



# *Safety and Operations Manual*

**2003 Edition**

Sports Car Club of America

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# TABLE OF CONTENTS

<b>PRE-EVENT REQUIREMENTS .....</b>	<b>4</b>
SANCTION APPLICATIONS AND FEES.....	4
PRE-EVENT CHECKOUT .....	4
INSURANCE AND FEES.....	5
ORGANIZER’S SUPPLIES.....	5
DOCUMENTATION DEADLINES.....	6
<b>ORGANIZATION .....</b>	<b>8</b>
<b>COURSE DESIGN .....</b>	<b>9</b>
ROAD SELECTION .....	9
COURSE MEASUREMENT .....	9
SERVICE AREAS.....	10
TIME CALCULATIONS.....	10
SCHEDULE.....	11
<b>ROUTEBOOK SPECIFICATIONS .....</b>	<b>12</b>
OVERVIEW.....	12
ROUTE INSTRUCTIONS FOR TRANSIT SECTIONS.....	12
ROUTE INSTRUCTIONS FOR SPECIAL STAGES.....	13
ROUTE INSTRUCTIONS .....	13
ROUTEBOOK CONVENTIONS.....	14
<b>REGISTRATION .....</b>	<b>15</b>
RESPONSIBILITIES AND PERSONNEL .....	15
PRE-EVENT REGISTRATION.....	15
EVENT REGISTRATION.....	15
<b>SCRUTINEERING .....</b>	<b>17</b>
RESPONSIBILITIES AND PERSONNEL .....	17
VENUE.....	17
EVENT OPERATIONS.....	18
<b>PRESS AND PUBLIC RELATIONS .....</b>	<b>19</b>
RESPONSIBILITIES AND POLICIES.....	19
PRE-EVENT.....	19
EVENT OPERATIONS.....	19
POST EVENT .....	19
<b>EMERGENCY SERVICES .....</b>	<b>20</b>
RESPONSIBILITIES AND PERSONNEL .....	20
EVENT OPERATIONS.....	20
COMMUNICATIONS.....	21
RECOMMENDED EQUIPMENT .....	21
<b>BANNERS AND ARROWS .....</b>	<b>22</b>
<b>CONTROLS .....</b>	<b>23</b>
RESPONSIBILITIES AND PERSONNEL.....	23
START CONTROL SETUP .....	23
START CONTROL PROCEDURES.....	23
MARSHAL LOCATION SETUP.....	24
MARSHAL PROCEDURES.....	24
FINISH CONTROL SETUP .....	25

FINISH CONTROL PROCEDURES.....	25
SEQUENCE NUMBERS.....	26
<b>SPECTATOR MANAGEMENT .....</b>	<b>27</b>
RESPONSIBILITIES AND PERSONNEL.....	27
SELECTION CRITERIA.....	27
SPECTATOR AREA SETUP .....	28
SPECTATOR GUIDES (EVENT PROGRAMS).....	28
MARSHALLING SPECTATOR AREAS.....	29
“RED CROSS” PROCEDURE FOR SPECTATOR AREAS.....	30
SPECTATOR MANAGEMENT OUTSIDE DESIGNATED SPECTATOR AREAS.....	30
SPECTATORS ON PRIVATE PROPERTY.....	31
SPECTATORS AT AREAS NOT DESIGNATED AS DSAS .....	32
SPECIAL SPECTATOR STAGES.....	32
RETURNING STAGE ROAD TO NORMAL SERVICE .....	32
POST-RALLY REVIEW .....	32
<b>COURSE OPENING.....</b>	<b>34</b>
RESPONSIBILITIES AND PERSONNEL .....	34
VEHICLES.....	34
EVENT OPERATIONS.....	35
<b>COURSE CLOSING.....</b>	<b>36</b>
RESPONSIBILITIES AND PERSONNEL .....	36
VEHICLES.....	36
EVENT OPERATIONS.....	37
<b>COMMUNICATIONS NETWORK.....</b>	<b>39</b>
RESPONSIBILITIES AND PERSONNEL .....	39
PRIMARY OPERATIONS.....	39
SECONDARY OPERATIONS.....	39
COMMUNICATIONS CENTER OPERATIONS.....	40
ROLES & RESPONSIBILITIES.....	40
<b>TIMING AND SCORING .....</b>	<b>46</b>
RESPONSIBILITY.....	46
EVENT OPERATIONS.....	46
POST EVENT .....	47
<b>ACKNOWLEDGEMENTS .....</b>	<b>48</b>

## **Pre-Event Requirements**

### **Sanction Applications and Fees**

For ProRally Series events, the final Sanction Application and Agreement must be submitted to the SCCA Performance Rally Department (PRD) at least 90 days prior to the scheduled date of the event and must include the minimum sanction fee deposit of \$200.00. No sanction applications will be accepted less than 60 days prior to an event without consent of the PRD. When a final sanction is accepted, it will constitute a contract between the SCCA and the organizer, signed by the event organizer and a representative of the Performance Rally Department (PRD) for the SCCA.

The sanction fee less deposit is due to the PRD or their designee, before the first car starts the event. In exchange, the Organizer will receive the sanction certificate, which must be posted on the Official Notice board.

For ClubRally events, the sanction application consists of two parts:

Part A (Event Concept) must be completed and signed by the Regional Executive of the SCCA Region sanctioning the event, the event organizers and the area ClubRally Steward (CRS). It shall be forwarded to the PRD no less than 90 days prior to the event for Coefficient 2 or 3 events and 60 days prior for Coefficient 1 or RallySprint events. Note this shall include signatures from 3 different persons. If the organizer is the Regional Executive, then another member of the region board must sign for the region. If the organizer is the ClubRally Steward for the area, then an event Steward shall be appointed for the event by the ClubRally Series Manager and his or her signature shall appear on the sanction application.

Part B (Event Details) must be submitted to the PRD with appropriate sanction fee deposit, Safety Plan and Supplementary Regulations 60 days prior to the event (75 days if any sanctioned exceptions are requested). Coefficient 1 or RallySprint events shall be submitted no less than 30 days prior to the event (45 days if any sanctioned exceptions are requested.)

For ClubRally events, the completed Sanction/Insurance Audit form, along with the appropriate additional fees for both sanction and insurance must be sent within 14 days after the rally date. Failure to do so will result in a \$50 fine, the PRD will complete the form based on best information and the sanctioning region will be billed for the dollars owed.

### **Pre-Event Checkout**

ClubRally events seeking to elevate their status to a ProRally shall be subject to review. In the year the event requests a review and the first year (at least) that an event is a ProRally, there shall be a pre-check of the course, all competitor documentation, safety plan, communications plan and operations manual. The organizer and the event shall provide such as a condition of the initial sanction. It will be the organizer's responsibility to pay the expenses for the pre-checker to inspect the rally. The responsibility for pre-check expenses shall not exceed \$500.00. The pre-checkers shall be appointed by the PRB from recommendations of the PRD.

Periodic pre-checks of all ProRallies following the same model as above shall occur to insure that safety and operations standards are being met. All ProRallies are required to submit maps of the course, a draft of their supplementary regulations, and samples of at least 5 routebook pages, showing both stage and transit instructions to the PRD no less than 45 days prior to the event to the PRD for distribution to the attending stewards.

All ClubRally events shall be subject to a pre-check of the course by their ClubRally Steward or designee. It will be the organizer's responsibility to pay the expenses for the pre-checker to inspect the rally. The responsibility for pre-check expenses shall not exceed \$300.00. The course shall be reviewed in detail from a draft copy of the routebook and the supplementary regulations. Maps of the course must also be provided. This review should happen no more 60 days prior to the event and no less than 21 days prior to the event.

**Insurance and fees**

For all ProRally, ClubRally and RallySprint events, the Safety Plan must be submitted to the PRD, at least 60 days prior to the event. The PRD will forward it to attending stewards for review.

All SCCA sanctioned events shall be insured to the parameters prescribed in the current SCCA Insurance Handbook. If the event insurance is to be purchased through the SCCA, the organizer must submit an insurance request form and the minimum insurance deposit to the Risk Management Department at least two weeks prior to the event. It may be submitted earlier, but the insurance and sanction certificates will not be issued until the sanction application, safety plan, supplementary regulations, and requisite deposits are received.

**Organizer's Supplies**

ProRally organizers will receive the following supplies when their Sanction Application and Agreement has been approval by the PRD. ClubRally organizers will receive the following supplies when Part B of the Sanction Application has been received by the PRD.

<b>Form/Supply</b>	<b><i>ProRally</i></b>	<b><i>ClubRally</i></b>	<b><i>RallySprint</i></b>
Red Cross pages	60	30	0
Technical Inspection	1	1	1
SCCA Insurance waivers	100	100	100
SCCA Minor Release	20	20	20
Incident Report/green card	30	10	10
SCCA Membership forms	10	10	10
Protest/Claim forms	10	3	3

Additional copies of any of the above will be provided upon request. The following items may also be requested by submitting the Order Form to the PRD at least three (3) weeks prior to the event date: wristbands, banner guard and laminated copies of the Red Cross.

## Documentation Deadlines

Several of the reports, plans and manuals for the organization of a Performance Rally event must be reviewed and copies maintained. A draft of these reports shall be turned in to the PRD for distribution to the PRB and attending stewards on the following schedule.

<b>Activity or Plan</b>	<b><i>ProRally</i></b>	<b><i>ClubRally</i></b>	<b><i>RallySprint</i></b>
Sanction Application	90 days		
Sanction Application, part A		90 days	60 days
Sanction Application, part B		60 days	30 days
with sanctioned exceptions		75 days	45 days
Sanction Fee deposit	90 days	60 days	30 days
Safety Plan	60 days	60 days	30 days
Supplementary Regulations	60 days	45 days	30 days
Sample Routebook pages	45 days	60 days	
Maps of the course	45 days	60 days	30 days
Pre-check	As needed	21 days	21 days
Results	1 day	14 days	14 days
Audit		14 days	14 days

A packet of information containing final copies of all event documentation shall be made available to all attending stewards no less than 48 hrs prior to the event. This includes, but is not limited to, routebooks, supplementary regulations, service routes, special instructions, competitor bulletins, the safety plan, worker instructions, road closure permissions, and other documentation proving rights to use property and facilities involved in the event.

- **Safety Plan**

A sample safety plan and the standard outline for all event safety plans will be provided by the Safety committee and inserted in Appendix A.

The safety plan shall include a detailed description of and plan for the following:

1. Event communications, method of communication, type of directed net, location of all persons in the communication network, frequencies or access points for workers, competitors, crews, officials and the general public.
2. A description, a schedule and a list of all persons authorized to travel on a stage road once the control crew is in place.
3. Names and contact numbers for all local emergency services and law enforcement.
4. A schedule showing which emergency services and law enforcement have been contacted and by whom.
5. A schedule detailing how local residents were advised of the event and when.
6. Event specific course opening and closing procedures.
7. Event specific emergency response procedures, including local ambulance transfer points and a chart defining hierarchy in the event of an emergency.
8. Event specific spectator safety procedures.
9. Event specific fire safety procedures.

