



Stage Captain Instructions

Overview

The Stage Captain is the leader in getting the troops into position out on the stage and the on-scene go-to person for last minute instruction. Here is a basic outline of the activities:

Pre-race:

- Pick up packets of documents for start/finish/marshals (log sheets/directions/waivers/etcetera).
- Pick up stage equipment (signs/arrows/clocks/radios/etcetera).
- Attend the strategy meeting with the other captains and clerk of the course.
 - Go through all paperwork.
 - Discuss equipment.
 - Discuss the movement plan for all the team.
 - Study the schedule.
- Head out to your stage, scout it, help with setup / pre-bannering.
- Attend the general volunteer training meeting.
- Meet with the rest of your team.
 - Start with "Hi! Thanks for volunteering! I'm your Stage Captain and I'll do my best to accommodate assignment and partner requests."
 - Make sure you have contact numbers for everyone.
 - Discuss the meeting location and time for the next morning.
 - Talk about food. Discuss what is planned for the rally to deliver, but emphasize how some times that plan just goes wrong. They should bring food too.
 - Remind them to fill up with gas, dress for the weather, and have bug spray.
 - Swap any assignments needed, see how many more people you need, see if other teams have extra.

Race Day:

- Meet your team in the morning, call any missing people, herd the cats.
 - Distribute any food and water.
 - Hand out some breakfast munchies (granola bars or similar).
- Drive the train of volunteers out to the stage.
- Deposit the start crew and instruct them to start putting up signs.
- Drive into the stage with the rest of the volunteers, and while on stage:
 - Deposit marshals at intersections based on the provided plan.
 - Put up banner tape at any unmanned tape locations.
 - Tell marshals to put up banner tape at their intersections.
 - Put up arrows for forward and reverse runnings of the stage, with the relevant arrow always on driver right.
- Set up the finish signs for the stage, give final instructions to the finish timing crew (how to time a car and record it in a log and time card), and return to the start via non-stage roads.
- At the start, assist with general operations of the start or arrival control and work with the radio team to start and stop the stage.

After the Stage is Done:

- Check in with the Clerk of Course to verify that it's time to tear down, or see if you have another assignment for your team. Drive through the stage, de-banner what you can (if the stage is not being re-used), picking up all the signs/caution tape/stakes/arrows (if the stage is not being re-used), collect the volunteers and drive them in a train back to civilization.
- Ask for equipment (vests, clocks, signs, etcetera) back.

Other Duties

- You will deliver packets of logs to the start and the finish, and road closing information to each marshal location.
- You will deliver and collect the equipment (clocks, clipboards, flashlights) to the start and finish timing teams.
- If civilian traffic comes to your location and wants to enter the stage, you will perform the job of a road marshal to block entry to the stage.
- If unexpected changes need to be communicated to the teams, you will prepare a bulletin that is dictated over the radio for the teams to sign prior to their starting the stage.
- Return all the equipment to the organizers.

Resources

Remember that you'll have a radio operator assigned to your start and finish. This is the main tool you have to communicate with the rally organizers.

Experience

There isn't anything particularly complicated about being a Stage Captain, the main requirement is solid knowledge of how a rally operates. A Stage Captain should have attended the Novice Competitor Orientation or have been a racer themselves. Additional capabilities required are being comfortable filling out log sheets, time cards, and operating the rally clocks is needed.