

Communications Captain Job Description

Vision:

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

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

Responsibilities:

Staff Coordination

Review responsibilities 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

Assume lead in case of a missing car or injury accident (following Emergency Procedures)

Assure everything is cleaned up

Communications Captain's Check List:

Pre Event:

1. Review this job description with the Chief of Communications and revise as needed.
2. Review your equipment needs with Chief of Communications.
3. Go over proposed schedule and stage assignments with Chief of Communication.
4. Ensure that your data is correct in the database (log on) and that you have been given Captain status (means you can view your team(s) and available volunteers when you log on).
5. Determine your meeting times and places.
6. Coordinate with Control Captains if planning to head to stage(s) together.
7. Contact previous workers, develop initial staffing list and needs.
8. Coordinate returning workers and staffing shortages with Chief of Communications.
9. Contact all team members to be sure they know meeting times and places and are aware of downloads available on the event website (schedule, maps, frequencies, etc)
10. Coordinate blockages locations with Clerk of the Course or Chief of Comm. if necessary.
11. Send group e-mails to team if desired.

Day of Event:

1. Get packet from Volunteer Registrar with logs and other material to give out to your team.
2. Get stage equipment from Equipment Manager.
3. Get final blockages locations and misc. notes from Clerk of the Course (or Chief of Comms).
4. Meet with your team and review procedures.
5. Make sure your team has signed the waiver and received any event swag/shirt.
6. Confirm workers have supplies (water, food, flashlights, etc.).
7. Hand out red crosses pages, maps, schedules, frequency list if needed.
8. Be at the schedule meetings if schedule.

Stage Set Up:

1. Report "Set-Up Starting" to Net Control.
2. Place Start Blockage (go over who is expected to need to get through – timing people, EMT's press, advance cars (Car 000, 00, 0).
3. Place Start Radio so they can see the cars as they start and hold them immediately if asked to do so.
4. Place Road Blockages and any Relay Stations well of the course.
5. Begin traffic control phase (block & track civilians)
6. Place Finish Radio and scoring relay people such that they can talk to finish timing people.
7. Confirm Communications is fully operational (Start to Finish, Net Control, Road Blockages, and if there is a spectator area its spectator communication).

Stage Operation:

1. Alert all stations (especially Start) when Zero Car declares that you have "**Clearance to start**" after Net Control tell you the "**stage can go hot**".
2. Final Radio Check with all stations reporting.
3. Alert all stations (including Net Control) that the "course is active" when the first car starts.
4. Keep track of all cars that are "out" on the stage using a log.
5. To remind the hams after the stage goes cold to I.D. Simultaneously.
6. Get total number of cars to start the stage from Net Control.
7. Forward reports of disable cars from Course Closing to Net Control. If necessary.
8. Forward additional reports regarding disabled cars to Net Control as sweep cars deal with them.

Stage Tear Down:

1. Begin Tear Down as Green Light Sweep passes a given location unless there are extenuating circumstances. IF the stage is NOT being used again as a stage.
2. Report "**Stage Complete**"-**Tear Down Starting**" to Net Control.
3. If asked in advance by rally organizers, retrieve all signs, arrows, hazard markers and ribbon-return to equipment room.
4. Ensure that everyone on your team "**makes it to the pavement**".

Post Event:

1. Revise check off list and submit to Chief of Communications for next year.
2. E-mail Chairperson with feedback.

Communications Captain Packet:

Blockage Logs

Copies of the Permits

Pens

Red Cross Pages

Frequency List

Extra Maps and schedules and/or anything else that the organizing staff feels should be in their packet.