JAGUAR CLUBS OF NORTH AMERICA, INC.
RALLY PROGRAM MANUAL

Chapter 8 – Rallymaster instructions for Running of the Rally

8.1. Required Equipment and Supplies - On the day of the event, the following checklist of supplies and equipment will be needed at the start point for registration, the pre-start meeting, and for use in deploying checkpoint workers:

- General Instructions copies sufficient for expected number of entrants
- Printed Car Numbers or adhesive labels
- Checkpoint Datasheets*
- Directions to Checkpoint and Rally End Point for each checkpoint worker team*
- Registration sign-in and Legal Release Form
- Timing Clocks (wound or checked for fresh batteries & synchronized)*
- Checkpoint signs or markers*
- Pencils*
- Pens
- Notepads, or score cards, for giving arrival times to teams at checkpoints*
- Trophies
- Masking and/or Duct tape
- Cash for making change and a cash box
- Adding machine, calculator, or laptop computer
- Copies of latest revision of JCNA rally program rules for each checkpoint and for the rallymaster*
- (Time Speed Distance Rallies only) Route Instructions copies sufficient for expected number of entrants*
- (Monte Carlo Rallies only) Route Instruction copies sufficient for expected number of entrants. Maps to show area covered by all stages of the event for the expected number of entrants, unless previously distributed.

*Items required for each checkpoint team

8.2. Traveling to Start Point -

8.2.1. If any marker has to be placed to signify the end of the initial 10 mile odometer check, it is best to place that marker as close to rally start time as possible. Either the rallymaster or another checkpoint volunteer should accurately place, or verify a physical marker is intact if it could possibly be moved since the rally was last test run.

8.2.2. Take all opportunities to survey the route for any last minute issues which could arise, such as start of road construction, etc. If possible, have checkpoint workers drive other portions of the route on their way

to the start point. Last minute route changes or additional time allowances can be made at the pre start meeting, if necessary.

8.2.3. Upon arrival at the rally start location, set up your starting point at that location to prevent someone else from occupying it when they arrive to register. Usually, parking the rallymaster's car where you want to set up a starting table allows the rallymaster to move his car just before the start and have the needed location available.

8.3. Registration -

8.3.1. Registration shall begin at a pre-determined time distributed in the pre-rally event announcements, typically not more than two hours prior to the start of the rally.

8.3.2. Registration closing time is up to the discretion of the rally master, but is typically closed before the mandatory pre-rally team meeting, then reopened until a short period before the start.

8.3.3. Each team member, driver and navigator, must sign a waiver of any claim against the club and JCNA for any occurrence arising during this rally before the rally begins. The preferred wording is contained in the example form in Appendix A. This is to the time to determine qualifications for novice classes for each team. Teams with little to no rally experience as determined by the event organizers or rallymaster may compete in novice classes for up to two competition years maximum. Pre-registration for regional events may be advisable so as to research novice class requests.

8.3.4. An official time clock for the rally should be available at registration for rally team clock synchronization, and on through the end of the mandatory all Team meeting.

8.3.5. Allowing teams to line up for sequential number assignment, or drawing of entrant numbers after registration is complete, is left to the discretion of the rallymaster.

8.3.6. At the registration desk, each participating Team shall be issued shall be issued General Instructions which include special cautions, instructions or requirements of the rally route, proper placement of car numbers on the entry, awards presentation and meal information, if applicable. Car number (or drawing order numbers if car numbers are to be drawn later) and means for attaching car numbers to the vehicles should be provided. These instructions should include:

8.3.6.1. For TSD rallies, General Instructions are all that are required to be issued. Rally masters may elect to have Route Instructions for any and all stages distributed at any time at or after registration, including distribution at subsequent checkpoints.

8.3.6.2.   For Monte Carlo rallies, a packet, including route instructions and applicable maps, should be issued to the teams at registration, or well in advance based on the length and difficulty as determined by the rally master. In no event should they be held and distributed at the mandatory all Team meeting. This is in order to give the Teams ample time to plot their intended route(s), record their departure time and calculate the estimated time of arrival (ETA) at each Checkpoint.

8.3.7. At some point in the registration process, it may be necessary to deploy checkpoint teams to their checkpoint so as to be on station and set up at least five minutes before scheduled arrival of the first entrant. Provide checkpoint worker equipment, number of entrants at that time, and any directions to the checkpoint and rally endpoint to the checkpoint team and ensure they leave early enough to be ready for the rally start.

