



Senior Officials at a Performance Rally

Stewards: Stewards are CARS (Canadian Association of Rallysport) officials charged with representing CARS at events, enforcing the General Competition Rules and all other regulations governing the event. Stewards are appointed by, and report to, the Region Rally Director for national and regional status events

Clerk of the Course: Person responsible for, and in charge of, the rally on rally day. The most senior official during the actual running of the event.

Event Coordinator: Person ultimately responsible for planning, coordinating, and organizing the event; obtaining road permissions, obtaining route; working with sponsors; planning the venues – arranging for technical inspection, registration rooms; spectator stages; service parks; rally finish locations and so on. May have venue coordinators to assist with some functions at larger events. Chairperson of the organizing committee.

Route Director: Person who plans the route and is responsible for preparation of the route book or arranging for detailed stage notes. Must be available to answer any competitor inquiry based on route following the event.

Rally Promotions: Person or persons responsible for media liaison. Duties include writing and distributing press releases before and after the event, organizing a press conference and following up with the media representatives. Prepares media kits and / or media guides for the rally. Tracking and summarizing the media coverage of the event.

Radio Net Control: Person responsible for setting and operating the amateur radio net for rally communications. Usually holds an advanced amateur license, has experience with radio nets, often finds the radio volunteers, assigns radio operators and coordinates radio communications. Ensures that all radio operators sign waivers.

Safety Officer: Person responsible for developing the event safety plan according to CARS Safety Guidelines and helping the other event workers in following the Guidelines. Writes the safety report following the event and submits the event reports to ASN Canada FIA. Is present at the rally.

Registrar: Person responsible for receiving entry forms and entry fees; responsible for ensuring that all entry forms are complete; that the entry list is accurate; that all competitors and service crew have signed insurance waivers; and with the event coordinator ensures that the official notice board is in place and contains all necessary documents. Supervises and trains the registration team. With the coordinator, adjudicates competitor eligibility questions. Ensures that the formal paperwork for the event is correct.

Senior Technical Inspector aka Chief Scrutineer: Person responsible for ensuring that cars are inspected according to the CARS Technical Inspection forms. Collects vehicle logbooks and makes notes of any problems with the vehicle. Responsible for inspecting cars damaged during the event and entering a notation regarding damage in the vehicle logbook. Supervises and trains the technical inspection team.

Control Captains: Persons in charge of time controls at the beginning and ends of stages. At the stage starts and finishes, teams of 4 or more additional marshals assist the control captains. Some events have

stage commanders – these persons are in charge of both the stage start and finish controls. However, the practice in Rally West has been to have Control Captains who report directly to the Clerk of the Course.

Course Opening Officials: Persons in Car 000, Car 00 and Car 0 responsible for one of three checks on the stage to ascertain that the road is secure and ready for rally competition. Course Opening Officials report to the Clerk of the Course and the official in Car 0 is responsible for the final check that the road is secured; access trails and roads are closed and that all safety precautions are in place. When this is reported to the Clerk of the Course, the Clerk may authorize the opening of the stage to actual competition.

Course Closing Officials: Persons in car 98 and 99 who follow the rally cars. The passage of Course Closing indicates that the road is no longer “hot” and closed to all but competing cars. Course Closing may not pass any stopped rally cars until time cards are collected – signifying the rally team is excluded and no longer competing.

Chief Scorer: Person responsible for scoring the rally; may have several associates. The scoring team collects the times recorded at stage starts and finishes – sometimes via radio and later checked with actual master documents. Times are calculated for all competitors – often the scoring team provides unofficial provisional results so everyone can know the positions of all the teams in the rally. At larger rally events, these times are posted to the web so rally fans across the continent can follow the event as it is running.

Service Park Senior Marshal: Person responsible for the service park personnel and refuel zone marshals; usually assisted by a team of 4 to 8 marshals. One set of marshals operates the time controls and the others act as safety marshals.

Senior Spectator Marshal: Person responsible for coordinating and training spectator area safety marshals; looking out for spectator safety in designated spectator areas.

Equipment Manager: Person responsible for placing and retrieving rally equipment on the stages and in the spectator areas. Requires a volunteer team, but usually has great vantage points for viewing rally action.

Chief Marshal/aka Volunteer Coordinator: Person responsible for calling volunteers and coordinating volunteer assignments. During the past few years, this position has not been formalized in Rally West events, since events are departmentalizing and team leaders are locating their own teams. (For example the registrar builds the registration team; control captains build the control teams and so on.) However, **team leaders welcome newcomers so contact the event coordinator or volunteer coordinator to place your name on the list along with your volunteering preference.**