The safety plan should include detailed instructions for each worker and official in the event of an emergency. All participants of the event should be aware of the safety plan and their part in it. A sample safety plan is included in Appendix A.

- **Supplementary Regulations:**

The supplementary regulations shall include:

1. An overall schedule for the event.
2. Location of the event headquarters
3. Contact information for the event organizers and their committee
4. Location of scrutineering and maps showing access.
5. Any sanctioned exception to the PRR, detailing the impact on the competitor.
6. All special instructions, or special conditions which can impact the participant.
7. Any fines or penalties not specified in the PRR.
8. Specific instructions for Parc Expose or Parc Ferme including maps.

The supplementary regulations should include:

1. Local information and maps.
2. Information on local availability of fuel.
3. Information on trophies and prize funds.
4. Information on any social gatherings and parties planned including map and location.



## **Organization**

Assembling adequate and knowledgeable persons is the key to producing a quality event. While the exact titles of each of the persons in the organization may not be used, there shall be persons who assume the following responsibilities at each Performance Rally event and are deemed to be “organizers” of the event.

1. Chairman: coordinates the organizing body, is the primary contact and spokesperson. This person must be an SCCA member. This person is the SCCA National contact person.
2. RallyMaster: designs and lays out the course, the time schedules and control placement.
3. Chief of Controls: recruits and places all necessary workers. This person should be an SCCA member, as we encourage all workers to be members.
4. Chief of Communications: designs and coordinates all operational communications.
5. Spectator Safety Coordinator: designs, and staffs all spectator viewing areas, designated or otherwise. This person must have no other responsibility during the event.
6. Chief of Emergency Services: designs and implements the safety plan for the event; coordinates emergency services personnel and response.
7. Chief Scrutineer coordinates all event inspections of the competitors’ cars to insure that they comply with the SCCA rules. This person must be a SCCA member.
8. Chief of Scoring: designs and coordinates the event scoring system and results.
9. Press and Public Relations Officer: coordinates the flow of information to the press and the public.
10. Registrar: coordinates the registration process for vehicles, competitors and workers. All insurance waivers must be witnessed by an adult SCCA member.

These positions should be separate distinct individuals for a ProRally event. ClubRally Coefficient 2 and 3 events may combine some positions but should have no fewer than 6 persons deemed “organizers”. Coefficient 1 and RallySprint events may further combine positions if necessary but should have no fewer than four persons deemed “organizers”.

## **Course Design**

The primary objective of the course designer is to provide a rally course that is both challenging and safe; to insure that roads selected considers surface and conditions that may be unduly harmful to the cars or the workers, and does not allow for dangerous or unsafe speeds. The organizers shall obtain written permission from the appropriate authorities to secure and control all roads or other venues used in the competition portions of the event and from all residents whose property access will be limited by our use.

### **Road Selection**

No Special Stage shall be less than 2 miles unless it is expressly designed as a spectator venue.

No Special Stage shall be longer than 15 miles without permission of the steward and review by the prechecker. Any stage over 15 miles in length shall be staffed with additional Emergency Response teams at midpoints throughout the stage such that they are capable of reaching an injured competitor in 10 minutes or less. Course design shall have as a safety goal that any point on the course may be accessed by Emergency Medical personnel in 10 minutes or less and that an ambulance is no more than 30 minutes away.

Stages having habitations immediately adjacent to the competition road cannot be used unless permission to do so is granted in writing by the residents. The local population, including property owners, should be notified of the rally's passage, either with written notices posted on the affected roads, notices sent to owners or through public channels (newspapers, etc.) or all three.

Stages with long high-speed straights should not be used, or they should be split into multiple stages to eliminate the straight portions. The average speed of any individual stage should not exceed 65 miles per hour.

Very rough road shall not be used without permission of the steward and review by the prechecker.

A stage shall provide adequate safety for all stage workers in placement of controls and marshals. Sufficient space shall be provided at all control locations so that workers may place themselves and their vehicles well off the competitive stage in safe locations.

Adequate shutdown areas at the end of each stage shall be provided to allow the competitors to safely reduce speed and enter the FTC under complete control. Shutdown areas (from the flying finish to the clock sign) shall have no natural hazards (i.e. drop-offs or sharp turns) and no personnel.

Transits routes should be as direct as possible. They should avoid heavily traveled or congested urban areas wherever possible. If it is necessary to travel through urban or residential areas a "quiet zone" should be employed. Local law enforcement shall be notified of all transit routes through their areas.

### **Course measurement**

Measurement of stage roads shall occur at speeds not exceeding the legal limits for the roads, at the approximate time of day and weather conditions anticipated on the day of the event. The course shall be measured by a street legal car equipped with a correctable odometer reading at least 1/100 of a mile adjusted to statute miles. Instructions for an odometer calibration check of at least five miles shall be available to competitors no later than the opening of registration. The odometer check and rally route shall be measured in the same car under similar conditions.

## **Service areas**

One service vehicle per entrant should be able to reach all prescribed service areas in time to provide service to its team.

Open service is not allowed. All service shall be confined to specific areas, and times, along the route. Dependent on types of roads and stage length, services should be scheduled every 2 to 4 stages, no less than every 65 overall miles.

Service personnel and vehicles **MUST** follow their designated route. If the organizers intend to allow service personnel to spectate, the service route must specifically include the route to and from the spectator area(s).

The ideal service area is an unused parking lot or large open area. Permission to use the lot shall be obtained from the owners/managers. Service areas should be paved and be lighted whenever possible. The areas selected should be of sufficient size to accommodate the expected number of vehicles and a 20' x 60' service area for each.

Roadside service areas located on a secondary road with a wide shoulder may be acceptable with permission of the Steward and review by the prechecker.

Service areas should have a separate fueling area defined. Fuel, food and restrooms should be available. At any service over 15 minute, restrooms shall be available.

## **Time calculations**

Bogey time is the maximum anticipated time the organizer expects a competitor to take to traverse a special stage under normal circumstances. Because of the variety and range of road conditions and other variables, it is impossible to establish an exact rule for this calculation. If a history exists for a given stage, 150% of the fastest time or that time by which 90% of the finishers complete the stage may be used. Bogey times are used to calculate Maximum Permitted Lateness and to time-bar slow or non-competitive cars from the rally so the safety of the rest of the field can be insured.

Emergency Time for Special Stage transit is the time allowed to transit a stage when emergency conditions occur or a timing control does not exist and the stage is no longer competitive. Again, because of the variety and range of road conditions and other variables, it is impossible to establish an exact rule for this calculation. If a history exists for a given stage, 200% of the time by which 90% of the finishers complete the stage may be used.

Transit Times shall be set to allow adequate time for all competitors to travel at legal posted speeds or below. Time shall be calculated at 10 mph below the posted limit for the distance traversed plus 10 minutes. No transit time shall be less than 10 minutes. All gravel roads should be calculated 35 miles per hour or less depending on conditions. Special allowance should provided for congested areas at stage finishes that run concurrent with spectator traffic.

If a traffic light exists on a transit, time equal to twice the length of the red light shall be added to the transit time. Additional time should also be added for other traffic control devices and stop signs. Consideration too,

should be given when transiting through residential or urban areas. A rally may add several hundred more cars to the normal traffic flow, overloading and slowing it severely.

**Schedule**

Sample:

	Special Stage	First Car	Stage	Transit	Transit	Bogey	Comments
		Out:	Distance	Distance	Time	Time	
MTC 1	OUT	16:00		21.84	50		Service 5 minutes
	Apple Hill	16:52	7.23	11.2	25	11	
	Cider Bend	17:30	12.43	2.2	11	19	
	Harvest Coulee	18:02	16.6	3.06	13	25	
RGC 1	IN	18:40			60		Service minimum 40 minutes
	OUT	19:40		3.9	13		Reseed
	Cider Bend 2	19:53	12.43	2.2	11	19	
	Harvest Coulee 2	20:26	16.6	3.06	28	25	Service 15 minutes
	Hogsback Ridge	21:21	12.41	8.29	23	19	
	Orchard Run	22:05	6.99	0.8	9	11	
MTC 2	IN	22:25					
	Totals:		84.69	56.55			
	Total miles:			141.24			

A stage schedule shall include Special Stage name or identifier, MTCs or RGCs, First Car out time for each control, stage and transit distance, bogey and transit times. It may also include distance between fuel stops and commentary. Stage schedules are only informational. The official times shall be included on the scorecards.

## **Routebook Specifications**

### **Overview**

There are three primary objectives in preparing a routebook are consistency, accuracy and safety. While the route may be written to present a fair driver challenge, the routebook should leave no doubt as to the correct course. It shall be written for the competitor who has never seen the course before.

The routebook shall include:

1. A cover page including the name and dates of the event.
2. Maps of the overall area in which the rally is run.
3. Emergency contact information, at least a cell phone number and radio frequency that the competitor may use in the event of an emergency.
4. A running time schedule of the competition.
5. A glossary of terms and symbols used in the route instructions.
6. Route instructions for all transit sections
7. Route instructions for all special stage sections
8. Maps of all service areas, Parc Exposés or Parc Fermés.
9. The back cover page showing inside a red cross and outside an OK (as supplied by the SCCA).

Additional information may be bound in at the organizers discretion, including:

1. An incident report
2. A timing inquiry form
3. A co-driver's scoring log

### **Route Instructions for Transit Sections**

It is important to provide detailed and accurate instructions for transits. The competitor must be given clear and concise instructions when traveling on open public roads. They must also be given adequate time to travel transits safely and in a manner that will not offend the general public.

Routebook pages for a Transit section shall include:

1. A banner across the top of the page including:
  - Transit start
  - Transit destination
  - Transit distance
  - Time allowed for transit
2. The first instruction and last instruction at timing controls
3. An instruction for every action point along the route
4. An instruction for every intersection containing a traffic control device
5. At least one instruction for every 5 miles of transit
6. Information on local speed limits at every junction.
7. Information on "Quiet Zones" along the route
8. Distance to the first instruction on the next page
9. The first instruction on each transit shall include the local speed limit.

If a section of road is being transited because it is deemed inappropriate for competition, cautions and hazard information shall be provided, as it would be on a Special Stage.

## **Route Instructions for Special Stages**

As important as it is for the competitor to receive accurate information on transits, it is paramount that they receive complete, consistent and accurate information about the special stages. The organizer must develop a series of symbols and descriptions that he or she can easily articulate to describe their choices for route instruction notation. These symbols and description shall be defined in the glossary of the routebook and then used consistently throughout the routebook.

Route instructions for Special Stages shall include a brief description of the stage to be run, including road conditions, terrain, and surface changes. They shall also include a map of the stage.

