

Checkpoint Worker Guidelines

These guidelines are intended to help you perform your duties as a checkpoint worker. If you find that these instructions are in error or are incomplete, or if you have an improved method, please note such on these guidelines and bring to the attention of the Geargrinders Chair. Your input will help future checkpoint workers and rally participants. **Thanks again for volunteering!!!**

WORKER EQUIPMENT

The Rallymaster will provide you with a checkpoint worker packet. Your packet will include a Control Log form. It may also include Road Rally Rules, route instructions for the rally, special instructions to the control workers, or a pen. Please turn in the Control Log form and the packet envelope at the end of the event.

The Rallymaster will also provide you with the following equipment: a checkpoint sign and a checkpoint clock. You may also get a timing line with a light, an outcone, a clipboard, or a flashlight.

The checkpoint clock will be preset to official rally time when you receive it. The clock displays time in minutes and hundredths of minutes at the top. **DO NOT RESET THE CHECKPOINT CLOCK.**

If you do not receive all of the required equipment listed above, please let the Rallymaster know.

SETTING UP

The Rallymaster may ask you to meet him/her at the rally start location so you can follow him/her out to your checkpoint. Or you may arrange to meet the Rallymaster at the checkpoint or another agreed location. You should set up at least 10 minutes ahead of the first on-time car.

The Rallymaster will set up the checkpoint sign and the outcone at exact locations and will advise you where to park your car. Your car will be at least one car width off the right side of the road, facing the oncoming traffic. Make sure you can clearly see the checkpoint sign. If it is dark, leave your parking lights on. You may want to start your car periodically to avoid a dead battery!

TIMING CARS IN

Your most important job is to time cars in and assign out times. It is usually easiest if one person operates the clock and the other person handles the paperwork.

Time each rally car as it passes the checkpoint sign - press the HOLD button on the clock just as the car's front tire reaches the checkpoint sign or when the timing line light blinks as the front wheels roll over the line. The bottom clock display will stop advancing and will display the rally car's in time. Read off the in time to your co-worker. Once written on the log, you may CLEAR that time. The clock only holds about 31 times. To CLEAR the lower display - push and hold down the HOLD button as you click "CLEAR" on the toggle at the same time. When you release the button it clears.

If two or more rally cars come one after the other, press the HOLD button once for each car as it passes the sign. The time on the lower display is the in time of the LAST car you timed in. Press the toggle switch down to recall times for the previous cars. Continue pressing down until all the cars' in times have been read off (back to M-01) and your co-worker has written them down. Having the times written down on the log is helpful so the person dealing with the scorecards can look at the log, rather than having the co-worker read the time off the clock again.

As the in time is read off by the worker operating the clock, the other worker should write that in time onto the checkpoint log form. When the rally car pulls up along side your car, ask them for their scorecard. Enter their car number onto the log next to their in time. Assign them an out time that is at least two full minutes after their in time. The time you are giving them is at least one minute after the current time; they may have waited in line for a minute or two if several cars have come in at once. And make sure their out time is at least one minute after the out time of the car ahead of them - **do not assign the same out time to more than one car.**

After completing the control log form entries, copy that exact same information onto the rally car's scorecard (watch out for transpositions). You will enter their in time for the leg they just finished and their out time to the next leg (two different columns on the scorecard). Return the scorecard, along with a checkpoint slip, to the rally car and ask them to pull ahead to the outcone.

TIME DECLARATIONS

Procedures for Time Declarations are described in section 1.6 of the Road Rally Rules. Contestants must submit a written time declaration form at your checkpoint prior to getting the checkpoint slip for that leg. All you are required to do is initial their time dec (verifying that they gave it to you BEFORE you gave them their checkpoint slip) and verifying the Leg number (CP #). Inform the contestant that they **MUST WRITE DOWN THE TIME DECLARED ON THEIR SCORECARD** for the appropriate leg. Return the time all submitted time decs after initialing them and instruct the competitor to turn them in to the scoring committee at the end of the event. You may also write the time declaration amount next to their car number on the checkpoint log.

As a checkpoint worker, you are not expected to rule on the propriety or admissibility of a time declaration. You merely verify that proper procedure was followed, accept the time dec, ensure it's written on the timecard and tell competitor to turn it in to the scoring committee at the end.

COMPLAINTS AND PROTESTS

As a checkpoint worker, you are not expected to accept complaints or protests or to make decisions on the accuracy of the rally route and/or instructions. Refer contestants to the Rallymaster.

CLOSING DOWN

A sweep car may come to your location to close you down. If a sweep car does not come, you may close your checkpoint 20 minutes after your last rally car in time. Or when all the expected cars have come to your location. Don't forget to take the checkpoint sign, timing line and outcone ☺

Go to the end location and turn in your worker packet and Control Log form. Turn in all other equipment to the Geargrinders Chair or Rallymaster. Follow the sweep car to find the end, or follow the route instructions to get there. The Rallymaster's cell number should be at the end of the route instructions if you need to get in touch with the committee. (If you are unable to go to the end, please make prior arrangements to turn your equipment and packet over to the sweep car.)

**Thank you for contributing to the success of Cascade Sports Car Club's Road Rally Program.
Your help is greatly appreciated!**