

## Timing Control Captain Job Description

### Vision:

**What you deliver:** Run safe, accurately timed stages, on schedule.

**How you deliver:** Give workers a successful experience. Create a professional but friendly atmosphere for workers and competitors.

### Responsibilities:

Staff Coordination

Control Set Up execution

Follow the Timing Control Captain's Checklist

Assure everything is cleaned up

### Timing Control Captain's Check List:

#### Pre Event (chronological order):

- ◇ Review this job description with the Clerk of the Course and revise as needed
- ◇ Go over proposed schedule and stage assignments with the Clerk of the Course, including stage clean-up plan and Sweep "drop-off plan" for towed-off rally cars.
- ◇ Determine all your meeting times and places
- ◇ Introduce yourself to Comm Team (Start Capt with Start Radio, Finish Capt with Finish Radio)
- ◇ Contact previous workers, develop initial staffing list and needs list
- ◇ Coordinate returning workers and staffing shortages with Volunteer Coordinator
- ◇ Start Captain get EMT info from Chief of Emergency Services
- ◇ Review general emergency procedures plan and determine how this would be implemented on this stage if needed.
- ◇ Personally talk (phone not email) with each team member as they are assigned to your team. Your objective is to assure that they are taking this seriously and will show up where and when you need them. Good questions to ask include where are you staying (motel). If they don't have a reservation they may not be really committed. See if you can get a cell phone number that they can be reached at during the event weekend.
- ◇ Determine who needs to come to the worker training and picnic and coordinate with the Volunteer Coordinator.
- ◇ Discuss control layout with the Course Marshal (where locate EMT, radio, vehicles, etc).
- ◇ Go out and take a look at your control locations.
- ◇ Coordinate meeting times and places with all workers on your team, including posting on YOUR teams' "database pages".

#### Day of Event:

- ◇ Meet with Clerk of the Course on Friday afternoon at pre-set time.
- ◇ Get equipment from Equipment Manager
- ◇ Meet with your team
- ◇ Confirm workers have supplies (water, food, flashlights etc)

### **Start Control Set Up and Operation**

- ◇ Park vehicles as planned
- ◇ Place Start Radio so he can see the cars as they start
- ◇ Begin traffic control phase (physically block road with vehicle & track civilians)
- ◇ Place EMT so that he will not be blocked if needed
- ◇ Place ATC/Start Control signs and set up Masano clocks
- ◇ Review ATC packet, procedures, and materials with ATC crew (in conjunction with CRO)
- ◇ Review STC packet, procedures, and materials with STC crew (in conjunction with CRO)
- ◇ If EMT is not present 1 hour before first rally car alert Net Control
- ◇ Review general emergency procedures plan and how this would be implemented on this stage with your complete team (ATC, STC, radio and EMT)
- ◇ Attempt to start the stage per the schedule (NEVER earlier), but don't start the first car until after Lead Car declares that you have "**clearance to start**".
- ◇ Run the stage
- ◇ Prepare a list of DNF cars that will need assistance on this stage for the Course Closing and Sweep crews
- ◇ Get a list of **last 30 minutes'** worth of cars from previous stage (via radio net). This is so you will know for sure when you can close down. If there is a missing car you will also need his finish time from the previous stage to calculate when he is time barred.
- ◇ Give timing logs to Course Closing car
- ◇ Authorize Course Closing car to start when appropriate (after last car starts or missing car(s) time barred)
- ◇ Remind the Sweep cars about the Stage Tear Down Plan.
- ◇ Remind Sweep cars to keep the radio net informed of their progress.
- ◇ Be prepared to deal with service crews who need to retrieve their broken rally cars.
- ◇ Retrieve all signs (including road closure sign) and ribbon in the vicinity of the start.
- ◇ Return equipment and materials to Equipment Manager

### **If Start or Finish Captain Drives the Stage**

- ◇ Remove any large rocks from the road.
- ◇ Look for any people that should not be on the course. Leave no unattended vehicles or civilians on a stage

