

# JAGUAR CLUBS OF NORTH AMERICA, INC.

## RALLY PROGRAM MANUAL

### Chapter 2 – Organizing a JCNA Rally

2.1. Planning – As with all endeavors, success begins with proper and adequate planning, including selection of routes, checkpoints, scoring, and awards that will maximize the participation and enjoyment of the club members running the rally.

2.1.1. Promotion of the rally must also be organized and carried out for the event to be a success. The length of time between announcement and the event needs to comply with JCNA sanctioning requirements in order for all club members in your region to be aware of the event. A committee person should have this responsibility in order to communicate with regional and JCNA affiliated clubs and to ensure rally information is being published in the host club's newsletter.

2.1.2. Never underestimate the amount of time it takes to write a rally. Select the date at least **six (6)** weeks in advance in order to obtain JCNA sanction. Plan to make a MINIMUM of 4 runs through the proposed route before it can be considered finalized. Please use the timetable supplied at the end of this chapter for an easy reference to milestones in planning your rally. As well as the date and locations, several times must be decided upon.

2.1.3. First of all, establish the rally date(s), location, and arrival time at the assembly area, and first car out time. Other times which must be established include:

- Registration
- Tech inspection (if desired)
- Driver/navigator meeting (mandatory)
- First car departs
- **Closing time of checkpoints**
- Awards presentation
- Banquet (if desired)

### 2.2. Route Selection –

2.2.1. The next step is to pick the rally area, so drive around, and look for good Checkpoint locations (as well as Monte Carlo Standoff areas associated with the Checkpoints). Acquire maps of the local area covering the rally route. Establish the (Monte Carlo Standoff areas and) Checkpoints; then go back to the starting area and drive the rally route in order to establish the rally time and distance to each Checkpoint (and Monte Carlo Standoff).

2.2.1.1. When selecting the Checkpoint (and Monte Carlo Rally Standoff areas) keep in mind the workability of the areas. Is there enough room to set up a table and/or chairs **for open checkpoints**, as well as the timing marker **for both open and passage checkpoints**? Is there

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enough room for the **several teams** to pull ahead and stop **at open checkpoints** in order to avoid interfering with other rally teams proceeding through the Checkpoint?

**2.2.1.2. Choose locations for the entry and exit to the (Monte Carlo Stand off area or) checkpoint that will not create a traffic hazard.**

**2.2.1.3. Coordinate with any business owners whose locations you desire to use for a checkpoint. Usually, businesses are glad to increase traffic into their business site, especially if you select a business that is readily patronized by participants.**

2.2.2. Route selection shall be based on fitting within guidelines for stage length and duration, including only well marked turns, avoiding heavily trafficked areas, and allowing for checkpoint personnel logistics, including if the same workers must cover more than one stage. Scenic or historic value of the route is also a plus, so as to enhance the enjoyment of the event by the participants. It shall not be the Rally master's intent to intentionally "lose" Rally Teams by selecting unmarked turns.

2.2.3. Sump busting roads SHALL NOT be used in a rally route. In addition, the route should be interesting to drive; the road should contain more hills and curves than straight aways; and the route should have good landmarks in case special action point instructions are required.

2.2.4. After deciding on the area over which to run the rally, select a place to begin, "start", the rally, and a place to end, "finish", the rally. The place where the rally teams will gather and begin the rally is important for several reasons. The place should be large enough to safely accommodate many cars, have rest room facilities and perhaps a place to eat. There should be easy access to traffic lanes for the rally cars. One of the best places to "start" is at a Jaguar dealership' parking lot. There are concerned dealers that will open their showroom doors to enable the Team's to browse, and have access to washrooms.

2.2.5. The finishing place depends on the sort of rally that is being run. Some very successful rallies have ended at a beach or a park with everyone bringing along a picnic or it could end at an accommodating members' home with a pool party and barbecue. Having made your decision, discuss it with the management or the owner.

2.2.6. Restaurant parking lots are also excellent as a starting or ending point, as they provide all the previously mentioned amenities, and are generally near gasoline stations. Parking lots in public parks are also good. In all cases, make sure that the owners or operators of such places grant permission. This is usually not difficult to obtain when you explain that the event will be conducted in a conservative fashion by a Jaguar club, and that you will have Jaguars parked there for a relatively short period.

