

CP Crew Guidelines

First and foremost, we want to THANK YOU for helping out today! We understand that many of you are not “rally people” (yet) and that you gave up time with your loved ones to help our club, and make it a fun day for the competitors. We appreciate the sacrifice that you’re making and can’t thank you enough! You’re going to have a lot of time to read during the rally, so I didn’t hold back on detail.

CP (checkpoint) crews are the “timing beams” of Navigational Rally. Imagine an Autoslalom, Race or Solosprint where, after a FANTASTIC run, you crossed the finish line only to out that the timing beams never worked and no one knows who won. That would not be any fun! Likewise, you are the measures of performance of all of the teams participating in the rally today. If you have any doubts throughout the day about your duties, if you are lost, or if you need to inform of us of any competitor issues, PLEASE call the organizer.

We have more detailed instructions for each CP Crew member, but generally this is how CP’s work:

- CP locations NEED to be kept secret from the competitors to keep competition fair. Don’t leave your CP instructions laying about at the restaurant, and don’t open them where competitors can see them.
- You will follow the maps we give you to get to your assigned checkpoints.
- When you make the final turn or cross the final street to get to your CP, reset your trip odometer. We tell you the X.X km down the road at which you’ll find the CP marker.
- The CP markers will be on the right-hand shoulder of the road for the direction of rally traffic. Thus, it may be on the LEFT shoulder from the direction in which you are approaching!
- The organizer should have marked the exact location. Common methods to mark include: a small orange flag in the ground and yellow marking tape at eye level. There may be a spray-painted line on the ground where the CP board must stand. DO NOT use your odometer reading if you can find the flag, tape or line... the flag / painted line is more accurate.
- We put the markers out <24 hours before the rally start, but if a snowplow or grader went by, or a local resident didn't like the look of it, they might be gone. So as a fallback, use your odo and look at the CP photos in your kit.
- We recommend that you set up FACING the oncoming rally traffic, on the side of the road that they are approaching on, with your front bumper on the CP board line. This will help you more accurately judge if the car approaching is a competitor or not, the exact time they cross the CP board, if they come to a stop

or not, and it will keep you alert to any vehicles that may be slipping out of control on ice and heading towards you. Do not leave your lights on, in most cases we don't want them to see you from a distance.

If you cannot find the CP Location marker, call us, and we will help. We will want to know what road you are on. An organizer ("Car 0") should also be driving by ALL CP's to make sure that you are in the exact right spot, and that your clock is on the correct time before competitors should start arriving.

When you're in the right spot, and you reach the "CP Open" time in the instruction set for the CP. You may open your CP by:

- Setting the CP board up against your bumper (or as per the special instructions for your CP) in a way that it will NOT fall down, no matter how strong the wind is!
- Tie a string from your steering wheel to your gearshift or rearview mirror so that you can't drive off without your CP board. **THIS IS YOUR REMINDER TO COLLECT YOUR CP BOARD BEFORE DRIVING OFF!!** You would be surprised at how many experts, rallymasters, and rally organizers drive off to their next CP in a hurry and forget to pick up their CP board before they go! Forgetting your CP board causes three problems:
- You will get to your next CP before you realize that you forgot your board 45km away. You will NOT have time to go back and get it.
- We need the boards for the next event!
- You will have to call us and explain how you managed to drive off without your board with your steering wheel tied to your mirror.

Watch the oncoming traffic for rally competitors. They are told to use their turn signal as they approach.

- The CP crew member farthest from the road will mark the time at which the competitor crosses the CP board, OR the time at which they come to a full stop on the Log Sheet. (Whichever occurs first.)
- The Experienced folks will usually be first on the road and they should arrive one minute apart from each other. When you get to the less experienced, six may arrive in one minute, then you'll go 20 minutes without seeing anyone before the next bunch arrives!
- The CP crew member farthest from the road will then figure out the "Time Out" and write the car description on the Log Sheet.

