RALLY
EVENT MARSHAL CHECKLIST

A. Prior To The Event

1. Obtain a copy of the Competition Regulations and National Rally Rule Book containing rally rules for SIR/SCCA events from the Activities Chairman.

2. Confirm an acceptable date for the event from the Activities Chairman. Notify the Secretary, as early as possible, of the starting point.

3. Secure a site for the post-event social.

4. Contact your workers as to date, time, and place of rally.

5. Submit a sketch of any dash plaque to the Assistant Activities Chairman <u>one</u> <u>month</u> prior to the event.

6. Understand the rally rules before attempting to construct the rally. Any questions should be directed to the Activities Chairman. Any changes in rally rules must be approved be the Board of Directors prior to the rally.

7. In the construction of the rally, calculate times for each CAST and then for each checkpoint. Have an experienced member recheck all calculations.

8. Have an experienced SIR member drive the completed rally to check for errors or questionable parts and correct if necessary.

9. Transfer the rough draft to an easily readable copy for distribution to participants.

10. List a set of the General Instructions for the cover of the rally, instructions to clarify any rule changes, and any special instructions.

B. On The Day Of The Event

1. Rerun the complete rally within 24 hours of the event to ensure that there have been no alterations to course, landmarks, etc., and change the instructions if necessary.

2. Obtain equipment (stopwatches, checkpoint signs, etc.) from the Activities Chairman.

3. Ensure that all workers are present and <u>qualified</u> <u>for</u> <u>their</u> <u>duties</u>:

   a. Assistant Activities Chairman for Tech Inspection

   b. Treasurer for entry fee collection

   c. Checkpoint workers

   d. Activities Chairman for equipment and/or protests

4. Have a driver's meeting prior to the start of the rally to explain all details; corrections, hazards, special sections, etc. Provide written (one copy posted) corrections to the General and Route Instructions.

5. Start the cars <u>after</u> sending all checkpoint workers to their stations.

6. Have scoring committee tabulate results immediately following the event and announce tentative results at the social function. Award trophies to Guests.

C. After The Event

1. Forward results and calculations to the Activities Chairman for review.

2.   Coordinate with the Activities Chairman who will forward the event rusults to <u>Pit</u> <u>Stop</u> for publication.

3.   Write thank you letters.

Revisions incorporating all prior amendments:

June 8, 1981   Barry Schonberger

June 14, 1985   Fred Pendley

March 18, 1986   Fred Pendley

December 1, 1990   Bob Sonntag

March 28, 1997   Bob Sonntag