

100AW, SMR, MOR – Sweep Volunteers

Thank you for volunteering your time and vehicle for the event. The rally is run entirely by volunteers like you, and without you this event could never happen. This document has been prepared to try to provide an overview of the rally, how it operates, the other roles involved, your role and what is expected of you. You will be getting a packet when you register. That packet will include information, including a Safety Plan, which you should familiarize yourself with. Note that this document, as well as the Safety Plan and other important documents will be posted on the Sportity App. It is highly recommended that you load this application on your phone for easy access to these documents. There will be information at registration on how to load and connect to Sportity.

The Stage Crew and Terminology

STAGES: Stages are mini-races, where the competitor's times from each are added up to determine their total race times. It varies for each race, but typically there are approximately 6-8 stages per day for both one-day and two-day events. Each stage has a start and finish, and the competitors are spaced approximately one minute apart and timed on each stage. Stages can be of various lengths and are usually between 3 or 15 miles long. Between the stages, the competitors will use public roads obeying regular traffic rules as they go to the next stage. This is known as a "transit".

STAGE CREW: You will be assigned to a stage crew. Your crew, with its various members described below, will gather at a designated meetup point and travel together throughout the day working, usually at several stages. After arriving at your meetup point, you will caravan to your assigned stage. If all goes as planned, you should arrive at your stage roughly 2 hours before the first competitor car arrives. The team will be set up along the stage in their assigned roles. On the back of your badge there are times listed, and one of those times will indicate the approximate time that the stage route should be closed to the public. Once that happens, it is the entire Stage Crew's responsibility to ensure that no public traffic can/will enter the stage route at any time until after all competitors have run the course and it is deemed to be open by race officials (signified by the presence of the "green light" car, see below). Once that stage has been completed, your Stage Captains will lead the Stage Crew to the next stage, or you are dismissed for the day if there isn't another stage assigned to your crew.

Spectators: While spectators aren't a part of your crew, it's likely members of your crew will interact with spectators. Always be friendly to spectators and answer any questions they may have. Most importantly, let them know there are designated spectator areas. Spectators are not allowed to stand along the course

route, unless they are on a public road not being used for the stage, like an intersection, or on public property, like National Forest ground, or it is their property. The most critical issue is that they are at a safe distance and not standing in a hazard zone like an outside corner. While you cannot force them to leave public property, it is recommended you refer all spectators to an official spectator point where there is appropriate parking, and their safety has been accounted for. The packet you receive at registration should include some information you can provide to them to direct them to those spectator locations.

Members of the stage crew include:

Stage Captains: There is a Start Captain and a Finish Captain in each crew. They are responsible for organizing the stage crew at the meeting place at the start of the day and leading them as a group to the start of the first assigned stage for the day. Once there, one of the captains, usually the Finish Captain, will lead the crew through the stage pausing to place marshals along the route.

Start/Finish Control: These people run the start and finish lines. They will check competitor cars in when they arrive, assign and record start times, start competitors, and at the finish line they will record the finish times for the competitors and account for all competitor's cars.

Stage Medical: This is a qualified medical professional positioned at the start line and held there in case of an accident requiring medical attention. They will only enter the course if a medical emergency has been called.

Marshal: A marshal is an individual that is placed along the Stage route, generally at an intersection, and ensures no public traffic will enter the stage route while it is closed to the public. A Marshal is also the eyes and ears of the Stage and may be called upon by whatever means of communication (Ham radio, CB, cell, in person) to account for competitors' cars and other possible situations.

