

## **Timing Control Captain**

### **Vision:**

**What you deliver:** Run safe, accurately timed stages, on schedule.

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

### **Responsibilities:**

Staff Coordination

Control Set Up execution

Follow the Timing Control Captain's Checklist

Assure everything is cleaned up.

### **Timing Control Captain's Check List:**

1. Review this job description with the Clerk of the Course/Chief of Controls and Chairperson and revise as needed.
2. Go over proposed schedule and stage assignments with the Chief of Controls, including stage clean-up plan.
3. Determine all your meeting times and places.
4. Introduce yourself to Comm Team Captain of your stage.
5. Contact workers on your team.
6. Coordinate concerning your control workers and staffing shortages with Volunteer Coordinator.
7. Start Captain get EMT info from Chief of Emergency Services.
8. Review general emergency procedures plan and determine how this would be implemented on your stage if needed.
9. Personally talk and e-mail each team member as they are assigned to your team. Your objective is to assure that they are taking seriously and will show up where and when you need them. Good questions to ask included where are you staying(motel). If they don't have a reservation they may not be really committed. If the worker did not put their cell phone number on the contact information do try to get one so that they can be reached at during the event weekend.
10. Determine who needs to come to the worker training and coordinate with the Volunteer Coordinator.
11. Discuss control layout with the Clerk of the Course of Chief of the Controls(where to locate EMT, radio, vehicles, etc.)
12. Go out and take a look at your control locations if you are able to.
13. Coordinate meeting times and places with all of your workers on your team, including posting on on the volunteer official board.
14. Get equipment from Equipment Manager.

### **Day of Event:**

1. Be phone available if there are any updates that have arise at the last moment.
2. Meet with your team. Preferably you go out no later than 2 hours starting out from the start of the stage.
3. Confirm workers have supplies(water, food, etc.).

### **Start Control – Set Up and Operation:**

1. Park Vehicles as planned.
2. Place Start Radio so they can see the cars as they start.
3. Begin traffic control phase.
4. Place EMT so that he will not be blocked if needed.
5. Place ATC/Start Control signs and set clocks.
6. Review ATC packet, procedures, and materials with ATC crew.
7. Review STC packet, procedures, and materials with STC crew.
8. If EMT is not present 1 hour before first rally car alert Net Control.
9. Review general emergency procedures plan and how this would be implemented on this stage with your complete team (ATC/STC, radio and EMT).
10. Attempt to start the stage per the schedule (NEVER Earlier), NOT unless was told by NET Control tell you to do so...but don't start the first car until after Car 0 declares that they tell Net Control “**clearance to start**” and then Net Control tells Communications Captain that the stage is ready to go “hot”.
11. Start the stage.

12. Prepare a list of DNF cars that will need assistance on that stage for the Course Closing and Sweep team.
13. Find out from Communications Captain if that is the last of the cars coming to the stage if no more are at the start of the stage. If there is a missing car you will also need his finish time from the previous stage to calculate when he is time barred.
14. Give time logs to Course Closing car.
15. Authorize Course Closing car to start when appropriate (after last car starts or missing car(s) time barred).
16. Remind the Sweep cars to keep Net Control informed of their progress.
17. Be prepared to deal with service crews who need to retrieve their broken rally cars.
18. Return equipment and materials to Equipment Manager if your team is not doing anymore stages once your team is done for the event.

**If Start or Finish Captain Drives the Stage:**

1. Remove any large rocks from the road.
2. Look for any people that should not be on the course. Lean no unattended vehicles or civilians on a stage.
1. Finish Control Set Up and Operation:
  2. Park vehicles planned.
  3. Place FTC, Finish Radio and Scoring Radio People.
  4. Review FTC packet, procedures, and materials with FTC crew.
  5. Review general procedures plan and how this would be implemented on this stage with your complete team (FTC, Radio and Scoring People).
6. Make sure Car 0 declares that the stage has “**clearance to start**” once Car 0 has finished the stage. EMT's have been confirmed at start and any spectator areas, and all blockages are secure.
7. **Run the Stage:**
  - Get a time from every car
  - Log finish time, calculate elapsed time, enter ET on score cars.
8. Give time logs to Course Closing car.
9. Be prepared to deal with service crews who need to retrieve their broken rally cars.
10. Retrieve all signs and ribbon in the vicinity of the finish.
11. Return equipment and materials to Equipment Manager.

**Post Event:**

1. Revise this check off list and submit to Chief of Controls for next year.
2. Email Chairperson with feedback.