

## Comm Captain Job Description

### Vision:

**What you deliver:** Effective communications network to support safety, emergency and logistics efforts.

**How you deliver:** Give comm workers a successful experience. Create a professional but friendly atmosphere for workers and competitors.

### Responsibilities:

Staff Coordination

Position Description review with all team members

Comm Set Up scheduling

Stage Operations:

Blockage setup

Reliable Start to Finish communication

Reliable car tracking

Follow the Comm Captain Checklist

Assure everything is cleaned up

### Comm Captain's Check List:

#### Pre Event:

- ◇ Review this job description with the Chief of Communication and revise as needed
- ◇ Review your budget and equipment needs with Chief of Communication
- ◇ Go over proposed schedule and stage assignments with Chief of Communication
- ◇ Determine your meeting times and places
- ◇ Coordinate with Stage Captain
- ◇ Contact previous workers, develop initial staffing list and needs list
- ◇ Coordinate returning workers and staffing shortages with Staffing Officer
- ◇ Determine who is coming to the worker picnic and RSVP with the Hospitality Officer
- ◇ Prepare and send pre-event mailing to all workers (schedule, meeting places & times, Job Descriptions, System Descriptions)
- ◇ Coordinate blockage locations with Course Marshal
- ◇ Confirm all workers, Forward T shirt sizes and room rebate needs to Chief of Human Resources
- ◇ Do a pre-event survey of the stages and blockage locations (preferably with Stage Captain)

#### Day of Event:

- ◇ Get T-Shirts and room rebates for any of your team that can't pick them up themselves
- ◇ Get logs and any other materials from Equipment Manager
- ◇ Get final blockage locations & misc notes from Course Marshal
- ◇ Meet with workers and review procedures
- ◇ Have all workers sign waiver (please label team name/date), (return waivers to worker room after rally)
- ◇ Confirm workers have supplies (water, food, flashlights etc)
- ◇ Hand out red cross pages, copy of USFS permit, Administrative Passes (USFS) for vehicles, maps or schedules if needed

## Stage Set Up

- ◇ Report "Set Up Starting" to Net Control
- ◇ Place Start blockage (go over who is expected to need to get through - timing people, EMTs, press shuttle, lead car etc)
- ◇ Place Start Radio so he can see the cars as they start
- ◇ Place Road Blockages and any Relay Stations well off the course
- ◇ Begin traffic control phase (block road & track civilians)
- ◇ Place Finish Radio and Packet Radio people such that they can talk to finish timing people
- ◇ Place Finish Blockage (go over who is expected to need to get through - timing people, EMTs, press shuttle, lead car etc)
- ◇ Confirm Communications is fully operational (Start to Finish, Net Control, Road Blockages, Start & Finish Blockages)

## Stage Operation

- ◇ Alert all stations (especially Start) when Lead Car declares that you have "**clearance to start**"
- ◇ Final radio check with all stations reporting
- ◇ Alert all stations (including Net Control) that the "**course is active**" when the first car starts
- ◇ Keep track of all cars that are "out" on the stage
- ◇ Get list of **last 30 minutes** worth of car numbers finishing the previous stage
- ◇ Forward reports of disabled cars from course closing to Net Control for Rally Information, if necessary
- ◇ Forward additional reports regarding disabled cars to Net Control as sweep cars deal with them.

## Stage Tear Down

- ◇ Begin Tear Down as last sweep passes a given location unless there are extenuating circumstances
- ◇ Report "**Stage Complete - Tear Down Starting**" to net control
- ◇ Retrieve all signs, arrows, hazard markers and ribbon return to stage captain
- ◇ Retrieve waiver(s) and return to worker room
- ◇ Return no-show T-Shirts to Sales Officer (with name tags on shirts)

## Post Event

- ◇ Report any expenses to treasurer
- ◇ Revise check off list and submit to Chief of Communications for next year.

## **Comm Captain Packet** (from Equipment Manager):

- ◇ Blockage logs
- ◇ Waivers and wrist bands
- ◇ Copies of front page of USFS permit
- ◇ Pens
- ◇ Red cross pages
- ◇ Administrative Passes (US Forest Service) for vehicles
- ◇ Extra maps and schedules

## **Problems and Solutions**