Routebook pages for a Special Stage shall include:

1. A banner across the top of the page including:
  - Special Stage number and name
  - Special Stage distance
  - Bogey time for MPL calculation
  - Emergency Time allowed for transit
2. The first and last instructions at timing controls
3. A start line instruction
4. A flying finish instruction
5. An instruction for every intersection along the route
6. An instruction for every grade level crossing of trails or paths that may distract a competitor from the prescribed route.
7. An instruction for every serious hazard on the course. Hazards may include cattle guards, culverts, dips, jumps, rocks, turns hidden by a crest, exposures, water bars, narrow roads, bridges, or surface changes such as tarmac to loose gravel, mud to ice.
8. Distance to the first instruction on the next page

## **Route Instructions**

The route instructions shall be issued in a six-column format. See Appendix B for sample routebook pages. The first column is the line or instruction number. Each time the mileage reverts to zero, this number should revert to "1".

The second column is the overall mileage for a section of the rally. A section goes from an ATC, MTC or RGC to the subsequent ATC, MTC or RGC. The mileage as the competitor leaves one of these controls is 0.00. Overall mileage at an instruction should represent the distance from the control to this instruction in statute miles to the nearest 0.01 mile.

The third column is the interval mileage. This mileage should represent the distance from the proceeding instruction to this instruction in statute miles to the nearest 0.01 mile.

The fourth column is a symbol or tulip diagram to provide visual representation of the course at this particular point. Tulip drawings shall depict the actual road as closely as possible. The entrance to this point on the road is shown with a large dot and the exit with an arrow. Sharp corners/curves and similar hazards shall be depicted

consistently throughout the routebook. Clocks and flags symbols shall be used to identify controls and timing lines.

Information about each intersection is provided in the fifth column. Symbols or notations of Radio or Emergency response teams located at this instruction shall be included here.

- If the instruction describes an intersection, road names or local signs may be quoted.
- If the instruction describes an action that may not be clear from the tulip, verbal instructions shall be added, i.e. left over crest.
- If the instruction describes a potentially hazardous situation, “!” caution symbols shall be used in the following manner.

<b>! Take Care</b>	use caution when approaching
<b>!! Danger</b>	Slow to avoid serious vehicle damage
<b>!!! Extreme Danger</b>	Slow significantly to avoid serious vehicle damage or possible personal injury.

The sixth column is the decremental mileage for the section. This mileage at the instruction represents the distance to the next ATC, MTC or RGC in statute miles to the nearest 0.01 mile.

### **Routebook Conventions**

1. All verbiage in the routebook shall be computer generated for clarity. The recommended font is Arial 20 point.
2. Size shall be 8 ½” x 11”, printed in portrait format, single sided and bound on the left side with suitably strong binding capable of 360 degree opening.
3. There should be an easy method of distinguishing the section for each day/leg. This may be separate books, or boldly colored inserts or tabs.
4. A maximum of 7 instructions per page may be used.
5. Transit instructions and special stage instructions must not appear on the same page.
6. Each section will begin and end with a time control
7. Routebook pages shall be numbered sequentially from beginning to end.
8. Page numbers shall be printed on every page.

## **Registration**

### **Responsibilities and Personnel**

The purpose of the registration is to assure the organizer that all participants in the event meet the minimum requirements for their respective levels of participation, insure that all specific SCCA registration requirements are met and waivers are signed, and to provide each with sufficient information to complete the event successfully.

### **Pre-event registration**

The registrar or their designee shall contact prospective competitors with initial event information according to this time schedule. Pre-event competitor registration for a ProRally shall open at least 60 days prior to the event. Pre-event competitor registration for coefficient 2 or 3 ClubRallies shall open at least 45 days prior to the event and coefficient 1 or RallySprints shall open their competitor registration at least 30 days prior to the event.

If the SCCA online registration program is being used, the registrar shall contact the Performance Rally Department no less than 15 days prior to the opening of Online Registration to provide the event specific information on their fee schedule, special event costs (i.e. banquet tickets), bank account numbers for direct deposit of credit cards and address for mail payments. Regardless of the type of registration process used, the event shall acknowledge receipt of entry and payment from an entrant. An entry list available on the event website may be used for such acknowledgement as long as it is current within two to five business days.

### **Event Registration**

There shall be sufficient staff involved in the event registration process to allow all participants to register in a minimum amount of time. 20 minutes should be the maximum any persons should have to wait.

All participants, including but not limited to competitors, crew members, workers, and officials are required to sign the insurance waiver. If SCCA insurance is used, all signatures shall be witnessed by an adult member of the SCCA. After each participant has signed an insurance waiver, the event shall issue each a credential to display where it can be plainly seen by marshals and officials. The credential may be a wristband or a nametag. If a participant is named on "hardcard" list provided by the PRD, this is proof that the participant has signed an annual waiver and no additional credentialing is necessary. Hardcards shall be displayed at all times during an event just as any other event credential.

To complete competitor registration, the event registrar shall verify:

1. That every driver and co-driver (if required) has a current SCCA membership and a current SCCA competition license suitable for their level of competition (an application for a ClubRally license showing that the competitor has attended the licensing seminar is acceptable for first time competitors).
2. That the driver has a current valid driver's license, granting appropriate driving privileges for the rally's venue.
3. That the entrant owns, or has permission to compete in the vehicle registered and that it is currently insured to minimum standards specified by the SCCA or better.



4. That a complete listing of all crewmembers and the service vehicle has been provided.
5. That the entrant owns or has permission to use the service vehicle registered and that it is currently insured to minimum standards specified by the SCCA or better.
6. That all fees have been paid.

The Registrar shall supply the entrant with an official copy of the Supplementary Regulations, a Routebook and Service packet upon the complete registration of any member of the team.

When all competitors have been registered, the registrar or his designee shall insure that the event scoring crew has a complete list of all competitors, their information sufficient to score the event and provide official results.

All signed waivers, membership applications, ClubRally or worker license applications and any SCCA fees collected shall be forwarded to the SCCA National Office within 5 business days of the event. It is recommended that all such paperwork be handed directly to the PRD representative at the event whenever possible.

The registrar should insure that all refunds due to competitors are handled within 14 days after the end of the event.

## **Scrutineering**

### **Responsibilities and Personnel**

It is the responsibility of the Chief Scrutineer and his/her team to inspect each competition vehicle for compliance with all safety regulations. Inspection shall include those items detailed in Section 6.4 of the Performance Rally Rules. It may include a fuel test if equipment is available. Additional class compliance or vehicle preparation details shall be inspected as directed by the event Steward or the National Scrutineer. Vehicle logbooks shall be updated to reflect the current competition and any deviations from current standards.

The Chief Scrutineer shall report any illegalities in vehicle preparation or class eligibility noted during scrutineering to the event Steward. It shall also be his responsibility to provide record that all entrants are inspected.

The event's Chief Scrutineer shall be an SCCA member licensed as a Scrutineer. The names of the event's candidate Chief Scrutineer and a brief resume of their rally experience should be submitted to the SCCA as part of the sanction application. The National Safety Steward will review and approve. All notations and signatures in logbooks must be made by licensed Scrutineers.

### **Venue**

A venue shall be selected that provides shelter from the weather, is well lit and has power available. Heat in areas of the country where snow or inclement conditions exist, and cooling for the hotter areas are welcome additions. The space should allow for simultaneous checking of at least two cars, and additional space should be available for scales. The area shall also be suitable for sound checks.

The area shall have adequate parking for both rally cars and volunteers' vehicles. Notice should be provided in the supplemental regulations if there is space available for trailers. The area should be available not only for initial scrutineering but also for post event impounds. If this area is not available post event, an additional site should be secured.

Technical school shops have proven to be among the best venues.

The following tools shall be available:

- Floor Jack and Stands
  - Scales (ProRally only)
  - Sound Meter\* and 18" ruler
  - Restrictor checking tools\*
  - Infra Red Thermometer\*
  - Basic measuring tools including vernier calipers and a 12' measuring tape.
  - An assortment of adjustable wrenches, screwdrivers,
  - A mirror to check the underside of the cars.
- 
- A Technical Inspection Equipment kit will be available from the SCCA to assist events/scrutineers who do not have the necessary tools. Contact the Performance Rally Department to reserve. A security deposit may be required. The event will be responsible for shipping costs.

## **Event Operations:**

A technical inspection form shall be issued by the event. This form shall accompany the entered vehicle through technical inspection. All participants shall have signed the waiver prior to entering technical inspection. A sample of this form is provided in Appendix A.

Technical Inspections: The Chief Scrutineer (or his designee) shall insure that each competition vehicle is given a full inspection and complete the technical inspection form.

- If the vehicle and attendant equipment meet the specified requirements, a sticker shall be placed on the car and appropriate notation shall be made in the vehicle logbook. This sticker must display the date of the inspection and the legible initials of the Chief Scrutineer for the event (or his designee).
- If the vehicle fails to meet these standards, the entrant shall be given reasonable opportunity to remedy the deficiency and resubmit the car for inspection. All deficiencies will be reported to the Chief Scrutineer and to the event Steward.
- Vehicles found unsafe will be barred from competition until such time as the unsafe conditions can be remedied. Appropriate notation shall be made in the vehicle logbook.

The completed tech forms shall be kept as record of all vehicles that pass inspection. This record shall be compared with the event start list to guarantee that all competitors meet minimum safety requirements prior to the first MTC.

Service areas: Each service area shall be staffed by an adequate number of people to re-inspect any car that has sustained any obvious physical damage to determine if that vehicle is safe to continue competition. They shall review any other car(s) as requested by the steward or the organizer. These persons are determined to be judges of the fact, and may after consultation with event officials determine that a car is no longer fit for competition. Notations should be made in logbooks of all vehicles that sustain obvious damage during competition.

Post Event Impound: Any post event impounds shall be staffed by Chief Scrutineer or his designee. They shall perform such inspections as deemed necessary for resolution of protests filed or as requested by the Steward. All mechanical work necessary for said inspections should be performed by the crew of the car.

## **Press and Public Relations**

### **Responsibilities and policies**

The primary purpose of the Press and Public Relations person (committee) for the rally is to effectively manage the perception of the event within the local community and the motorsports community through the dissemination of information and the management of the working press.

All applications for media credentials for ProRally events shall be processed in accordance the SCCA's policy coordinated by the event's press officer and the SCCA Communications Department.

Current annual "hardcards" issued to working press for the ProRally series will grant the same on-stage unrestricted access for ClubRally and RallySprint.

For ClubRally and RallySprint events, limited access to stages may be offered to local and other working press who apply. Application, including name, media relationship, telephone numbers and email may be made by email or letter to the event press coordinator. If approved, these persons shall be taken to predetermined marshal locations throughout the course for photo opportunities. They must remain within the prescribed photo shoot areas under the direction of a rally official at all times. These persons shall have access to Parc Exposés, service areas, competitors (for interviews and photos) and any pre or post event gathering.

### **Pre-Event**

ProRally events shall produce an event program, including but not limited to spectator viewing information and an event schedule. All ClubRally and RallySprint events shall produce spectator viewing information. Press releases should be sent out to local media six weeks prior to the event and again three weeks prior to the event. Invitations should be issued to local media to attend the media event and cover the rally.