Heavy Sweep: Is positioned near the start line and will follow very shortly behind the *Safety Sweep* (see below) after the last competitor's car and assist with wrecked or disabled competitor's cars. The Heavy Sweep may also be called upon in an emergency situation to enter the stage route, likely with the Stage Medical, **only when instructed by race officials**, to respond to a serious wreck or incident on the stage. **New for 2025 – All stages will be staffed with two Heavy Sweeps at start.**

The Stage Timeline

As previously mentioned, the back of your badge has some important times marked on it. Those times are estimates and may be superseded by information from race officials or your Stage Captain. Regardless of your job, included in your packet is a card that has a green "OK" on one side. The opposite side has

instructions including the use of CROSSED ARMS. Additional information regarding the OK sign and CROSSED ARMS can be found under “Other Terminology” further down in this document. If you are stationed in a marshal position, once you are in position, you should display the “OK” in such a way that you can be seen by the 000, 00, and 0 cars (more info on them below). If you are not displaying the “OK” sign, it is likely the 000 car might stop and ensure you are ready to go. If you have an issue at your location, you can display **CROSSED ARMS** and the first official car will stop at your location to investigate. **Once the stage is hot, i.e. the stage is ready for competition and cars may be on stage, do not show CROSSED ARMS unless you have an emergency. Showing CROSSED ARMS during the race will cancel the stage and all remaining competitors will transit the stage.**

Stage Route Closed to Public: After the Stage crew has been dispersed to their assigned spots along the stage route, the first event is the closing of the route to the public. This generally follows the time on the back of your badge very closely, unless the race has had some major delays. This is usually scheduled to be one hour before the first competitor car is expected at the ATC/Start. All Stage crew members are responsible for ensuring NO public vehicles enter the stage route after this, and if one does, they should report it immediately by whatever means available. ARA is now supplying “Marshal Blocker Diagrams” as a guideline to utilize worker vehicles to create a physical barrier to prevent public traffic from getting on course. These layouts will be provided in a separate document and posted on Sportity.

000 (triple zero) Car: This car will arrive at the stage approximately 60-90 minutes before the stage and run the route ensuring that it is ready for the competitors. They will make sure that banner tape is in place, there are no stray vehicles on the stage, and that there are no “surprises” that aren’t properly noted to the drivers. They may stop and fix issues along the way and/or communicate to marshals or other workers as needed.

00 (double zero) Car: This car will arrive about 30 minutes after 000 and perform much the same duties as 000. It is a second set of eyes to ensure everything is in order to safely run the stage.

0 (zero) Car: This car will arrive after 00 and about 15-20 minutes before the competitors. Again, they are looking for anything out of the ordinary that would make this stage unsafe/unfit for competitors. The 0 car generally runs the stage at a fast pace, thus trying to emulate the competitors’ experience of the route as much as possible. The 0 car will make the final determination if the stage is ready for competition, noting anything they find to be out of order or unsafe.

Competitors: The competitors will arrive at the start, be assigned a start time, and will be released, at the direction of Net control, onto the Stage for true competition effort and speed. They are released approximately one minute apart

and will “race” from the start line to the finish line of that stage. Once they reach the finish, they then “transit” to the next stage at normal road speeds and road rules. Once a competitor car is on the stage, it is called a “hot” stage and remains so until the Green Light car passes.

Safety Sweep: Safety Sweep will enter the course one minute behind the last competitor. Safety Sweep will ensure the last competitor (and all competitors) have made it safely through the stage route, as well as each transit. Safety Sweep travels at the end of the pack with the competitors throughout the entire day.

Heavy Sweep: Enters the course shortly behind the Safety Sweep and assists with any disabled competitor cars.

Green Light: This vehicle, with a flashing green beacon light, will drive the stage, visibly signifying the route/road is open to the public.

Other Terminology:

ATC: Arrival Time Control. This is a zone where competitors check in at the start of each stage. While in this zone, they do not accrue time as they would in transit or on the stage. While their actual location to begin competing/timing, the “Start Line”, is a few hundred feet down the road.

FTC: Finish Time Control. This is a zone where competitors do not accrue time and stop to get their time recorded, etc., before beginning the transit to the next stage. The “Flying finish” is where their time is recorded and is a few hundred feet before this.