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Emphasize that there will not be a competition nor any other such dangerous activity taking place. Be aware that owners of private property may require you to supply a certificate of insurance to prove coverage while on site. **JCNA can provide this for all sanctioned events by requesting it on [www.jcna.com](http://www.jcna.com) ..**

- 2.2.7. Armed with several pencils and lots of notepaper, go to the starting point and start driving the route, writing down the directions clearly in sequence as you go. What appeared on the map as a passable area may in fact no longer be so, for many reasons. Therefore, you will have to return to the last "good" direction, and cross out the last instruction. The entire rally has to be driven, checked, kept or discarded in this way many times over before a perfect route can be compiled and finalized. Rough distance measurements can be taken from the start but the final actual measuring of the course must be done when the complete route is established. Take care when establishing the average speeds that they do not exceed the posted legal limits.
- 2.2.8. If a lunch break is to be included, search for a suitable spot along the route and allocate a specific time period for the break. Many rallies have very interesting lunch spots where Rally Team's can enjoy something special, like an old village.
- 2.2.9. Setting up the rally route is the most time consuming part. Since all roads have to be driven and decisions made whether to keep that particular road or discard it. At the end of a day, the notes you have made of route instructions should be re-written clearly.
- 2.2.10. While setting up the route, watch for historical plaques or signposts and items of interest which can then be incorporated into the route instructions at the appropriate place. It is interesting to know some facts about the area you are covering when running the rally.
- 2.2.11. Try to find county maps for planning the rally, especially Monte Carlo rallies. Local area maps may be purchased from a variety of sources. Black and white maps are the most desirable, although light colors are easier to copy. Try to avoid maps with dark colors (i.e. blue, red, yellow, etc.).
- 2.2.12. After establishing the rally route, drive it, check and confirm the times (distance) to each checkpoint and to Monte Carlo rally standoff areas.

### 2.3. Determination of Ideal Stage Lengths -

- 2.3.1. **(Note: typically only applicable to Time Speed Distance rallies)**  
Without exception the official Mileages as recorded by the Rally Master's odometer **MUST BE ACCURATE!** To exactly determine the accuracy of your Jaguar or other odometer and to find its odometer error, if possible, find a straight highway that has mileage markers and

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drive smoothly down the center of one lane, without cutting corners, for exactly 10 miles as precisely indicated by the markers. At that point write down your odometer reading and calculate your **MILEAGE CORRECTION FACTOR** as per the formula in Chapter 6.

- 2.3.2. You must apply this factor to all rally distances to be published so that all route instruction distances are 100% correct.
  - 2.3.3. Record mileages and odometer corrections on multiple runs of each stage. If you miss a turn, do not correct, repeat that stage after zeroing out the odometer or taking a new reading.
- 2.4. Determination of Ideal Stage Times -
- 2.4.1. Once the route is driven and logged, multiple runs at the same time and day of week of the event must be performed to determine the actual time it will take to run the route without exceeding any posted speed limits. Speed limit signs should be noted during these runs for use in route instructions in TSD rallies. Multiple runs are required, and more are preferable.
  - 2.4.2. All times should be calculated at or just below legal speeds. A good Rally Master does not want to make the true times so tight that the Rally Teams must exceed the legal speed limits. In order to ensure that the times are not too tight, the Rally Master may elect to add several minutes to each leg, (e.g., **PAUSE for TSD route instructions**).
  - 2.4.3. The ideal time for the stage is determined from these runs, and total rally length is the total of all the stages and the breaks between them.
    - 2.4.3.1. For Time Speed Distance rallies, an additional effort is required to provide precise route instructions that will result in this ideal stage time. Using the logged distances for segments of the stage between landmarks, posted speed limit changes, or turns, you must calculate the average speeds for the each segment required to equal ideal time for the stage. As this calculation will not result in a whole number average speed value, slight adjustments to ideal time may be required. It is customary to only increase ideal time.
    - 2.4.3.2. Copying average speeds and distances from an MS Word table into MS Excel and adding equations to do this math can simply this task greatly.
  - 2.4.4. Care must be taken by the rallymaster to ensure that adequate allowances are made in the required average speeds to ensure that participants have adequate time to make up time for enroute delays or mistakes in navigation. **Allow adequate times at checkpoints for teams to reach a parking area, retrieve scores, reset timepieces, and perform any necessary calculations. Five (5) minute breaks are most often used,**

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and at least one checkpoint with restrooms along the route should allow a longer rest break.

