



## Marshal Training 2023

# MARSHALS (START AND FINISH CONTROLS)

## (PRELIMINARY WORK and PREPARATION OF THE CONTROL)

1

Refuel before you arrive at Headquarters (HQ). As soon as you arrive, take a few minutes to synchronize your stopwatch, adjustable digital watch or your cellular application with the official HQ time.

2

If you are a team leader, you will receive your marshal kit (control panels, whistle, clipboard, log sheets for starts/finish, commercial radio, etc.)

3

Plug your radio into your car's 12v power port, plug in and install the radio antenna, and perform a radio test by contacting headquarters.

Ex: "*Your name* to headquarters for a radio test...".

4

When you arrive at your checkpoint, locate the start or flying finish marker and place your panels according to the provisions in Appendix A. You can use the GPS coordinates (start / end) indicated in your rally schedule to find the markers.

5

Make sure your start or finish control is ready at least 60 minutes before the scheduled departure of the first car.

6

Confirm and synchronize the official time on the RallySafe tablet, your digital watch, cell phone or application each time the 000 car passes. Also report any radio problems to the official cars.

# MARSHALS (START AND FINISH CONTROLS)

## (PRELIMINARY WORK and PREPARATION OF THE CONTROL)

7

Practice your start or finish control procedure as the official 000, 00 and 0 cars pass and ensure that all members of your team are ready.

8

After the start of car 000, the stage is said to be 'closed'. No one can enter or travel on the roads of the special stage unless permission is obtained from the race director. No spectators in your control area.

Make sure your checkpoint is secure. Always be vigilant. Do not hesitate to contact the stage captain or the race director to advise him/her of any safety breach.

8

Hand over your log sheets to car 99 and inform them of any anomalies you may have recorded on the sheets

9

Any exceptions or modifications to the start or finish control procedures must be communicated and approved by the race director (Ex: advancing the Entry / Check-In into the control area, planning and executing a contingency procedure etc.)

10

The team leader must return or ensure that all control materials are returned to headquarters at the end of the day. Please pick up the markers and banners in your control area, bring them back and dispose or stack them separately to facilitate cleaning.

# START CONTROL PROCEDURE

1



Jaune / Yellow

Note the time of entry (HH:MM) into the control zone when the vehicle passes by the yellow control panel unless there is an obstruction preventing the car from going to the time control in which case , the entry (HH:MM) will be recorded when one of the two crew members presents himself/herself to the controller and gives their timecard. (See example in appendix B – Start Logsheets)

*Note: Usually the time requested by the crew should match the actual time on your watch. If there is a difference, enter the actual time. (Exception: if the race director authorizes you to pre-empt the entry into the start control, you must write the time requested by the crew on the timecard and the log sheet. Always make it clear to the crew that you allow entry.)*

2



Route / Red

Record the check-in time on the logsheet. Assign start time and write it on the logsheet (See example in appendix B – Start control register)

*Note: The difference between the entry time (Check-In) and the departure time (START) will be 3 minutes to allow competitors to prepare for the start. This applies to all competitors*

3



Route / Red

Transcribe the check-in time and the start time on the timecard (see Appendix D – Co-driver's card) and give it to the co-driver. Make sure the crew is properly fastened (belts, helmets etc.) and notify the crew if this is not the case.

# START CONTROL PROCEDURE

4



Route / Red

Enter the check-in and start times in the RallySafe tablet (see RallySafe procedure), visually confirm that the time has been recorded on the RallySafe module in the vehicle's cockpit



5



Route / Red

Instruct the crew to proceed to the starting line

*Note: The marshal cannot delay the departure time unless there is a force majeure. If the departure is delayed by the crew, a new departure time will be given by the chief marshal*

# START PROCEEDURE

1



Route / Red

Make sure the vehicle makes a full stop and does not cross the starting line

2



Route / Red

Confirm the start time written on the co-pilot's timecard

3



Route / Red

Make sure that the window is properly raised (a maximum opening of 2.5 cm/1 inch is tolerated). Make sure the crew is properly fastened (belts, helmets etc.) and notify the crew if this is not the case

4



Route / Red

Countdown aloud the 30" – 15" – 10" seconds, raise your arm, countdown the last five seconds one by one (with the fingers of your hand) and at 0, lower your arm.

