

Chief of Control Job Description

Vision:

What you deliver: An accurate and descriptive route book and stage documentation for use both prior to and during the event.

How you deliver: Create a professional but friendly atmosphere for everyone involved in setting up the course.

Responsibilities:

Stage Documentation
Route Book creation and printing
Odo Check, Time Cards and Service Routes
Coordination with Stage Notes personnel if applicable
Event schedule with Clerk of the Course and Chairman
Control captains preparation

Course Marshal'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 route with the Clerk of the Course and the Chairman
- ◇ Develop the preliminary schedule with the Clerk of the Course and the Chairman
- ◇ Review your budget and equipment needs with the Clerk of the Course
- ◇ Survey the proposed route to determine start and finish locations and the magnitude of road work that will be needed.
- ◇ Make changes to the route book (new hazards, etc), the service routes and the odo check as needed. Revise the stage documentation as needed.
- ◇ Determine how many NEW arrows, HAZARD markers and stakes will be needed for this year and forward to the Clerk of the Course.
- ◇ Make all maps and other ancillary pages for the route book. Stage maps will need to be distributed to a variety of other members of the organizing team.
- ◇ 3 or 4 WBR - Assist the Clerk of the Course at the Control Captain's pre-event meeting.
- ◇ 2 WBR - Final Route Book work (final measurements and ratings for hazards that have changed). Mark all start and finish locations and put up road closed signs. May take 2 or 3 days depending on the number of changes that have occurred.
- ◇ Finalize the schedule, route book, time cards and odo check. Print all of the previously mentioned documents (print at least 20 spare route books). A couple of route books will need to be left at the headquarters for the R-A steward and other officials.
- ◇ Prepare route portion of the packets for the staking team (weekend before event), the arrowing team, the setup cars, lead car, control captains, comm captains, course closing and sweep teams.

Weekend of Event:

- ◇ Work with Press Officer, event video team and other press related people who need to understand the details of the schedule, where they are allowed to go and where they are not allowed to go. Make sure the control captains and comm captains know who they should expect to have on their stage.
- ◇ Work with Clerk of the Course to get ready for captains meetings.
- ◇ Assist the Clerk of the Course in conducting the captain's meetings.
- ◇ Make sure everyone understands all of the "course" related aspects of their jobs.
- ◇ During the event you should probably try to visit as many control locations (ahead of the competitors) as possible, to make sure that everything is set up properly. There are several options for accomplishing this. One is to drive to the course between the SetUp car and the 000 car (about 1:15 before first car), ride along with and help the Set Up car (about 2:00 before first car) or ride with 000 car (about 45 minutes before first car).