Marshal Instructions

The primary responsibility of a Course Marshal is the safety of civilian traffic by keeping anyone from entering or remaining at an active stage.

When you arrive

- When you first arrive at your assigned area, put up all downed banner tape. We can't always tie the banner up when we put it out, so it may be bunched up under a rock at one side of the road.
- Park your car safely across the side road you are marshaling but far enough from the course in case a competitor misses the turn that they can't hit it. Refer to the Marshal Blocker Diagram document for ARA guidelines.
- Each Course Marshal must wear the provided safety vest and worker badge. This identifies you to the public as: a) someone who belongs there, and b) that something is going on that they should stop and ask about it.

What to expect

We want to make sure you are familiar with what is going to happen throughout the day.

- Be prepared for a long day by bringing food, drinks (no alcohol), warm clothes/shoes, rain gear, flashlights & batteries, camera, chairs, FRS radios if you have them, a scanner if you have one, toilet paper & Kleenex, and fill up the gas tank before you meet your crew.
- After you are placed at your assigned location by your control captain, the stage road is still open and you can allow traffic on and off of the stage. However, you should stop any vehicles entering/leaving the stage and let them know the road will close soon. Refer to the back of your badge for estimated road closure times. Emphasize the time is estimated and can vary based on a variety of issues.
- Next you will see a few vehicles called Course Opening vehicles, sometimes referred to as "lead cars" or "zero cars." There are usually three, with the triple zero (will have "000" on the side) being the first lead car about one hour before the rally cars. The "000" should slow down or stop when they see you to make sure everything is ok. If you need them for any reason signal them using **CROSSED ARMS.** Refer to the instruction sheet for proper technique. If everything is good, then show the OK sign on the back.
- **ONCE "000" CAR PASSES YOUR POSITION, THE ROAD IS CLOSED.** Net control may allow traffic on stage, but only with their approval and only in stage direction. You may see additional vehicles after "000", but **only in stage direction**. If you see any traffic traveling upstage, attempt to signal them and explain the road is closed and for their safety they can either exit at your position or turn around and proceed back in stage direction.
- The double zero, "00", will be next about 30 minutes before the rally cars. They won't stop and will probably be driving a little faster, but if needed can be flagged down with **CROSSED ARMS.** Otherwise, continue showing the OK sign.
- The last lead car will be the zero car, "0", about 10 minutes before rally cars and they can travel at about 75% of competitor speed. They are the last check to make sure the course is ready for competitors, but if needed do not hesitate to show them **CROSSED ARMS** and let them know your concerns.

- Once the “0“car reaches the finish and provided the course is ready for competition, the stage will be considered “Hot” and the first car will soon enter the stage. Then it’s the rally cars, at speed, and they expect the course to be safe and clear. So be ready and be safe. Do not stand anywhere that might be considered a high impact zone, such as the outside of corners, or behind the banner tape, as they can overshoot or miss turns. The rally cars usually start in 1-minute intervals, but sometimes the first couple are in two-minute gaps. Cars at the rear of the field can spread out quite a bit as well. In addition, mechanical breakdowns or crashes can create large gaps between cars. Under no circumstances should you leave your position or get out on to the stage. The stage is still considered “Hot” and the road is closed until “Green light” passes your position. Refer to the “When to leave” section near the end of this document for more information.

Spectators

Tact, common sense, and patience are the attributes of an outstanding Course Marshal. Be courteous to local residents in explaining what is going on and why access is denied. You will have copies of the letters from the County Commissioner and/or Sheriff providing the authority to restrict public access. Keep this information handy if somebody complains too much. Do not threaten anyone with arrest; you do not have that authority. A better method is to suggest they watch a few cars. As the rally cars pass at speed most people will understand that they need to wait until the road is opened up for normal traffic.

For liability reasons, official spectator viewing is limited to designated Spectator Areas and all spectators arriving at non-designated and non-published spectator locations should be referred to an official spectator point. There are ample viewing opportunities for spectators at the published spectator locations, and it is the safest viewing environment. If you encounter any civilian traffic at your location, you should follow the procedures below.

- Explain that your location is not an official spectator location. It is not staffed nor properly bannered for large spectator groups.
- Recommend the nearest published spectator area. Maps with directions will be provided for you to distribute. Advise them that these published spectator areas are designed specifically for the safety of the spectator.
- Politely explain that if the crowd at your location becomes unmanageable, the rally stage may be canceled.

If spectators insist on staying:

If the spectators will not relocate, you should be in control and comfortable with them staying. This determination might be based on their actions/attitude, the number of them, their willingness to follow your directions and the number of marshals you have at the location. If you are not comfortable with their presence or they are not following your directions, you should contact rally officials in this order:

- Contact Net Control directly. This can be done via radio if you are a licensed ham or if you have mobile phone service, via the Net Control number listed at the bottom on the back of your badge. Calmly provide your location (ideally marshal “M” position number) and explain the situation. Net Control will provide directions and/or send additional staff to your location.

- If you cannot contact Net Control directly, flag down one of the Course Opening vehicles by displaying **CROSSED ARMS**. Explain the situation and they will provide you with further directions and/or they will contact Net Control for additional support.
- If the spectators arrive during the active running of the stage and you feel the situation is unsafe, ask them to leave and explain that if they don't, their continued **unsafe actions** will force you to stop the stage and the **stage will be canceled**. Note that you should only stop the stage when there is **immediate life threatening danger to either spectators or competitors.** Refer to "Stopping a stage" below for further instructions.

