

Thanks for stepping up and
designing a rally for our
members to enjoy.



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Indy Miata Club



Rally Masters Guidebook

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How about A Mingle?

Not sure if you're up to hosting a rally? Well, you could always volunteer to help another Rally Master with their event, or start off your Rally Master learning experience by hosting a Mingle.

Mingles are low key, casual affairs. Basically, you find a place to meet and everyone arrives on their own and mingles. How's that for simple?

What's your favorite place to go on a summer evening? Popular places for Mingles include sites like an ice cream stand (Culvers, Dairy Queens, Ritters, etc.), a drive in (Mug 'n Bun, Dog 'n Suds) or restaurants with indoor and outdoor seating.

We usually include three or four mingles based on activities at the Indianapolis Motor Speedway.

Some Mingle Masters organize a short drive before the event, but this is not necessary. The goal is to chat with other Miata minded folk, but of course you should drive your Miata to the Mingle!



Pictures and videos

If you're not leading your rally or tour, what some Rally Masters do is jump ahead of the participants and take photos as they go zooming by. When you've got your route finalized, think of spots where you can station yourself to get photos.

Everyone loves to look at pictures from our rallies and we've got a place where you can upload them to the internet! Also, some of your ralliers will be taking pictures, so remind them to upload them to the IMC gallery. Instructions on how to do this can be found in the News section on the front page of our web site.



As we said earlier, running a rally can be one of the most rewarding, fun, challenging, entertaining and pleasant tasks you do. Hopefully this guide will encourage you to run your own rally. Yes, it does take some time to do, but remember, one of the benefits is that you're driving your Miata!

Organize and run a rally? Me?

Running a rally can be one of the most rewarding, fun, challenging, entertaining and pleasant tasks you do. This is your chance to show your creative side, get even with a Rally Master of a previous event, and, of course, drive your Miata.

Don't let the thought of organizing a rally scare you. It's been said that you can't get lost driving your own rally! The main goal to set for your rally is to have an event in which every entrant finishes and everyone enjoys themselves.

A rally doesn't have to be complex and full of clues. Your rally may be a "caravan" type with you leading the way to an unknown destination or a "scenic" rally with direction sheets and each car driving at their own pace to the final destination. These rallies can have a drawing for prizes at the end. A "gimmick" or "theme" rally is more involved and can have the cars searching for answers to clues as they travel a predetermined route.

Before you begin, you need to determine the type of rally and the degree of difficulty. The "Fussin' and Cussin' Rally is regarded as the most difficult (but both frustrating and fun!) of the rallies ever held by the Indy Miata Club, but we like scenic drives and easy rallies, too!

Consider the length of the rally. The longer the rally, the more preparation time you'll need. A rally of 50 to 80 miles is usually the best, but you're the Rally Master, so it's your call.

As a Rally Master, there are only two rules to remember:

- 1) The Rally Master is always right.
- 2) If you think the Rally Master is wrong, see Rule 1.

We'll see you at *your* rally!

General Rally Rules and Procedures

Dates and Times:

- **Rally Season** - The rally season can begin in January of each year and conclude in November, depending on the weather. The earliest you may sign up to run a rally is at the Indy Miata Holiday Party, prior to the new season. Really, it's never too early to start planning!
- **Rally Frequency** - The club would like to hold one rally each month at a minimum and one non-rally "mingle" may be held in addition to a rally. The more we hold, the more fun!
- **Rally Days** - All rallies shall be held on a date decided by the Rally Master. Please consult with the Events Coordinator to OK your date.
- **Rain-out Days** - If rain or another act of nature should prohibit the safe running of a rally, the makeup date shall be decided by the Rally Master.
- **Rally Start Times** - The Rally Master can decide the start time.
- **Drop-dead Times** - Every rally should have an official drop-dead time. If a participant is not done by the drop-dead time, they should proceed to the final meeting point. The time should be chosen so that each car has a fair and equal opportunity to finish the rally.