*Note: The marshal cannot delay the departure time unless there is a force majeure.  
If the departure is delayed by the crew, a new departure time will be given by the chief marshal*

# FLYING FINISH PROCEEDURE

1



Route / Red

Park your vehicle in a safe place

2




Route / Red


Record the time (*hh:mm:ss:ss*) in fractions of seconds when the car crossed the finish line. Communicate the finish time to the finish time control marshal by walkie talkie

*Note: An electronic display may be installed in the car of the chief marshal at the finish control. In this case, the flying finish time will also be transmitted by radio waves to the display.*


# FINISH CONTROL PROCEEDURE

1  Confirm the vehicle number as soon as it arrives at your checkpoint.

Route / Red


2  Locate the time displayed on the RallySafe tablet for this vehicle (see RallySafe procedure)

Route / Red


3  Enter the car number and the RallySafe time on your Finish Control Logsheets (See example in Appendix B – Finish Control Logsheets)

*Note: If the finish control logsheet has only one column to enter the time of arrival at the “Flying Finish”, enter the RallySafe time in the boxes provided for this purpose and the time hh:mm:ss:ss communicated by radio (and/or displayed on the RSO Timing electronic display) in the comment section*

Route / Red

4  Transcribe the arrival time on the co-pilot's timecard and give it to the co-pilot

Route / Red

5  Note in writing any disagreement or anomaly with a crew on the finish control logsheet. Get the vehicle out of the control zone as soon as possible

Route / Red



# Appendix A

## Panel Placement

# Panel Placement

## Start Control

Zone de contrôle / Control Zone



Jaune / Yellow

Start of the control area

50m



Route / Red

Control zone checkpoint

50m



Route / Red

Start line

25m



Beige

End of the control area

# Panel Placement

## Finish Control

Zone de contrôle / Control Zone



Jaune / Yellow

Flying Finish Indicator

100m



Route / Red

Flying Finish Line & Time

300m



Route / Red

Time Control Mandatory Stop

25m



Beige

End of Control Zone

# Appendix B

## Start and Finish Control Logsheet



2  
Enter the checkpoint (CH) and special (EC) numbers

1  
Provide a handwriting sample

# Début d'épreuve chronométrée

## Feuille de registre

	3	4	5
1	3	4	5
6	7	8	9
6	7	8	9

Écrire un échantillon de chiffres.

CH- 2 EC- 2 Contrôleur: *David Brassard*

#Auto	Entrée (In) Hr Min		Départ (Out) Hr Min Sec			Remarques
000	13	35		37	00	
00	14	05	14	07	00	Write your Name
0	14	35	14	37	00	<i>ENTRER LES AUTOS DANS L'ORDRE D'ARRIVÉE</i>
1	14	37	14	40	00	<p>8 <b>IMPORTANT:</b> Allow 2min intervals between starts for the first 5 competitors and 1 minute between the starts for the other competitors</p>
15	14	39	14	42	00	
3	14	41	14	44	00	
24	14	43	14	46	00	
	14		14	53	00	

4  
Enter the vehicle number

5  
Enter the control zone entrance time

6  
Enter the departure time of the car (HH:MM:00)  
Entry time +3min

7  
Write a comment if there is any anomaly



# Fin d'épreuve chronométrée

## Feuille de registre

2  
Enter the checkpoint (CH) and spécial (EC) numbers

1  
Provide handwriting sample

		4	5	
1	2	3	4	5
6	7	8	9	0
6	7	8	9	0

Écrire un échantillon de chiffres.

CH- 2 EC- 2 Contrôleur: *David Brassard*

Hr	Arrivée (finish)			#Auto	Remarques
	Min	Sec	.sec		
13	55	12	09	000	
14	15	34	01	00	
14	55	22	16	0	<i>ENTRER LES AUTOS DANS L'ORDRE D'ARRIVÉE</i>
15	17	55	04	1	
15	39	11	12	24	

3  
Write your name

4  
Write the RallySafe arrival time (HH:MM:SS:SS) in tenths of a second or the time communicated by the marshall at Flying Finish if the RallySafe time is not available

5  
Write the car number

6  
Write down the time relayed by the marshal at the Flying Finish. Write a comment if there is any anomaly

# Appendix D

## Co-driver Timecard



# Co-pilot Time Card

**Rallye Défi 2017**

1/5

Pilote <i>Stéphane L'Estage</i>		Co Pilote <i>Darren Garrod</i>	
Part		14	32
Club des Douze		EC 1	Club des Douze
Entrée	14 37	Début	14 40 00
CH 2		EC 2	Club des Douze
Entrée	14 49	Début	14 52 00
Entrée CH3 Carriere Lirette		15	01

À transcrire sur carton suivant 2/5

1  
Transcribe check-in time of the car (or co-driver) into the control zone as noted on Start Control Logsheet

2  
Enter the start time of the car (HH:MM:00)  
Check-in time +3min

3  
Enter the Flying Finish arrival time (HH:MM:SS)



# Appendix E

## RallySafe Procedure