



## **Our Club's 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 Road Rally Chair. Your input will help future checkpoint workers and rally participants.

### **WORKER EQUIPMENT**

The Rallymaster will provide you with a checkpoint worker packet. Your packet will include: a Control Log form and checkpoint slips. It may also include a sample scorecard identifying the fields you will be completing on the contestants' scorecards, 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, 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. **DO NOT RESET THE CHECKPOINT CLOCK.**

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

### **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 be set up and ready to time cars at least 10 minutes ahead of the first on-time car.

The Rallymaster will set up the checkpoint sign, timing, line, and outcone at exact locations and will advise you where to park your car. If you are to operate your checkpoint from within your vehicle, your vehicle will be at least one car width off the right side of the road, facing the oncoming traffic, far enough away from the timing line so contestants have enough distance to safely stop. Make sure you can clearly see the timing line or checkpoint sign. If it is dark, leave your parking lights on.

### **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.

Make sure you are comfortable operating the rally clock before rally cars arrive. Practice timing vehicles as they pass your checkpoint. When you press the timing button on most rally clocks, the display freezes on the exact time the button was pressed. Press the timing button once for each car as it passes the timing point. Although the display no longer advances after the button is pushed the first time, the clock does continue to run. The time on the display is the time of the first car. Press the button to recall the time of the second car. Continue pressing the recall button until all

the cars' times have been read off and the clock is again displaying current advancing time. (HINT: Make sure your co-worker has written down one time before recalling the next one.)

Time each rally car just as the front tire crosses the timing line. Without a timing line, time the car just as the tire reaches the checkpoint sign. Read off the in time to your co-worker.

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 out time you are assigning them should be at least one minute after the current time; they may have waited in line for a minute or two if several cars came in close together. And make sure their out time is at least one minute after the out time of the car ahead of them. Be careful - 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 ALLOWANCES**

If allowed, procedures for Time Allowances will be described in the rules governing the event. Usually, contestants must submit a written time allowance at the next checkpoint prior to getting the checkpoint slip for that leg. All you are required to do is accept their time allowance (verifying that they gave it to you BEFORE you gave them their checkpoint slip). Collect all submitted time allowances and turn them in to the scoring committee along with your Control Log form.

As a checkpoint worker, you are not expected to rule on the propriety or admissibility of a time allowance. You merely verify that proper procedure was followed, accept it, and turn it in to the scoring committee. (It is helpful if you note the time allowance on the contestant's score card, if you have time.)

### **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 at the event finish.

## **CLOSING DOWN**

The sweep car should come to your location to close you down. If the sweep car does not come, you may close your checkpoint 20 minutes after your last rally car in time.

Go to the end location and turn in your worker packet and Control Log form. Turn in all other equipment to the Rallymaster. Follow the sweep car to find the end, or follow the route instructions to get there. (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 Our Club's Road Rally Program. Your help is greatly appreciated!

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