices and responsibilities • Coordinate stage operation with Chief of Controls	RESPONSIBILITY • Brief volunteers and lead caravan to stage • Place proper signage • Stage layout of ATC, Marshals, FTC • Ensure equipment operational • Conduct stage operation • Pickup marshals and clean stage • Emergency Procedure action
Pre-Event ☐ Start Captain may also be assigned to Stage Captain position ☐ Email to Stage Team (Registration Check-In, pickup point time/place, schedule, etc.) ☐ Registration Check-In & Equipment pick up (Marshal Packets, vest, etc.) ☐ Collect Marshal Packets and ensure all Marshal packets are on-hand for each point,	
Stage Transit ☐ Pickup Point – check-in all volunteers (vest handout/check) ☐ Assign a marshal to handle packet for each point, reassign marshals if needed ☐ Safety & Operations Briefing (Safety, Road Blockage, Green Light, Cleanup, etc.) ☐ Caravan team to stage (In Order, On Time)	
Stage Layout ☐ Follow event directions for layout (reverse or alternate, etc.) <i>generic instructions:</i> ☐ ATC placement: control team, signage, equipment, vehicle position (blockers) ☐ Stage Captain remains at Start Line to advise control team ☐ Stage layout completed by designated volunteer (typically Finish Captain) ☐ Marshal placement: banner check, vehicle road blockage ☐ Marshal Radio placement: banner check, radio, radio signage ☐ FTC placement: control team, signage, equipment, vehicle position (blockers)	
Stage Opening ☐ Stage fully staffed. If unable to fully staff stage, notify net control ASAP for direction ☐ Equipment Functioning: Rally Safe, logs, backup clocks, ☐ Signage: ATC, Radio Points, FTC ☐ Radio communication to Net from all Radio points (ATC, Marshal, Spec. Marshal, FTC) ☐ Medical team present at or after Start line ☐ Communication to Net Control stage is ready to open	
Stage Closure ☐ <i>ONLY AFTER Green Light Sweep – Pickup marshals in stage direction</i> ☐ Cleanup and debanner surrounding area ☐ Caravan to next stage (as directed)	

Quick Reference Guide – Start Controls

ROLE: Start Captain • Coordinate ATC and Start 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 • Check in competitors to ATC • Check competitor safety equipment • Start competitors at Start line • Enforce control zone rules
Pre-Event ☐ Registration Check-In & Equipment pick up (Rally Safe Tablet, Logs, vest, etc.) ☐ Maintain equipment needed to run Start Controls until end of event ☐ Ensure all packets/logs are on-hand to run Start Line & ATC for all assigned stages	
ATC Setup ☐ Arrive at Pick Up point on time, follow caravan to stage ☐ Safety high-vis vest for all volunteers at all times ☐ Vehicle placement for ATC, radio, medical, start line, blockers (refer to routebook) ☐ Signage placement per diagram: Start of Control, ATC, Start, End of Control ☐ Assign volunteers to ATC (x2) and Start (x2), handout logs for each ☐ RallySafe Tablet setup: stage selection, ATC/Start selection ☐ Establish FRS Radio contact between ATC and Start team ☐ Radio contact to Net Control stating ATC ready to receive cars	
ATC Operations ☐ Sync Rally Safe to 000/00 vehicles, sync a backup GPS clock to match Rally Safe ☐ ATC check-in on minute that timecard received from competitor co-driver ☐ RallySafe assign Ideal start time +3min from ATC check-in time ☐ Write ideal start time on Timecard and ATC log (note issues in comments) ☐ If multiple cars check-in on same minute, assign ideal start time +3min from ATC check-in time (Start will assign actual start times) ☐ Implement ATC procedures for wave-in and car swap if needed (<i>see handbook</i>) ☐ If RallySafe not functional: assign ATC check-in on timecard, notify competitor	
Start Operations ☐ Safety Check (delegate role): Suit zipped, helmet strap, HANS tethers, seat belt tight ☐ Sync Rally Safe to 000/00 vehicles, sync a backup GPS clock to match Rally Safe ☐ <u>DO NOT</u> start competitor cars until Net Control states stage is ready to start ☐ HOLD Start if notified by Net Control – hand-sign/verbal/physical ☐ RallySafe - Assign start times as ideal start from timecard <i>OR</i> next available minute ☐ Write start time and sequence number on timecard and start log ☐ Cars must start on 1 minute intervals and not less or more (unless directed) ☐ IF RallySafe not functional: assign start times to timecard normally and start cars with countdown	
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	

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	

Quick Reference Guide - Marshal Points

ROLE: Marshal • Maintain marshal point control by blocking stage entrance while road is closed • Communicate with spectators/civilians and encourage safe viewing • Ensure safe viewing of event	RESPONSIBILITY • Block ALL entry to closed stage road • Ensure spectators in safe locations • Spectator Marshal: crowd control • Emergency Stage Closure
Pre-Event ☐ Registration Check-In & Equipment pick up (vest, etc.)	
Marshal Setup ☐ Arrive to Pick Up on time, follow caravan to stage ☐ Vehicle placement - refer to instructions if provided ☐ Block stage entrance in safe position (as directed) ☐ Safety high-vis vest for all volunteers ☐ Banner tape check for full coverage across road, adjustment ☐ Marshal Radio (if applicable) – Place signage and Notify Net Control when in place	
Marshal Operations ☐ Vehicle Schedule: Advance, Safety Delegate, Course Open (000, 00, 0), Competitors, Sweep ☐ Road is CLOSED after 000 car passes (refer to road closure letter in packet) ☐ DO NOT allow <i>any</i> vehicles to enter the stage when road is closed ☐ Keep spectators behind YELLOW banner tape, and in safe locations ☐ DO NOT allow <i>anyone</i> behind RED banner tape ☐ Allow Media access if they arrive, access varies by color (see ARA media guide) ☐ In case of emergency Raise Arms in Cross above head – this will result in stage being canceled! Emergencies include: unofficial vehicle entering stage while road closed, vehicle traveling reverse direction while road closed, immediate spectator danger, etc. ☐ In case of competitor distress/crash – do NOT assist or allow spectators to assist ☐ Road is OPEN only after sweep GREEN LIGHT passes ☐ DO NOT leave position or allow any vehicles on stage/road until GREEN LIGHT sweep has passed (<i>stage may run multiple times</i>) ☐ Avoid confrontation if possible, emphasize to spectators importance of safety to continue running the stage (stage will be <i>canceled</i> if safety issues are present)	
Stage Shutdown ☐ Cleanup and debanner surrounding area ☐ Return signage/equipment to stage captain or designee	

Section 4

Stage Layout

Pickup Points

A stage crew comprised of start and finish control crews, radio operators, and marshals meet at a location near their assigned stage. From this meeting spot — or “pickup point” — crews caravan to and through the stage led by a designated Control Captain. The control captain utilizes a Stage Crew Assignment Sheet to determine who is assigned where throughout the stage (and whom to expect at the pickup point)

Pickup point meeting times are usually 2-3 hours before the stage is scheduled to open, which offers officials opportunity to ensure the stage crew is fully staffed and properly placed throughout the stage. All stages are scheduled to open at least an hour before the first competition vehicle is due. This gives all non-rally persons on the stage a chance to be informed of the event, exit the area, or remain in place to spectate. It also provides the control captains an opportunity to review the stage prior to the arrival of the course opening cars.

Upon reaching the stage, the Start Radio should notify Net Control that the stage crew is commencing stage layout. If the stage is being laid out forwards, the Finish Captain will place marshals in the stage; if the stage is being laid out backwards, the Start Captain will place the marshals.

Start Control

Locate signs per Section 7 and place securely. Ensure that the control crew has appropriate equipment and instructions. Refer to Section 8 for detailed ATC instructions. Position the Start Radio vehicle near the SS vehicle and assure radio contact with Net Control, Finish Radio, and any midpoint radios (including spectator areas).

The medical team may arrive separately. All start locations have a pull off AFTER the SS for the medical car. This is a new ARA requirement. The medical team MUST be in this pull off. Invite medics to participate in control activities if they are interested, but ensure that they are able to leave at any time if necessary.

Marshal Locations

Find marshal locations using the organizer route book and the Stage Crew Assignment Sheet. Ensure the banner is adequate and intact; place or repair banner as needed. Position the marshal's vehicle in a safe location behind the banner. If practical, use the marshal vehicle to block the intersecting road. Make sure that marshals have a marshal packet with permission letters, instructions, and a red cross. Advise each marshal when and how they will be released when the stage is finished. (Most stages will be run twice, during which marshals will remain in place.) Refer to Section 13 for detailed Marshal instructions.

Finish Control

Locate signs per Section 7 and place securely. Ensure that the control crew has appropriate equipment and instructions. Locate flying finish marshals at the actual stage finish line. Position the flying finish marshals such that they can not only see the point where the rally cars cross the finish line but also communicate with the finish control marshals car via FRS radio. Locate the finish control marshals at the FTC position stated in the route book. Refer to Section 9 for detailed FTC instructions.

At the Finish, the Finish radio goes next to the FTC so that they can relay information gathered from the competitors to net control and vice versa. They should ensure radio contact with Net Control, Start Radio, and any midpoint radios (including spectator areas)

Section 5a

Stage Shutdown — Normal

Start Control

After the last car has started, notify Net Control of how many cars started the stage, plus the car numbers of the last three cars. Hand all logs (ATC, Start Line, and Radio) to Safety Sweep and notify Net Control when Safety Sweep enters the stage. When Net Control grants permission, allow Heavy Sweep to enter the stage. Following Sweep, there may be a Green Light car which will also be released by Net Control. (When a stage is run twice in quick succession, the Green Light is often not used. Net Control will advise whether Green Light is being deployed.)

After Green Light has passed, the stage is released for normal civilian use and for workers (marshals) to exit the stage. Net Control will advise when the Medical Team may be released; this is often after Green Light has completed the stage. Remain with the Medical Team until they are released.

Pick up any trash, rally-related signs, bannering, and stakes in the area. Gather all control equipment for use at your next location or return to equipment check-in.

Follow the instructions provided to exit the stage. The Start Captain may be responsible for transiting the stage and collecting marshals en route to the Finish Control.

Marshal Locations

Remain in place upon passage of the Green Light car. Gather all trash, banners, stakes and rally-related signs. Exit the stage as instructed by following either the Start Captain or Finish Captain through the stage and back to town.

Finish Control

Verify that all cars that started the stage are accounted for; either by total count, sequence stickers, or confirmation by Safety Sweep. Notify Net Control of any cars remaining on the stage with their location, condition, and crew status. Hand all logs (Finish Line, FTC, and Radio) to the Safety Sweep crew. Notify Net Control when Heavy Sweep and Green Light (if used) arrive at the finish control.

Pick up any trash, rally-related signs, bannering, and stakes in the area. Gather all control equipment for use at your next location or return to equipment check-in.

Follow the stage exit instructions provided to exit the stage. The Finish Captain may be responsible for transiting the stage backwards and collecting marshals enroute to the Start Control.

Section 5b

Stage Shutdown — Emergency

Start Control

Emergency situations may occur for any number of reasons which require stopping the stage for safety. Such situations may be a medical emergency with a competitor, worker or spectator; an unsafe situation that requires law enforcement intervention; blockage of the stage road; or any other unanticipated, unsafe circumstance. An emergency situation is typically communicated to the Start Control via the Start Radio.

Upon notification of an emergency situation on the stage, IMMEDIATELY halt stage operation. DO NOT START ANY RALLY CARS. Even if rally cars are sitting at the start line with an assigned out time, DO NOT start them.

If the medical team is needed, inform them of the incident and all pertinent information. The decision to dispatch medical into a stage is typically made by Net Control or the Chief of Emergency Services. If they are closer to the incident, a midpoint medical team may be dispatched instead. For non-medical emergencies, Net Control will advise of necessary actions.

If you have any questions about how to handle the emergency; immediately contact Net Control, Chief of Emergency Services, Rally Chairman, Clerk of the Course, or Chief of Controls.

Marshal Locations

If you have a radio at a marshal location, such as at a spectator area or midpoint radio, the emergency may be reported at your location. If that is the case, use the “Finish Control” guidance below to obtain the needed information and report it to Net Control.

