Corvair Society of America

Founded in 1969 by and for those who still appreciate the Corvair Automobile

Operating Procedure

Approved: 03/01/2020

Title: **CORSA Rally Operating Procedure**

Scope/Purpose: **To provide uniformity in conduct of CORSA Rallies.**

Applicability: **Applies to all Rallies conducted as part of CORSA-sanctioned events.**

Procedure:

This document provides instructions, checklists and sample forms for event organizers and event officials involved in planning, conducting and administering CORSA Rallies. It is a supplement to the CORSA Road Rally Rules. Capitalized terms are defined in the CORSA Road Rally Rules. In the event of a conflict between this operating procedure and the CORSA Road Rally Rules, the latter shall prevail.

A. Event Scheduling.

At CORSA-sanctioned events, the rally competition shall be a 'stand-alone' competition. The rally shall not be conducted as a part of another event; for example not as a leg of an economy run. Competition results and declarations of the winners shall not be contingent upon any other convention activity.

B. Roles and Responsibilities.

1. CORSA Board of Directors. Approves or rejects proposed revisions to the CORSA Road Rally Rules booklet that have been recommended by the CORSA Competition Committee Chairperson.

2. CORSA Competition Committee Chairperson. Reviews any and all proposed changes to the CORSA Road Rally Rules and advances acceptable changes to the CORSA Board of Directors for final approval. Appoints the CORSA Rally Rules Advisor.

3. CORSA Rally Rules Advisor. A member of the CORSA Competition Committee. Interprets CORSA Road Rally Rules when requested to do so by either rally organizers or rally competitors.

4. CORSA Convention Services Coordinator. Among other things, serves as the registrar at CORSA Conventions. Provides a list of people who have registered for the rally for the Rallymaster.

5. Convention Chairperson. Works with the Rallymaster and CORSA Convention Services Coordinator to schedule the rally for the particular convention he or she is directing.

6. Rallymaster. Manages all aspects of a given rally. Recruits Rally Volunteers and assigns them to specific tasks. Ensures compliance with CORSA Road Rally Rules.

7. Rally Volunteers. Assigned to route design, document preparation, checkpoint staffing, scoring, etc.

C. Assignments. The Rallymaster shall assign the following tasks to specific individuals among the Rally Volunteers:

1. Route design.

2. Prepare rally documents, i.e. Route Instructions, Panic Envelopes, General Instructions and related exhibits and attachments.

3. Preparation of rally scoring spreadsheet.

4. Make photocopies.

5. Select locations for checkpoints and controls so that each will have sufficient parking, restroom access, safety considerations, etc.

6. Obtain the list of registrants from the CORSA Convention Services Coordinator.

7. Test drive the rally route and convey any corrections to persons assigned to preparation of the rally documents.

8. Transportation of tables, chairs, clipboards, banners, EZ-Ups, etc. to all checkpoints and controls.

9. Rally-day record keeping at the starting line, checkpoints and finish line.

10. Chair the Participants Meeting.

11. Synchronization of clocks between all checkpoints and controls.

12. Transport or transmit car numbers, arrival times, time allowance requests, etc. from all checkpoints and controls to the scoring table after the rally is over.

13. Sweep the route (chase car duty).

14. Tabulate the results, and…

15. Transport or transmit trophy information from the scoring table to personnel who are responsible for the preparation of trophies for presentation at the banquet.

All such tasks shall be performed in accordance with the CORSA Road Rally Rules.

D. Options. Decisions. The CORSA Road Rally Rules booklet addresses many aspects of rally management but some options are open to rally organizers. Certain considerations need to be settled during the design phase. For instance:

1. What type of rally will be run?

2. What will be the scorable elements? Time? Mileage? Answers to questions posed in the Route Instructions? Photo recognition?

3. Whose cell phone number will be included in Panic Envelopes?

4. When and where may Free Zones and Transit Zones be located (if any)?

5. How will scores be compensated for time and miles spent inside Free Zones?

6. At what time of day will all checkpoints and controls close? In other words, when will the rally be over?

These decisions should be relayed to all personnel working at the checkpoints and controls so they can perform their duties properly.