### **Event Operations**

ProRally events shall provide a media center for the use of the working press, SCCA Communications Department Representative and VIP's. This facility shall be accessible during event operations. It shall be equipped with work tables, phone lines, electricity and a copier.

ProRally events shall host a media event where working press have access to selected competitors, vehicles, organizers and other VIPs for interviews and photos.

A packet of prepared information should be available to all registered press. This media guide should include maps, schedules, and bio information on competitors, post event contact information and an event program.

At ClubRallies and RallySprints, if press is allowed (other than current annually hardcarded persons), marshals shall be provided to help insure the safety of press persons at all times.

In the case of a serious accident during the event, the Press officer shall restrict the flow of information to only that which authorized by the organizer and the event safety steward.

### **Post Event**

Follow up press releases including results should be sent to local media.

## **Emergency Services**

### **Responsibilities and Personnel**

The Emergency Services Coordinator shall be either a Doctor (MD), Physician's Assistant (PA), Registered Nurse (RN), Paramedic (EMT-P), or an Emergency Medical Technician with Basic Trauma Life Support (EMT-B) and should be familiar with Performance Rally procedures; Rally-area medical facilities, including receiving hospitals, area rescue squads, and local ambulance services. The Emergency Services Coordinator should contact all of the above medical facilities and responders at least two weeks before the date of the event and recheck with area hospital Emergency Rooms no more that one (1) week [7 days] prior to the event.

It is the responsibility of the Emergency Services Coordinator to be immediately available upon notification of the occurrence of an incident of any magnitude to Net Control so there will be no delay in emergency decisions. It is necessary that the Emergency Services Coordinator have an additional, secure method of communicating with Net Control and the event Safety Steward. This may be in the form of a private channel on the radio (non-published) or by cellular phone. The Emergency Services Coordinator should have a cellular phone to make any needed phone calls to local authorities or race officials and to request assistance for any incidents that may need additional local support

Emergency Services teams shall consist of two persons at least one of whom meeting the following criteria: Physician's Assistants (PA); Registered Nurses (RN); Paramedics (EMT-P); Emergency Medical Technicians (EMT); First Responders; Firefighters (preferably with rescue/extrication training). Each team should have a "Leader" approved by the Emergency Services Coordinator. Each team should include a link to the event communications network and should be mobile via at least one four-wheel-drive vehicle. All teams should be instructed in the details of the sport, including but not limited to the safety equipment in and on the car, location and contents of the first aid kit in the car and all possible types of fire fighting/suppression equipment used.

### **Event Operations**

An Emergency Services team shall be stationed at the start of every active stage, at all spectator points on active stages and at a midpoint location of any active stage over 15 miles in length. It is recommended that an Emergency Services team be stationed at Parc Exposés, service areas and in the Safety Sweep vehicle as well.

If emergency vehicles must enter a stage while the stage is hot, the control crews shall be notified via communications network. Rally traffic shall be stopped by the control crew at the start of the stage to allow the emergency vehicles to proceed to the incident.

An Emergency Services crew will be positioned near the midpoint of the stage on stage roads longer than 15 miles in order to cut response time. If an emergency incident occurs past the midpoint of the stage, and rally cars are still approaching the incident from the start of the stage, the Emergency Services crew will block the stage at the midpoint IN A SAFE POSITION, displaying a Large Red Cross Placard. The Emergency Services team will await the arrival of the next rally car and turn the sign over to the arriving competitor with the instructions to: 1) move to a safe position; 2) turn on their hazard lights; 3) display the Placard; and 4) to stop ALL rally traffic at that point. After providing these instructions, the Emergency Services team shall proceed safely down the stage to the incident.

## **Communications**

Communication at an incident will be done by radio communications through Net Control. Cell phones may be used as needed for private communications. Upon arrival at the scene, the team will assess the situation and begin rendering assistance. A call for additional help should be made as soon as it is determined that additional help is needed. Appendix C outlines the proper procedures for reporting the medical status of the driver and navigator. UNDER NO CIRCUMSTANCES is the condition of the driver or navigator to be broadcast on the net other than outlined in appendix C. Additional information on injuries may be passed along ONLY by Net Control or by the Rally Chairperson or the Chairperson's designee.

"Injuries are being reported and medical help is being requested." is the only phrase that should be shared with any person not directly involved in the incident response.

## **Recommended Equipment**

### Emergency Services Team Medical Kit (Required Equipment)

Airway management  
Bleeding control  
Patient assessment

### Spinal Immobilization Device (At Least One Required)

Full backboard  
Short Backboard  
KED or equivalent

### **Cervical Collars**

Assorted sizes or adjustable.

### **Firefighting Equipment**

20BC Fire extinguisher (at least one)  
Water extinguisher  
CO2 extinguisher

### Other Equipment

Light bar or equivalent device(s)  
Tow strap (20')  
Portable spotlight/flashlight (w/fresh batteries),  
Hand tools  
Screwdriver  
Pry bar (3' minimum)  
Hammer  
Adjustable wrench  
Hacksaw  
Pry ax  
Shovel (optional)  
Rake (optional)  
Chainsaw (optional)

## **Banners and Arrows**

It is the responsibility of the organizer to clearly label and demarcate the course to be used. It shall be clear to all encountering the course that a race is being held on this road, that the road is closed for a specific period of time and no unauthorized traffic is allowed.

It is further the responsibility of the organizer to visually define the course in way that is unambiguous to the competitor, through the use of bannering, arrows, fencing and other barriers.

- All roads, driveways or trails intersecting the Special Stages shall be bannered and posted.
- Directional arrows shall be placed at all “Cautions” noted in the route book. They shall be placed at the “hazard” and pointing down.
- Directional arrows should be placed at or just before all decision points on the course. They should be marked with their corresponding instruction number.
- No stage may have directional arrows in place for any course other than the current active stage. If the stage is to be run in reverse, arrows must be replaced after the initial pass.

## **Controls**

### **Responsibilities and personnel**

The primary responsibility of control crews is to prevent all unauthorized traffic from entering the stage either by foot or by vehicle to insure a safe and viable course. The safety plan shall specify who is authorized to travel on a stage after the control crew has arrived. The start and finish controls also have the responsibility of accurately timing competitor cars.

The Arrival Timing Control (ATC) crew blocks the entrance to the stage roads for all but authorized vehicles. They record the arrival time of each competitor to the whole minute and assign an Ideal Start time for the stage. The stage worker records this information in the Competitor's Timing Book. At the Special Stage Start, the Starter verifies and records the actual start time, counts down the seconds to the zero mark of the assigned Start minute, and starts the car on the stage.

Marshals are located along the stage at every location where unauthorized persons or vehicles might enter the stage. Their function is the safety of the course, keeping all unauthorized traffic from entering the stage.

At the end of the stage, a person located at the timing line notes the time as the competitor car crosses the finish line at full speed. The time is recorded and communicated to the person at the Finish Timing Control (FTC), located some distance past the finish line. The control worker records this time in the Competitor's Timing Book. The elapsed time between Start and Finish is the score for the stage. The Finish control crew blocks any entrance to the stage

All personnel staffing a "**Hot Area**" shall be members of SCCA; this is an insurance requirement. A stage is considered "hot" at the front bumper of the car 0 through to the front bumper of the first sweep vehicle. Workers who are not SCCA members shall be safely separated from the hot area by barrier or distance.

### **Start Control Setup**

See Appendix D for sign placement. The stage captain should be comfortable with their locations from a safety and function perspective. All workers' vehicles should be well off the road and in a safe location.

Minimum staff shall include start captain, one ATC worker, one start line worker, and one person to control spectators. A radio operator is also required; if absolutely necessary, one of the above persons can fill the position. The start line worker position shall be considered to be in a hot area unless they can perform their function from a safe distance when the cars are starting, i.e. working a remote start clock with countdown capabilities.

An Emergency Services team shall also be present. They shall be positioned out of the way of rally traffic, yet able to enter the stage even when the control is full of cars.

### **Start Control Procedures**

The Yellow Clock Sign marks the beginning of the Control Zone, which is a Parc Ferme. No service of any kind may be performed within a Parc Ferme. If service does occur, start personnel shall note this on a control log. The Spectator control person should be stationed here to control access to the special stage. No vehicle, other than event officials and competitors shall be allowed access to the stage. Hardcarded press may be given access on foot.



Once the 000 car has entered the stage, all traffic on the stage (until the last sweep has cleared) shall be race direction.

When the last course opening car finishes the stage and notifies Net Control that the stage is ready to run, Net Control will check with stage start to see that they are ready to receive competitor. If the captain feels the stage start is set and ready to run, he should have the radio operator pass the acknowledgement to Net Control. Net Control shall advise the Stage Start if the stage is ready for competition and when they may start cars.

**No competitor shall start a stage until Net Control has notified that Stage Captain that the stage is approved to run.**

The ATC, marked with a Red Clock sign, should be staffed by at least two persons. Their car is usually placed on the side of the road facing oncoming rally traffic. The start captain should be here with a two-way radio link to the Start line.

The Stage Start is indicated by red sign with a waving flag. Two additional persons should be stationed here. One person will start the cars and must be an SCCA member (see “hot” area above). The second will record the actual start time, issue the sequence numbers and communicate with the start captain at the ATC.

A beige End of Control sign marks the end of the control and Parc Ferme.

If the radio operator receives notification to stop cars, that stage integrity has been breached or that there is a serious accident that requires emergency response, he/she shall inform the Stage Captain immediately. No further cars shall enter the stage. The remaining competitors shall be held at the start location until such time as they are released by Net Control.

Operations of an ATC and start control are detailed in the Performance Rally Rulebook at section 7.4.D.

### **Marshal Location Setup**

Each Marshal and vehicle shall be positioned in a safe location. The vehicle should be used to partially block the intersecting road so that anyone approaching will have to stop. It is recommended that at least two persons staff each marshal location.

Marshals shall have copies of the permission letters, instructions, a red cross sign and the appropriate sections of the event safety plan. They shall have maps and directions to the nearest approved spectator areas.

All marshals shall wear identification that clearly indicates they are rally officials. It is recommended that all marshals be capable of communicating with the stage start and/or the rally communication network.

- Marshals shall be located at all intersections that may be accessed by unauthorized traffic during competition.
- Marshals shall be located at all intersections that may provide access to another active competitive stage road. This road shall be physically blocked and marshaled at any intersection with an active stage.
- Marshals shall be located at all occupied habitations on the stage.

### **Marshal Procedures**

Marshals shall control access to the special stage. They shall provide information to those interested on the spectator area accessible to view the rally. They shall redirect any others to return at an appropriate time when they may enter the stage.

If access is gained to an active special stage in spite of their efforts, the marshals shall stop all competitive vehicles by displaying the red cross to the next competitor and all subsequent competitors. If there is radio communication at their location, the marshals shall direct the start control to stop sending cars immediately. If there is no radio communication at their location, the marshal shall direct the next competitor (the first one stopped by their red cross) to proceed down the stage with caution to the next radio location to report the incident.