Remain at your location until released by a control captain. Continue to control non-rally traffic access to the stage. In rare instances, emergency vehicles may need to enter or exit the stage at your location. If so, ensure a clear path for the emergency vehicles.

Finish Control

Often an on-stage incident is reported by a competitor at the finish control. When notified, IMMEDIATELY pass the information to Net Control via the Finish Radio and hold the competitor reporting the incident until all information is clear and the competitor is released by Net Control.

Key information for the incident includes the location (mileage on the stage and/or instruction number), the car number(s) involved, if the Red Cross was displayed, the number of injured, extent of injuries (if known), entrapment, fire, etc. For a non-medical emergency, provide a clear description of the unsafe situation. Notify Net Control to “Hold cars at start” until the situation is made clear.

Cars may continue to enter the finish control, and they can provide additional information. Have updated car totals and car numbers available for Net Control. Await directions from Net Control. If your stage is not restarted, competitors may either bypass your stage or transit through to the finish control. If cars are instructed to transit the stage, take down all control signs but stay on location. Record car numbers on the FTC log and indicate which ones are “transiting.” Net Control will provide instructions for shutdown and exit of the stage. Do not allow civilian traffic onto the stage until shutdown.

Section 6

Stage Cancellation

A stage may be cancelled for any number of reasons. It may be cancelled before any rally cars arrive at the start control; after rally cars arrive; or after some, but not all, rally cars have started the stage. When a stage is cancelled before any cars have left the previous timing control, they will be given "Bypass" instructions at that control and proceed around the cancelled stage to the next operating control. When a stage is cancelled after cars have arrived at and/or have started the stage, the result can either be a "Transit" of the stage or an issuing of "Exit" instructions at the start control.

Bypass Instructions

Bypass Instructions are issued at a Time Control (MTC Out, FTC, RGC Out, etc.) when it is known in advance that the next stage will not be run, and the plan is to go around (bypass) that stage altogether and go to the next operating control. Bypass Instructions are included in each competitor's route book. When notified by Net Control, Rally Chairman, Clerk of the Course, or Chief of Controls to issue Bypass Instructions, use an Emergency Instruction to inform each crew which Bypass Instruction to execute along with a start time per normal procedures. The crew is responsible to follow those instructions using that time to get to the next planned stage.

Transit Stage

A decision to "transit" a stage may be made before or after rally cars have arrived at a start control, including after some rally cars have started the stage. In a "transit" situation, the crews use their normal route instructions to drive through the stage at normal (non-rally) speed. The decision to transit a stage is typically communicated to the Start Control by Net Control. If no cars have arrived at the stage, the Start Control may be told to take down their control signs, to not issue any check-in or start times, and to simply notify the competitors to transit the stage.

The Start Control may be told to issue check-in times and start times per the normal process, then simply direct the competitors to transit the stage. In this case, cars may leave the Start Control as soon as they are issued a start time. This will usually be the case if some competition vehicles but not all have started the stage. When a stage is put into "transit" mode, the Finish Control will take down their control signs and not issue any finish times. Crews have procedures for determining their check-in time at that next control when a stage has been transited and controls are not in place.

Exit Instructions

A decision to "exit" a stage may be made before or after rally cars have arrived at a Start Control, including after some rally cars have started the stage. In an "exit" situation it is not possible for the cars to transit the stage due to an emergency situation, road blockage, or some other unsafe condition. They therefore must "turn around" and use special instructions to go to the next operating control.

The "Exit Instructions" are included in each Start Control packet. When notified by Net Control, Rally Chairman, Clerk of the Course, or Chief of Controls to issue Exit Instructions; that control will provide each crew a copy of the instructions along with a "start time" per normal procedures. The crew is responsible to follow those instructions using that time to get to the next planned stage.

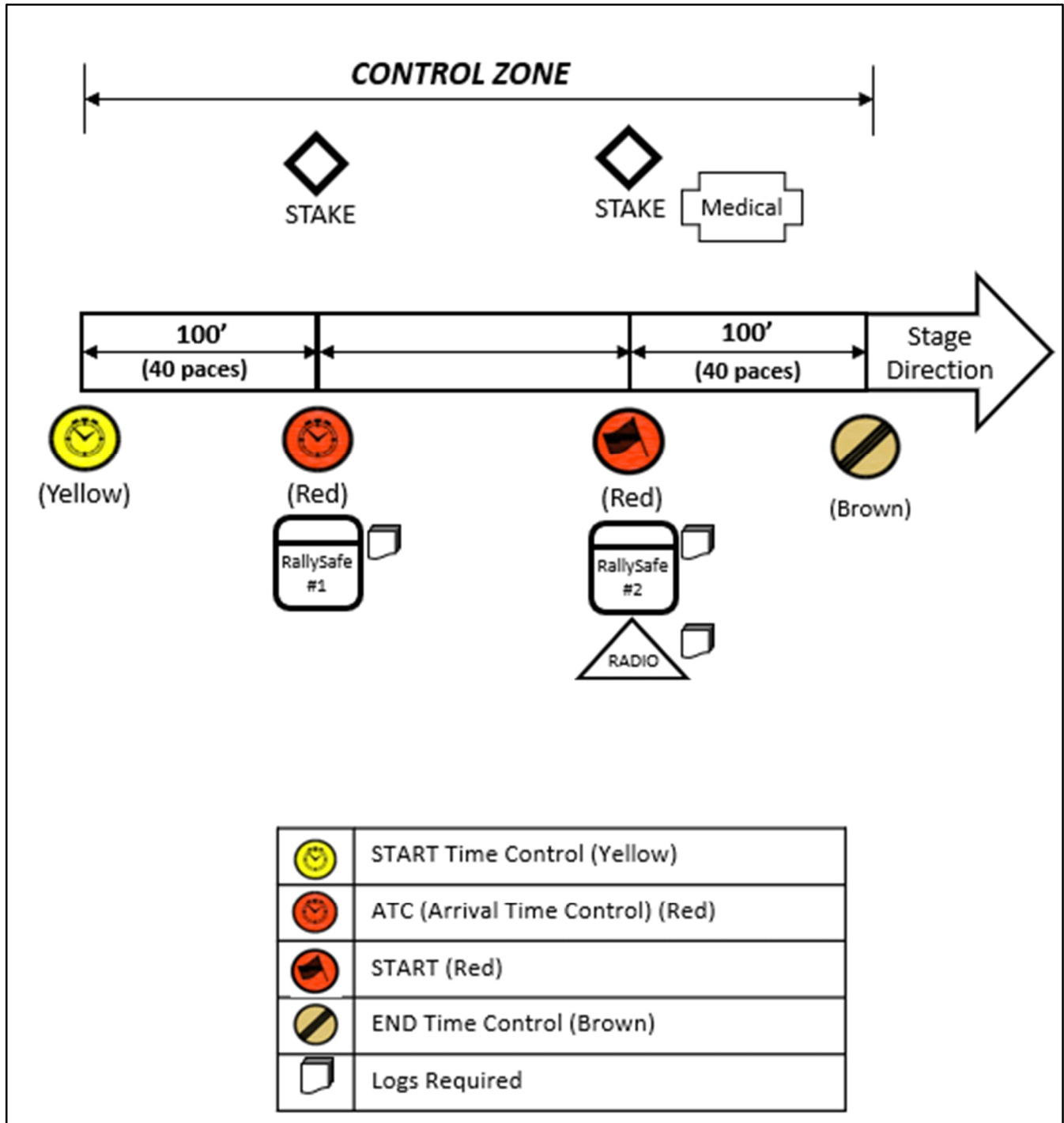
Cars may continue to enter the finish and can provide additional information. The Finish Control should record updated car totals and car numbers to provide to Net Control. Wait for directions from Net Control. Once a decision to "exit" the stage is made, take down all control signs but stay on location. Record car numbers on the Finish Control Log and indicate which ones are "transiting." Net Control will provide instructions for shutdown and exit of the stage. Do not allow civilian traffic onto the stage until shutdown.