Closed Stage: Approximately one hour before the first car is scheduled at the ATC, the 000 car will begin its inspection by driving the stage route. When 000 enters the stage, public traffic is only allowed in stage direction and must be approved by net before leaving start. The 00 car will arrive at start approximately 30 minutes after 000 and once it enters the stage, the road will be closed to **all** traffic. From that point on, any non-worker car that is seen or encountered along the route should be reported to Net by whatever means available. Also, once a stage route is closed, workers should never drive “counter course” (i.e. towards the ATC) on the stage route.

Hot Stage: A stage is considered “Hot” once the first competitor car enters the stage. It remains “Hot” until the green light car passes to signify it has been opened to the public. During this time, competitor cars may be on the stage at race speeds. Any other car spotted on the course should be reported immediately to Net Control, who will likely shut down the stage.

OK sign / SOS / Crossed Arms: All competitors are issued an OK/SOS sign. When approaching a stopped competitor along the stage route, the competitor should be displaying a sign that has either a green “OK” or red “SOS”. The red “SOS” indicates there are injuries involved or an emergency situation. If no sign is given, it is the same as displaying a red “SOS” and therefore should assume there are injuries until you confirm otherwise. You will also be provided with a green OK sign in your worker book. It may also have the SOS printed on the back of the same piece of paper. However, ARA is now directing all workers to use **CROSSED ARMS** to indicate you need assistance (medical, safety, etc.). See pic below for proper **CROSSED ARMS** technique.



Note that displaying the red “SOS” or CROSSED ARMS on a hot stage will notify others to cancel the stage and stop releasing cars. Only show the red “SOS” or CROSSED ARMS for life threatening injuries or emergency situations, unauthorized car on the stage, spectators on stage, etc.

As a Sweep.....

As mentioned above, the role of any sweep is to assist competitors with their disabled cars. Typically, you will enter the stage under two scenarios. Most of the time you will be sweeping the stage after all cars have been released. In rare cases you will be called to sweep the stage due to a serious accident or a disabled car in a waterway. **It is recommended you zero your odometer at the Start line so you can provide your position on stage in any communications with Net Control.** The two scenarios are described below.

Sweeping the stage after all competitors have been released

After all competitors have been released from the Start of your assigned stage, Safety Sweep will traverse downstage, no sooner than 1 min behind the last competitor. You are to follow Safety Sweep and your main job is to assist them and help clear the stage. Follow Safety Sweep at a safe distance. Remember, you are only a few minutes behind the last competitor so an accident scene may still be unfolding, and you might come up on it without warning. If Safety stops, stay behind or, if safe, pull up alongside to discuss the situation. **Do not pass Safety unless instructed.** Since Safety Sweep will be in front of you, they will arrive on the scene first and will assess the situation.

Safety Sweep will perform a quick assessment of no more than a few minutes. If no injuries are reported, and the car is capable of proceeding on its own, it will proceed in front of Safety Sweep. Safety sweep will no longer perform a “Yank and Spank” to get a competitor back on the road. If the competitor cannot proceed either due to being off the course or a mechanical issue, they will receive a DNF and Safety Sweep will take their timecard. Safety will continue downstage. **No matter the situation, even without relinquishing their timecard, if Safety Sweep, Heavy Sweep or any other non-competitor vehicle travels downstage of a competitor, that competitor is out and will not be allowed to complete the stage.** For this reason, it is imperative that **you do not leave the scene and get in front of any competitors** without first confirming they have decided not to continue or if you are instructed by Safety or Net.

If Safety Sweep continues downstage and you are left with a stuck/disabled car, you are expected to assist them by getting their car back on the road and/or possibly towing them to a better location. If their car is damaged, but drivable, you will serve as an escort. **The priority is to get them off the stage if that section of road will be used again on a later stage.** It's best to consult the map and consider the distance you'll need to tow them to get them closest to the nearest highway or location where their crew can get access with a trailer. This may be up stage (only after green light has passed your location) or down stage, to a side road or a spectator point. You should also ensure that Net Control, and thus their crew, know of their location and condition by communicating with Net Control. If you are not a ham radio operator, work through someone that is. Don't leave the competitor until you are certain their crew is notified of their location and on the way.

