

## NAVIGATIONAL RALLY VOLUNTEER JOB DESCRIPTIONS

### CHECKPOINT CREW

There would be no rally today without you!

- Ensure your clock is set to the “official time” at the start of the rally.
- Arrive at your destination, park at the side of the road in a safe manner.
- Set up your checkpoint board at the exact location in the description, in a way that it is visible to cars coming up towards it (but maybe not from too far away!).
- Set up your clock so that you can easily note the time as cars pass the checkpoint board.
- You will have been given pre-printed stickers and logsheets. Write the cars’ time-in on both.
- Assign each car a time-out which is at the top of the next minute, unless an earlier car has already been assigned that minute. In this case assign the cars time-out one minute apart.
- The driver will park and come for his sticker. If the he wants a “TA”, he must ask for it before you give him his sticker. Write the TA amount on his sticker and on your logsheet under “comments”.
- You can give the team an extra minute “just because”, if giving them the top of the next minute seems too short a time.
- Write the time-out on the sticker and on the logsheet.
- If the competitor has a query or complaint which you cannot validate or correct, note the issue on the logsheet for the organizer to deal with later.

### QUIET ZONE PATROL

Without you, just one competitor could paint all of rallysport with a black brush, jeopardizing the entire future of the sport!

- Find a location within the quiet zone which does not interfere with any traffic or residence and park as inconspicuously as possible.
- Watch the rally traffic passing through the area.
- If any competitor is noticed travelling too fast or in any other way drawing attention to themselves, note car description.
- Telephone rally organizer to report the violation.
- If approached by locals, show them the police notification letter and explain that your purpose is to ensure that all participants obey the laws and behave themselves.

## COURSE OPEN

- Pre-run the course to ensure there are no last minute road problems, and at each checkpoint location make sure the crew is in place and set up in time.
- Carry a clock, logsheet, and checkpoint board so that if you find a checkpoint not manned, you can set up and cover until the CP crew arrives.

## COURSE CLOSE

- Run the course well behind the last competitor, ensuring that there have been no problems on the road. Telephone organizer to report any problems.
- Stop at each checkpoint. The organizer may want you to pick up the logsheets; also if the CP crew is not going on to another CP, you may collect their clock and boards. Remove all orange marking tape at CP location.

## REGISTRATION

Check competitors' ID's to ensure they have:

- valid drivers licence, insurance, and permission of vehicle owner,
- signed the waiver
- paid

## SCORING

- Collect competitors' cards at the finish and make sure they have filled in their requested final in-time.
- Check that their in-time has not already passed; if so, change to the current time.
- Assist the organizer with (possibly) sorting the cards, calculating times, writing scores on board.