### **Finish control setup**

See Appendix D for sign placement. The stage captain should be comfortable with their locations from a safety and function perspective. All workers' vehicles should be well off the road and in a safe location.

Minimum staff shall include finish captain, one timing car worker, one flying finish worker, and one person to control spectators. A radio operator is also required; if absolutely necessary, one of the above persons can fill the position. The flying finish worker position shall be considered to be in a hot area unless he/she is removed from the finish line by distance or barrier, i.e. on a berm above the course or behind a tree in a safe location.

### **Finish control procedures**

The Yellow Checkered Flag sign marks the beginning of the Control Zone, which, again, is a Parc Ferme. No service of any kind may be performed within a Parc Ferme. If service does occur, finish control personnel shall note it on a control log.

The flying finish, the timing line for the end of the control, is marked with a Red Checkered Flag sign. The worker located here notes the passage of each competitor and either times or signals its passing to the finish control.

The FTC, marked with a Red Clock sign, should be staffed by at least two persons. Their car is usually placed on the side of the road facing oncoming rally traffic. The finish captain should be here, along with a two-way radio link to the flying finish.

A beige End of Control sign marks the end of the control depth and Parc Ferme. The Spectator control person should be stationed here to control access to the special stage. No vehicle shall be allowed access to the stage. Hardcarded press may be given access on foot.

Once the 000 car has entered the stage, all traffic on the stage (until the last sweep has cleared) shall be race direction.

If a finish control is notified by a competitor that there is an accident on the stage, they shall determine if the OK is displayed and record the car number and the nature and location of the incident. If the OK is displayed, they shall notify Net Control of the incident. If the OK is not displayed, they shall notify the start control to stop sending cars immediately and to send the Emergency Response Team. Once acknowledgement is received from start, they shall notify Net Control of the incident.

Operations of a finish control are detailed in the Performance Rally Rulebook in section 7.4.

## **Sequence Numbers**

Control crews shall employ a reliable method for detecting that a competitor has left the course. The recommended method is a sequence number applied to the score book at the ATC. The finish control logs these numbers to detect immediately when a car is missing and take action to determine the whereabouts of the missing competitor.

Radio tracking or other means may be employed, as long as a missing car can be detected quickly and reliably.

## **Spectator Management**

### **Responsibilities and personnel**

It is the objective of every rally to provide a viewing area that is safe and enjoyable for spectators. A "Spectator" as used in this section shall include everyone but the marshals assigned to work this area, SCCA hard-carded press, officials and active competitors

A Spectator Safety Coordinator (SSC) shall be recommended by the organizing committee and the name of the SSC must be included with submittal of the Sanction; Part B. The National Safety Steward will approve the person filling the SSC position. The SSC shall have no responsibilities other than assuring the safety of spectators.

The SSC shall participate with the rally planning committee to provide safe arrangements for spectators and a plan to exclude, with reasonable certainty, spectators from areas adjoining active stages that are not approved for spectators.

- The plan shall include drawings of Designated Spectator Areas (DSA), depicting with reasonable accuracy the planned setup of the area. Dimensions shall be included so that clearance from the stage roadway is defined. Elevations will be depicted where significant to safety of the area, as will trees or other objects that may affect safety of the area. Include photos (digital) when possible. Pictures should include entry to area from the road, exit, and shots of designated spectator viewing areas. Positions and types of barriers and signage shall be identified.
- All spectator-related issues will receive oversight by the SSC, including web page spectator information, ticket sales and directional signs along highways.
- The SSC shall be in communication with net control during the rally.

### **Selection Criteria**

The following criteria must be considered in selection of Designated Spectator Areas:

- Sufficient space to allow for expected attendance.
- Inclusion of popular traditional spectator areas where other criteria can be met.
- Provide attractive viewing positions without violating safety criteria.
- Area deemed safe from intrusion by competing vehicles, even those out of control or with sudden mechanical failures.
- Safe and adequate Parking Area within walking distance that can accommodate passenger cars or accessible for busing in spectators. If walking distances are long or difficult, this should be stated in spectator information.
- Clear access for Emergency Vehicles can be maintained.
- Access feasible for any accommodations to be provided: portable toilets, food vendors, etc.
- Can be adequately marked and marshaled.
- DSAs should be far enough apart to strongly discourage spectators from making a fast dash to another area to view later stages; or multiple DSAs may be planned for use in secession, with a planned route for orderly movement of spectators between them.
- When feasible, DSAs should be on stages that will be repeated to encourage spectators to stay at one area.
- If DSA is to be on private land, written agreement of the landowner must be obtained.
- Avoid areas outside corner exits, below the roadway and otherwise hazardous.

## **Spectator Area Setup**

- Directions to parking areas published and available.
- Access from parking to DSA well marked, bannered, cleared for safe foot traffic and well clear of the competitive stage.
- Designated limits shall be clearly marked. Plastic construction fencing should be used where large crowds are expected; otherwise banner tape or reusable bannered rope. Other limits of the DSA should be clearly marked, especially in the direction of up and down the stage.
- Use natural barriers to protect spectators from competing cars – distance, trees, rising elevation, ditches, etc. Concrete barriers should be considered in special circumstances. If they are used, spectators should not be allowed in the area directly behind them.
- If getting to the DSA requires crossing the stage roadway, the crossing should be marked by barriers to funnel spectators to one marshaled point for crossing.  
When the stage becomes active the crossing point must be barriered and marshaled.
- All DSAs must have an Emergency Services team as specified by SCCA on station.
- Spectator areas that have experienced significant problems with unruliness in the past, should have a uniformed law enforcer assigned.
- Set up should be reasonably comfortable and attractive to spectators to encourage them to come there and to remain.
  1. Provide portable toilets.
  2. If attendance in an area is expected to be very large, his/her toilets and a hand-washing unit are suggested.
  3. A food vendor is suggested for very large spectator areas that will be used for repeated stages.
  4. As availability of information helps keep spectators in place, consider a public address system in large spectator areas. Provide as much information to the announcer as is feasible – schedules, bios, revisions, standings, who is out and why, etc.
  5. Trash containers.
- Inspection of Final Setup
  1. DSAs shall be inspected by the SSC and the event Safety Steward or his/her designee after setup is completed to assure setup conforms to approved plans.
  2. If significant problems are found with setup of DSA, they shall be corrected before the stage is approved to be run. If the problems cannot be corrected to the satisfaction of both the Safety Steward and the SSC, use of the DSA shall be canceled or the stage canceled.
  3. The Chief Area Marshal (CAM) shall confirm to Net Control that the area he/she is assigned is safe and ready for stage operation. This confirmation may be direct or through the SSC or the Stage Commander, as designated in the Communications Plan. The confirmation should be made before passage of the 000 car if possible, but must be made before the 00 car may pass the DSA.
  4. If the DSA is not ready for safe passage of competition cars when scheduled, the CAM shall inform Net Control whether the situation is expected to be corrected and a projected schedule for correction. The 00 and 0 car may not pass the spectator area until this confirmation is received.

## **Spectator Guides (Event Programs)**

All Designated Spectator Areas shall be identified in materials made available to potential spectators, and shall include instructions directing them to the approved areas. These materials shall make clear that presence of spectators in areas not designated for their use will result in cancellation of the stage, so that they will miss seeing cars in competition.

Spectator Guide Information shall include, but is not limited to the following

- Dates and schedule of the rally.
- Identification of all places where spectators are welcomed, i.e., Podium Start, Parc Expose, DSAs, perhaps Service.
- How to reach the places where spectators are welcomed, either maps or written instructions.
- Information on ticketing, if spectators are charged to attend; where to buy and pricing; information on what they get for the fee.
- Parking information.
- Description of each area – view, ease of access, etc.
- Basic instructions to obey identified Marshals, and the likely consequences of not doing so: stage shutdown or arrest for trespassing.
- Hazard warnings
- Samples of signs they will see to direct them to spectate safely.
- Information on handicapped accessibility.

### **Marshalling Spectator Areas**

A Spectator Area Captain shall be designated for each area. All Spectator Area Captains shall attend a pre-event meeting. Briefing shall include (with a printed copy) Opening and Closing car procedures, Emergency Response Plan and procedures, procedure to notify Net Control when the Spectator Area is prepared for the stage to be active, the communication plan as it relates to spectator areas and a list of the names of the workers assigned to work their area.

The Spectator Area Captain shall have access to a communication system to reliably communicate with stage start, net control or the Spectator Safety Coordinator.

Marshal equipment at Spectator Areas should include:

- A whistle to get attention of other marshals and/or spectators.
- Garment such as a vest marked “SAFETY” for each Marshal. Color of garment is to comply with the standards for SCCA workers.
- Short-range radios, such as FRS and GMRS. Radio frequencies must be coordinated with the overall Communications Plan.
- “Red Cross” for the Spectator Area Captain.
- Spectator Information Packet
- Event Program.
- Banner tape.
- Flashlight.
- Water.

Sufficient marshals to adequately direct the spectators should staff each area. As a rule of thumb, one marshal for each 40 yards of spectator area frontage on the stage should be sufficient, but each marshal must be in line-of-sight of the next marshal and the outer limits of spectator areas shall be marshaled.

Marshals shall be assigned in parking areas to assure Emergency Vehicle access stays open.

The Spectator Area Captain shall brief all marshals, medical personnel and law enforcement in his area before spectators are expected. All marshals should be informed of their station, all restrictions on spectators, location and procedures for use of the communication system. The captain should review emergency procedures with all marshals and distribute copies of the start order and spectator guide.

Each Spectator Marshal and Parking Marshal shall wear a garment (vest or T-shirt for example) clearly identifying them as event officials.

Short-range radios (FRS or GMRS) will be provided for communications within a DSA.

If serious illness or injury occurs in the DSA, it shall be reported to Net Control. The Emergency Response Team assigned to the DSA shall be responsible for content of the message to be delivered by the radio operator. Avoid unnecessary detail and names on the radio. Procedures will be as provided in the Emergency Response Plan. Net Control needs basic information such as: does the stage need to be stopped, is additional assistance needed such as ambulance, police or fire fighting. State whether the stage should be able to continue or if competitors should be re-routed.

Marshal should direct spectators by telling them what they can do, not what they cannot do, when possible. The marshal shall first approach spectators presenting a problem with a conversational, informative manner. Only if this fails will direct orders be issued to spectators. Never resort to physical action against a spectator. If a uniformed law enforcer is present let them assist with the difficult spectator. If unsafe conditions continue, call them to the attention of the Spectator Area Captain.

### **“Red Cross” Procedure for Spectator Areas**

The Spectator Area Captain shall be the only person assigned to a DSA authorized to use the “Red Cross” Procedure. If unsafe conditions exist at his/her DSA, the captain will first make every reasonable attempt to eliminate the unsafe condition. If the condition cannot be brought under control, the captain will first use the communication system to notify his designated contact, stage start, net control or the SSC. If they are unable to correct the unsafe condition, the stage shall be delayed or cancelled.

