

# Course Control/Penalty Call-In Instructions

## Setup & Radio Check

1. Make sure you know how to operate the radios (frequency selection, volume, squelch, push-to-talk).
2. Make sure your station radio people all know how to operate the radios, and which frequency you are on.
3. Review **Course Working Guidelines** with course workers (see separate sheet).
4. **Remind workers:** The radio person should hold the red flag and know how to wave it if a red-flag situation arises.
5. Have your stations check their cone placements to be sure all cones are in their boxes before the first car runs.
6. Have your stations spread their people out as applicable for their coverage areas.
7. Check in with stations and starter before the first car runs.

## Operations

8. Find a spot to stand in front of the timing vehicle with a clear view of the course where you can easily be seen by the Time Recorder. It is also helpful to stand away from the speakers so you can hear the call from stations.
9. If tracking cone calls from memory becomes cumbersome, you can use a clipboard and sheet of paper to note penalties.
10. Establish a communication method with the time recorder in the van (hand signals, verbal, etc.).
  - Typical hand signals: Fist for clean; 1, 2, 3 fingers for cones.
  - "Field goal" signal followed by fingers to denote number of missed gates.
11. Communicate the penalty total to the time recorder as soon after the car leaves the exit lane as you can.
12. If your workers have trouble keeping up, communicate to the Starter that the second-car start interval needs to be increased.
13. If any type of delay in the timing trailer arises or course workers need additional time, course control can call the starter to "hold start" until the delay is resolved preventing reruns. Establish clear communications with the starter.

## Calling Penalties & Radio Protocol

14. Remind people on stations to RUN after cones, watch for multiple cars, and get out of the way if a car is coming (safety first!).
15. Remind stations to call: Station Number, Penalty, and Car ID.
  - a) Example: "Station Three, 2 cones on red Rx-7 #45".

16. Acknowledge all call-ins by station number.
  - a) Example: "Two cones on 45, thank you Three".
17. Watch for cones in the exit lane; they count too. Check with the station that covers that area to be sure they know to watch it.

#### **Red Flag Procedures**

18. Call a red-flag situation if:
  - a) Timing tells you to.
  - b) A Safety Steward tells you to.
  - c) A potential close encounter between cars is developing (spin, breakdown, lost driver).
19. Tell the stations to "Red Flag" with urgency.
20. Ensure workers understand: Unfurl the flag, do not flap it violently unless immediate danger is imminent.