Note that in some cases you may have multiple cars off on the same stage. Each stage should have at least two Heavy Sweeps assigned to it. You should coordinate your efforts with the other sweep(s). You can begin helping the first car you come upon, but you or the other sweep(s) may be called away by Safety Sweep or Net if your assistance is needed further down the stage. Should you need assistance, contact Net Control and ask for assistance from the Sweep Coordinator.

Sweeping the stage due to an Emergency Situation

On rare occasions, race officials may receive a report of a bad accident or a disabled car in a waterway. In this situation, Heavy Sweeps may be instructed by race officials to proceed downstage before all competitors have started the stage. In this situation, **Net will take control of the stage, competitor cars will stop being released by Start and Net will coordinate the required medical and recovery efforts.** Therefore, **you must monitor Net traffic when the stage is hot** or be in contact with Start Radio should Net attempt to reach you. Refer to the **Safety Plan** and follow the Emergency Plan as described.

NEVER give out any names over the air! All competitors should only be referenced by their car number, **NO NAMES!**

Tow Points – Where to attach your tow strap

Competitor cars are required to have towing eyes and they should be painted yellow, red or orange. It is recommended the tow point is rated for double the weight of the car. However, it is your discretion if the tow point is suitable. Note that often tow points on the car are typically good for towing and light recovery only. If needed for recovery, you may opt for a better attachment point, for example around the frame or through a wheel, to both minimize damage to the competitor's vehicle and reduce the chance of the tow point breaking and becoming a projectile towards your vehicle. You should have a tow strap (loop ends, **NO HOOKS**) and a d-ring/shackle/soft-shackle with you in your vehicle. Typically, the eyebolts are small so you may need a smaller d-ring/shackle/soft-shackle than you typically carry. A ½" d-ring should fit most of the eyebolts you'll encounter.

If you are delayed and miss the departure of your Stage Crew, do your best to meet them at the beginning of the next stage. The packet you receive at registration will include maps to all of the stages.

NEVER enter a hot stage. A stage is considered to be "hot" from the moment a competitor car is released on it, and until the Green Light car enters the stage and/or goes by your location. The only exception to this is if you are instructed by race officials to assist with an emergency situation where injuries are suspected.

NEVER go counter-course. While the stage route is closed to the traffic/public, even before it is hot, never go counter course. Doing so introduces the risk that you might encounter 0, 00, 000 or other race official cars. So, never go counter course unless specifically instructed by race officials.

NEVER pass a competitor's car. As mentioned earlier, once you pass a competitor, they are considered out of the race. Do not pass them until the competitor confirms they are dropping out of the race or you are instructed by Safety Sweep or Net.

It's common for a sweep to be requested to help with a disabled or stuck car of another worker or possibly a spectator. You can help but do so safely and coordinate with the other sweep(s) on your stage so won't leave your Stage Crew without a sweep for your assigned duties. Do your best to get them to a safe/accessible spot, possibly request assistance for them via the radio, and then rejoin your Stage Crew or assigned position as quickly as possible (unless you have been released for the day). Don't work on or tow a vehicle on the stage route while it is closed to traffic.

Unless you are on a closed stage route in an emergency situation, you are expected to obey all traffic rules, regulations and speed limits! Police officers in the areas will be doing their jobs as usual and can and will write tickets if you are disobeying the laws while transiting to/from stages.

Media

There will be ARA approved and waived media in various spots along the route. These media people will have credentials as proof of approved stage access. ARA provides vests, designations and access to authorized media as follows:

Media (cont.)

- **Restricted (Red Vest):** Novice or lesser experienced rally media. Restricted to spectator or marshaled areas. One Red Vest may partner with and accompany one Blue Vest for mentoring.
- **Unrestricted (Blue Vest):** Reserved to experienced, professional media. Allowed in any safe locations on a stage.