Costs and Prizes:

- **Costs** - The participants of each rally are usually charged a fee for participating in our events. The cost of a rally is the Rally Masters discretion, usually \$5.00 to \$10.00 for an event.
- **Prizes** - The prizes to be given at each rally are up to the discretion of the Rally Master. Cash prizes or goods (gift cards, etc) are acceptable. Rallies are intended to generate income for the club, so at least half of your registration fees should be returned to the club. This money should be given to the club treasurer to be deposited into the club's account.

Responsibilities:

- **Rally Master** - The Rally Master is the person(s) who creates, coordinates and runs a road rally for the Indy Miata Club. All rules and procedures of the Indy Miata Club shall be followed by the Rally Master.
- **Events Coordinator** - The Events Coordinator of the Indy Miata Club shall manage the schedule of rallies and interpret the rules and procedures in this guide when necessary.

Rally Day Check List

Bring:

1. Your rally instruction sheets!
2. The registration log of participants from the web site.
3. Waiver form for drivers and navigators to sign.
4. Extra pens/pencils for ralliers who have forgotten their own.
5. A clipboard (they come in very handy).
6. Cell phone for the "I'm lost!" calls.
7. Prizes.

Tasks:

1. Check weather and call off rally if conditions do not meet your guidelines (Example: *Rally won't run if it snows!*) or conditions are not safe for a good rally. You should contact the Events Coordinator as soon as possible so they can send an e-mail and then you should go to the starting point and advise anyone who shows up to tell them that the rally will not be run or call participants.
2. Get to starting location early to check in people as they arrive.
3. Make sure every driver has signed your rally waiver.
4. Make all are greeted and new members are meeting other club members.
5. Hold your driver's meeting at designated time to explain rules and procedures of your rally.
6. Have cars line up for start. You may want to put "spirited drivers" at the front of the line to avoid traffic jams.
7. Ask them to turn on their car's parking lights for safety.
8. Launch all the cars and then proceed to take pictures or go to your finish point. If it's a clue rally, you may want to eat as you may not get another chance.
9. As cars arrive, ask drivers if they turned off parking lights and if a scored rally, collect and begin scoring rally sheets.
10. Once all cars are in or the "drop dead" time has expired, score all sheets and announce the winners. Start with 3rd, then 2nd, and then 1st place.
11. Record the winners and scoring on your registration log.
12. Give the treasurer money from pre and day of registrations.
13. Provide the Open Road Editor with a story of your great rally!

General Rally Rules and Rally Types

Waiver Form

Drivers and navigators must sign a waiver to participate in any Indy Miata Club rally. There is a waiver form posted at indymiata.org in the FORMS section. Download a couple of copies of this form so your ralliers can sign in before your driver's meeting.

Date: _____
INSTRUCTIONS: This form limits Indy Miata Club's liability. Read it thoroughly and sign below.
WAIVER AND RELEASE OF LIABILITY:
The signatory below agree, as a condition of my participation and in consideration thereof, to be solely responsible for any damage or injury to third parties, or to myself resulting from anything connected with this Event and/or Meeting (hereinafter defined). I agree to fully indemnify and hold the Indy Miata Club, its officers and representatives harmless for or in any claim, loss, damage, injury or liability which may be asserted against them by me or by any third party as a result of my activity. The foregoing covenants of exculpation and indemnity are intended to be and are complete, general and without restriction and include but are not limited to negligence (active or passive) or willful, reckless or wanton activity. I further agree that the car will be operated by a licensed driver, and that the driver will comply with all applicable provisions of the Indiana Vehicle Code. I further warrant that I carry automobile liability insurance on the vehicle, meeting or exceeding all Indiana statutory requirements to be used in this Event and/or Meeting and that this insurance will be in full force and effect on the date of this Event and/or Meeting. I will not participate in this event and/or meeting under the influence of any alcoholic beverages or other drug or drugs which would impair my ability to perform at this Event and/or Meeting.

