

# Monte Carlo Rally Checklists

## Rallymaster Checklist

1. Set-up Course
2. Dash Plaques
3. Trophies
4. Get a reservation for the start/finish locations.
5. Official Calculations
  - a. Have them checked by an independent source.
  - b. Have available at finish (TSD Sheet)
6. Create Flyer, 2 months prior to rally (see Flyer Checklist)
7. Set up web site (with pre-registration)
8. General Instructions – use ORCA standard Monte Carlo general instructions  
If Supplemental Generals are required, make available well in advance (at least one month)
9. Route Instructions
  - a. include section summary
  - b. include time allowance forms
  - c. include survey form
  - d. print cover sheet on stiffer paper
  - e. comb-bind
  - f. print enough for control crews
10. Crew Instructions – it may be helpful to email these to crews in advance if they program GPS receivers.
  - a. How to get there
  - b. Where in the rally (section number and mileage)
  - c. Car 0 time
  - d. Reference for location
  - e. Where is the timing line.
  - f. Control Logs
  - g. GPS coordinates
  - h. Maps
  - i. How to leave
  - j. evaluation form (rate the control location)
11. Registration
  - a. arrange registration crew
  - b. money box
  - c. Send confirmation emails to pre-registered contestants as soon as they register (automatically if possible).
  - d. Monte registration forms (and pre-registered forms already filled out)
  - e. Official time clock – have set-up at registration car and label it as Official Time.
  - f. Car Numbers (check for and replace missing numbers before rally)
  - g. Day Glow windshield stickers (day time rallies only)
12. Scoreboard
  - a. setup spreadsheet ahead of time, including official times and names of pre-registered contestants
  - b. line up projector loan / rental
13. Email crew packets ahead of time so crews can make arrangements and program their GPS receivers.

# Monte Carlo Rally Checklists

## Flyer Checklist

1. Rally Date
2. Start Time (registration, drivers' meeting, first car out)
3. Start location and instructions on how to get there (GPS coordinates if known)
4. End location (optional)
5. road surface (percentage paved / gravel if known)
6. approx duration (miles and time)
7. Classes available (Nov, SOP, Equipped, Unlimited, etc.)
8. max entries allowed
9. when and where General Instructions (and Supplemental Instructions) will be available
10. Price (discounts for pre-register and club members)
11. Rallymaster and Registrar contacts for information (phone, email, etc.)
12. Expiration date of pre-registration.
13. When and where to pre-register (web address and/or phone number)  
Having mail-in registration form on flyer has proven to be unnecessary with online registration, and takes up too much room on flyer.

## Online pre-registration

Form should include:

1. Driver/Navigator name
2. Driver/Navigator address [this may be optional]
3. Driver/Navigator email [need at least one for confirmation]
4. Driver/Navigator club [need this to determine discounts]
5. Car make/model/year
6. Class
7. Requested car no. [optional]

# Monte Carlo Rally Checklists

## Pace Checklist

1. Come equipped with a CB radio, or get one from the equipment manager at the start.
2. If you have a cell phone, give number to all crews, and have phone turned on during the event.
3. Set clock to official time at start.
4. Get from equipment manager:
  - a. Course Marker box.
  - b. Spare route control sign
  - c. Spare Cone
5. Before leaving start, make sure that all crews have their packets.
6. As you drive the course, verify that all signs referenced in the route instructions are in place and visible. If not, put up a course marker.
7. At each checkpoint:
  - a. Verify with crew the point at which the cars are to be timed.
  - b. Check the clock of the checkpoint crew.
  - c. If the control crew worked an earlier control, pick up the control log for that control to take to the finish.

## Checkpoint Crew Checklist

1. Come equipped with a CB radio, or get one from the equipment manager at the start.
2. **Set your clock to the official time at the start of the rally.** Do not assume it is WWV or any other time.
3. Get the following equipment from the equipment manager at the start:
  - a. timing light (MBCU)
  - b. CB radio (if you don't have your own)
4. Locate the point where the cars should be timed according to the instructions in the control packet.
5. For each rally car that passes the control:
  - a. Record cars' in-times in the log **in the order they arrive.**
  - b. Compute the time error, and the number of seconds early or late. Do this even if their score is a max. This will help scoring adjust for time allowances.
  - c. If car stops or obviously slows to less than half rally speed as they approach the control, record and score that time. Also record the time as they cross the control point in the comments column.

## Post Rally Checklist

1. Prior to releasing results, check the names against the registration forms. There may have been some changes among the pre-registered contestants.