If the stage is active when the unsafe condition arises, the captain will display the “Red Cross” from a safe point on the stage upstage from the hazard, shutting down the stage. He will immediately notify Net Control of his action.

### **Spectator Management Outside Designated Spectator Areas**

The SSC should inspect facilities and plans for Parc Expose and any public Service Areas to identify its suitability for spectators and to minimize any hazards. The SSC should also coordinate with the Service Area Marshals considering the safety of the public in their plans and in instructions to workers there.

The SSC shall have access to all areas included in the rally, including special stages. His inspection of special stages, if any, must precede passage of the Car 000. The SSC shall insure that the Car 000 and Car 00 crews have been briefed on the following spectator requirements for each stage.

- Marshals assigned for access control will wear an identifying garment.
- If Spectator Areas used in the past are not a DSA, they shall be marshaled. Signs should be posted at the site and on approaches designating them as Non Spectator areas .
- Stage Starts and Finishes and Other Stage Access Routes.
- Marshals at above locations may be under the supervision of the SSC or of the Stage Commander.
- Marshals will be assigned to prohibit access to the stages to all but the following:
  - Event operations personnel as appointed by the event organizer (waivered and wristbanded).
  - National Staff essential to the Event (hard carded, or waivered and wristbanded).
  - Members of the Working Press (hard carded by the National Office and wearing a vest identifying their status).

- To assist Marshals at Starts and Finishes, signs will be posted and barrier tape or fencing will extend out from roadway edges to funnel potential intruders to the Marshals.

Marshals placed to prevent intrusion of spectators along the stages shall be positioned at all identified intrusion routes. Intersecting roads should be marshaled at a point well away from the stage. A marshal must be present within view of the stage road being protected. A marshal should be placed at an intersection prior to the controlled intersection allowing an alternate path of traffic for local transit. Barriers will be placed to assist these Marshals.

Marshals, preferably with communications capability, shall be placed at all areas previously used by spectators. These Marshals shall be briefed on “Red Cross” Procedures (with a printed copy) and be issued a “Red Cross” to use if unsafe conditions develop that they cannot rectify. They will contact Net Control before displaying the Red Cross if feasible but if not feasible, the sign should be displayed if the situation requires it for safety.

Marshals positioned as above to prevent spectator access to stages will be furnished a supply of spectator information guides. It will include instructions on how to reach spectator areas, schedules, information on spectator access restrictions, and effect of spectators outside DSAs (shutdown of stage, possible arrest for trespassing).

### **Spectators on private property**

The SSC will be responsible for addressing potential hazards created by Property Owners spectating from their property. Cautionary procedures will be included in the Safety Plan if potentially occupied private property is along stages.

An attempt will be made to get property owners, and guests of property owners, watching the rally from their property to sign a waiver. If they refuse, do not insist.

Organizers and/or the SSC will maintain a record of contacts with property owners along stages, to assure each has been contacted. The SSC shall assure that each property owner has been issued a Spectator Safety Guide. and note this in the record.

If the property owner indicates they will abide by the Spectator Safety Guide, no Marshal is required to be assigned to monitor their safety. If the property owner makes no commitment to conform to the above, a Marshal shall be assigned to that location. The Marshal should be equipped to communicate with the rally communication net, and shall be equipped with a “Red Cross”, and written instructions on how to stop the stage if unsafe conditions arise that can not be rectified.

The property owner, or Marshal, if one is assigned, shall be furnished with banner tape to post back a safe distance from the stage roadway. Property owners should be made to understand that that the Course Opening Cars and competitors have been instructed to shut down the stage if spectators are detected anywhere but behind a properly posted barrier.

No rally credential shall be issued to anyone who has not signed the waiver.



## **Spectators at areas not designated as DSAs**

If spectators approach areas not designated for spectators during early inspection of the course or by Course Opening Cars, they should be provided written directions to the nearest DSA and politely informed that their presence in this area could result in the suspension of competition for this special stage.

If a large group of spectators congregate at an area not designated for spectators, and if the SSC and the organizer determine that they have sufficient resources to staff it as a DSA, an impromptu spectator area may be established. It shall meet all the same criteria as a DSA, and be approved by the Safety Steward prior to the running of the stage.

If persons approach areas not designated for spectators, and they are not interested in spectating the rally, they should be provided alternate directions to their destination or if there is no alternative, they may be allowed to remain on the public road access safely back from the course until such time as they may enter the road. (In most cases, the rally does not have permission to restrict access to the road adjacent to the course.) The marshal must then contact the Safety Steward and SSC. The situation where these persons are should be described in detail including all hazards.

- If the workers handling the situation on the scene judge that these persons show any signs of being unlikely to follow instructions, that information should be passed along to the SS and SSC and local law enforcement may need to be contacted.
- If the workers handling the situation are comfortable that these persons will remain in a safe location and the Safety Steward and the SSC agree, these persons may be allowed to remain at that intersection.

## **Special Spectator Stages**

When establishing DSAs to comply with the restrictions detailed above is impractical on road stages, establishment of a Special Spectator Stage is suggested. The Special Spectator Stage must comply with all safety requirements listed above. It may be short – all in sight of one spectator point is good and the closer to the Service Area the better. This allows crews to spectate.

The Special Spectator Stage should be repeated frequently to encourage spectators to remain there. Amenities, like toilets, food vendors and a public address announcer should be provided if possible.

## **Returning Stage Road to Normal Service**

Marshals at DSA's and road crossings will prevent non-rally traffic from entering the stage road until passing of the final Course Closing Vehicle. This Course Closing Vehicle will be clearly marked, usually by a flashing Green Light. After passage of the final Course Closing Vehicle, two-way traffic can be allowed on the stage road.

## **Post-Rally Review**

For personnel training value and for planning future rallies, a Post-Rally Review should be scheduled within weeks after the rally. It should include consideration of Spectator Management. Results of a short debrief after breaking down each DSA with a designated note-taker should be referenced in this meeting.

- It should strive to identify areas needing improvement: what did spectators not like, where were spectators not fully controlled.
- What elements of Spectator Management worked and should be repeated?
- What training should be added for those involved in Spectator Management?
- Areas with unruly spectators should be identified so future events can station a uniformed law enforcer at these locations.

## **Course Opening**

### **Responsibilities and Personnel**

The primary purpose of all course opening vehicles is to create and maintain the safest possible environment for competitors, workers and spectators. This goal will be achieved through multiple layered inspections, tight controls and qualified experienced operators using a minimum of 3 course opening vehicles.

At no time during event operations should any course opening vehicle be staffed by only one person. There should be at least a driver and codriver in each. These persons should be well versed in the operational logistics of the event. They should be very familiar with all aspects of the safety plan for the event as it pertains to spectators, workers and competitors. At least one person in each course opening car should be an amateur radio operator. All persons in course opening vehicles must be members of the SCCA.

The drivers of these vehicles should be capable of reviewing the course while driving safely and briskly when required. The codrivers should be familiar with reading route instructions, communicating those effectively to the driver, recognizing when instructions may need to be modified for the continued safe running of the event and be capable of wording such corrections.

The names of the event's candidate driver/codriver for Car 0 and a brief resume of their rally experience should be submitted to the SCCA as part of the sanction application. The National Safety Steward will review and approve.

Car 000 will be primarily responsible for verifying the placement of all workers, assuring all bannering is correct and unbroken, clearing the course of any civilians, and assuring stage integrity has been achieved.

Car 00 is charged with all of the above paying particular attention to spectator area containment and spectators not at approved viewing locations. They are also responsible for verifying route instructions for accuracy.

Car 0 duplicates Car 00's duties but typically will be running at speeds higher than that of the previous course opening vehicles. These are the last sets of eyes on the course prior to competition; they must review the road, start and finish controls, all marshal locations and spectator areas for event readiness. Any variance must be corrected before the stage is allowed to start.

### **Vehicles**

All course opening vehicles shall meet the minimum requirements listed below:

- street legal, licensed and insured to SCCA event minimums
- capable of completing stages in 130% of bogey or less
- in good repair and capable of passing SCCA RallyCross scrutineering

All course opening vehicles should be outfitted with the following minimum equipment:

- a audible warning device and lights
- accurately calibrated rally odometer
- official rally time, either via odometer or separate clock/watch
- a fire extinguisher of 10 B:C rating or greater

- extremely reliable rally net communications (Ham or Bus Band)
- warning triangles
- banner tape
- First aid kit

## **Event Operations**

Once the event begins, the course opening vehicles should follow the following procedures as closely as possible. Extraordinary circumstances may require modifications to these procedures at the discretion of the Clerk of Course or Net Control. Event Net Control shall be informed of the location and movements of all course opening vehicles.

The following timelines shall be considered normal operations for course opening vehicles. The exact start time may vary by stage, each course opening car must start the stage early enough to allow them to safely and thoroughly complete their responsibilities and:

Car 000 shall finish the stage 40 minutes prior to the 1<sup>st</sup> competition vehicle starting.

Car 00 shall finish the stage 20 minutes prior to the 1<sup>st</sup> competition vehicle starting.

Car 0 shall finish the stage 5 minutes prior to the 1<sup>st</sup> competition vehicle starting.

This timeline may breakdown during the running of successive stages until such time as the competitors are stopped for service, Parc expose, or meal break and the course opening cars can catch up. It may be necessary for the organizer to have additional course opening vehicles to rotate in, or leap frog with the Car 00 to maintain the ideal schedule.

Upon arrival at an ATC, the course opening vehicle shall report their location and findings to Net Control before proceeding, the course opening vehicle crew should review worker placement and assignments, adjust as necessary the locations of signage, worker and emergency services vehicles to allow safe easy access to the start line for competitors and emergency vehicle access to the stage should it become necessary.

When the course opening vehicle enters the stage, they should again report to Net Control. If a course opening crew finds any banner down on the stage, they must investigate the situation and determine the best course of action in consultation with Net Control.

All course opening vehicles are responsible for verifying the safe placement of any spectators, civilians or credentialed press on the stage. Some deference should be given to press working the race, but in all cases, the course opening crew will be the final arbitrator of what is and is not an acceptable and safe location.

If for any reason a course opening vehicle stops on a stage, it should be immediately reported to Net Control so that following vehicles are aware of the location and situation. Upon completion of the stage, the crew should review the finish control layout for safety and accessibility, notify Net Control and update them on stage and control situations. The crew from Car 0 after completion of their run down the stage and resolution of all safety issues shall be responsible for declaring the stage "Ready to run." A member of the Car 0 team must make this notification directly to Net Control.

## **Course Closing**

### **Responsibilities and Personnel**

The primary purpose of all course closing vehicles is to create and maintain the safest possible environment for competitors, workers and spectators. This goal will be achieved through multiple sweeps of the completed course, accurate record keeping and qualified experienced operators using a minimum of 2 course closing vehicles. At least one course closing vehicle shall traverse transit sections of the route.

During event operations each course closing vehicle shall be staffed by at least two persons. At least one of these persons shall be well versed in the operational logistics of the event. At least one of these persons shall be very familiar with all aspects of the safety plan for the event as it pertains to spectators, workers and competitors. At least one person in each course closing car shall be familiar with and in contact with the event communications network.