_____ Driver	_____ Navigator

Variance to Rules and Procedures

If a Rally Master wishes to have a variance to the rules or a procedure, the Rally Master shall make the request to the Events Coordinator. The Events Coordinator shall have the authority to allow minor changes to the rules. In the event of a major change request, the Events Coordinator shall consult with the Executive Committee of the Indy Miata Club.

Types of Rallies

Traditional Clue Rally - A clue rally can take many forms and is the most popular rally held by the club. The clue rally includes a series of questions which are listed on the rally sheets. The objective of the participants is to answer questions by finding the answer along the route.

Non-Traditional Clue Rally - This type of rally is based loosely on the traditional clue rally. However, there may be a new or different "slant" to the rules. As an example, instead of questions being listed on the rally sheets, the questions are given at the conclusion of the rally.

Poker Rally - A poker rally is one of the easiest rallies to run and one of the most simple for the participants. The general design of a poker rally is to distribute five playing cards to each team throughout the course of the rally. The car with the best poker hand at the end wins the rally.

Fun Rally - A fun rally generally is not a competitive event. If there are to be prizes distributed, they are usually determined by some sort of random selection (a drawing). A fun rally may take the form as a caravan to a park for a picnic, or meeting at a drive-in movie theater for a social get-together.

Time-Speed-Distance (TSD) - TSD rallies are difficult to organize and even more difficult for the participants. TSD's are often run by the SCCA, but have not been popular with the Indy Miata Club. The design of a TSD is that each car must arrive at a specific check point at a specific time. The participants must continually calculate average speed, using time speed and distance calculations.

Definitions

Rally Master: The person or persons in charge of the event. The Rally Master is always right in disputes about the rally they sponsored. Rally Masters should however, abide by the rules within this guidebook.

Events Coordinator: His (or her) responsibility includes organizing and booking the rally schedule and provide guidance to the Rally Masters.

Rally Sheets: The sheets of paper given to participants that provide the route, clues and instructions.

Running A Rally

Pre-rally Preparation and Coordination:

- 1) Sign up for a rally
 - Contact the Event Coordinator to sign up and discuss a rally date.
- 2) At least two months before the rally date:
 - Name your rally.
 - Determine the type of rally.
 - Start deciding on the route and destination. Look at a map program online (Google Maps, etc.) for ideas about roads or previous rally routes from our web site, then do your scouting. A micro recorder or using the voice memo feature on your phone is easier than writing down turns, mileage and reference points while driving. Transcribe your notes when you return home.
 - Start working on questions (for clue type rally).
 - Coordinate with the Newsletter Editor to get your rally information published in the Open Road newsletter. At this time, you should have decided on the location, starting point and starting time.
 - Ask the Events Coordinator to put a notice on the Indy Miata club web site with information about the event.
- 3) At least one month before the rally date:
 - Refine the rally route and instructions.
 - Make final decision on starting and ending destinations. Rest room facilities should be close to your starting point (just saying...). If having a meal at the end of your event, contact the establishment to make sure they can handle your expected number of participants and there is ample parking.
 - Decide on prizes. Be sure to keep costs within guidelines.
- 4) One or two weeks before the rally:
 - Finish all instructions and finalize any loose ends.
 - Have a friend or another club member drive the route to check for mistakes. This is *critical* to having a rally run smoothly! Any of the club officers and prior Rally Masters are willing to help with the “debugging” of a new rally. Don’t be afraid to ask for help! (Note: Don’t worry if cars get off course, remember the #1 rule.)
- 5) One week before the rally:
 - Double check your starting spot (a large parking lot, a McDonalds, Hardees, etc.) to ensure that you will have room for the number of Miatas showing up and run the route again
 - Contact and remind the restaurant of your event.
 - If giving out prizes, purchase them.