8.4. Pre-Rally Team Meeting –

THIS MEETING IS MANDATORY! ! !

8.4.1. This meeting should be held at least 30 minutes before the rally start time (for the first car out), so that any announced deviations or additions to the rally route may be noted by the participating Teams.

8.4.2. This meeting is also needed to ensure all entrants are aware of the rules, and allow any questions about the General Instructions to be asked and answered in front of all entrants. Not being present at this meeting does not entitle a team to a special briefing later by the rallymaster.

8.4.3. An official time clock for the rally should be available through the end of this meeting.

8.4.4. **Prohibitions against alcohol use and the necessity of observing all applicable traffic laws must be stressed by the rallymaster during the meeting.** The subjects to be discussed by the rallymaster with all of the teams shall include:

- Speed limits and traffic laws are to be obeyed
- No alcohol consumption allowed
- Timepiece correlation
- Checkpoint procedures
- General Instructions corrections
- Any new hazards or caution areas found on route during pre-rally sweeps
- (Monte Carlo Rallies only) Stand-off area rules
- Any last minute time corrections to route instructions

- (Monte Carlo Rallies only) Any last minute map corrections
- Awards, when, where and what places will receive awards
- Question and answer period

8.5. Rally Starting Procedure –

8.5.1. While any starting procedure that provides equal chance to all rally teams may be used at the discretion of the rallymaster, it is customary to have teams start the rally at one minute intervals, beginning with Car #1 leaving at one minute after the top of an hour. This allows the car number to be added to the ideal stage start times given on the Route Instructions for the beginning and all successive stages in order to yield the ideal time for each and every team.

EXAMPLE: Route Instruction – Rally Starts at 10:00
Car #1 starts at 10:01
Car #5 starts at 10:05 (one minute intervals)

8.5.2. If longer intervals are desired between cars, it is recommended that the car numbering sequence also adopt the same interval. This simplifies the determination of ideal times by each Team. For example, with two minute intervals:

EXAMPLE: Route Instruction – Rally Starts at 10:00
(First Car) Car # 2 starts at 10:02
(Fifth Car) Car #10 starts at 10:10 (two minute intervals)

8.5.3. It is best to avoid congestion of the start area or you risk an entry being blocked from their turn at the starting line.

8.5.4. If a Rally Team is unable to depart at the designated time, based on their rally number, they should be returned to the end of the line and started with a new rally number.

8.5.5. The last three cars to be launched should be advised to let the Checkpoint worker(s) know their relative position to the end of the field. From that information, the checkpoint closing time can be determined at each Checkpoint.

8.5.6. Unless another "sweep team" or truck is in use, it is advisable for the Rally Master to "sweep the course" (drive the rally route) five minutes after the last rally team has left, in order to assist any rally cars that might have had a malfunction, accident, flat tire, etc. along the route.

8.5.7. After the last Rally Team has left the starting point, the Rally Master will have Rally Control moved from the starting point to the rally's end point. This is done in order to collect all checkpoint data.

8.6. Checkpoint Procedures

8.6.1. Before departing to the checkpoint location from the rally starting point, you will need the approximate number of entries and the following items:

- Checkpoint Datasheets with spaces for car numbers and arrival times
- Directions to Checkpoint and Rally End Point for each checkpoint worker team
- Timing Clock (wound or checked for fresh batteries & synchronized)
- Checkpoint signs or markers
- Pencils
- Notepads for giving time slips to teams at checkpoints
- Copy of latest revision of JCNA rally program rules
- (Monte Carlo Rallies only) Stand off area markers
- (Time Speed Distance Rallies only) Route Instructions copies sufficient for expected number of entrants

8.6.2. Checkpoint worker(s) should plan to be at the Checkpoint at least 10 minutes prior to the first rally car due in at the Checkpoint, and be set up no later than five minutes before. Make sure the Standoff marker (Monte Carlo rallies only) and the Checkpoint timing marker are in plain view.

8.6.3. As each entry stops at or crosses the line running from checkpoint marker perpendicular to the direction of traffic, enter all "In Time" on the Checkpoint datasheet. Creeping is allowed, however weaving, stopping short and pausing, is not allowed. If an entry begins weaving or comes to a full stop short of the line, that time shall be noted and entered as their "In Time" at that checkpoint.

