

Set Up Car Job Description

Vision:

What you deliver: Safe, properly set up stages.

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

Responsibilities:

Coordinate with the motorcycle team to assure all roads/trails are checked for cars & people

Leave no unattended vehicles or civilians on a stage (look for spectators)

Check location of all road blockages (make sure all are manned)

Set Up Car's Check List:

Pre Event:

- ◇ Review this job description with the Clerk of the Course and revise as needed
- ◇ Go over proposed schedule with the Clerk of the Course
- ◇ Coordinate with your team (usually 1 car with 3 people, plus motorcycles on some stages)

Day of Event

Go over the final schedule and captain assignments with the Clerk of the Course

ATC / Start:

- ◇ Check the locations of all vehicles especially start radio and planned EMT location.
- ◇ Check staffing (who hasn't shown up yet and why), will there be a problem. If more staffing is needed start some action to get more people (if it hasn't already happened).

Driving Stage:

- ◇ Start 2:00 hours ahead of the first rally car.
- ◇ Properly banner all designated trails/roads per stage documentation
- ◇ Check all roads/trails carefully for cars & people (coordinate with motorcycles road check via radio)
- ◇ Leave no unattended vehicles or civilians on a stage
- ◇ Check credentials (press) of any people walking on the stage
- ◇ Check location of all road blockages (including the location of the vehicle)
- ◇ Make sure all blockages are manned
- ◇ Make sure all blockages have communication
- ◇ Make sure all blockages are properly bannered (may need to leave pennant ribboning)

FTC:

- ◇ Check the locations of all vehicles make sure they are all on one side of the road
- ◇ Check staffing (who hasn't shown up yet and why), will there be a problem. If more staffing is needed start some action to get more people.
- ◇ Confirm Communications is fully operational
- ◇ Report "Set Up Complete" to Net Control

Extra Equipment Check List (checks out from and returns to Controls Equipment Manager):

- ◇ Sample Time Cards
- ◇ Radio Frequency Lists
- ◇ Spare Timing and Ham Log sheets
- ◇ Permit cover letter
- ◇ Spare administrative adventure passes
- ◇ Course maps and schedules
- ◇ Start Order
- ◇ Waivers
- ◇ Red Crosses
- ◇ Bottled water

Need for Set Up

- ◇ Route Book
- ◇ Stage Documentation Book
- ◇ Stage worker lists (names)
- ◇ Staple Gun, staples, hammer
- ◇ Spare stakes, re-bar and post pounder
- ◇ Pennant ribbon
- ◇ Spare arrows
- ◇ Sharpies

Post Event:

- E-Mail chairperson with feedback