Sample Rally Sheet

Celebration of Fall Route
10/12/2013

Rally Masters: Larry and Sabrina Smith - Cell: 765-742-0948

Starting point will be behind the old Dairy Queen in Waverly, IN
at the intersection of SR37 South and SR 144

Leg One	
	Exit parking lot turning left on SR144.
0.0	0.0 Straight at light (SR37 and SR144) ZERO OUT as you cross SR37
2.7	2.7 Straight through round-a-bout
0.4	3.1 Turn right on 500W
1.8	4.9 Turn right at "T" CR300W
1.0	5.9 The road turns into CR600W in corner
0.9	6.8 The road turns into CR375N in corner
0.2	7.0 At stop turn left to stay on CR375N
	PHOTO OP
0.8	7.8 Look to your left to see the creek bank stabilization (Stacked Cars)
1.0	8.0 Turn left at CR75W
0.3	8.3 Turn right at CR350N - a little ruff
0.6	8.9 At stop, go straight on Big Bend Rd
0.5	9.4 Turn left on Paradise Lake Rd.
0.5	9.9 Depending on rain - there may be an interesting water-fall on the left in the woods.
0.7	10.6 Turn right at stop on New Harmony Rd.
1.3	11.9 At stop, go Straight to Day Rd. (New Harmony turns right) - ruff in places
0.6	12.5 At stop, turn right at Skunk Hollow Rd. - Ruff in places - No road sign
1.0	13.5 At stop on hill, go straight to stay on Skunk Hollow Rd.
0.9	14.4 Turn left on Abraham Rd.
0.7	15.1 Turn right to stay on Abraham Rd.
0.1	15.7 At stop ("T"), turn right on Maple Grove Rd.
1.4	16.6 Turn left on Cope Rd.
1.1	17.7 At stop, turn left on SR144
1.3	19.0 Turn right on Nest Chapel Rd.
2.2	21.7 Turn right on Old Morgantown Rd.
1.3	22.5 Turn left on Conservation Club Rd.
0.7	23.2 Turn left on Hickey Rd. Road sign hidden in weeds - Small sign on left reads "Neal's Custom Collision"
4.2	27.4 Go straight on hill - Ruff Welcome to Morgantown!

Sample Info for the Web Site

Information for both the newsletter and web site should include a good description of the rally plus all the pertinent information is included: Date of event, meeting place and time, rally fees and any other information you feel is important.

Just remember “What, When, Where, Why, and Who” and you’ll have your event covered!

Here’s an example of basic info for a rally with all the information a participant needs.

The Lush & Green Rally - 08/17/2013

Organizer: Tom Lewis

How about something new and different... let's head southeast of Indy for a change! It's been 4 years since we explored the roads of Southeast Indiana, and there are some darn good roads out that way! And you simply won't believe how lush and green everything is!

We'll meet a little later than usual in Batesville, Indiana to begin our drive through the gently rolling hills that make up the geography between Batesville and Richmond, and we'll end our tour at the J & J Winery on the west side of Richmond to enjoy the beautiful grounds of the Winery, as well as sampling their Wine, Beer and Food. Here are the details:

Date - Saturday, August 17, 2013

Place - Batesville, IN - Kroger parking lot, I-74 exit #149 (left ¼ mile from exit)

Meet and Greet - 12:30 PM

Departure - 1:00 PM

Visit J&J Winery on the web at www.jjwinery.com

Please plan on joining us for a great drive on some new-to-you roads - or at least some roads you forgot all about from 4 years ago! Go to the Events Page on the club's website and register! Right Now!!

Running A Rally.... continued

6) Two days before the rally:

- Check the weather! If rain is expected and you are not running a “Rain or Shine” event, be prepared to postpone the rally.
- Check the route to make sure it has not been affected by construction, detours, or anything else which you may not be aware of.
- When you check the tour, make sure the clues which are necessary to answer questions and landmarks for directions are all visible.

