

## Checkpoint Worker Guide

### Overview

A checkpoint exists to time rally cars as they pass a point (the In Marker) along a road. Once a car has been timed, the contestants stop to receive their times (both Arrival and Departure) along with any special instructions. Unless this is the final checkpoint of the event, the contestants proceed to the Out Marker to begin the next leg of the rally.

### Directions

Each worker assigned to a checkpoint should receive directions to get to the checkpoint from either the start of the rally or from the previous checkpoint. The directions should include the Opening time (the time that the checkpoint should be ready for first car, generally 15-20 minutes before the scheduled arrival time of the first car), the First Car Due time, any No Car Out Before time, and special actions (such as Sealing a DIYC).

The checkpoint assignment should include the exact location for the In Marker and the Out Marker. For example, the assignment may state '3rd light pole on the right from the corner'; sometimes the Rallymaster has painted the exact spot, e.g., 'painted, about ¼ mile after the NO OUTLET sign'.

### Set-up

Place the In Marker and, unless this is the final checkpoint, the Out Marker, at the specified locations. Set up the timing station (which may be a car or a table) at a reasonable place between the In Marker and the Out Marker. The timing station should be far enough from the In Marker that cars have enough room to slow down and stop safely.

You should have an accurate clock that reads in 100ths of a minute; the clock should be set to WWV (National Bureau of Standards time signal) but adjusted to the local hour. If you can't receive WWV, call 303/499-7111 for the WWV time signal.

### Operation

A checkpoint can be worked with 2 people, but it works better with 3 (or sometimes 4) people. Having more than 4 people tends to be counterproductive.

With 3 people, the jobs are Clock Reader, Card Writer, and Runner. With 2 people, either the Runner or the Clock Reader does the job of the Card Writer.

The Clock Reader reads the clock as each car crosses the line of the In Marker, and then records the time on a Log. Unless this is the final checkpoint, the Clock Reader also sets (and records) each car's start time for the next leg. Do not assign the same start time for the next leg to more than one car. If a No Car Out Before time has been specified, do not assign an earlier time.

In general, the next leg start time should be 3+ minutes after the arrival time, except that following a DIYC the next leg start time should be 5+ minutes after the arrival time. An easy way to achieve this is to truncate (ignore the 100ths) and add 4 (or 6) minutes.

The Card Writer copies the times from the Log to the appropriate places on the Control Card. Note that a non-final checkpoint serves as the ending point of one leg, and as the starting point for the next leg; the start time for the next leg always goes in a different column than the finish time of the just-completed leg. If the previous checkpoint has been a DIYC (Do It Yourself Checkpoint), the Card Writer must also Seal the contestant's DIYC finish time by copying that time to another place on the control card, usually above the leg number. If a contestant's DIYC times have not been filled in, the Runner should give the contestant an opportunity to fill in the times before taking the Control Card.

The Runner goes (walks or runs) to the navigator's side of each car that arrives, and obtains the Control Card (and any Time Delay forms), and brings it/them back to the timing station. It is important that Control Cards be processed in order by arrival time; if there is a backlog, be sure to add the new Control Card to the bottom (Not the Top) of the stack.

Once the Control Card has been marked by the Card Writer, the Runner takes the Control Card back to the correct car, along with the appropriate printed instructions. Verify that the contestants accept their time before handing them the printed instructions. If the contestants dispute their times, resolve (or at least record) the discrepancy before handing them the printed instructions.

At a Double Checkpoint (2 checkpoints at the same location):

- The Clock Reader may assign the same start time to cars on different legs;
- The Card Writer must take care to use the correct columns on the control card;
- The Runner must hand out the correct printed instructions.

The Clock Reader should 'check off' the car numbers to determine which cars are missing. At a Double Checkpoint, the 'check-off' system needs to be able to determine which cars are missing for their 1st visit and which cars are missing for their 2nd visit.

At or near the end of the pack, a Sweep Car should come through. Tell Sweep which cars are missing; Sweep may search for lost cars, may call the cell phones of lost cars, or may otherwise determine when it is appropriate to close the checkpoint.

### The End

Take down all posted signs (In Marker, Out Marker, etc.) and secure all equipment. If there is a subsequent assignment, proceed as directed. If this is your last assignment, follow the directions to the finish. If you choose not to go to the finish, let Sweep know that you are not going to the finish, and make sure that the Log gets to the finish (possibly by giving the Log to Sweep).

If we haven't said so already, thanks for working; we truly appreciate your help.