The drivers of these vehicles should be capable of searching for vehicles that may have left the course or be stopped on the stage while driving safely on sometimes rutted and challenging roads. At least one of these persons should be familiar with reading route instructions, communicating those effectively to the driver.

**Safety Sweep** is charged with starting the stage within a minute of the last competitor as much as is safely possible to insure that the last driver has the same safety net as all the other competitors and accounting for the safe passage of all competitors who entered the stage. These persons shall maintain a written log of the disposition of all competitors who do not successfully complete the stage. It is recommended that at least one of the occupants of this vehicle be an emergency medical responder. It is not the job of this car to extract a vehicle. These persons are deemed to be judges of the fact, and may after consultation with event officials rule that a competitor or car is no longer fit to compete. This car shall not pass a vehicle still capable of competing.

**Heavy Sweep** is charged with locating and rendering such assistance as is practical to insure that all competitors who entered the stage have cleared it or moved to a safe location. It is recommended that this vehicle be equipped for extracting/assisting damaged cars and the persons in it familiar with the proper operation of such equipment. Ideally, several vehicles and crews should be available for this function.

The final vehicle to traverse the course shall be identified by a rotating/flashing beacon, preferably green. The passage of the “**green light**” car will be the signal to all participants that the roads behind it are returned to normal, two way non-competitive traffic. If use of a green beacon is prohibited locally, the description of the substitute identifier shall be documented for all participants in supplementary regulations, on official notice boards, in worker documentation and spectator information.

### **Vehicles**

All course closing vehicles shall be legally licensed and insured in the state in which they are registered. They should be in good repair and capable of passing SCCA RallyCross scrutineering.

Course closing vehicles will be outfitted with the following minimum equipment:

Requirement:	<u>Safety</u>	<u>Heavy</u>	<u>Green</u>
	<u>Sweep</u>	<u>Sweep</u>	<u>Light</u>
- an audible warning device and rotating/flashing beacon	Shall	Should	Shall
- search light	Should	Should	Should
- accurately calibrated rally odometer	Should	Should	Should
- official rally time	Shall	Should	Should
- fire extinguisher of 10 B:C rating or greater	Shall	Shall	Should
- extremely reliable rally net communications	Shall	Shall	Shall
- warning triangles	Shall	Shall	Should
- First aid kit	Shall	Shall	Should
- an official route book	Shall	Shall	Shall

## Event Operations

Once the event begins, the course closing vehicles should follow the following procedures as closely as possible. Extraordinary circumstances may require modifications to these procedures at the discretion of the Clerk of Course or Net Control. Event Net Control shall be informed of the location and movements of all course closing vehicles. It may be necessary for the organizer to have additional course closing vehicles to rotate in, or leap frog to maintain the ideal schedule.

Upon arrival at an ATC, the course closing vehicle shall report their location to Net Control. Before proceeding, the Safety Sweep vehicle crew shall collect the Actual Start Time Log from the stage captain. This log may then be used to determine MPL for competitors struggling to continue.

One minute after the last car has entered the stage, the Safety Sweep vehicle enters the stage, they shall again report to Net Control. When Safety Sweep finds a competitor vehicle stopped on the stage, they shall stop and consult with the occupants to determine the status of driver and codriver and their competition.

- If the team is withdrawing from competition, the Safety Sweep shall collect their timecard, notify Net Control and Heavy Sweep of the car's disposition and location, note this information on their log and continue on the stage.
- If the team advises Safety Sweep that they need minor assistance and are able to continue, Safety Sweep informs the driver and codriver that they are no longer in competition on this stage, and that they will receive the slowest time for the stage (rule 7.6.C.2). Safety Sweep shall then report the car's disposition and location to Net Control and Heavy Sweep note it on their log and continue on the stage.
- If the team is injured and in need of medical assistance, the Safety Sweep shall invoke the safety plan immediately, notifying Stage Start, Net Control and Heavy Sweep of the situation and the location requesting assistance as necessary. The Safety Sweep shall remain in place and in charge of the incident until relieved by an equal or more qualified medical responder. If any other competitors have not successfully completed the stage, Heavy Sweep should continue to sweep the stage as Safety Sweep.

When Safety Sweep reaches the finish of the stage, they shall review their log of cars with the Finish Captain and his logs to account for the safety of all cars that entered that stage. Results shall be reported to Net Control. Any discrepancies shall be resolved before the road is released to public use. That is, there must be written logs to prove that all competitors have been located and accounted for before the stage may be shut down and workers released.

Heavy Sweep may enter the stage immediately behind Safety Sweep; they shall report to Net Control. They should note all communication from Safety Sweep and be prepared to assist as necessary. When Heavy Sweep

finds a competitor vehicle stopped on the stage, they shall stop and consult with the occupants to determine the status of driver and codriver and their competition.

- If the team is withdrawing from the rally, the Heavy Sweep should assist in towing the car to a safe location if they can do so safely, notify Net Control with the team's service crew instructions and insure that the competitors are brought to a safe location with reliable communication.
- If the team advises that they need minor assistance to get back on course, the Heavy Sweep should render such assistance as they can do safely. They shall notify Net Control that the car has been assisted and is continuing. They shall advise the driver and codriver of the location of any other vehicles still on the stage, and that they must transit out at a safe speed.
- If the team is injured and Safety Sweep is still on location, Heavy Sweep shall render such assistance as is necessary until additional resources are present. As soon as is reasonably possible, Heavy Sweep shall determine the number and status of any other competitors who have not yet completed the stage from consultation with Net Control. If other competitors have not completed the stage, Heavy Sweep will continue to sweep the stage for those competitors to insure their safety as well.

The final vehicle on the route shall display a green rotating/flashing beacon or other equally distinguishable markings that identify it as the last official rally vehicle on the course. If a stage is to be run multiple times, this vehicle may not run until the final sweep of the last stage running has passed. This vehicle may be a heavy sweep if it remains at the start until notified by net control that safety sweep has completed the stage and accounted for all the cars. The passing of this vehicle shall indicate to all participants that the road is now open for public use.

## **Communications Network**

### **Responsibilities and Personnel**

A safety communications network of direct contact shall be in place to constantly monitor the movement of competitors and workers; and to keep key decision makers immediately available for consultation. The safety communications network is most often established via licensed operators of Federal Communications Commission Amateur Radio on the 2-meter band of available frequencies. Any consistently reliable network of two-way immediate communications that is able to link the key decision maker(s) to key contact points and personnel is acceptable.

Each person designated below shall be in direct and constant contact with the central communications network.

Key Decision Maker(s) –

- ◆ Rally Master
- ◆ Communications Director (Net Control)
- ◆ Chief of Emergency Services
- ◆ Safety Steward
- ◆ Spectator Safety Coordinator
- ◆ Event Steward
- ◆ Event Chairperson
- ◆ Chief Scrutineer

Each physical location listed below shall be in direct contact with net control/key decision-maker

Key Points of Communication and Operating Personnel:

- ◆ Stage Starts
- ◆ Stage Finishes
- ◆ Designated stage mid-point locations
- ◆ Spectator areas
- ◆ Service Areas
- ◆ All Time Control locations
- ◆ Dispatched Emergency Response Teams

### **Primary Operations**

Priority will always be given to communications regarding the safety of competitors, workers, spectators and passers-by. Communications of this nature would typically include but is not limited to:

- The need to dispatch the emergency response team
- Any emergency situation related to the rally or that effects the rally's emergency response team
- Any potential breach of stage security
- Any need to halt a stage to resolve a potential danger to competitors, workers, spectators, or passers-by.
- The need to identify the location of an out-of-sequence (missing) competitor

### **Secondary Operations**

Additional Communications that shall be reported and tracked by net control:



(Tracked is defined as a notation of time and radio operator who reported information.) Confirmation of readiness of all Starts, Finishes, and Time Controls

- Emergency Response Team in Place
- Proper Signage set-up
- Timing equipment working
- Communications between time control and start/finish line
- Proper paperwork
- Confirmation of the readiness of all Spectator Areas for competition to begin
- Confirmation of communications between all stage radio positions (Starts, Finishes, Spectator Areas, Mid-Point Radio Locations and Mid-point Medical Locations).
- At least one point on each stage must be in direct contact with a central communications point (net control). If all communications points on stage are not in direct contact with net control a secondary communications network must be installed to relay communications within the stage.
- Starting with Car 000 and going through the first competitor, all radio locations on a stage should be notified of every vehicle entering the stage.
- All radio locations shall report clearance of that traffic from their location.

First Car Start (FCS), First Car Finish (FCF), Last Car Start (LCS), and Last Car Finish (FCF) shall all be Stage condition/ dangers reported to and tracked by net control.

Information on any competitor who fails to complete the stage successfully shall be reported to and tracked by Net Control. Status of the competitors should be collected from the Finish or Mid-Point radio and reported including the following:

- Physical safety and wellness of competitorsto successive competitors
- Car Number (and description)
- Mileage (Location) of vehicle
- Assistance of sweep or Service Crew needed (typically reported after stage is complete by Sweep Team)
- Location of Service Crew to meet Drivers and position of car to be retrieved

## **Communications Center Operations**

The communications center should include the central communications operator (Net Control) and the Key Decision-Maker for the event.

- Net Control directs all communications, following event procedures and directions. In addition, net control tracks the readiness of all stage locations, positions of course opening and closing vehicles and the location of all competitors and vehicles.
- The RallyMaster needs to be readily available and in a position to quickly consult with net control, route maps, and route books to resolve any unexpected situations, stage closings, temporary stage stoppage, stage re-routes, local government and resident issues.
- It is recommended for long events that multiple persons, both decision makers and note takers be present to assist as necessary.

## **Roles & Responsibilities**

Start Control Radio is responsible for reporting to net (if Net Control fails, Start radio should assume the Net Control responsibilities for his/her stage).