E. Registration.

1. Copies of Road Rally Rules. Each Rally driver shall receive a copy of the CORSA Road Rally Rules when he or she receives his or her registration packet. Event officials shall ensure that registration workers receive enough copies of the Rally Rules to meet the expected demand.

2. Registration Close-Out. Event officials have the option to establish criteria for closing-out registration for the rally. The criteria may include a maximum number of entries or a registration deadline, such as the day before the event. In any case, an event official shall inform registration workers of the criteria to be used.

F. Designing the Route and Preparing Route Instructions.

1. Route Instructions should be written by the same person or persons who are designing the rally route. This should be a team effort.

2. It is good practice to take digital photos of any intersections, signs or landmarks referenced in the initial draft of the Route Instructions so that, if a particular instruction seems unclear, it can be re-written by referencing the photos.

3. It is also good practice to have a third party – preferably a novice - drive the route to make sure the instructions can be understood. Often, a second set of eyes will reveal ambiguities not noticeable to the author.

G. Participants Meeting. Competitors unable to attend the Participants Meeting will have to make personal arrangements with the Rallymaster at his or her convenience. Neither the Rallymaster nor any other event official is obligated to locate or meet registrants who fail to show up for the Participants Meeting or the vehicle lineup at the starting gate.

H. Vehicle Classification. Please refer to the CORSA Road Rally Rules booklet. It describes the vehicle classes in detail. Also, please remember that event officials at the starting line are responsible for ensuring that each vehicle is classified correctly. In the event of a difference in judgment, the event official's decision will prevail and be used for scoring purposes.

I. Treatment of Delays. Waiting Lines. Competitors should not be penalized because of queuing delays. As a practical matter, it's likely that two or more competitors may be entering or departing checkpoints within the same minute. This may also occur at the finish line for the event. It is acceptable for timekeepers to record the same time reading when this occurs.

J. Sweeping the Route. Completion of Event.
   1. Last Vehicle Out. Sweep Vehicle. A vehicle operated by persons familiar with the route should be the last vehicle dispatched from the starting line and lend assistance to any competitor who is no longer able to complete the route unaided.
   2. Last Vehicle Due Time. The Rallymaster shall establish the time of day when all vehicles are due to arrive at the finish line. This shall be the last-dispatched competitor's expected time of arrival at the finish line plus a reasonable allowance for navigational errors and time spent in Free Zones. Such allowance shall be determined by the Rallymaster. Any rally team that arrives after the Last Vehicle Due Time shall be disqualified.
   3. Last Answer Sheet Due Time. If the rally requires the teams to submit Answer Sheets after arriving at the finish line, then such Answer Sheets must be submitted no later than the Last Vehicle Due Time plus a reasonable allowance for any computations required by the Answer Sheets. Such allowance shall be determined by the Rallymaster. Any rally team that submits its Answer Sheet after the Last Answer Sheet Due Time shall be disqualified.

K. Scoring. The CORSA Road Rally Rules dictate the number of penalty points to be assigned when a rally team arrives at checkpoints and controls too early or too late, drives too few or too many miles, answers questions incorrectly, etc. It is up to the organizers to devise a method for calculating each rally team's score using the point system provided.

1. Simple rallies can be scored using conventional pencil-and-paper methods. An electronic spreadsheet is a better tool for scoring rallies that are more complicated.

2. In most rallies, scoring data will arrive from the starting line, checkpoints, Free Zones, and the rally teams' Answer Sheets. Spreadsheets should be formatted accordingly. Consider designing your spreadsheet so that data entry cells are laid out in the same order as the lists and sheets you will be receiving from the checkpoints and controls and rally teams.

3. Depending on the design of your particular rally, the amount of time and possibly miles spent in a Free Zone will vary between rally teams, and within reason, such variations should not serve to penalize their scores. Likewise, Time Allowances granted at checkpoints need to be accounted-for in the scoring process, both in terms of minutes granted and penalty points incurred.

4. Spreadsheets must be tested for accuracy. All cell formulas, macros, etc. must be verified correct before the rally begins.