- The CP crew member closest to the road will copy and write these two pieces of information down on a CP Sticker.
- The competitor will come to the window and needs to tell you their car number. Please be aware that some of these competitors MAY be quite flustered with the route instructions. They may think that the notes the organizer has generated are unfair, that we have done something wrong, or that we are the most evil people on the face of the Earth. Since they don't see us, only you, their words MAY be less than kind. This is (almost) normal. Please try to be patient, understanding, write their concern about timing problems down on the CP log and assure them that you will communicate their concern to the rally organizer.
- The CP crew member farthest from the road records the car # on the Log Sheet beside the correct car description and Time In.

If the competitor asks you for a "Time Allowance" or a "TA" BEFORE they see their sticker with the time in:

The crew member farthest from the road writes down the requested TA.

The crew member closest to the road writes the requested TA on the sticker.

You do NOT change the Time In or Time Out you would assign. TA's only matter during scoring at the end of the rally.

After all of the competitors have passed, or you reach your "CP Close" time, GET YOUR CP BOARD and the CP MARKER, untie your steering wheel, and move to the next CP. Read the CP notes, we may want you to stop by the rally break point to deliver the filled out CP log to the scorer.

You WILL make mistakes your first time doing this. We've tried to minimize the severity by putting two of you at every checkpoint. If things go wrong, just log it, smile at the competitor, and we'll fix everything at the end. THANK YOU AGAIN FOR YOUR HELP TODAY!!!!

More details:

Crew Member Farthest from Road

Don't tell your partner, but you have the most important job here. YOU document the entry time of the competitors. This is what all of these lunatics live for. Your most important job is Item #1. All else is secondary priority if you get backed up with competitors. You will probably not interact directly with the competitors. Your focus is timing.

You will have the Checkpoint Log Sheet on your clipboard. (If we end up with a lot of competitors, you'll need TWO logsheets.)

Job #1:

- Watch for rally traffic coming at you. Record (on the CP Log Sheet) the time at which a car crosses your CP board. Hint: Record the SECONDS first, then the MINUTES, then the Hour.
- If the car comes to a COMPLETE stop within site of your CP, record that time instead. If the car is visibly weaving, and thus not stopped, don't consider it stopped. You can log this in the Comments though. There, that's it. Relax. The hardest work is done. Expect another car in a minute, though!

Define their Time Out:

- You can NOT put two cars out at the same time. If two cars come in to your CP on the same minute, they will leave on SEPARATE minutes.
- Round the seconds of their "time in" up (never down) to the next minute, then add another minute. E.g: Time in is 11:57:12. Round up to 11:58:00, then add a minute to give their ideal time out of 11:59:00
- If your instructions is NOT described to you in the CP notes as "Timed to the Minute" then you HAVE to be sure to add that extra minute on. (You will receive separate instructions if you're timed to the minute)
- Time out is always on a round minute with 00 seconds.
- Figure out what car they were: Use the vehicle description sheet to decide which car just crossed and record the number. Listen to the competitor when they arrive when your partner asks the competitor what car # they were. Don't let it distract you from watching for new competitors, though. No one will complain if they have to sit there another minute. EVERYONE will complain if you get their time in wrong.
- If your partner tells you that the competitor asked for a Time Allowance (TA), write "TA X.X minutes" (with numbers for the X's) of what the competitor asked for. Your partner will copy this onto their sticker.
- If there are any "protests" from the competitor, or if you observe strange driving behavior from the competitor such as reversing at the control, you log it in the COMMENTS section.

You've done good! Pat yourself on the back!

Here's a few practice times while you're waiting for cars:

Time In: 09:15:01. Time Out should be: 09:17:00 Time In: 12:59:47. Time Out should be: 13:01:00

Crew Member Closest to the Road

Don't tell your partner, but you have the most important job here. YOU are the face of rally to the competitors. No matter how frustrated they are (and yes, they will be frustrated) Always smile and be pleasant. Remember, it's the organizer that they're really mad at, not you. Be the pleasant face of rally and all will be well with the world!

Leave your window open at least a bit (I know it's cold, but at least it's not snowing) so that the competitor knows which side of the car to approach. You will have the two sheets of stickers in front of you on your clipboard.