- ♦ Any pre-stage set-up issues: missing workers, clarification of positions, missing paper work, signs, clock.
- ♦ When start control workers and signs, emergency response teams and timing equipment are in location and ready to receive course opening cars
- ♦ Any breach of stage security

- ◆ When the first competitor has left the Start line and the time.
- ◆ Any significant gaps (over 5 minutes) in competition vehicle starts
- ◆ Number of cars that have started the stage at any time (when asked)
- ◆ Number of cars that have started the stage after car 0 and before the first Sweep vehicle (safety sweep)
- ◆ Car numbers of first three cars and last three cars
- ◆ Time of last car to start the stage
- ◆ Start of Safety Sweep into the stage
- ◆ All car numbers in sequence if asked

Start Control has the responsibility to halt the start of competitors immediately when requested to do so by any Party with an emergency situation. In addition, Start control has the obligation to send the Start Medical Team to any on-stage incident requiring such action: error to safety, consult net when possible

Start Control Needs from Net:

Permission to start competition cars

The number of cars expected to start the stage

- Permission to declare the stage closed to competition
- Permission to dismantle the start control
- Permission to leave the start location as the official Radio Operator
- Any additional Competitor Instructions

Start radio may be dispatched to a red-cross situation to ensure communications to net control if no other communications are available

Medical Team Radio (if employed) is responsible for reporting to net

- Arrival to the situation
- Any need for additional medical personnel or equipment beyond their own capabilities or communications system
- Resolution of the situation

Finish Control Radio is responsible for reporting to net

- ◆ Any stage set-up issues: missing workers, clarification of positions, missing paper work, signs, clocks...
- ◆ Any breach of stage security
- ◆ When Finish control workers and signs and timing equipment are in location and ready to receive course opening cars
- ◆ When the First Competitor has arrived to the finish and the minute
- ◆ Any missing sequence numbers – after asking the following car their knowledge of the car immediately in front of them
- ◆ Any reported cars off the road and the status, including whether the OK was displayed (did they display the Red Cross); is there road blockage, the car involved and the location of the incident.
- ◆ Any significant gaps (over 4 minutes) in competition vehicle finishes
- ◆ Number of cars that have finished the stage at any time (when asked)
- ◆ Number of cars that have finished the stage after car 0 and before the first Sweep vehicle (safety sweep)
- ◆ Car numbers of first three cars and last three cars
- ◆ Time of last car to finish the stage
- ◆ All car numbers in sequence if asked
- ◆ Finish Control has the responsibility to call for the halt of the start of competitors to either net control or the start control immediately when requested to do so by anyone with an emergency situation

Finish Control Needs from Net:

- ◆ Notice of the start of Car 000, 00, 0
- ◆ Notice of the start of the first competition vehicles

- ◆ The number of cars that have started the stage
- ◆ Permission to dismantle the finish control
- ◆ Permission to leave the finish location as the official Radio Operator

Mid-point Control Radio is responsible for reporting to net

- ◆ Arrival to their location after it is secured
- ◆ Any breach of stage security
- ◆ Any reported cars off the road and the status, including whether the OK or Red Cross was displayed, is there road blockage, the car involved and the location of the incident.
- ◆ Any emergency situation
- ◆ Number of cars that have passed their location (And car numbers in sequence when possible)

Mid-point Control Needs from Net:

Notice of the start of Car 000, 00, 0

Notice of the start of the first competition vehicles

Permission to dismantle their location

Mid-point should contact net with information of a vital nature to the safety of spectators, workers, competitors, or passers-by

Spectator Control Radio is responsible for reporting to net

- ◆ Arrival to their location after it is secured
- ◆ Confirmation that they are ready for competition cars when car 0 starts the stage
- ◆ Any breach of stage security
- ◆ Any reported cars off the road and the status including whether the OK was displayed (did they display the Red Cross); is there road blockage, the car involved and the location of the incident.
- ◆ Any emergency situation
- ◆ When possible, Number of cars that have passed their location (And car numbers in sequence when possible)

Spectator Control Needs from Net:

- Notice of the start of Car 000, 00, 0
- Notice of the start of the first competition vehicles
- Permission to dismantle their location

Spectator radio should contact net with information of a vital nature to the safety of spectators, workers, competitors, or passers-by.

The lead cards are each responsible for reporting to net

- ◆ Lead cars need permission from net control to start the stage
- ◆ Any stage set-up issues: missing workers, clarification of positions, missing paperwork, signs, clocks.
- ◆ The time they start the stage
- ◆ Any breach of stage security
- ◆ Any unusual obstructions
- ◆ Any downed banner tape
- ◆ Anything that would prevent the timely start of the stage
- ◆ Any potential safety concerns
- ◆ Any potential spectators in undesignated areas – importantly in unmarshaled areas
- ◆ Proper set-up of start locations, signs, communications, paper work, procedures

In addition, Car 0 is responsible to report to Net Control that the stage is in his/her opinion ready for competition.

The Sweep personnel are responsible for reporting to net

- ◆ The status of any car that may need medical assistance
- ◆ Any stop of significant duration (more than 3 minutes)
- ◆ Completion of the stage and number of vehicles stranded on-stage
- ◆ Car numbers, and exact locations if asked

In addition, heavy sweep personnel shall report the need for a service crew to respond to an off course competitor, and the location the driver and co-driver will meet the service crew

Service Area Radio is responsible for

- ◆ Any emergency situations
- ◆ Tracking the status of cars reported off stage
- ◆ Designated locations for drivers and co-drivers to meet their service crew

MTC Radios are responsible to report to net

- ◆ Number of vehicles to arrive to or depart from an MTC in order
- ◆ Car number of the first car on the road and the last three
- ◆ Any competitor that is time barred or withdraws.

Competitors are encouraged to be equipped with or equip themselves with the means to contact the safety communications network for

- ◆ Emergency situations involving competitors, spectators, workers, passes-by
- ◆ Stage Blockage
- ◆ Self-reported retirement from the event

• **Net Control Log – Example 1**

Note the time when each item is complete and the call sign or designator for each communication

• Stage Number  • / Name	<u>Start Control</u>	<u>Start Medical</u>	<u>Mid-Point Radio (1, 2, 3...)</u>	<u>Spec Area</u>	<u>Spec Medical</u>	<u>Mid-Point Medical</u>	<u>Finish Control</u>	<u>Officials On-Stage/ Off-Stage</u>	<u>Car 000 Start</u>	<u>Car 00 Start</u>
<b><u>MTC 1</u></b> <b><u>Town Square</u></b>	7:38 N8RLY									
<b><u>Stage 1</u></b> <b><u>Too Fast</u></b> <b><u>To Furious</u></b>	7:42 N8STR	7:42 N8STR	M1 - 7:45 N8SEC  M2 - 7:55 N8BLK	7:38 N8SPC	7:38 N8SPC	/	8:03 N8FIN	/	8:15 N8SLO	8:45 N8CLN
<b><u>Stage 2</u></b> <b><u>Yump Heaven</u></b>										
<b><u>Stage 3</u></b> <b><u>Twisty</u></b> <b><u>Tantrum</u></b>										
<b><u>Service ATC 1</u></b> <b><u>Paved</u></b> <b><u>Parking Lot</u></b>										

SCCA Performance Rally  
Safety and Operations Manual

- Sample Net Control Log – Example 2

Note the time when each item is complete and the call sign or designator for each communication	<b>MTC 1 Town Square</b>	<b>Stage 1 Too Fast Too Furious</b>	<b>Stage 2 Yump Heaven</b>	<b>Stage 3 Twisty Tantrum</b>	<b>Service AT Paved Parking Lot</b>
<b>Start Control</b>	7:38 N8RLY	7:42 N8STR			
<b>Start Medical Team</b>		7:42 N8STR			
<b>Mid-Point Radio 1</b>		7:45 N8SEC – Hill & Dale			
<b>Mid-Point Radio 2</b>		7:55 N8BLK – Crest & Bump			
<b>Mid-Point Radio 3</b>					
<b>Spectator Area</b>		7:38 N8SPC			
<b>Spectator Medical</b>		7:38 N8SPC			
<b>Mid-Point Medical</b>					
<b>Finish Control</b>		8:03 N8FIN			
<b>Officials On-Stage</b>					
<b>Officials Off-Stage</b>					
<b>Car 000 Start</b>		8:15 N8SLO			
<b>Car 00 Start</b>		8:45 N8CLN			
<b>Car 0 Start</b>		8:55 N8FST			
<b>Car 000 Finish</b>		8:50 N8SLO			
<b>Car 00 Finish</b>		9:00 N8CLN			
<b>Car 0 Finish</b>		9:02 N8FST			
<b>First Car Start (FCS)</b>	8:31 N8RLY	9:05 N8STR #1			
<b>First Car Finish (FCF)</b>		9:10 N8FIN			
<b>Last Car Start (LCS)</b>	9:41 N8RLY 60 Cars	10:05 N8STR #199			
<b>Last Car Finish (LCF)</b>		#197, 198, 199			
<b>Sweep Start</b>					
<b>Green Light Finish</b>					

SCCA Performance Rally  
Safety and Operations Manual

## **Timing and Scoring**

### **Responsibility**

It is the responsibility of the timing and scoring crew to produce accurate scores for the determination of the finishing order of each class of the rally.

They shall receive complete entry information from the Registration crew and produce a start list sorted by class within speed factor. This list shall be provided to the event steward as the tentative start order. The event steward shall make such adjustments as are necessary for the safe running of the event and the scoring crew will produce a start order for the competitors.

All competitors shall be timed by the control workers with clocks that have been adjusted to WWV. A competitor's score on a stage is the elapsed time from his actual start to his finish. Timing for all ProRallies will be done in minutes, seconds and 1/10<sup>th</sup> of seconds.

Timing for ClubRallies and RallySprints may be done in minutes and 1/100<sup>th</sup> of minutes or in minutes, seconds and 1/10<sup>th</sup> of seconds; all stages within a rally must be done in the same manner.

All final event results shall be produced in minutes, seconds and 1/10<sup>th</sup> of seconds. Interim scores shall be posted in time format recorded on the score cards for ease of audit. Scoreboards for all events, showing stage times, shall be available to competitors at all major services. Provisional results shall be posted at a time and place described in the supplementary regulations.

### **Event operations**

MTC's shall operate as outlined in the PRR section, 7.4. They shall not be located on any Federal or State highway or in a no passing zone.

Minimum staff should be 2 persons, one to receive the scorecards and one to write in the log. Additional persons for crowd and traffic control shall be required if the MTC is located in or near a service area or other authorized spectator area.

For safety reasons, the competitors should be reseeded at least once per event, usually after the first leg, or roughly 15 stage miles. Reseeds require approximately 1.5 minutes per car entered. They shall be based on overall stage time to the reseed without consideration of transit penalty time. When the reseed is complete, the event steward should review it and at his/her suggestion changes may be made.

Scoring should advise the organizer and the steward if a competitor exceeds MPL or MPE.

It is recommended that time cards be exchanged every 3 to 5 stages. Whenever possible MTC in and out should be at the same location

Timing logs from stages in the possession Safety Sweep should be delivered to MTC. Timing logs from all special stages and MTCs shall be delivered to the scoring crew in a timely manner. Scoring should happen concurrent with the event. It should not be left until the event is complete.

All time cards should be audited for arithmetic accuracy. Scores deviating from the competitor's norm should be double checked against stage logs and score cards to verify accuracy.

## SCCA Performance Rally Safety and Operations Manual

### **Post event**

A provisional scoreboard, showing stage times, shall be available to competitors for review at least 30 minutes prior to results being declared final. All scoring inquiries should be reviewed against time cards, and timing logs. Written responses to all must be posted before the results are final. Scoring should be complete within 90 minutes of the final car's arrival at the final MTC.

All final results shall be digitally transmitted to the SCCA. ProRally results are due to Topeka by noon on Monday following the event. ClubRallies have 14 days from the day of the event to complete their digital results and send them to the PRD. Format of results shall be as defined by the SCCA. Samples of the format are available from the PRD.



SCCA Performance Rally  
Safety and Operations Manual

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