Section 7

Control Sign Placement

Sign Placement Example – Start Control

NOTE: Example ONLY, refer to routebook for exact placement

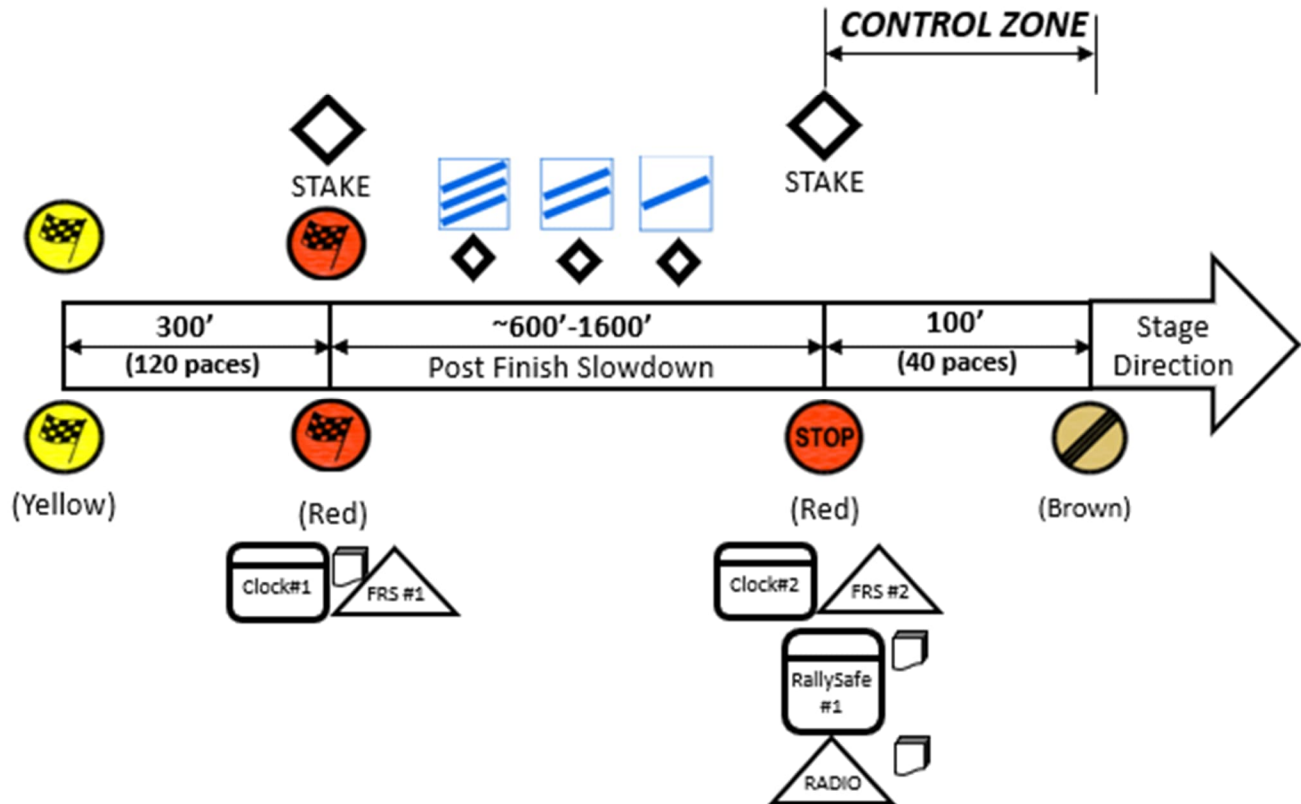


Sign Placement Example – Finish Control

NOTE: Example ONLY, refer to routebook for exact placement

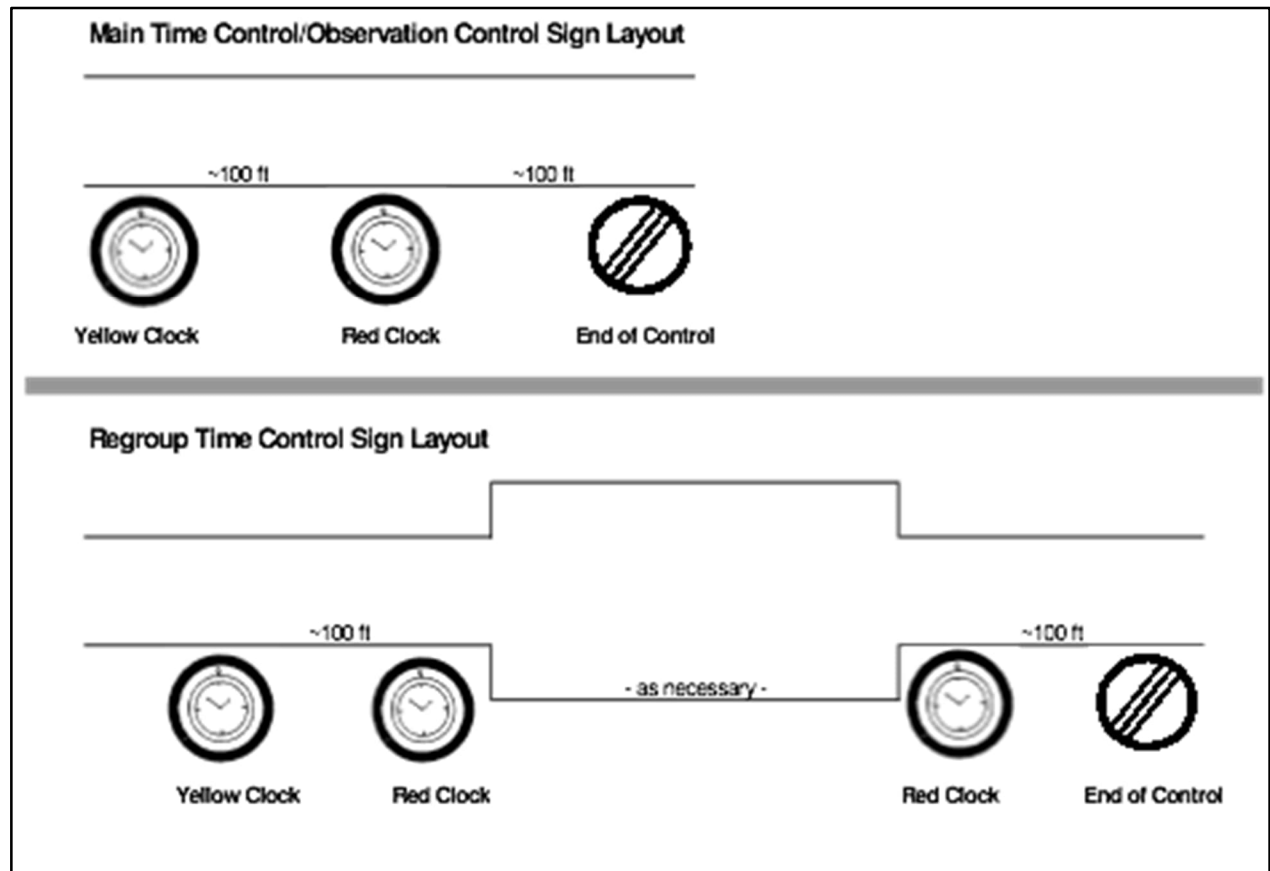
Layout Guide Example - ARA Finish Control

NOTE: Example ONLY, refer to routebook for exact placement



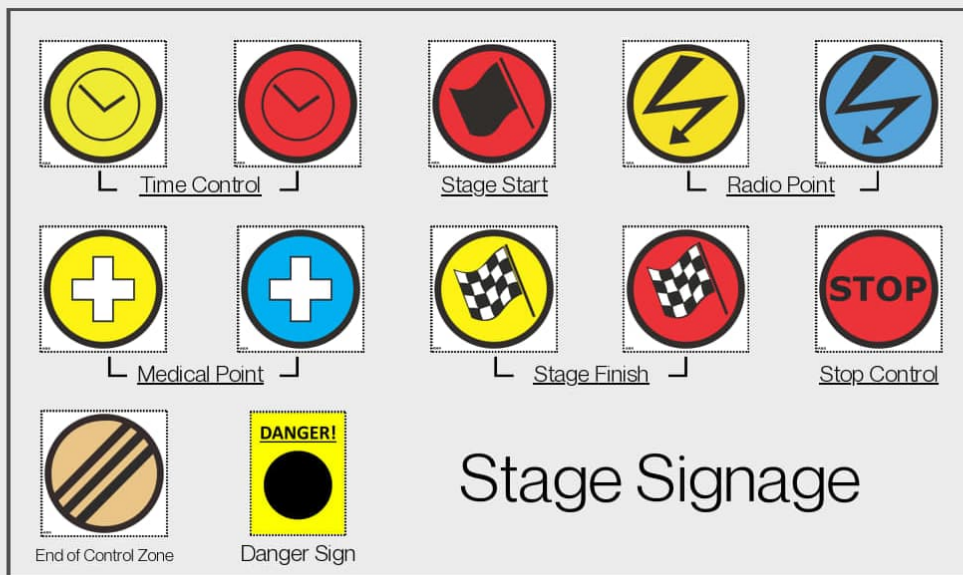
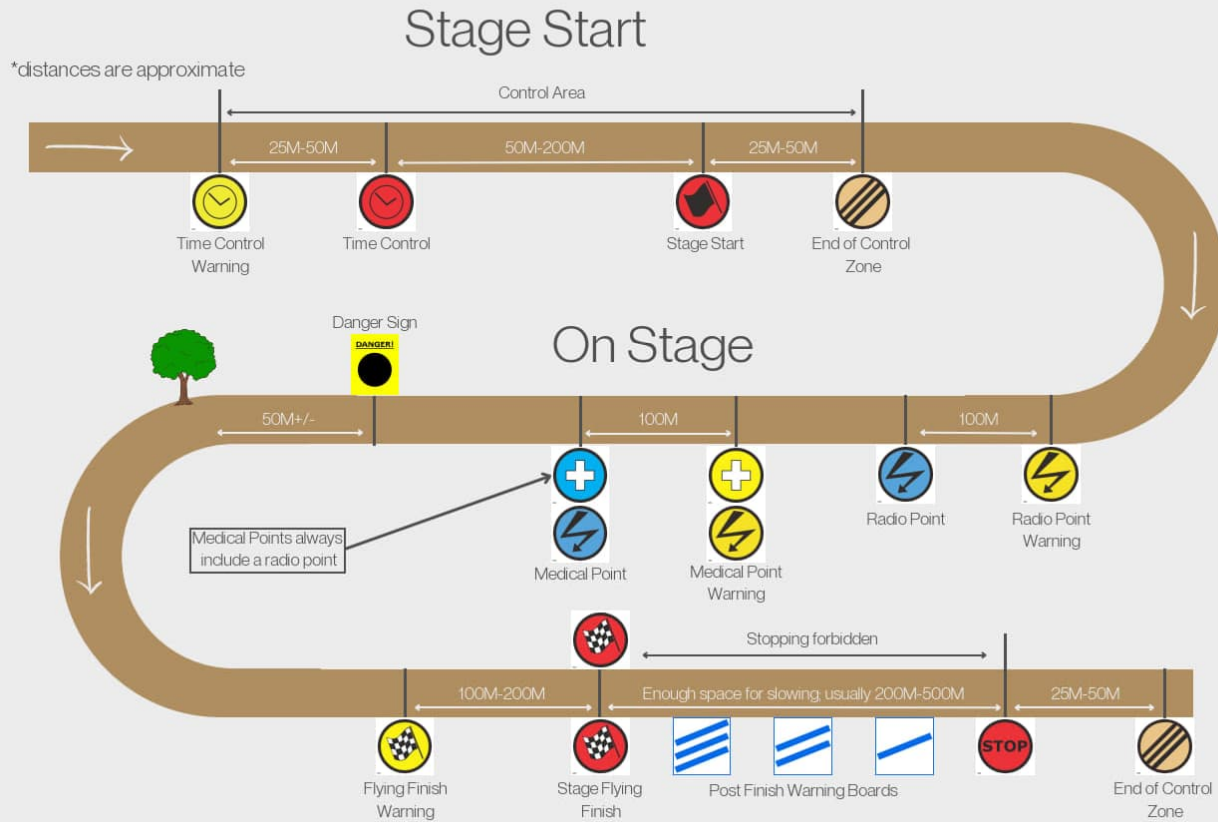
	FINISH AHEAD (Yellow x2)
	FLYING FINISH (Red x2)
	Post Finish Warning Boards (Blue x3)
	STOP – FTC (Red)
	END Time Control (Brown)
	Logs required

Sign Placement Example – MTC/RGC



ARA Stage Sign Setup Example

STAGE SIGN SETUP EXAMPLE



Section 8 - RallySafe

The 2021 Sno*Drift Rally introduced the RallySafe rally management system to national championship events for the American Rally Association. After a successful trial run, ARA has adopted RallySafe for all national events going forward.

RallySafe provides events like Sno*Drift stronger safety solutions, accurate and accountable competitor tracking and scoring, and improved event communication and reporting. More specifically, highlights of this world-class system are —

- **Emergency Response:** Currently, the average emergency response time is approximately 20 minutes. With near instant emergency reporting, emergency response will be faster by crucial minutes.
- **Tracking:** With more accurate tracking and vehicle information, organizers will have important details on every vehicle in the event. From being stopped, high G-load incidents, or cars off route; organizers will be able to make critical decisions using up-to-date information.
- **Car-to-Car Communication:** The system will allow cars to relay if they are stopped or have crashed as other competitors approach them. There are also features such as push-to-pass, virtual triangles, and OK and SOS communicated between vehicles.
- **Accurate GPS Timing:** Using updated GPS tracking, timing can be accurate to under a hundredth of a second. The times will be instantly communicated to the competitors on the in-car unit, to the finish control, and to race control.
- **Scoring:** With instant communication of finish times and road penalties, scoring will be updated in real time.

All timing controls will utilize RallySafe tablets as the primary method to record competitors' passage. This system also introduces new timing control procedures and terms, which are detailed in the handbook sections which follow. Material changes are highlighted in italicized text.

Additional RallySafe orientation can be found online <https://rallysafe.com.au/training/>, where the viewer can find instruction manuals and interactive tutorials for Time Controls, Start Controls and Finish Controls.

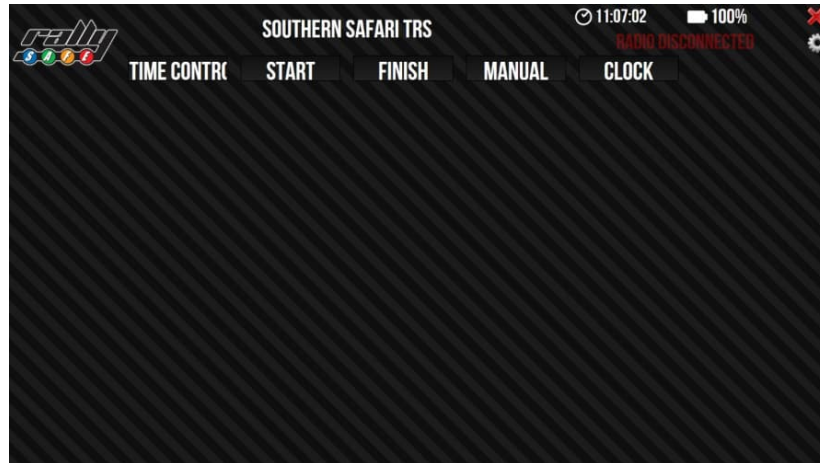


Operating the RallySafe Tablet

All time controls, stage starts and finish controls have been issued a tablet. Fully charged tablets should operate a full day without recharging. Devices can be put to sleep to conserve the battery. Tablets used on Friday should be recharged overnight, in order to reliably last all day Saturday.

Event officials and course opening crews are familiar with the RallySafe system, so please ask one of them to provide assistance or guidance, if needed.

Turn the unit on as you would a mobile phone. The RaceCommander application will automatically open within a few seconds of start-up. If it fails to open within 30 seconds, double-tap the application icon on the desktop.



The following information appears across the top, regardless of the type of control:

- Event name (e.g., Southern Safari Rally). If “SnoDrift” is not displayed, please alert Net Control asap.
- Official time (e.g., 11:07:02 above). Sync the tablet with the course opening vehicle prior to running the stage or time control.
- “Battery Charge Level” (same as most mobile phones). Recharge the tablet after running a stage, and before using it for the next stage.
- “Radio Status” (X in upper right corner will illuminate white when the USB antennae is connected and working, or illuminate red if the USB antennae is disconnected or not working properly).

