

**Coordinator & Deputy Coordinator** – The Coordinator and Deputy Coordinator will attend the Bluenose Autosport Club Performance Rally Committee meetings. They will be responsible for:

- Scouting & planning stages
- Obtaining road permissions
- Gaining support from landowners
- Event promotion
- Volunteer resources
- Prizes & awards party

They will develop a long term, productive relationship with towns, government departments, local tourism groups and other relevant organizations,

**Stage Captain** – The Stage Captain holds a position with a lot of responsibility and requires experience and knowledge of setting up and taking down a stage. They will be responsible for:

- Either a specific control or an entire stage
- Getting everyone in place & ready to do their jobs
- Organizing & leading crews at the start and/or finish of a stage
- Informing Control Marshals of timing equipment
- Setting up control zones
- Setting up radio communications
- Timecard completion
- Control zone protocols
- Preventing traffic from entering a hot (closed) stage
- Providing training to new volunteers
- Communicating information regarding the status of the special stage & the times of the rally cars
- Instructing rally competitors & filling out their time cards

Each Stage Captain must know who is in their stage and what their responsibilities are.

**Arrival Time Control (ATC)** – Arrival Time Control is responsible for:

- Writing down times when cars pull up
- Assisting with keeping competitors under control (in line, moving along)
- Timing cars in
- Completing competitors' timecards
- Ensuring competitors follow control zone protocols
- Preventing traffic from entering the control zone/stage

**Start Control (Stage Control Crew)** – Start Control is made up of two people; one of which will verify the team's time card, the other will count the team down. They are responsible for:

- Checking safety measures (belts are tight, head & neck restraints are secure)
- Checking cars in
- Assigning start times
- Sending cars into the stage
- Managing the countdown

**Flying Finish – Flying Finish** is made up of two people; one of which will handle the radio and time log while the other will handle the timing equipment. They will be responsible for:

- Recording & relaying times to Finish Control

**Stop Control – Finish Control (Stage Control Crew)** – Stop Control is where cars come to a controlled, complete stop and receive their times. Finish Control is responsible for:

- Recording the finished time relayed from Flying Finish
- Keeping their own time log
- Recording times on competitors' timecards

**Road Blockers – Road Marshal (Stage Marshals)** – Road Blockers report under the Stage Captain. They are spread out through the stage to secure side roads and will be responsible for:

- Putting up tape if it's down
- Preventing traffic from entering
- Recording in log book (ex. 4wheelers show up at x time & any other info)

They will be accompanied by Radio Blockers who will be responsible for:

- Tracking cars as they pass
- Helping identify any cars that have stopped on stage

Protocols will be included with the log book provided by the Stage Captain.

**Course Closing / Sweep** – Course Closing will be accompanied by a radio crew and will be responsible for:

- Running at the back of the competitor lineup
- Ensuring all cars have made it through the stage
- Helping lightly stuck cars get back on the road

**BAC Gate Keeper** – The Gate Keeper will be responsible for:

- Ensuring everyone entering the site has signed the waiver
- Handing out bracelets or stamps on entry