- 2.4.5. One recommended method of avoiding problems with instructions is to give the General Instructions, Route Instructions and Monte Carlo Rally maps to a Rally Team that will not be running in the rally, (or checkpoint worker teams), that have not had anything to do with the writing of the Rally, and have them run it on the same day of the week and time of day that the rally will take place. If your checkers have had any problems with the route timing, or the instructions, now is the time to correct them.
- 2.5. Arranging the Starting Area – Plan where to establish the starting point. The starter will need a timepiece, synchronized with other timepieces in use for the rally, and a clip board with departure times and Rally Team numbers. A tabletop or other portable work surface, or even the boot of a Jaguar, will be needed.
- 2.6. Arranging for Checkpoint Workers -
- 2.6.1. Volunteers for checkpoint duty are often difficult to find. Ability to accurately administer the rules and dependability of being on time to commitments are recommended.
- 2.6.2. Club members who have no interest in rally driving due to no first hand experience with a rally should be solicited in order to get them interested in the rally program.
- 2.6.3. Checkpoint personnel are essential to accurate results, and a minimum of two is recommended for each checkpoint. A good rule of thumb is to have the Checkpoint operational 10 minutes before the first car is due to arrive. Normally, checkpoints remain open at least 5 minutes after the last car is due.
- 2.7. **TIMETABLE FOR PLANNING A RALLY** - The following is a checklist suitable for the Rally Master and other workers in a typical JCNA North American Championship rally. It was drawn up by some of those in the Conference of Long Island Sports Car Clubs, and we extend our appreciation

### **RALLY MASTER CHECK LIST**

- A. To be done Eight (8) weeks before the established rally date
- Secure firm starting location, indoor registration preferred.
  - Secure firm lunch stop, if planned.
  - Secure firm finish location
  - Have flyers printed and start distribution
  - Have trophies ordered
  - Make first call for workers

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- Secure a route checker
- Make first total run through course
- Complete preparation of General Instructions
- Make preliminary calculations
- Obtain extra maps or copies, of area for checkpoint personnel

### B. To be done Six (6) weeks before the rally

- Request JCNA sanction of event via the Events Calendar on [www.jcna.com](http://www.jcna.com) (required for JCNA Championship points)
- Heavy distribution of flyers
- Mail Flyers
- Rally course and calculations are firm
- Have course run by "checker"
- Second call for workers

### C. To be done Two (2) to Three (3) weeks before the rally

- Assign workers to duties
- Correct any errors found on course checks
- Make personal contact with all workers
- Re-confirm start and finish and lunch stop
- Finalize GIs and RIs for printing
- Finalize calculations
- Choose scoring crew

### D. To be done One (1) to Two (2) weeks before the rally

- Print General and Route Instructions collate and staple GI's and RI's
- Construct checkpoint packets
- Arrange to obtain timepieces that can be synchronized (2 per checkpoint)
- Have trophies picked up
- Course check by Rally Master
- Prepare any directions required for Checkpoint teams to get from rally start point, their checkpoint, and the rally endpoint.
- Determine when Checkpoint teams have to depart start point to reach checkpoints via most direct route.

### E. Final week

- Check checkpoint packets for completeness
- Call all workers and reconfirm
- Re-confirm start, lunch and finish.
- Let them all know the approximate number of cars expected
- Final course check (preferably the day before the rally)

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- Preparation of any necessary addenda to be posted at registration (Instruction changes, spelling corrections, emergency signs)

F. Day of the event – (See Chapter 8)

G. After the event:

- Thank the workers
- Secure money received
- Have all bills paid
- Make financial report to parent club
- Type out results and have duplicated
- Mail, email, or post results to entrants
- Enter results in Online Scoring system on [www.icna.com](http://www.icna.com), or if unable to score online, mail a Report of (results) to the JCNA Rally Chair Person