The following instructions will set up the tablet for operation, regardless of the type of control:

1. Tap the type of control to which you’ve been assigned (START for stage start, FINISH for finish control, or TIME CONTROL for all other timing controls). The tablet screen will fill with information pertinent to the type of control.
2. Observe the white box below the line displaying TIME CONTROL, START, etc. Tap it, and a drop- down list of stages will appear. (You may need to scroll down to find the stage you are operating.) Tap your stage’s number/name. It will appear in that white box and the drop-down list will disappear.
3. The tablet is now ready for use.



Section 9

Arrival Time Control (ATC) Instructions

The purpose of an Arrival Time Control (ATC) is to record a crew's passage through a particular point along the rally route. It is usually combined with a Stage Start Control at the start of a stage—as is the case here—but may also be a standalone control, such as one to exit service.

ATC Equipment

- Time Control Signs
- Sign Stakes (for holding up control signs)
- Binder Clips or zip ties (method to hold signs to stakes)
- *RallySafe Tablets, USB Radio devices, and chargers*
- FRS Radios (1 Set of 2)
- Fire Extinguisher
- Yellow Banner Tape
- Red Banner Tape
- Safety Vests
- Trash Bag
- Mallet (for sign / banner stakes)
- ID Signs: Team Designation, Control Captain

ATC Setup

Refer to the Control Sign Placement (Section 7b) for a layout diagram.

The Yellow Clock sign marks the beginning of the Control Zone, which is a Parc Ferme, and is located ~100' before the ATC (Arrival Time Control). No service of any kind may be performed within a Parc Ferme. If service does occur, note this on the ATC Control Log and report it when the log is collected.

The ATC location is noted in the route book and marked with a stake placed by the organizers. The timing car is sited along the road facing oncoming rally traffic, and the Red Clock sign is placed in front of the car. The ATC should be staffed by at least (3) control marshals. One marshal inside the timing car operates the RallySafe tablet, and a second marshal records times on the time cards and ATC Control Log. The third marshal standing outside the timing car hands scorecards between the crews and the control marshals in the timing car and communicates with the Stage Start using the FRS radios.

The Radio car should be at the Stage Start, so that the radio operator can easily see and record car numbers as the competition vehicles arrive. The radio operator should have FRS capabilities with the ATC crew and be able to relay information to/from Net Control as directed by the control captain.

The Stage Start location is noted in the route book and marked with stake placed by organizers. The Start is designated by the red Start Flag sign and staffed by (2) control marshals. One marshal operates the RallySafe tablet. The second marshal records the actual start times on the Start Control Log and competitors' time cards, issues sequence numbers, and communicates with the ATC using the FRS radios.

A beige End of Control Zone sign marks the end of the Control Zone and Parc Ferme. It should be located ~100' beyond the Flag Sign.

ATC Operation

The Start Radio notifies Net Control when the ATC is fully operational. The Start Radio keeps a running log with the total number of cars which enter the control zone and the car numbers, including the last car to start the stage.

Cars typically arrive at the control before they are due and will form a queue before the Yellow Clock sign.

RallySafe refers to the ATC as a "Time Control." Refer to the RallySafe Time Control Information Booklet for instructions for operating the RallySafe tablet and for the time control check-in process. An interactive tutorial is also available at <https://rallysafe.com.au/training-time-controls/>.

On the RallySafe tablet, the first control marshal observes the check-in time, which corresponds to the current whole minute and is displayed directly above the green '+' and '-' buttons. When the competition vehicle enters the control, enter the car number using the Number Pad on the left. The car number is displayed above the check-in time. Press the green 'Check In' button the exact moment at which one of the crew members hands the time card to a control marshal. The crew is assigned that check-in time, in hours and minutes, which is displayed below the blue 'Upload' button.

RallySafe will automatically increment the check-in time according to time-of-day, but it can be adjusted by pressing the green '+' and '-' buttons to display the adjusted time, re-entering the car number, then pressing the green 'Check In' button to override the previous entry.

The second control marshal writes the car number and check-in time on the ATC Control Log and adds (3) minutes to that time to determine the crew's ideal start time, which is written on the control log. The marshal writes the check-in time and ideal start time on the crew's time card in the designated spaces. See Section 8a for a sample ATC Control Log and Section 8b for a sample time card.

If multiple crews hand their time cards to the ATC control marshal during the same minute, give them the same check-in time and ideal start time. The start control will assign actual start times that are unique.

Two crews that are adjacent in the starting order may request to have their positions swapped between the ATC and the Stage Start. The ATC control marshals should accommodate this request if possible, by following these steps:

- a) The first crew enters the control on their correct minute, checks in and requests a position swap.
- b) The second crew enters the control on their correct minute with their safety gear on, prepared to start the stage. If they are not prepared to start the stage, the position swap will not be allowed.
- c) The control marshal will assign the next available ideal start time to the second crew, then assign the minute after that as the first crew's ideal start time. As a result of the position swap, the second crew will likely start the stage less than (3) minutes after entering the ATC.

If there is a significant gap between cars (typically later in the field) or a significant delay while running the stage, the "Wave In Procedure" detailed in Section 8c can be executed in order to reduce or close gaps in the stage starting order.

If a competition vehicle cannot enter the control zone due to an obstruction, such as a backup of vehicles previously checked in, a crew member may approach the control timing car on foot to check in. The check-in time is the moment the time card is handed to the control marshal, and the ideal start time is determined by the afore mentioned procedure.

Section 9a Sample ATC Log

Date: _____ **ATC Control Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____

Control Worker: _____ **Contact Info:** _____

Instructions:

- Record the time that the competitor hands you their scorecard.
- Determine the Ideal Start Time by adding 3 minutes to the Arrival Time and write it on the log.
 - o Ideal Start Times are normally 2 minutes between the first X cars and then 1 minute afterwards.
 - o If multiple cars check in on the same minute, give them the same ideal Start Time.
- Write the Arrival Time and Ideal Start Time on the scorecard and return it to the competitor.
- Use the log's Comments section to indicate any discrepancy, unusual circumstance, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0=
----	----	----	----	----	----	----	----	----	----

Seq #	Car #	Time In	Ideal Start	Comments
000		: .0	: .0	
00		: .0	: .0	
0		: .0	: .0	
1		: .0	: .0	
2		: .0	: .0	
3		: .0	: .0	
4		: .0	: .0	
5		: .0	: .0	
6		: .0	: .0	
7		: .0	: .0	
8		: .0	: .0	

Section 9b

Sample Time Card for ATC

Sno*Drift Rally

ATC - SS (Arrival Control @ SS)

CAR #

TCU

NOTE: Shaded areas for Competitor Use.

MTC #	Seq. #	TCU	Control Use	Actual Start	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC1
SS1	Shoreline-Orchard 1	TC1	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC1
	TC1	Control Use	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC1
SS2	Shoreline-Orchard 2	TC2	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC2
	TC2	Control Use	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC2
SS3	Quinnan-Sage Creek 1	TC3	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC3
	TC3	Control Use	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC3
Techzone/Regroup	TC3A	Control Use	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC3A
	TC3A	Control Use	Control Use	Control Use	Seq. #	Finish	Lateness Stage Time	Seq. #	Transit	TC3A

0 Control

START NEW TIMECARD

Speed

Penalty

ATC Wave-in Procedure

What: Allow competitors to enter without penalty an ATC before their assigned (normal check-in) minute
When: There is a significant gap between cars (typically later in the field) or

following a delay while

running a stage. The intent is **not** to address a small gap (<5 minutes) or to get the event back on schedule after a short delay, but rather to regroup the field when there are significant delays.

Why: Primarily safety. When a gap between cars exists, the last car prior to the gap has no one following close behind, in the event of an on-stage incident. This provision also enables the event to closer to its published schedule and to reduce the time stage crews are left on stage.

Who Decides: The Start Captain at an ATC may make the decision. As appropriate, the captain may consult with Net Control, the Chief of Controls, or the Clerk of the Course.

How is it done:

- The timing control worker waves the competitor into the control or, if necessary, approaches their car and directs them to enter the control. The competitors have been briefed on this process and must obey a control worker's direction to enter the control.
- Ask the competitor what minute they want for their "In" time. *As long as that time has not already passed* (i.e., they can check in before the minute they request but not after), *enter the check-in time on the RallySafe tablet by pressing the green '+' and '-' buttons to display the requested time, enter the car number, then press the green 'Check In' button.* Record that minute on their scorecard and in the ATC Control Log.
- Assign their "Ideal Start" minute as 3 minutes from the **current** time -- not 3 minutes after their "In" time. Their out time may be before their "In" time.
- Record the "Time IN" and "Ideal Time OUT" on the ATC Control Log per normal procedure. Note "Waved In" in the comment section of the log in order to explain the unusual times.
- Direct the competitor to the start line and start them on their "Ideal Out" time using the normal ATC start procedures. *On the RallySafe tablet, use the green '+' or '-' button to adjust the start time to the "Ideal Out" time.*
- Record their "Actual Start" time on their scorecard and on the Start Line Control Log using normal procedures.

Exceptions / Unusual Circumstances:

- If the competitor is working on their car (outside the control zone), allow them to finish before directing them to enter the control.
- If other cars are waiting behind a car being worked on, direct them around the first car and into the control.
- When practical, notify Net Control that you are waving in competitors. This lets everyone know what is going on and alerts the finish control that the in times and start times will look unusual on scorecards.
- Note that this is an advantage to the competitor. It is safer, and allows those running very late to recover time against potential control closures.

Stage Start Operation

Competition vehicles **may not start** a stage until Net Control grants permission for competitors to enter the stage.

RallySafe refers to the Stage Start as a “Start Control.” Refer to the RallySafe Start Crew Information Booklet for instructions on operating the RallySafe tablet and for the stage start process. An interactive tutorial is also available at <https://rallysafe.com.au/training/>.

Upon receiving their time card from the ATC control marshal, the crew proceeds to the stage start and hands the time card to the second control marshal. On the RallySafe tablet, the first control marshal observes the next available start time, which is displayed directly above the green ‘+’ and ‘-’ buttons used to adjust the start time. Enter the car number using the Number Pad on the left, then tap the green ‘Issue Start’ button. Doing so assigns that start time to the crew, transmits that time to the competition vehicle, and displays a countdown to that time in front of the co-driver on their RallySafe unit.

The car number and start time will be displayed on the RallySafe tablet under the “Waiting to Start” heading until the start time has passed, and the next available start time will automatically increment to the next minute. As each car starts, their status will move from the “Waiting to Start” column to the “Started” column. If a car does not receive the start time from the tablet for some reason, the start time will display in blue under the “Waiting to Start” heading, then display in orange once the start time has passed. That car may be counted down to their assigned start time via the traditional way, if need be.

To correct an assigned start time, tap on that time under the “Waiting to Start” heading, then tap the red ‘Cancel Start’ button. Select a new start time using the green ‘+’ or ‘-’ button, then input the car number again using the Number Pad, then tap the green ‘Issue Start’ button.

Should the stage be stopped for any reason, tap the ‘Abort Start’ button. This will cancel all assigned start times which have not yet passed. If and when the stage can be resumed, enter the first prescribed start time for the first competitor waiting to start. Select a new start time using the green ‘+’ or ‘-’ button, then input the car number using the Number Pad, then tap the green ‘Issue Start’ button. The next available start time will automatically increment, so assign subsequent start times to waiting competitors by inputting their car numbers and tapping the ‘Issue Start’ button.

The second control marshal writes the ideal start time and start time (as issued by the first control marshal using RallySafe) on the Stage Start Control Log. The marshal also writes the start time on the crew's time card (in the designated “Actual Start” space) and affixes a sequence sticker in the adjacent space. See Section 8c for a sample Stage Start Control Log and Section 8d for a sample time card.

Start times should be assigned in consecutive, one-minute intervals, unless the organizers direct a two-minute gap between the first several crews or on the Power Stage. The start time must not be earlier than the ideal start time so the crew has a minimum of 3 minutes from checking in at the ATC. Assign each crew a unique start time; **never** assign the same start time to multiple crews.