7) Rally Day Coordination:

- Get up early and check the weather. If it is raining or expected to rain, make a judgment call as to whether the rally should be postponed. If you choose to postpone it, immediately contact the Event Coordinator (at least two hours before the start time) to have an e-mail sent.
- Download the list of participants who have registered on the event page. This helps you confirming that everyone has arrived.
- Make sure you try to arrive first at your starting site in order to greet and check in cars as they arrive. Some participants will not have preregistered, so be prepared with extra registration/waiver forms and • Use the “Rally Day Checklist” or similar list to make sure you don’t forget anything.

8) Post Rally

- Once the rally is completed, take a deep breath and relax. Your rally was great!
- If you haven’t already given the collected rally fees to the Treasurer of the club, send it now.
- Within a few days after the rally, send a short article with the winners names to the Newsletter Editor .
- Send a copy of the Rally instructions to the Webmaster to include in the club’s on-line files of past rallies.
- Did you take pictures? Upload them to the club’s photo gallery.

Remember, as a Rally Master, there are only two rules:

- 1) The Rally Master is always right.
- 2) If you think the Rally Master is wrong, see Rule 1.

Things To Consider

Choosing A Route:

- Curvy roads are good! Gravel roads are bad!
- Hilly roads are good! Gravel or extremely pot holed roads are bad!
- Have participants turn where roads are well marked and avoid intersections where directions may not be clear.
- Strive for scenic views and interesting places. Corn fields get old quickly.
- Unsafe intersections (blind views) or unsafe road surfaces should be avoided.

Remember, safety first.

- Although names on mailboxes have been used as clues in the past, it is recommended that you do not use mailboxes for clues unless it is really obvious..
- Keep off busy streets or if you absolutely must, don't have clues on busy stretches.
- DO NOT have participants search for clues on busy roads
- DO NOT have participants look backwards for clues. Everything must be visible by looking forward or to the side only.
- Be as detailed as possible with directions and landmarks. No one wants to get lost. (If a car does get lost and your instructions were good, don't feel bad.)
- Always note stop signs/lights on rally sheets.
- Busy intersections where cross traffic does not stop should be noted as CTDNS. (Cross Traffic Does Not Stop)
- Keep the rally length a reasonable time. Usually, fifty to eighty to 100 miles is a good target distance, but it's up to you how long you make your rally.
- Keep in mind that the world changes, so as leaves and crops grow, your clues may be obscured.

Launching Cars:

- You may launch in order of registration, or in random order. You can also suggest that those who tend to drive faster, start first. This keeps cars from bunching up.
- It is best for cars to be spread out, so staggered launches are popular. Cars are released one at a time with a 2 to 3 minute interval between them. This also keeps cars from bunching up.
- Note that staggered starts can mean a lengthy wait for the last few cars launched, and the first cars off will have to wait for everyone at the finish. To minimize this wait, there are several clever options.

1 - Have two legs in the rally, and have half the group drive A/B order, and the other half drive B/A order. That way, by alternating starting legs, you can launch cars in half the time.

2 - Have different clues on the rally sheets, so even if cars bunch up, they will be looking for different clues.

Things To Consider.... continued

Writing Rally Sheets

- For clue rallies, leave room on the sheet for ralliers to write the answers.
- Use different fonts or styles to create a user-friendly structure.
- Number all questions.
- **PROOF READ, PROOF READ, PROOF READ!!!!**
- Keep the questions in order with the rally directions (unless this is the "gimmick" of the rally).
- Staple multiple sheets together into packets.
- Use a clipboard friendly paper size, like 8.5 x 11.
- For rallies with questions, put a space at the top of the sheet for the member's name, starting mileage if required, departure time, etc...
- If your route sheet has multiple pages, make page breaks at a reasonable point, so participants don't have to constantly flip pages.
- Always include your cell phone number in case a rallier gets lost!
- If your event is a clue rally, design a rally sheet that is easy for you to grade.

Information for the Newsletter and web site:

- Include the rally name, date of the rally, drivers meeting and start time, type of rally and meeting point.
- List the registration cost plus any other expenses (approximate lunch cost or any other extras).

