

TRC'S TIMED RALLYE CHECKLIST

BEFORE RALLYE

3 months or more prior to rallye:

- Consult with mentor.
Discuss concepts, basic trap ideas if trap, flyer, route, etc.
Outline work to be completed before next meeting.
- Begin or continue writing rallye.
- Prepare flyer.
- Participate in TRC mailing.

6 - 8 weeks prior to rallye:

- Consult with mentor.
Review for length, consistency, completeness.
Discuss pre-check.
- Continue writing rallye.
- Arrange for pre-checkers.
- Confirm arrangements with Treasurer (awards, finish, sanctioning, etc.).
- Order Par Plaques & Awards.

3 - 4 weeks prior to rallye:

- Conduct first pre-check.
- Recruit workers.
- Prepare checkpoint crew instructions.
- Consult with mentor
Review pre-check and rallye changes.

1 - 2 weeks prior to rallye:

- Conduct final pre-check.
- Obtain equipment (scoreboard, checkpoint signs, clocks, Timekubes, start box, etc.).
- Confirm workers.
- Duplicate materials.
- Notify police of route.

DAY OF RALLYE

Start:

- 5:45 Arrive at Start.
- Check with Registrar.
- 6:00 Open Registration.
- Instruct workers (checkpoint, Start).

- Start answering contestant questions.
- 7:00 Begin Rallye School
- 7:15 Lead Car leaves (usually rallyemaster)
- 8:00 Sweep car closes Start. Remove all posted material (get checkpoint sign).

On Route:

- Drive course 15-30 minutes ahead of cars. check all instructions and signs.
- Put up any needed emergency signs.
- Check manned checkpoints for crew arrival, correct location, clock setting.
- Set up emergency checkpoint if crew has not arrived.

Finish:

- 9:45 Arrive at Finish.
- Display awards & flyers. Setup scoreboard. Post Protest Procedure and select committee.

- Instruct scorers.
- 10:00 Open Finish.
- Answer contestant questions.
- 11:00 Start reading protests.
- 11:15 Convene Protest Committee.
- Re-score as necessary.
- Post decided protests.
- 11:30 Announce awards.
- Thank workers and contestants.
- Clean-up.

AFTER RALLYE

Within 2 weeks after rallye:

- Send results to contestants, web master & newsletter editor.
- Give scoresheets to Treasurer.
- Remove all rallye signs, if used.
- Return TRC rallye equipment
- Seek reimbursement from TRC Treasurer.
- Start planning next rallye.