The control marshal then returns the time card to the crew, who then self-starts using the in-car countdown display. The RallySafe system will automatically detect if a competitor jumps the start.

Under no circumstances may two cars be assigned the same Start Time. *The RallySafe system automatically precludes this from occurring. The control marshal operating the RallySafe tablet must ensure assigned start times are not adjusted (overridden), such that duplicate start times are assigned to multiple crews in error.*

Crews must secure their helmets and belts before leaving the start, so prohibit them from leaving until those items are secured. Do not assign a later start time if a crew tries to stall or does not appear ready to start on their assigned minute. Make a note of any issues in the Stage Start Control Log.

Section 9c Sample Start Control Log

Date: _____ **Start Line Control Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____

Control Worker: _____ **Contact Info:** _____

Instructions:

- You must receive clearance from the Start Captain before starting cars into the stage.
- Look at the Ideal Start Time on the competitor's scorecard.
 - o If that time has not passed write it in the Actual Start Time on the log.
 - o If it has passed, assign the next possible minute.
 - o Ideal Start Times are normally 2 minutes between the first X cars and then 1 minute afterwards.
- It is important that every car is given a consecutive sequence number in the correct start order. This is how the finish crew will know if a car is missing.
- Write the Sequence number and Actual Start Time on the card and return it to the competitor.
- Use the log's Comments section to indicate any discrepancy, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1	2=	3=	4=	5=	6=	7=	8=	9=	0
---	----	----	----	----	----	----	----	----	---

Seq #	Car #	Ideal Start	Actual Start	Comments
000		: .0	: .0	
00		: .0	: .0	
0		: .0	: .0	
1		: .0	: .0	
2		: .0	: .0	
3		: .0	: .0	
4		: .0	: .0	
5		: .0	: .0	
6		: .0	: .0	
7		: .0	: .0	
8		: .0	: .0	

Section 9d

Sample Time Card for Stage Start

Sno*Drift Rally

STC (Start Line @ SS)

CAR #

NOTE: Shaded areas for Competitor Use.

MTC 1	SS1 Shoreline-Orchard 1	SS2 Soden-Blue Lake 1	SS3 Quinlan-Sage Creek 1	Techzone/Regroup
Seq. # TC0 Control Use H M Observe sequence number to make sure it is the next consecutive number. If not, question the competitor as instructed. Transit 14 Min H M Competitor Use H M	Seq. # TC1 Control Use H M Latency Stage Time Min 9 Competitor Use H M Transit 15 Min H M Competitor Use H M	Seq. # TC2 Control Use H M Latency Stage Time Min 16 Competitor Use H M Transit 16 Min H M Competitor Use H M	Seq. # TC3 Control Use H M Latency Stage Time Min 7 Competitor Use H M Transit 15 Min H M Competitor Use H M	Seq. # TC3A Control Use H M Latency Stage Time Min 0 Competitor Use H M Transit 15 Min H M Competitor Use H M
START NEW TIMECARD				
Speed Penalty 				

Section 10

Finish Control (FTC) Instructions

The purpose of a Finish Control is to record the time that the crews finished the timed portion of a special stage on the crew's time card. These controls are located following the flying finish of the special stages.

FTC Equipment

- Time Control Signs
- Sign Stakes (for holding up control signs)
- Binder Clips or zip ties (method to hold signs to stakes)
- *RallySafe Tablet, USB Radio device, and charger*
- GPS phone clock (reading in 10^{ths} of second)
- FRS Radios (1 Set of 2)
- Fire Extinguisher
- Yellow Banner Tape
- Red Banner Tape
- Safety Vests
- Trash Bag
- Mallet (for sign / banner stakes)
- ID Signs: Team Designation, Control Captain

FTC Setup

Refer to the Control Sign Placement (Section 7) for a layout diagram. A yellow Checkered Flag sign is placed on each side of the road to mark the beginning of the Control Zone, which is a Parc Ferme. The location of the yellow Checkered Flag signs is ~300' before the finish line. No service of any kind may be performed within a Parc Ferme. If service does occur in the control zone, note this on the Finish Control Log and report it when the log is retrieved.

The finish line (a.k.a. timing line) is marked with a red Checkered Flag sign placed on each side of the road at the location noted in the route book and marked with a stake placed by organizers. At least one finish line marshal is located here with one FRS Radio to communicate with the FTC control. Ensure the marshal(s) is (are) also positioned in a safe place (i.e., in a vehicle well back from the stage road, or behind a substantial tree).

After the finish line and prior to FTC, three "slowdown" chevron signs are to be placed on the left/drivers side of road. These positions should be marked with a stake by organizers.

Location of the FTC (Finish Timing Control, hereafter Finish Control) is noted in the route book and marked with a stake placed by the organizers. The finish timing vehicle is sited along the road facing oncoming rally traffic, and the Red STOP sign is placed in front of the vehicle. The vehicle contains the RallySafe tablet, the finish time clock, and a second FRS Radio to communicate with the finish line if needed to request a missed time. The finish timing vehicle should be staffed by two control marshals. The first control marshal records times on the crew time cards and the Finish Control Log. The second control marshal passes time cards between the crews and the other marshal in the timing car.

The Radio car is placed nearby, so that the radio operator can easily see and record car numbers as the competition vehicles arrive. The radio operator should be within earshot of the FTC control marshals and be able to relay information to/from Net Control as directed by the control captain.

A beige End of Control Zone sign marks the end of the Control Zone and Parc Ferme. It should be located ~100' beyond the STOP Sign.

The Road Closed Ahead sign is placed facing civilian traffic ~100' after the End of Control Zone sign to warn non-rally traffic approaching the control. Ensure blocker vehicle placed in a "chicane" to prevent civilian stage entry in reverse direction (no entry after 000 passes FTC).

FTC Operation

The Finish Radio notifies Net Control when the Finish Control is fully operational. The Finish Radio keeps a running log with the total number of cars which finished and the car numbers, including the last vehicle to finish.

Competition vehicles are timed in hours, minutes, seconds, and tenths of a second as they cross the finish line. Vehicles pass the finish line “at speed” and then slow to a stop at the finish control timing vehicle.

The finish line marshal splits the GPS clock as each competition vehicle crosses the finish line. If multiple cars approach the finish line in close succession the GPS Clock App holds multiple entries and recalls them in the order in which they were entered. The second finish line marshal records the times on the finish line log and operates the FRS radio if the FTC requests a time.

RallySafe refers to the FTC as a “Finish Control.” Refer to the RallySafe Finish Information Booklet for instructions for setting up the RallySafe tablet for the stop control (finish) process. An interactive tutorial is also available at <https://rallysafe.com.au/training-finishes/>.

As a competition vehicle comes into range of the finish control timing vehicle, the RallySafe tablet will be updated automatically with the crew's finish time when it crossed the finish line. The time as displayed shall be recorded on the Finish Control Log and on the crew's time card. No manual entry (i.e., splitting time) is required on the RallySafe tablet to capture a finish time.

The co-driver hands their time card to the second control marshal, who passes it to the first control marshal. The first control marshal records the finish time displayed on the RallySafe tablet on the Finish Control Log and in the “Finish” space on the crew's time card. The control marshal affixes the next sequence sticker to the time card in the space adjacent to “Finish”, then writes that sequence number and the car number next to the finish time on the Finish Control Log. See Section 9a for a sample Finish Control Log and Section 9b for a sample time card. Then, the control marshals pass the time card back to the co-driver, and the competition vehicle proceeds to the next control.

If for any reason RallySafe does not capture the crew's finish time, the first control marshal records the time captured manually by finish line control marshal (on the finish time clock) and makes a note of such on the Finish Control Log.

The Finish Control does not issue an “out” time. The “out” time is the Finish Time minute (truncating the seconds and tenths). The transit time to the next control is listed on the crew's time card and in the route book.

Competition vehicles **may not** back up within a Control Zone. If a crew is unable to stop next to the finish control timing vehicle, a control marshal should attempt to retrieve the time card. If backing up should occur, note it in the Finish Control Log. Note any competitor disagreements on the log.

If a control marshal makes an error on a crew's time card or the Finish Control Log, **line through** the error and write the correct information as close as practical to the error and initial the change.

Missing or Out-of-Sequence Numbers

RallySafe automatically tracks competition vehicles throughout the rally. In the event of tracking failure, sequence numbers enable rally officials to ascertain if a crew that started the stage has not reached the finish in the order expected. The Finish Control marshals should immediately question a crew if their sequence number is out of order. Ask whether they passed a competition vehicle, where and in what condition, and whether an SOS or an OK was displayed. If the SOS was displayed, immediately notify Net Control. If the first crew reaching the finish control did not notice the missing car, ask the next crew. If they too did not see the missing crew, report to Net Control with the missing sequence number.

Do not return a time card to a crew until sequence numbers have been checked and information about the missing crew (whatever is available) has been obtained.

Section 10a Sample Finish Line Log

Date: _____ **Finish Line Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____

Control Worker: _____ **Contact Info:** _____

Instructions:

- Write down the time (GPS time as captured) of each car that crosses the finish line.
 - o Car Number is optional - if you cannot get the car # still write down the time.
- Use the Comments section to indicate any discrepancy or unusual circumstances.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Finish Time	
000		: .	
00		: .	
0		: .	
1		: .	
2		: .	
3		: .	
4		: .	
5		: .	
6		: .	
7		: .	
8		: .	

Section 10b Sample Finish Control Log

Date: _____ **FTC Control Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____
Control Worker: _____ **Contact Info:** _____

Instructions:

- Write the finish time on the log.
- Write the finish time and the sequence number from your log on the scorecard.
- Compare the Start and Finish sequence numbers.
 - o If they match return the card to the competitor.
- If they don't match, ASK THE FOLLOWING:
 - o Did they pass anyone?
 - o Did they see a car off? Where? What car #? Was the OK sign displayed?
 - o Have your control captain relay this information to net control.
- Use the log's Comments section to indicate any discrepancy, unusual circumstance, and/or competitor report.

Note: The finish time will normally be displayed on your tablet as the car arrives.
 The backup finish time is recorded at the flying finish line and relayed by FRS radio if needed.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Finish Time	Comments
000		: .	
00		: .	
0		: .	
1		: .	
2		: .	
3		: .	
4		: .	
5		: .	
6		: .	
7		: .	
8		: .	

FTC - Finish Control @ SS

NOTE: Shaded areas for Competitor Use.

Seq. # TC0 H M Control Use

Transit 14 Min

TC1 H M Competitor Use

Seq. # Lateness Stage Time Start Transit TC2 H M Competitor Use

Seq. # 9 Min Place next sequence sticker or write in next number

Seq. # Finish H M S 1/10 Use Longer of Lateness Time or Stage Time Minute

Seq. # Actual Start H M Control Use

Seq. # Actual Start H M Control Use

Seq. # Lateness Stage Time Start Transit TC3 H M Competitor Use

Seq. # 16 Min Write in actual finish time (hour, minute, second and tenth second)

Seq. # Finish H M S 1/10 Use Longer of Lateness Time or Stage Time Minute

Seq. # Actual Start H M Control Use

Seq. # Actual Start H M Control Use

Seq. # Lateness Stage Time Start Transit TC3A H M Competitor Use

Seq. # 15 Min Observe sequence number to make sure it is the next consecutive number. If not, question the competitor as instructed.

Seq. # Finish H M S 1/10 Use Longer of Lateness Time or Stage Time Minute

Seq. # Actual Start H M Control Use

Seq. # Actual Start H M Control Use

Seq. # Lateness Stage Time Start Transit TC3A H M Competitor Use

Seq. # 15 Min Techzone/Regroup

TC3A H M Control Use

0 Control Speed Penalty

START NEW TIMECARD

Section 11

Emergency Instructions

Emergency situations may occur for a number of reasons that require issuing extra instructions for information and/or safety. The situation is one that cannot be anticipated in advance and therefore requires developing additional instructions “on the fly”. The “Emergency Instructions” sheet (see Section 10a) is used in these situations and needs to be completed by the control crew based on information provided by Net Control, the Clerk of the Course, a Steward, or the Chief of Controls.

