

## Quick Reference Guide – Stage Management

| <p style="text-align: center;">ROLE: Stage Captain</p> <ul style="list-style-type: none"> <li>• Layout assigned stages for competition</li> <li>• Work with control captains, marshals, radio team</li> <li>• Lead control team and act as advisor</li> <li>• Ensure all stage volunteers understand safety practices and responsibilities</li> <li>• Coordinate stage operation with Chief of Controls</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | <p style="text-align: center;">RESPONSIBILITY</p> <ul style="list-style-type: none"> <li>• Brief volunteers and lead caravan to stage</li> <li>• Place proper signage</li> <li>• Stage layout of ATC, Marshals, FTC</li> <li>• Ensure equipment operational</li> <li>• Conduct stage operation</li> <li>• Pickup marshals and clean stage</li> <li>• Emergency Procedure action</li> </ul> |
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| <p>Pre-Event</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Start Captain may also be assigned to Stage Captain position</li> <li><input type="checkbox"/> Email to Stage Team (Registration Check-In, pickup point time/place, schedule, etc.)</li> <li><input type="checkbox"/> Registration Check-In &amp; Equipment pick up (Marshal Packets, vest, etc.)</li> <li><input type="checkbox"/> Collect Marshal Packets and ensure all Marshal packets are on-hand for each point,</li> </ul>                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Stage Transit</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pickup Point – check-in all volunteers (vest handout/check)</li> <li><input type="checkbox"/> Assign a marshal to handle packet for each point, reassign marshals if needed</li> <li><input type="checkbox"/> Safety &amp; Operations Briefing (Safety, Road Blockage, Green Light, Cleanup, etc.)</li> <li><input type="checkbox"/> Caravan team to stage (In Order, On Time)</li> </ul>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Stage Layout</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Follow event directions for layout (reverse or alternate, etc.) <i>generic instructions:</i></li> <li><input type="checkbox"/> ATC placement: control team, signage, equipment, vehicle position (blockers)</li> <li><input type="checkbox"/> Stage Captain remains at Start Line to advise control team</li> <li><input type="checkbox"/> Stage layout completed by designated volunteer (typically Finish Captain)</li> <li><input type="checkbox"/> Marshal placement: banner check, vehicle road blockage</li> <li><input type="checkbox"/> Marshal Radio placement: banner check, radio, radio signage</li> <li><input type="checkbox"/> FTC placement: control team, signage, equipment, vehicle position (blockers)</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Stage Opening</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stage fully staffed. If unable to fully staff stage, notify net control ASAP for direction</li> <li><input type="checkbox"/> Equipment Functioning: Rally Safe, logs, backup clocks,</li> <li><input type="checkbox"/> Signage: ATC, Radio Points, FTC</li> <li><input type="checkbox"/> Radio communication to Net from all Radio points (ATC, Marshal, Spec. Marshal, FTC)</li> <li><input type="checkbox"/> Medical team present at or after Start line</li> <li><input type="checkbox"/> Communication to Net Control stage is ready to open</li> </ul>                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Stage Closure</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>ONLY AFTER Green Light Sweep – Pickup marshals in stage direction</i></li> <li><input type="checkbox"/> Cleanup and debanner surrounding area</li> <li><input type="checkbox"/> Caravan to next stage (as directed)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                            |