### **Finish Control Set Up and Operation**

- ◇ Park vehicles as planned
- ◇ Place FTC, Finish Radio, Finish Radio Blockage and Scoring Radio people
- ◇ Confirm start to finish communications is fully operational (may be tricky on some stages)
- ◇ Review FTC packet, procedures, and materials with FTC crew
- ◇ Review general emergency procedures plan and how this would be implemented on this stage with your complete team (FTC, Finish Radio and Scoring Radio)
- ◇ Make sure Lead Car declares that the stage has "**clearance to start**" once Lead Car has finished the stage, EMTs have been confirmed at start and any spectator areas, and all blockages are secure.
- ◇ Run the Stage:
  1. Get a time for every car
  2. Log finish time, calculate elapsed time, enter ET on score card
  3. Keep the Top page (white copy)
  4. Write the ET on the white board and then pass original top sheet (white copy) of the time card to Scoring Radio
- ◇ Give timing logs to Course Closing car
- ◇ Be prepared to deal with service crews who need to retrieve their broken rally cars.
- ◇ Retrieve all signs (including road closure sign) and ribbon in the vicinity of the finish.
- ◇ Return equipment and materials to Equipment Manager

## Post Event

- ◇ Revise this check off list and submit to Clerk of the Course for next year.

## Problems and Solutions

### ◇ **A Control Problem at a Spectator Area**

- The “We have a spectator problem” alert can occur either before or after the stage has become active.

- **Start Spectator Area, Before Stage is Active:**

If the spectator area is at the start, one solution that may be used is to move the STC. Note, this is the STC not the ATC. The ATC must remain in the same location (odos started there).

In essence if the Spectator Captain does not believe he can get things back under control, what will happen is that the decision will be made to move the STC a significant distance down the road (like 0.5 to 1.0 mile). The STC control crew and Start Radio will gather their equipment, get in their vehicles, and just physically move the STC.

The ATC crew will remain in place. As the competitors arrive, each co-driver will sign a paper (Start Captain will know how to implement this) and just transit the additional mile to the new and actual STC.

- **Finish Spectator Area, Before Stage is Active**

If the Finish Captain decides to shorten the stage then a double-ended coordination must begin.

The Finish Captain communicates via the HAM radio network to the Start Captain that the stage will be shorted to mile such and such. The mileage must be as close as possible.

The Start Captain will instruct the ATC crew to prepare a change sheet for the co-drivers to sign. The sheet will indicate that stage x will end at mile x. ATC will continue as normal.

- **After the Stage is Active:**

The “We have a spectator problem, we need to stop the stage now” will trigger the control captain to stop the stage and note the time. This will allow the captain to know how long the stage has been stopped. The down time should be limited to 30 minutes. If the problem cannot be resolved during the 30 minutes the stage should be cancelled and the remaining competitors should transit the stage.

**RIM Equipment Check List** (from Equipment Manager)::

- ◇ Extra Stakes
- ◇ ATC & Start Clocks and backups
- ◇ Finish Clocks
- ◇ Control Sign Boards
- ◇ Finish "stage time" White Board and marker
- ◇ Pennant Ribbon
- ◇ Worker Vests
- ◇ Clip Boards

**Personal Equipment Check List:**

- ◇ Flash lights and other lighting as desired
- ◇ Table to work from if desired
- ◇ EZ-ups(s) if desired

**ATC / Start Packet** (from Equipment Manager):

- ◇ ATC procedures
- ◇ ATC logs
- ◇ Start procedures
- ◇ Start logs
- ◇ Radio Frequency List
- ◇ Course Maps
- ◇ Schedule
- ◇ Stage Worker list
- ◇ Sample time cards
- ◇ Administrative Forest Adventure Passes
- ◇ copy of front page of permit
- ◇ Start Order
- ◇ Sharpies

**Finish Packet** (from Stage Captain Support Officer):

- ◇ Finish procedures
- ◇ Finish logs
- ◇ Radio Frequency List
- ◇ Course Maps
- ◇ Schedule
- ◇ Stage Worker list
- ◇ Sample time cards
- ◇ Administrative Forest Adventure Passes
- ◇ copy of front page of permit
- ◇ Start Order
- ◇ Sharpies