Ultimately, if the spectators do not wish to leave, the primary concern is the situation is **safe and in control**. You may allow the spectators to stay provided they follow your directions as to location and safe viewing spots.

If spectators remain at your location, they must not block the side road (even if it is now a closed dead-end road). Have them park on ONE SIDE ONLY with a clear path to enter/exit the stage. This allows not only safety vehicles (police, fire, medical) to get on to the stage, but also allows competitors and other vehicles off the stage, if needed.

Stopping a stage

Stage stoppage is to be used only as a last resort and the situation cannot be resolved by any other means. Only use this action if the civilian traffic does not cooperate or if you feel the safety of the location and situation is in jeopardy. Situations where this might be considered include a civilian vehicle entering the stage or already on stage, or very unruly civilians at your location.

If stage stoppage is called for, **WITH YOUR SAFETY VEST ON,** display **CROSSED ARMS** to the next approaching competition vehicle. You will need to make yourself as visible as possible so the competitors can see you. Stand in a safe location as close to the course as possible and ideally in a good visual line for the driver or co-driver to see you but STAY SAFE. You may need to jump around, yell or anything else that draws attention to yourself. But still be SAFE. Competitors have procedures to follow if this occurs. Explain the situation to the competitor and allow the competitor procedures to take effect. Do not give instructions to the competitors unless instructed to do so by Net Control or Rally Officials.

Safety

At your assigned location you are also responsible for keeping everyone safe. This includes spectators, civilian traffic and media.

Do not allow anyone to "help" a competitor in distress, i.e. stuck in a ditch etc. You, or other registered workers, may try, <u>but only if you feel safe in doing so.</u> All workers should be wearing safety vests and worker badges. Remember that another car is only 1 minute back.

Despite the organizers taking all reasonable precautions, unavoidable accidents can happen. In respect of these, you are present at your own risk.

DON'T	ALWAYS
• Stand on the track • Stand below the level of the track • Stand in front of arrows or signs • Stand in Prohibited Areas • Stand or sit on or near log piles, walls or fences • Sit close to the edge of the track • Block escape routes • Be distracted • Play games with your safety or that of the drivers • Remove Stage signs or arrows • Be the one to stop the Stage	• Expect the unexpected • Listen for approaching cars • Remain alert • Leave yourself room to move quickly • Try to keep behind something solid • Keep children under supervision • Keep pets on a leash
KNOW THAT • The unexpected can happen • If you ignore Marshals instructions the stage will be stopped	**PLEASE PROTECT** • Yourself • Others around you • This Stage • Rallying • Motor Sport

Note about cameras. We don't mind you taking photos but do remember you are there to keep the rally safe. So please keep a watch over your marshal location and others around you, and do not wander away from your assignment.

MEDIA

There will be ARA approved and waivered media in various spots along the route. These media people will have credentials as proof of approved stage access. ARA provides vests, designations and access to authorized media as follows:

- **Restricted (Red Vest):** Novice or lesser experienced rally media. Restricted to spectator or marshaled areas. One Red Vest may partner with and accompany one Blue Vest for mentoring.
- **Unrestricted (Blue Vest):** Reserved to experienced, professional media. Allowed in any safe locations on a stage.

Course opening vehicles and any nearby stage marshals will ensure that they are in safe areas. Should they determine that any media is in an unsafe location, they will immediately advise the media member to relocate to a safe area.

Media, regardless of their credentials, must never be located in areas identified as prohibited or unsafe and if found there, risk having their media credentials revoked. This also applies to areas behind red banner tape.

If a member of the media is travelling onto a stage, they will check in with the stage captain upon entry to the stage to report exact location they plan to stop at. They must enter the stage before car #00 departs.

If there is a member of the media that has entered a prohibited or unsafe area, you should contact them and recommend they move to a safer location. You can note their vest number, take a photo of them in the unsafe location, and forward that information to the media coordinator or any of the rally organizing staff.

When to leave

Since you can be out in the middle of nowhere with no contact by radio, it can be confusing on when it's time to go. NEVER assume that since you've seen no competitors for a while that they are done. Immediately following the final competitor on stage, you will see a parade of vehicles, called Sweeps, go by. Even though the competitors are done, the road will not be open yet.

Some stages are used more than once, so if that's the case you will remain in place until after the next run through. Your stage captain should go over that with you before you start as well as at registration.

The best way to tell if you are free to go is by the **Green Light vehicle**. This is a car or truck that will have flashing GREEN lights on it. When the Green Light vehicle **with** the green lights flashing passes your location, the road is now open either direction. You may see the Green Light vehicle **without** lights flashing and, if so, the road is **not** open.

Generally, we'd prefer that you wait for a control captain to follow down stage after the Green Light and that you follow your captain out. There are two reasons for this. You may have another assignment after this one and this keeps all the workers together. Secondly, we never want to leave anybody in the woods unaccounted for and if we don't know where you are, we will send someone looking for you.

If instructed to do so, please remove any banner and signs at your marshal location before you leave for the night. Sometimes some of the roads will be used again the following day of the rally, so when it doubt, leave the banner.

It is our goal to leave the forest cleaner than when we started! All marshals are provided a trash bag in their registration packet. Please pick up your trash and any trash in the area and bring it back to town to dispose of. Encourage others that may be at that location to do the same.

One last thing: Be sure to enjoy your experience. Your support is very much appreciated.

Thank you for assisting as a volunteer for the Rally! Without your assistance, rally events like this could not happen. The 100AW Organizing committee feels that our volunteers are the most valuable part of the rally and would like to receive feedback on how we can make your volunteer experience more enjoyable.