

# Instructions for the Arrival Control

## Overview

The Arrival Control is the first checkpoint on a racing stage. The competitors will check into the control on 30 second increments (motorcycles) or minute increments (cars). Your job will be to check them into the control as they arrive. You will wait until they come to you for check-in and will document the time of their check-in on their time card and on your log. An amateur radio operator (ham) will be assigned with you to communicate with the rally's centralized net control. Net control is our communications network and is managed by a single individual who communicates directly with the Clerk of the Course and the Steward. Net control is crucial because it manages all our safety communications.

## Before the Rally Vehicles Arrive

*Synchronize your digital wristwatch* with official rally time before the clock is taken to the Finish Control.

You need to *place the control signs*. The control location will be marked for you and your Stage Captain with either a stake, surveyor's ribbon, or a painted mark on the tarmac. This will correspond to the location description in your Stage Captain's book. Your Stage Captain will help you determine the exact locations for the control signs. Generally they are aligned with marked stakes in the ground or marked ribbons on the trees. The order is:

1. Yellow Clock (vehicles will wait to enter the control here)
2. Red Clock (vehicles check into the control here)
3. Red solid black flag (vehicles will actually start racing here)

You need to *temporarily block the road* from non-rally traffic. Once your control signs are placed, your Stage Captain will continue down the stage to place other volunteers at their designated positions. The stage is now considered closed and you should not allow any non-rally traffic onto the road! To this end, temporarily park your vehicle across the road. If someone attempts to enter the road, you will stop them and explain that the road is closed. You will also show them the town/county/forest authorization to close the road. If there is an issue, your radio operator should communicate the issue to net control. Net control will provide instructions or send someone to assist. You can move your car out of the road when the Double Zero car or other rally officials arrive on site.

*Prepare your log sheets* by filling in your name and the handwriting sample. This will help us read the log and contact you if there is a scoring issue.

## When the Rally Vehicles Arrive

Your primary responsibility is to *record the time of day that competition vehicles arrive* to check into the control.

You will be asked to complete a time card for the Zero Car. This is necessary for us to test all timing systems and insure that all volunteers fully understand the instructions for their volunteer position.

Each rally vehicle has a 30 second or minute increment at which they are supposed to enter the Arrival Control. They will generally wait just on the other side of the yellow sign until their time has arrived, wait another few seconds to make sure they don't enter early, then drive in. If you notice that motorcycles are crowding together at the sign, you should walk to the sign and tell them to line up in order of arrival. All competition vehicles are allowed to check in any time during their interval (from 00 seconds to 29 seconds or 30 seconds to 59 seconds for motorcycles, or from 00 seconds to 59 seconds for cars).

Look at your watch when the competitor actually hands you the time card. The time at which you receive the time card is the time that gets recorded. Record the time (hour, minutes and seconds) in two places:

1. First, the Arrival Log on your clipboard, and
2. Second, in the box in the "Arrival" column on the time card, which is the first column on the left of the time card.

Each stage has a number that corresponds to the time card. If you are at Stage 2, you will write the time in the box for Arrival at SS2.

***TIP: Write times seconds first, then minutes. Start with the seconds since that changes quickest, then write the minute and then the hour. If you are in a time crunch, you don't really have to worry about the hour on the log sheet because you can go back and fill that in on the log sheet later. You still must record the hour, minutes and seconds on the time card.***

***TIP: Fill in the log sheet first, then transfer that info onto the time card.***

If two vehicle check in during the same time increment, you will record the same time on both time cards. The vehicles should remain in their start order. They will be assigned different times to begin racing the stage at the start control.

Sometimes a navigator or rider may complain about an error on the time card. If it is your error, correct it and initial next to the correction. If it was an error made at another control, make a note on the log sheet regarding the error and reassure the competitor that scoring will sort it out later. You can also remind them to file an inquiry to ask scoring to investigate the error.

In rare circumstances you may be instructed by net control to wave in vehicles into the control. Note on the log that you have waved in the vehicle then, walk to the vehicle and tell the competitor that you will be waving them in. Return to your position and use your arm to make a distinct waving motion. When the competitor arrives, you will remind him/her that you are waving him/her into the control. Ask the competitor for the check-in time he/she wants written on the time card. If that time is in the future, you will write it on the time card. If that time is in the past, you will write the current time on the time card.

### **When the Rally Vehicles Leave**

A Combo Car will follow the motorcycles. Make a note in your log when it checks into your control. The last vehicles to check into your control will be the Sweep vehicles. Make a note in your log when these vehicles check in with you. You will not complete a time card for the Combo Car or the Sweep vehicles. Be sure to give your logs to the Sweep vehicle when they come through to close the stage.

You will not leave your position until you have been informed by your Stage Captain to leave. When you prepare to leave, collect the stage signs, any equipment, and any trash that you see. You will ***follow your Stage Captain's instructions for leaving*** the stage.