5. Irrespective of method, an audit trail must be maintained to enable rally officials to trace all calculations from start to finish. This is necessary to adequately address inquiries that may arise about individual rally team scores.

6. In order to make an accounting, the final list of scores should include all drivers and navigators who registered for the event. Those who did not start the event shall be marked "DNS" (Did Not Start). Those who were not able to finish the event shall be marked "DNF" (Did Not Finish). Those who were disqualified shall be marked "DQ" (Disqualified). No point score shall be published for rally teams that were disqualified.

L. Care and Custody of Data.

1. The Rallymaster shall ensure that final scores are transmitted to the CORSA Convention Services Coordinator, Edward N. Cole Award Chairperson, and the CORSA Executive Editor in time for the next issue of the CORSA Communique magazine.

2. The Rallymaster shall ensure that all lists of registered entrants and all records used in the scoring process, whether electronic or hardcopy and including all related calculations, are maintained and stored for a reasonable period of time after the event. A period of at least six months is recommended.

M. Disqualification and Protest Procedures. Please refer to the CORSA Rally Rules booklet.

N. Checklists and Forms. A number of checklists and forms are provided on the following pages of this Operating Procedure. They are intended as samples for the Rallymaster's consideration. There is no requirement to use them in a CORSA rally.

CORSA ROAD RALLY
ASSIGNMENTS

Assignments. The Rallymaster shall assign the following tasks to specific individuals among the Rally Volunteers.

Area of Responsibility	Names of Volunteers
Route Design	
Preparation of rally documents, i.e. Route Instructions, Panic Envelopes, General Instructions, etc.	
Preparation of rally scoring spreadsheet	
Prepare photocopies	
Select locations for starting line, checkpoints and finish line so that each will have sufficient parking, restroom access, shade, etc.	
Obtain the list of registrants from the CORSA Convention Services Coordinator	
Test the rally route and convey any corrections to persons assigned to preparation of the rally documents	
Transport tables, chairs, clipboards, banners, EZ-Ups, etc. to all checkpoints and controls	
Rally day record keeping at the starting line, checkpoints and finish line	
Chair the Participants meeting	
Synchronization of clocks between all checkpoints and controls	
Transport or transmit car numbers, arrival times, time allowance requests, etc. from all checkpoints and controls to the scoring table after the rally is over	
Sweeping the route (chase car duty)	
Tabulate results	
Transport or transmit trophy information from the scoring table to personnel who are responsible for preparing trophies for presentation at the banquet.	

CORSA ROAD RALLY
PARTICIPANTS MEETING AGENDA

- ☐ Introduction of Rallymaster.
- ☐ Type of rally (Navigational, Continental, or Photo).
- ☐ Time & place for distribution of CORSA Rally Rules book. (They should have been provided in registration packets).
- ☐ Time & place for distribution of General Instructions. (These should be provided at the Participants Meeting).
- ☐ Time & place for distribution of Route Instructions, Answer Sheets, Panic Envelopes. (These should be provided at the rally starting line).
- ☐ Basis for scoring (Time? Mileage? Q&A? Photo?)
- ☐ Location of car numbers on vehicles.
- ☐ Time & place for lining up the cars.
- ☐ Car classification responsibility.
- ☐ Calibration of odometers and time pieces (as applicable).
- ☐ Line-up sequence.
- ☐ Fuel advisory (if course is greater than 80 miles).
- ☐ Navigator responsibilities. Info to record. Use of Answer sheets.
- ☐ Driver responsibilities. Adherence to speed limits.
- ☐ Cell phones & smart phones are allowed.
- ☐ Time Allowances can be requested not only for unexpected delays but also for going off-course. Consequences (i.e. penalty points).
- ☐ Method for determining the time of day when the last control (i.e. finish line) will close.
- ☐ Amount of time each rally team will be allowed to turn in its Answer Sheet and/or related paperwork.
- ☐ Deadline for issuing protests.
- ☐ Criteria for Disqualification.
- ☐ Question & Answer Session.