8.6.4. If score cards are not being used, mark the time on a slip of paper to hand to the team member after the car stops. Mark any team score card and hand to the team member after the car stops. Ensure the recorded times agrees with the time recorded-Time-Slip" when given to the Teams.

8.6.5. If TSD Route Instructions for the next stage are to be distributed at the checkpoint, provide those instructions along with the ideal arrival time from the prior stage.

8.6.6. Checkpoint workers should advise any Teams with a complaint or protest that they will report there was a protest by their entry and the overall nature of the issue to the rally master. All details of their issue must be reported by the protesting Team to the rally master upon their arrival at the rally end point for prompt resolution.

8.6.7. After the number of entries known at time of departure from the rally starting point arrives at a checkpoint, the worker(s) should inquire of teams if they were the last car to start the rally. Continue this process until the final entry number is known. Once the final entry number is known, the checkpoint can be closed fives minutes thereafter.

8.6.8. After closing the checkpoint, pick up all marker master signs and papers; leave the Checkpoint and standoff area clean. Proceed without delay to the rally endpoint and turn all paper work in to the rally master for scoring.

8.7. Timing and Scoring the Rally

8.7.1. Checkpoint personnel should be provided with pencils, scrap paper, timing slips and timing equipment, watches. Instruct the checkpoint personnel in the use of the timing equipment. Every checkpoint must be provided with a Checkpoint Result Form. This should be made up in advance, showing the checkpoint number, and at least have columns headed "Car No." and "Time In".

8.7.2. As Rally cars pass the checkpoint the car number is taken and the time recorded. The time is then inserted in the "Time In" column next to the appropriate car number. If additional columns are provided on the form, the calculation can be made while waiting for the next car to find out how many seconds early or late they were, and the number placed in an "Error" column.

8.7.3. At the end of the rally, the checkpoint personnel turn in their result forms to the Rally Master at the rally end point. Usually, this requires traveling to the end point with the datasheet.

8.7.4. All rally checkpoint clocks should be compared at the rally endpoint to determine if any drift of clocks has occurred. Adjustments to scores may be necessary if errors have been noted in one or more of the clocks. Any such adjustments shall be announced at the awards presentations.

8.7.5. Rally master calculation of rally results and standings should begin hopefully before the final car arrives at the end point, by adding up the absolute value of the stage arrival times for all entries at every stage.

8.7.6. Adjust any values in excess of the five (5) minute or three hundred (300) second maximum penalty per stage to the five (5) minute or three hundred (300) second maximum before totaling scores for each entrant.

8.7.7. If an unavoidable delay for a portion of the field is reported by one or more rally teams, it will show in the scores. Review of overall scores as they may relate to enroute problems by some or all of the

participants should be performed. The rallymaster shall decide if a stage is to be dropped from the overall standings calculations, and his or her decision is final.

8.7.8. Use of an adding machine with paper tape for verification or double checking of calculator tabulation by separate operators is desirable. Use of a pre-configured scoring spreadsheet using MS Excel or equivalent is desirable. List final results on a Master Result form listing finish order, showing deviations by stage and totals for each entrant.

8.7.9. Consult the Sign In Sheet to determine which class the entrants were in, and sort total elapsed time for all stages to determine the winners in each class. See Chapter 7 for guidance regarding the breaking of any ties.

8.7.10. Event awards may differ from JCNA ranking for the event due to one of the two members of a team not being JCNA members, or use of a vehicle that is not a qualified vehicle powered by a Jaguar engine.

8.8. Awards Presentations -

8.8.1. As soon as practical after the end of the rally and the final standings have been calculated and rechecked, the awards and trophies should be presented. Winning times for the first three places are typically announced to the gathering, working up to the first place winners in each class. If printing of the results is possible, posting of the results is also desirable. Posting of the detailed results on a club's website is recommended.

8.8.2. The preferred route map(s) for Monte Carlo rallies and the ideal stage times and lengths for TSD rallies should be available at the finish of the rally awards presentation. All clocks used at checkpoints should also be available for viewing.

8.9. JCNA Rally Championship Results Reporting - Within three weeks of the event, the rallymaster, or another host club official, shall post the results of the rally for the purposes of maintaining standings per the JCNA Rally Program Rules section of this manual.