- After a car crosses the CP board, Start copying information that your partner writes on the CP Log Sheet. You will need to write the Time In (note the COLONS to separate the Hours, Minutes and seconds.) You will need to write the Time Out (note that you can only put people out on the top of a minute, so we provided a “:00” seconds to save you some writing!
- When the competitor comes to your window, ask them what car number they are. Make sure that this matches what your partner wrote down on the CP Log Sheet. If not, the competitor may have come up to your window out of order, (try to watch your mirror to see which competitor is which.) Car out of order means that you may need to give a later sticker. Or you might want to correct your partner. Your partner may have misidentified the car. Let them know. Resolve the issue. The competitor's time in the log MUST be for the correct car, and the competitor MUST receive the correct sticker.
- If the competitor asks for a Time Allowance (or TA) BEFORE they've been given the CP sticker then let your partner know to write this value down in the COMMENTS section of the CP log. You will ALSO write this TA value down in the “TA” section on the CP sticker. Put your initials beside that value on the sticker. If the competitor asks for a TA AFTER they receive their sticker, say that you'll log it on the CP log comments, (which your partner should do) but do NOT put it on the sticker. Apologize, but, rules.
- If the competitor has any other concerns; such as thinking that your clock is off by a few seconds, or thinking that you're in the wrong spot, please have your partner write it down on the CP log. Smile at the competitor and tell them that “Your concern is logged in the record, and the organizer will sort it out with you at the end of the rally.” Smile, and wish them an enjoyable rest of the rally! If they look frustrated, congratulate them on finding your CP.
- If you make ANY errors on a CP sticker, don't “Scratch it out” and use the same sticker. Write out a new sticker for them.
- Try not to disturb your partner if cars are approaching. Thanks for your help this day! The rally wouldn't be happening without you.

Both Crew Members: CP Understanding

If the competitor arrives at your CP at 13:59:00, round UP to the next minute, and add a minute for the competitor's Time Out. Round up = 14:00:00, add a minute to get 14:01:00 time out.

If the competitor arrives at your CP at 14:08:20, round UP to the next minute, and add a minute for the competitor's Time Out. Round up = 14:09:00, add a minute to get 14:10:00 ideal time out.

But let's assume that you already have a car going out at 14:10:00 and 14:11:00 because they arrived in a group. So this car will go out at 14:12:00.

If the competitor arrives at your CP at 14:12:58, round UP to the next minute, and add a minute for the competitor's Time Out. Round up = 14:13:00, add a minute to get 14:14:00 time out.

Alternatively, at your discretion, you could give them an extra minute if the competitor appears to need it and you don't get a back up of cars needing a time out. It's normally best to keep the rally on schedule and give them the 14:14:00 time out, but the decision is up to you.

This is what the info on the stickers means to the rally participants:

CP B6 Section B3 Car 0: 13:58:24

Dist 1.20 ET 1.4 TA:

Time In: : :

Time Out: : : 00

Your CP # // Section of your CP // Ideal Time for Cars to start arriving
(might arrive later)

Distance of your CP into the section // Time to arrive at your CP from the previous one (min.) // You write a TA here if the competitor requests it and initial it.

Sample completed stickers for a checkpoint:

CP B6 Section B3 Car 0: 13:58:24
Dist 1.20 ET 1.4 TA:

Time In: 13 : 59 : 00
Time Out: 14 : 01 : 00

CP B6 Section B3 Car 0: 13:58:24
Dist 1.20 ET 1.4 TA:

Time In: 14 : 08 : 20
Time Out: 14 : 12 : 00

CP B6 Section B3 Car 0: 13:58:24
Dist 1.20 ET 1.4 TA:

Time In: 14 : 08 : 20
Time Out: 14 : 10 : 00

CP B6 Section B3 Car 0: 13:58:24
Dist 1.20 ET 1.4 TA:

Time In: 14 : 12 : 58
Time Out: 14 : 14 : 00

CP B6 Section B3 Car 0: 13:58:24
Dist 1.20 ET 1.4 TA:

Time In: 14 : 12 : 58
Time Out: 14 : 15 : 00