CORSA ROAD RALLY
ROUTE DESIGN CHECKLIST

Use the checkboxes below to acknowledge completion of the following instructions provided in the CORSA Road Rally Rules:

- ☐ Choosing the Right Type of Rally
- ☐ Choosing Suitable Roads
- ☐ Rally Route Length & Duration
- ☐ Mileage Measurement Precision
- ☐ Visibility of Signs and Objects
- ☐ Calibration Requirements
- ☐ Transit Zone Requirements
- ☐ Free Zone Requirements
- ☐ Checkpoint Requirements
- ☐ Where to Include "Helpers"

CORSA ROAD RALLY
DOCUMENT PREPARATION CHECKLIST

Use the checkboxes below to acknowledge completion of the following instructions provided in the CORSA Road Rally Rules:

For Route Instructions
- ☐ Sequence of Written Instructions
- ☐ Line Spacing. Margins
- ☐ Fonts and Pictographs
- ☐ Road Sign Highlighting
- ☐ Road Sign Abbreviation
- ☐ Road Sign Consistency
- ☐ Multiple Signs on One Post
- ☐ Identify Roads to Be Taken
- ☐ Identify Roads to Be Ignored
- ☐ Road Sign Clarity
- ☐ Question and Answer Clarity
- ☐ Mileage – Overall or incremental?
- ☐ Free Zone Reminder
- ☐ Same Instructions for All
- ☐ Use of Answer Sheets
- ☐ Time Limit for Answer Sheets
- ☐ Panic Envelope Contact Phone Number

For General Instructions
- ☐ Required Content
- ☐ Allowable Edits
- ☐ Precedence of Documents

For Scorekeeping
- ☐ Development and testing of scoring spreadsheets

CORSA ROAD RALLY
RALLY DAY MANAGEMENT CHECKLIST

Use the checkboxes below to acknowledge completion of the following instructions provided in the CORSA Road Rally Rules:

- ☐ Test driving the Route
- ☐ Participants Meeting
- ☐ Distribution of General Instructions
- ☐ Distribution of Route Instructions, etc.
- ☐ Document Lockdown
- ☐ Time Management
- ☐ Checkpoint Readiness
- ☐ Lining-Up the Cars
- ☐ Treatment of Non-Corvairs
- ☐ Final Vehicle Classification Checkup
- ☐ Dispatching the Cars
- ☐ Clock Synchronization
- ☐ Protest Procedure (Administration of Protests)
- ☐ Scoring
- ☐ Posting of Scores
- ☐ Posting of Answers
- ☐ Distribution of Results

CORSA ROAD RALLY
STARTING LINE SEND-OFF FORM

Personnel stationed at the starting line can use this form to record each car's information as it departs the rally starting line.

- Be sure the car number is readily visible on each vehicle.

- Be sure to check the car's class. You are responsible for ensuring car classification accuracy. There are only three classes: Primary, Touring and Non-Corvair.

- Be sure to turn-in this list to the scorekeepers before the end of the rally.

Car Number	Car Class	Assigned Start Time

CORSA ROAD RALLY

CHECKPOINT & FINISH LINE FORM

Personnel stationed at checkpoints can use this form to record each car's information as it enters the checkpoint.

- Use the Time and Mileage columns if (a) they are scorable elements in your rally, and (b) your Rallymaster requires you to record each vehicle's time and mileage at your particular checkpoint.

- Mileage numbers are provided by the rally team navigator.

- Be sure to turn in this list to the scorekeepers before the close of the rally.

Car #	Time-of-Day (if applicable)	Mileage (if applicable)	Time Allowance (whole minutes)	Creeping? ("Y" or "N")		Wrong Direction? ("Y" or "N")		Notes
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	
				Y	N	Y	N	

CORSA ROAD RALLY

FREE ZONE FORM

Personnel stationed at Free Zones can use this form to record each car's information as it enters and leaves the Free Zone.

- Use the Time and Mileage columns only if they are scorable elements in your rally. Your Rallymaster should inform you.

- Mileage numbers are provided by the rally team navigator.

- Be sure to turn in this list to the scorekeepers before the end of the rally.

Car Number	Free Zone Enter		Free Zone Depart	
	Time-of-Day (if applicable)	Mileage (if applicable)	Time-of-Day (if applicable)	Mileage (if applicable)