Typical Emergency Instructions occur in situations such as a rally car remaining in a dangerous location from a previous running of the stage, a new washout as a result of recent heavy rain, a tree down in a dangerous location due to a passing storm, a dangerous situation noted by one of the “zero” cars when they drive the stage just prior to the rally coming through, or any other situation noted by the organizers that needs to be communicated to the drivers.

Instructions for completing the Emergency Instructions form are as follows: Note that this information is handwritten onto a blank form.

- Stage: The number and name of the stage affected. If the instruction is for a transit, then indicate “transit to stage ____”.
- Ref: The instruction number from the route book for the instruction being modified and/or added.
Use “a, b, c...” for intermediate instructions being inserted between numbered instructions.
- Overall Miles: The overall mileage of the instruction being modified and/or added.
- Incr Miles: The incremental mileage between the previous instruction and the instruction being modified and/or added. Note that if an instruction is being added that this will change the incremental mileage for the previous instruction and the following instruction. These changes should also be included on the Emergency Instruction sheet.
- Tulip: The existing, modified, or new tulip diagram for that line number instruction.
- Instruction: Any written information that supports the Tulip Instruction. This can include a caution symbol (!), signage, or other amplifying details for the instruction.
- Decr Miles: The remaining mileage from that instruction to the finish of the stage (or next control if on a transit). Note that if an instruction is being added that this will require a new decreasing mileage for this instruction.

When completed, this form is handed to each co-driver for him/her to copy the information onto his/her route book. The form is NOT for any one co-driver to keep. At the bottom of the form is a section titled “Car Number / Initials”. In this section, have each co-driver write their car number and then initial beside it to indicate that they have received the emergency instruction(s).

Section 11a

Emergency Instructions Form

Stage:	Control Volunteer Name:
--------	-------------------------

INST	OVERALL MILES	INCR MILES	TULIP	COMMENTS

SEQ	CAR #	INITIAL	SEQ	CAR #	INITIAL	SEQ	CAR #	INITIAL
1			26			51		
2			27			52		
3			28			53		
4			29			54		
5			30			55		
6			31			56		
7			32			57		
8			33			58		
9			34			59		
10			35			60		
11			36			61		
12			37			62		
13			38			63		
14			39			64		
15			40			65		
16			41			66		
17			42			67		
18			43			68		
19			44			69		
20			45			70		
21			46			71		
22			47			72		
23			48			73		
24			49			74		
25			50			75		

Section 12

Main Time Control (MTC) Instructions

The purpose of a Main Time Control (MTC) is to start or end a Leg of the rally. At the start of a Leg, crews check out of an MTC and, at the end of a Leg, crews check in to an MTC. After the MTC at the end of a Leg, crews may be released into a Parc Ferme until the next Leg or until released by the Chief Scrutineer.

MTC Equipment

1. Main Time Control Signs
2. Sign Stakes (for holding up control signs)
3. Binder Clips or zip ties (method to hold signs to stakes)
4. *RallySafe Tablet, USB Radio device, and charger*
5. Wristwatch or Clock App (reads in seconds)
6. Safety Vests
7. Trash Bag

MTC Setup

The Yellow Clock Sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme. If service does occur, note this on the MTC Control Log, and report it when the log is retrieved. The location is ~100' before the MTC.

The MTC (Main Time Control) is marked with a Red Clock Sign at the location noted in the route book (typically a landmark or stake placed by the organizers). The timing vehicle is usually placed along the road facing the oncoming rally traffic, and the Red Clock Sign is placed in front of the vehicle. The MTC should be staffed by at least two control marshals. *The first control marshal operates the RallySafe tablet and records times on crews' time cards and the MTC Control Log. The second control marshal affixes sequence stickers to time cards and passes time cards between crews and the other control marshal.*

A Beige End of Control Sign marks the end of the Control Zone and Parc Ferme. It should be located ~100' beyond the Red Clock sign.

MTC-Out Operation

An MTC-Out typically occurs at the conclusion of a Parc Expose and begins a Leg of the rally. The primary objective is to issue start times at one-minute intervals except where directed and ensure that crews have their time card for the Leg.

Competition vehicles are given a start order. Only the first car is given an out time specified by CoC (or through Net Control). Competitors should self-line up in order. If available, utilize extra marshals to help get competition vehicles sequenced in the official start order.

The start time for the first crew (*corresponding to the 'Check In' time in RallySafe*) is indicated on the rally itinerary. Each successive car will be given an out time one minute after the car ahead of them. If it is a National event and the first few cars are given 2 minute intervals, give those places a 2-minute interval.

RallySafe refers to the MTC-Out as a "Time Control." Refer to the RallySafe Time Control Information Booklet for instructions for operating the RallySafe tablet and for the time control check-in process. An interactive tutorial is also available at <https://rallysafe.com.au/training-time-controls/>.

On the RallySafe tablet, the first control marshal observes the check-in time, which corresponds to the current whole minute and is displayed directly above the green '+' and '-' buttons. When the competition vehicle enters the control, enter the car number using the Number Pad on the left. The car number is displayed above the check-in time. Press the green 'Check In' button the exact moment one of the crew members hands the time card to a control marshal. The crew is assigned that start time, in hours and minutes, which is displayed below the blue 'Upload' button. RallySafe will automatically increment the check-in time according to time-of-day.

No two crews should be issued the same start time. If multiple crews hand their time cards to the control marshal on the same minute, adjust the start time for the second crew by pressing the '+' or '-' buttons to display a distinct check-in time, re-entering the car number, then pressing the green 'Check In' button to override the duplicate start time.

The first control marshal writes on the MTC-Out Control Log the car number and start time (i.e., 'Check In' time from the RallySafe tablet). The marshal writes the car number and start time on the crew's time card in the designated spaces. See Section 11a for a sample MTC-Out Control Log and Section 11b for a sample time card for MTC-Out. The second control marshal then affixes a sequence sticker to the crew time card in the space adjacent to "Start Time" and hands the time card back to the crew, who may then leave as soon as they receive their time card.

Potential Problem Situations:

- A crew is not ready to leave and requests a later time out, in which case the answer is 'no'. Hand them their time card at their assigned minute; the rest is up to them. Make a note in the log if appropriate.
- A crew is missing. Generally this will happen during the start of Leg 2 as people have dropped out overnight but are still included in the start order. Since this is a start order, subsequent crews are advanced so that a car starts every minute.
- A missing crew shows up late. Slot this crew in as soon as possible. Start order is generally based on Speed Factor (how fast a team goes on average) and it is desirable that crews are kept as closely as possible in speed factor order.
- After starting at least one crew, something occurs which is beyond the control of crews and prevents cars from leaving the MTC (e.g., police or medical emergency, road blockage from an accident or unruly civilians). First, notify Net Control and request guidance. Most likely the rally will be held until the situation is resolved, and a new minute will be assigned to the next crew due to leave. *Adjust the 'Check In' time on the RallySafe tablet to the reassigned minute, and write that time as the "Start Time" on the crew time card and the control log.*

Section 12a Sample MTC-Out Control Log

Date: _____ MTC Out Log Stage: _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ Contact Info: _____
Control Worker: _____ Contact Info: _____

Instructions:

- Fill in the Car number and Actual Start Time on the log.
 - o Start Times are normally 2 minutes between the first X cars and then 1 minute afterwards
- Write the Sequence number and Actual Start Time on the card and return it to the competitor.
- Use the log's Comments section to indicate any discrepancy, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Actual Start	Comments
000		: .0	
00		: .0	
0		: .0	
1		: .0	
2		: .0	
3		: .0	
4		: .0	
5		: .0	
6		: .0	
7		: .0	
8		: .0	

Section 12b

Sample Time Card for MTC-Out

Sno*Drift Rally **MTC - OUT** **CAR #**

NOTE: Shaded areas for Competitor Use.

Write in car number

Write in actual start time

Place next sequence sticker or write in next number

START NEW TIMECARD

0 Control

Speed

Penalty

Seq. #	TC0	Control Use	Actual Start	Fin	Lateness	Stage Time	Transit	TC1	Competitor Use
SS1	Shoreline-Orchard 1	TC1	TC1	TC1	TC1	TC1	TC1	TC1	TC1
SS2	Soden-Blue Lake 1	TC2	TC2	TC2	TC2	TC2	TC2	TC2	TC2
SS3	Quinnan-Sage Creek 1	TC3	TC3	TC3	TC3	TC3	TC3	TC3	TC3
Techzone/Regroup	TC3A	TC3A	TC3A	TC3A	TC3A	TC3A	TC3A	TC3A	TC3A

MTC-In Operation

An MTC-In ends a Leg of the rally. The primary objective is to time each crew into the control and collect their time card(s) for this Leg of the rally. An MTC-In may be placed just before a Parc Ferme or other display format at the end of the rally. An MTC-In can be operated by a single control marshal; however, two control marshals are preferred.

At an MTC-In, crews may check in early without incurring any penalty,

RallySafe refers to the MTC-In as a "Time Control." Refer to the RallySafe Time Control Information Booklet for instructions for operating the RallySafe tablet and for the time control check-in process. An interactive tutorial is also available at <https://rallysafe.com.au/training-time-controls/>.

On the RallySafe tablet, the control marshal observes the check-in time, which corresponds to the current whole minute and is displayed directly above the green '+' and '-' buttons. . When the competition vehicle enters the control, enter the car number using the Number Pad on the left. The car number is displayed above the check-in time. When the crew hands over their time card, ask the co-driver what minute they want. Press the green 'Check In' button if the requested minute matches the check-in time, or adjust the check-in time by pressing the green '+' and '-' buttons to display the requested time, re- entering the car number, and then pressing the green 'Check In' button. The crew's recorded check-in time is displayed below the blue 'Upload' button.

Multiple competitors may request and receive the same 'Check In' minute, which is acceptable. RallySafe will automatically increment the check-in time according to time-of-day. To override that, adjust the check- in time by pressing the green '+' and '-' buttons to display the correct time, re-entering the car number, then pressing the green 'Check In' button.

*Once the RallySafe tablet displays the requested check-in time, the control marshal writes on the MTC-In Control Log the car number and check-in time. The marshal also writes that time in the MTC IN space on the crew's time card and affixes the next available sequence sticker in the adjacent space. See Section 11c for a sample MTC-In Control Log and Section 11d for a sample time card for MTC-In. The control marshal shows the time card to the crew, so that they can confirm the proper minute was given, then **keeps** the time card for submission to the scoring crew. The crew then proceeds to a Parc Ferme.*

Prior to start of control operation, the MTC-In crew should coordinate with the scoring crew how they wish to receive time cards as crews check-in. Either the MTC will designate an extra control marshal to take time cards to scoring, or someone from the scoring crew will retrieve them from the MTC. Either way, time cards should ideally be transferred in groups of five to ten.

Section 12c Sample MTC-In Control Log

Date: _____ **MTC In Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____
Control Worker: _____ **Contact Info:** _____

Instructions:

- Write down the actual time the competitor hands you the scorecard on the log.
- Write the Arrival Time and sequence number on the scorecard and show it to the competitor for verification.
- Collect the scorecard.
- Use the log's Comments section to indicate any discrepancy, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Actual Time In	Comments
000		: .0	
00		: .0	
0		: .0	
1		: .0	
2		: .0	
3		: .0	
4		: .0	
5		: .0	
6		: .0	
7		: .0	
8		: .0	

Section 12d

Sample Time Card for MTC-In

Sno*Drift Rally **MTC-IN** **CAR #**

NOTE: Shaded areas for Competitor Use.

Regroup/Service In	Seq. #	TC3B - Service In H M	Control Use	Service 30 Min	TC3C H M	Competitor Use
Service Out	Seq. #	TC3C H M	Control Use	Transit 20 Min	TC4 H M	Competitor Use
SS4 Shoreline-Orchard 2	Seq. #	TC4 H M	Control Use	Lateness Stage Time 9 Min	TC5 H M	Competitor Use
	Seq. #	TC5 H M	Control Use	Start Transit 15 Min	TC6 H M	Competitor Use
SS5 Soden-Blue Lake 2	Seq. #	TC6 H M	Control Use	Lateness Stage Time 13 Min	TC6A H M	Competitor Use
	Seq. #	TC6A H M	Control Use	Start Transit 16 Min	TC6B H M	Competitor Use
SS6 Quinlan-Sage Creek 2	Seq. #	TC6B H M	Control Use	Lateness Stage Time 7 Min	TC6C H M	Competitor Use
	Seq. #	TC6C H M	Control Use	Start Transit 15 Min	TC6D H M	Competitor Use
MTC In	Seq. #	TC6D H M	Control Use	0 Control	Speed	Penalty

Write in the declared arrival time...as long as it is not before the actual arrival time.

Place next sequence sticker or write in next number

AY

Section 13

ATC-RGC, Tire Zone and SVC Instructions

The purpose of these timing controls is to record a crew's passage through particular points along the rally route *other than* on a special stage.

ATC-RGC, Tire Zone or SVC Equipment

1. Time Control Signs
2. Sign Stakes (for holding up control signs)
3. Binder Clips (method to hold signs to stakes)
4. *RallySafe Tablet, USB Radio device, and charger*
5. Wristwatch or Clock (reads in seconds)
6. Safety Vests

ATC-RGC, Tire Zone or SVC Setup

RGC In and RGC Out is one control. Begin Control signs will be before RGC In. The end of control signs will be after RGC Out/Service In. There are no control signs between RGC In and RGC Out.

The Yellow Clock Sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme. If service does occur, note this on the control log, and report it when the log is retrieved. The location is ~100' before the ATC-RGC or SVC.

The ATC-RGC is marked with a Red Clock Sign at the location noted in the route book (typically a landmark or stake placed by the organizers). The control timing vehicle is usually placed along the road facing oncoming rally traffic, and the Red Clock Sign is placed in front of the vehicle.

A Beige End of Control Sign marks the end of the Control Zone and Parc Ferme. It should be located ~100' beyond the Red Clock sign.

Simplified Operations: RGC In, RGC Out/Service In, Service Out

- RGC In will collect the old timecards. RGC Out/Service In will hand out the new timecards.
- Cars will be regrouped at RGC Out (instead of RGC In).
- Sequence numbers on dash and index cards from RGC In will help the competitors follow each other to RGC Out. RGC Out will collect them.
- Clerk of the Course will instruct RGC Out when to start releasing cars into Service.
- Intervals between cars into Service will be the same as the start of the rally (by sequence number, not by car number). If it is a National event and the first few cars are given 2 minute intervals, give those places a 2-minute interval.
- Procedure for Service Out does not change.

Notes on National/Regional RGC Process

- At the end of a National Rally, Regional competitors end the rally, while Nationals continue to Power Stage.
- Nationals will go through RGC In - RGC Out/Service In.
- Since Regionals and Nationals are interspersed, Nationals can be so spaced out that even regrouping will not close all the gaps.
- CoC can communicate to RGC In when to start waving the National cars in.
- This works best if Regionals are sent through their MTC (end of rally) another way and are not intermingled with Nationals.

RGC Operation

A “Re-Grouping Control” (RGC) typically precedes a Service Area and is used to reduce gaps in the running order. The primary objective is to time each crew into the control and collect the time cards. Teams will be given large laminated sequence numbers to place on the windshield of each car.

The Clerk of the Course will provide Provisional Start times to the RGC-Out control marshals. Gaps in provisional start times may still exist toward the end of the field if some crews are running very late. If so, and a crew is ready and available to check in early at the RGC-In, the “Wave In” procedure may be used to close such a gap.

RGC-In Operation

The RGC-In operates much like an ATC at a stage start: Crews must check in on their proper minute, and they are penalized if they check in early or late.

Keep the crew’s time card and place the laminated sequence number on the windshield.

- RGC In starts out as any ATC. Competitors will be given the minute they come in on. You write the time on their timecard, the log and enter it in the tablet (if using RallySafe).
- Show the time on the timecard to the competitors, But DO NOT give the timecard to them. Collect all timecards. They may take a photo of their card, if they wish.
- Give the competitors a card with their sequence into the RGC to be placed on their dash (to be visible to RGC Out). Also give them an index card with the number of the car that they are following.
- Instruct them to line up behind the car on the index card and follow them into RGC Out or Tech Zone

RallySafe refers to the RGC-In as a “Time Control.”

On the RallySafe tablet, the control marshal observes the check-in time, which corresponds to the current whole minute and is displayed directly above the green ‘+’ and ‘-’ buttons. When the competition vehicle enters the control, enter the car number using the Number Pad on the left. The car number is displayed above the check-in time. Press the green ‘Check In’ button the exact moment at which one of the crew members hands the time card to a control marshal. The crew is assigned that check-in time, in hours and minutes, which is displayed below the blue ‘Upload’ button.

The check-in time will automatically increment according to time-of-day, but it can be adjusted by pressing the green ‘+’ and ‘-’ buttons to display the adjusted time, re-entering the car number, then pressing the green ‘Check In’ button to override the previous entry.

The control marshal writes on the RGC-In Control Log the car number, Check-In time, and ideal start time as assigned. The marshal writes the Check-In time and ideal start time on the crew’s time card in the designated spaces on the RGC line. The control marshal affixes a sequence sticker in the adjacent space and hands the time card to the crew, who proceeds into the Re-Grouping Area to refuel. See Section 12d for a sample RGC-In Control Log and Section 12e for a sample time card for RGC-In.

If a crew requests any time other than the current minute on the RallySafe tablet (earlier or later), the answer is “no”; assign them the current minute and follow the instructions above. It is acceptable for a competitor to ask the time the RallySafe tablet is reading prior to handing over their time card. (They are ensuring they receive the time they want.) Tell or show the time reading, then time them when they hand you their time card.

Section 13a Sample RGC-In Control Log

Date: _____ **RGC In Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____

Control Worker: _____ **Contact Info:** _____

Instructions:

- Write down the actual time the competitor hands you the scorecard on the log.
- Write the Arrival Time and sequence number on the scorecard and show it to the competitor for verification. They may take a picture, but do not give it to them
- Collect the scorecard.
 - Give the competitors a card with their sequence into the RGC to be placed on their dash (to be visible to RGC Out).
 - Also give them an index card with the number of the car that they are following.
 - Instruct them to line up behind the car on the index card and follow them into RGC Out or Tech Zone.
- Use the log's Comments section to indicate any discrepancy, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Actual Time In	Comments
000		: .0	
00		: .0	
0		: .0	
1		: .0	
2		: .0	
3		: .0	
4		: .0	
5		: .0	
6		: .0	
7		: .0	
8		: .0	

Sno*Drift Rally

ATC RGC IN

CAR #

NOTE: Shaded areas for Competitor Use.

MTC OUT

Seq. #

TC6B

Control Use

Transit

16

Min

TC7

Competitor Use

SS7 Hunters-McCormick Lake 1

TC7

Control Use

Seq. #

Actual Start

Control Use

Finish

Seq. #

Lateness Stage Time

8

Min

Competitor Use

Start Transit

14

Min

TC8

Competitor Use

Observe sequence number to make sure it is the next consecutive number. If not, question the competitor as instructed.

SS8 Old State-Huff 1

TC8

Control Use

Seq. #

Actual Start

Control Use

Finish

Seq. #

Lateness Stage Time

1

Min

Competitor Use

Start Transit

16

Min

TC9

Competitor Use

SS9 Mills-Meaford 1

TC9

Control Use

Seq. #

Actual Start

Control Use

Finish

Seq. #

Lateness Stage Time

12

Min

Competitor Use

Start Transit

16

Min

TC9A

Competitor Use

Techzone/Regroup

TC9A

Control Use

Seq. #

Actual Start

Control Use

Finish

Seq. #

Lateness Stage Time

0

Control

Start Transit

16

Min

TC9A

Competitor Use

Speed

Penalty

Place next sequence sticker or write in next number

START NEW TIMECARD

RGC-Out/SVC In Operation

The cars should be lined up at the regrouping control in sequence order. You will receive the start time for the first car from the Clerk of the Course. Enter that start time on a new time card along with the sequence number in the appropriate boxes along with the competition number of the vehicle in the upper right hand corner. At the top of the out minute, give the card to the team and retrieve the large sequence number card from their windshield.

Do not allow the team to enter Service until their designated minute. Timing will follow the same format as the start of the rally. The first X-number of cars will receive two-minute intervals while the remaining competitors will receive one-minute intervals, except for the power stage in which case all competitors will get an additional minute (i.e. 2 minutes becomes 3 and 1 minute becomes 2). **No team should be assigned the same minute as a previous competitor.**

- Cars should line up in sequence number order in front of RGC Out/SVC In. Each competitor must come into RGC Out/SVC In in sequence.
- RGC Out will have the next timecard.
- Clerk of the Course will let RGC Out know when the first car is to be released into Service. Communication with CoC or Net Control will be necessary.
- Take their sequence number so it can be used at next RGC In and the index card.
- First car will be given the out time specified by CoC (or through Net Control).
- Each successive car will be given an out time one minute after the car ahead of them. If it is a National event and the first few cars are given 2 minute intervals, give those places a 2-minute interval.
- Record the out time on the timecard and record in on the log and enter it in the tablet (if using RallySafe). Give the new timecard to the competitor.

RallySafe refers to the RGC-Out as a "Time Control."

On the RallySafe tablet, the control marshal observes the check-in time, which corresponds to the current whole minute and is displayed directly above the green '+' and '-' buttons. When the competition vehicle enters the control, enter the car number using the Number Pad on the left. The car number is displayed above the check-in time. Press the green 'Check In' button the exact moment one of the crew members hands the time card to a control marshal. The crew is assigned that start time, in hours and minutes, which is displayed below the blue 'Upload' button. The check-in time displayed on the tablet will automatically increment according to time-of-day.

No two crews should be issued the same start time. If multiple crews hand their time cards to the control marshal on the same minute, adjust the start time for the second crew by pressing the '+' or '-' buttons to display a distinct check-in time, re-entering the car number, then pressing the green 'Check In' button to override the duplicate start time.

The control marshal writes on the RGC-Out/SVC-In Control Log the car number, ideal start time, and actual start time as issued on the RallySafe tablet. The marshal writes the actual start time on the crew's time card in the designated space on the RGC line, then hands the time card to the crew.

If a crew is not ready to leave and requests a later start time, the answer is "No." Hand them their time card with their assigned minute and the rest is up to them. Make a note in the log if appropriate. Any "special requests" due to extenuating circumstances must be handled by the Rally Steward and/or Clerk of the Course, who will prescribe the appropriate actions to take.

If a crew requests any time other than the current minute on the RallySafe tablet (earlier or later), the answer is "no"; assign them the current minute and follow the instructions above. It is acceptable for a competitor to ask the time the RallySafe tablet is reading prior to handing over their time card. (They are ensuring they receive the time they want.) Tell or show the time reading, then time them when they hand you their time card.

Do NOT use the "Wave-In Procedure" at an RGC-Out / SVC-In.

Section 13c Sample RGC-Out Control Log

Date: _____ RGC Out Log Stage: _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ Contact Info: _____
Control Worker: _____ Contact Info: _____

Instructions:

- Write down the actual time out on the log.
- Write the actual time out and sequence number on the scorecard and hand it to the competitor.
- Use the log's Comments section to indicate any discrepancy, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Actual Time Out	Comments
000		: .0	
00		: .0	
0		: .0	
1		: .0	
2		: .0	
3		: .0	
4		: .0	
5		: .0	
6		: .0	
7		: .0	
8		: .0	

Section 13d

Sample Time Card for RGC-OUT / SVC-IN

Sno*Drift Rally

RGC-OUT / ATC SVC IN

CAR #

NOTE: Shaded areas for Competitor Use.

Regroup/Service In

Seq. # **TC9B - Service In** **Control Use** **30** Min **Service** **Write in car number** **C9C** **Competitor Use**

Service Out

Place sequence number sticker (or write in) with the same number as on the sequence number card on the windshield.

Write in anticipated IN time from schedule received from CotC. Do not give any competitor the same minute; assign next minute. Do not allow competitor to leave regroup until that time.

SS10 Hunters-McCormick Lake 2

TC10 **Control Use** **Ideal Start** **Actual Start** **Finish** **Lateness** **Stage Time** **Start Transit** **Transit** **Competitor Use**

SS11 Old State-Huff 2

TC11 **Control Use** **Ideal Start** **Actual Start** **Finish** **Lateness** **Stage Time** **Start Transit** **Transit** **Competitor Use**

SS12 Mills-Meaford 2

TC12 **Control Use** **Ideal Start** **Actual Start** **Finish** **Lateness** **Stage Time** **Start Transit** **Transit** **Competitor Use**

Techzone/Regroup

TC12A **Control Use** **Ideal Start** **Actual Start** **Finish** **Lateness** **Stage Time** **Start Transit** **Transit** **Competitor Use**

0 Control

START NEW TIMECARD

Speed **Penalty**

SVC-Out Operation

As their provisional start times approach, competition vehicles will leave the Service Area and approach the SVC-Out control in the minute prior to their in time. At SVC-Out, Out Time equals In Time. An exception to the rule below is that if two competitors check in on the same minute, both get the same time and the issue will get resolved at the start control.

- Each car will be given the minute they arrive at the Service Out Control.
- Record that minute on their timecard, the log and enter it in the tablet, if used.
- Return the timecard to the competitor.

RallySafe refers to the SVC-Out as a "Time Control."

On the RallySafe tablet, the control marshal observes the check-in time, which corresponds to the current whole minute and is displayed directly above the green '+' and '-' buttons. When the competition vehicle enters the control, enter the car number using the Number Pad on the left. The car number is displayed above the check-in time. Press the green 'Check In' button the exact moment one of the crew members hands the time card to a control marshal. The crew is assigned that start time, in hours and minutes, which is displayed below the blue 'Upload' button. The check-in time displayed on the tablet will automatically increment according to time-of-day.

No two crews should be issued the same start time. If multiple crews hand their time cards to the control marshal on the same minute, adjust the start time for the second crew by pressing the '+' or '-' buttons to display a distinct check-in time, re-entering the car number, then pressing the green 'Check In' button to override the duplicate start time.

The control marshal writes on the RGC-Out Control Log the car number, ideal start time, and actual start time as issued on the RallySafe tablet. The marshal writes the actual start time on the crew's time card in the designated space on the RGC line, then hands the time card to the crew, who may then leave as soon as they receive their time card. See Section 12f for a sample RGC-Out Control Log and Section 12g for a sample time card for RGC-Out.

If a crew is not ready to leave and requests a later start time, the answer is "No." Hand them their time card with their assigned minute and the rest is up to them. Make a note in the log if appropriate. Any "special requests" due to extenuating circumstances must be handled by the Rally Steward and/or Clerk of the Course, who will prescribe the appropriate actions to take.

Section 13e - Sample SVC-Out Control Log

Date: _____ **Service Out Log** **Stage:** _____

Please provide your name and the cell phone number where you can be contacted during the rally.

Control Captain: _____ **Contact Info:** _____

Control Worker: _____ **Contact Info:** _____

Instructions:

- Write down the actual time the competitor hands you the scorecard on the log.
- Write the actual time out and sequence number on the scorecard and hand it to the competitor.
- Use the log's Comments section to indicate any discrepancy, and/or competitor report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0
----	----	----	----	----	----	----	----	----	---

Seq #	Car #	Actual Time In	Comments
000		: .0	
00		: .0	
0		: .0	
1		: .0	
2		: .0	
3		: .0	
4		: .0	
5		: .0	
6		: .0	
7		: .0	
8		: .0	

Section 13f Sample Time Card for SVC-Out

Sno*Drift Rally		SVC-OUT (Service Out)		CAR #	
NOTE: Shaded areas for Competitor Use.					
Regroup/Service In		Seq. #	TC12B - Service In	Service	TC12C
			H M	30 Min	H M
			Control Use		Competitor Use
Service Out		Seq. #	TC12C	Transit	TC13
			H M	32 Min	H M
			Control Use		Competitor Use
SS13		Seq. #	Actual Start	Lateness	Stage Time
			H M	25 Min	M S 1/10
			Control Use	Competitor Use	Competitor Use
			Finish	Start Transit	TC14
			H M		H M
			Control Use	Competitor Use	Competitor Use
			Use Longer of Lateness Time or Stage Time Minus	Transit	
				20 Min	
					Competitor Use
SS14		Seq. #	Actual Start	Lateness	Stage Time
			H M	6 Min	M S 1/10
			Control Use	Competitor Use	Competitor Use
			Finish	Start Transit	TC14A
			H M		H M
			Control Use	Competitor Use	Competitor Use
			Use Longer of Lateness Time or Stage Time Minus	Transit	
				41 Min	
					Competitor Use
MTC In - End of Regional Rally		Seq. #	TC14A	0 Control	
			H M		
			Control Use		
				Speed	Penalty
END OF RALLY					

Section 14

Marshal Responsibilities

#1 Responsibility is safety for you and anyone at your location.

- If possible, use your vehicle to block the access road / trail at your marshal point. Do not locate in a rally car run-off area.
- Ensure that banner tape at your location is up and maintained.
- Wear your reflective safety vest.
- Stop and talk to everyone who arrives at your location.

Keep everyone in a safe location, which is --

- Behind yellow banner tape.
- Away from rally car run-off areas. No one may be behind red "Danger" tape.
- Behind trees or other large obstacles.
- High on an embankment or hill.
- Away from the outside of a corner.

Do not allow non-rally personnel onto the stage.

- Talk to "locals" and convince them to use another route or to watch the rally.
- If necessary, show them the permission letter(s) allowing control of traffic.
- Most "locals" will understand if they see a rally car pass at speed.
- Direct spectators to safe areas and monitor their actions. Keep them safe.

If unsafe conditions occur that cannot be controlled...

- Communicate with Net Control via radio (if available); they will advise you.
- Communicate with "zero" cars if they have not all passed; they will advise you.
- Advise uncooperative individuals that rally will be stopped if they don't comply.
- As a last resort for uncontrollable, unsafe conditions, signal with both arms crossed above your head.

YOU are in charge at your location.

**YOU must establish and maintain control while remaining
courteous and professional.**

Section 14b

Emergency Plan for Course Marshal

These procedures are for both Rally and civilian incidents. Notify Net Control IMMEDIATELY about any incident on a stage road or a transit that affects the rally. Advise Net Control of the nature of the incident. Make notes and be prepared to submit a report on the incident to event officials as soon as possible, prior to the end of the event.

Obtain the following information:

WHERE ARE YOU?

- a. _____ miles from intersection of _____ and _____ **OR**
b. Stage # _____ Instruction # _____ **OR**
c. Miles into the stage _____

WHO ARE YOU WITH?

Car # _____ or a civilian vehicle? (Do not cite any names over the air.) Approximate time of incident: ____

WHAT DO YOU NEED?

Are there injuries? **YES / NO**

Is Medical needed? **YES / NO**

Other: _____

Relay this information to Net Control as SOON AS POSSIBLE. You will be advised what to do and may be instructed to wait for an Emergency Services Team. Advise Net Control if you expect to be delayed in completing your assignment or getting to your next assignment and estimate the amount of delay. When you are released to continue with your current assignment, notify Net Control.

Reporting Injuries to Net Control. Under NO Circumstances shall any information on the condition of the injured party(ies) or regarding the progress of Emergency Services crews or vehicles be communicated on the air or to any other person(s) outside of the following procedure.

“Driver and/or Navigator are/is OK.”

“Injuries are being reported and medical help is being requested.”

- ONLY the above two statements are to be made to anyone asking about what is happening on the stage, regardless of who they are.
- DO NOT attempt to pull injured persons from their vehicle unless there is imminent danger of fire or further life-threatening injuries.
- DO NOT move the vehicle with an injured person still inside.
- To assist an injured person, perform whatever life-saving skills for which you are properly trained. If you have no life-saving skill training, **DO NOT GUESS**. If competitors in inverted/rolled cars are suspended by their seat belts, DO NOT release the belts without providing some means to ‘catch’ the released weight first.

Section 15

Radio Operations

Radio Operators are communicators under the direction of the Control Captain or Spectator Captain. Their job is to transmit as close to verbatim as possible the information given by the captain. Competition vehicles MAY NOT start a stage until Net Control states to Stage Start that permission is granted. Below is an excerpt of the Sno*Drift Radio Communications Guide:

Net Control

Net Control is crucial for the safety and smooth operation of the rally. It acts as the interface between events on the ground, Race Control, and external emergency services. The primary purpose of Net Control is to maintain situational awareness, track the passage of competitor vehicles, and ensure clear communications from radio operators in the field. All radio communications are run through a Directed Net, and each operator is assigned a tactical designator based on their assignment. Operators must log into Net Control with their call sign and use the tactical designator for subsequent calls.

Frequencies Used

The Sno*Drift rally utilizes individual 2 Meter radios supplied by Volunteer Amateur Radio Operators. On competition days, a directed net is operated by the Chief of Communications and their assistants. The primary repeater used is the N9KOP Repeater located in Mio, with an input frequency of 146.700 MHz, an offset of -0.6 MHz, and an input tone of 103.5 Hz. Linked to N9KOP, is W8CCE, located on Hackleburg Rd, ENE of Indian River, MI on 146.740 MHz, with all other parameters the same. These two repeaters are linked as part of the Northern Michigan Linked Repeater Network. W8CCE is an alternate input for the most northerly stage segments. Additional simplex frequencies recommended for testing sessions and stage layout include 146.40, 146.58, 147.42, and 147.57.

Keep all radio transmissions to a minimum, both in length and in frequency. Short and concise is best. Stay close to your radio. Share any information with the Control or Spectator Captain. Immediately inform the captain of any direct communication with your stage or position.

Report the following to Net Control as they occur:

- Your arrival on station
- Control fully operational
- Car 000 / Car 00 / Car 0 has passed your position
- Start / finish time of first competitor, with car number
- Start / finish of last competitor, with car number
- Fast Sweep / Green Light has passed your position

Set up

The radio operator's vehicle should be placed such that it is off the rally route but close enough to easily communicate with the control captain. Your communication is a vital link in the safety of this event. If you have an external speaker, feel free to use it; it can help keep the rest of the control volunteers and marshals around you aware of event operations.

Emergency Procedures

When you are advised by the Control Captain of an incident on your stage, contact Net Control immediately. Give the following information:

- Where is the incident? Stage #, distance into stage, distance from intersection, etc.
- Who is involved? Do not use names - Car #, "Civilian Traffic", etc.
- What happened: Description of the incident (mechanical, roll-over, etc.)
- Is the SOS or the OK displayed?

During an emergency all other radio operators should hold routine calls. Net Control will return after the incident to accept held calls. If Net Control is busy, and you have an emergency to report, use "Break – Break" to alert the net.

If there is an accident with injuries, do not broadcast any details. Let Net Control know that Medical is required immediately, and appropriate responses will be taken according to the event's Safety Plan.

Section 15a

Sample Radio Log

Date: _____ **Radio Log** **Stage:** _____

Please provide your name, cell phone number, and ham radio call sign where you can be contacted during the rally.

Control Worker: _____ **Contact**
Info _____

Instructions: Write down the car number of each car that crosses the start or finish line, or that passes your location on the stage. If you cannot get the car number, make a mark of some kind to indicate that a car passed your location. Use the Comments section to indicate any unusual circumstances you wish to report.

Please write next to each number the same number in your own handwriting for our help in understanding your writing style, Thanks!

1=	2=	3=	4=	5=	6=	7=	8=	9=	0=
----	----	----	----	----	----	----	----	----	----

Seq #	Car #	Comments
000		
00		
0		
1		
2		
3		
4		
5		
6		
7		
8		

Section 16

INCIDENT REPORT

Event Name: _____

Date of Incident: _____ Time of Incident: _____

1. Competition Car #, make and model: _____

Driver:	Co-Driver:
Address:	Address:
Injuries:	Injuries:
Treated by Event Medical?	Treated by Event Medical?
Hospitalized?	Hospitalized?

2. Were any other parties involved? ____ Were any of these people a minor? ____ Were they waived? ____

Name:	Name
Address:	Address:
Injuries:	Injuries:
Treated by Event Medical?	Treated by Event Medical?
Hospitalized?	Hospitalized?

3. Was there any property damage? _____ (Other than competition vehicle) If so, describe: ____

4. Description of incident (include pertinent information on road and weather conditions): _____