Course opening vehicles and any nearby stage marshals will ensure that they are in safe areas. Should they determine that any media is in an unsafe location, they will immediately advise the media member to relocate to a safe area.

Media, regardless of their credentials, must never be located in areas identified as prohibited or unsafe and if found there, risk having their media credentials revoked. This also applies to areas behind red banner tape.

If a member of the media is travelling onto a stage, they will check in with the stage captain upon entry to the stage to report the exact location they plan to stop at. They must enter the stage before car #00 departs.

If there is a member of the media that has entered a prohibited or unsafe area, you should contact them and recommend they move to a safer location. You can note their vest number, take a photo of them in the unsafe location, and forward that information to the media coordinator or any of the rally organizing staff.

Radio Communications

If you are a licensed Ham radio operator, you should be monitoring the appropriate frequencies **at all times**. There are simplex frequencies assigned for each stage, and those are used within the members of the Stage Crew to communicate on issues relating to just that Stage.

There are repeaters set up and a frequency set for each day for the “net control”. This is the frequency used for the entire Rally. Net control is busy and is the life-blood of the Rally, so you should severely limit your communication on that

frequency. But, don't hesitate to seek assistance from Net Control in a situation that needs a race official decision or in the case of an emergency or potential emergency.

The frequencies are printed on the back of your badge. **Net control also has a dedicated phone number, also listed on the back of your badge. You can use this to relay information if radio communications aren't possible and you have cell service.**

Generally, you will operate on the stage frequency until instructed by the stage captain to switch to Net Control. At some point just before the race, Net Control will do a "roll call" and will ask each member of the stage crew for your stage (referred to by the stage number) to acknowledge they are ready and to identify themselves by providing their radio call sign.

IMPORTANT: For all radio traffic, use your tactical callsign for your current stage, ex. "Heavy Sweep 7", and finish your transmission with your FCC callsign, ex. "KBØXXX".

If you are not a Ham radio operator:

Make sure you have some form of communication with someone that is a Ham radio operator. If you are assigned as a Heavy Sweep, and you and/or your passengers are not Ham radio operators, make sure that someone, possibly in a nearby vehicle, has been assigned as your radio operator. They will be your communications method if Net Control needs to contact you, or if you are dispatched in an emergency.

If you are not a *heavy* sweep, it is still useful for you to identify someone that can communicate for you. You can then communicate with them verbally, if they are nearby, or via CB or FRS if that is appropriate.

Items You Should Have

First, realize that you will be sitting in the woods for HOURS. The weather will be variable, so prepare for anything. Here are some suggested items to bring:

- Plenty of clothing, preferably layers, including rain gear
- Something to occupy your time, such as magazines, radio, etc
- Make sure you have plenty of gas. The stages are remote and not near gas stations, and you may want to run your engine for heat periodically.
- Food/snacks and drinks (non-alcoholic)
- Bottled water to share with other workers or competitors you recover
- Camp chair
- Cell phone
- CB and/or FRS radios
- Clipboard, paper, pens
- Flashlight with batteries

- Toilet paper/Kleenex

As sweeps, since you might be called to duty to recover a competitor's car, you should have:

- Leather work gloves
- Must have appropriate tow points on your vehicle
- Must have a tow strap with looped ends (no hooks!)
- A d-ring, shackle or soft-shackle. As mentioned previously, the tow eye's on the competitors cars may be small, so be prepared with several size d-ring's.
- An assortment of tools
- Fire extinguisher
- As a heavy sweep, you could be called to assist in getting someone out of a vehicle, with that in mind, consider tools for breaking windows, cutting seat belts, prying doors/metal, etc.
- Make sure your vehicle is in good working order. You will be doing a lot of driving, and will be depended on by the competitors, and possibly have to give them a tow, don't let them down!

Other things you might want to consider bringing:

- High visibility safety vest
- Flashing yellow light/strobe
- GPS with lat/lot capability
- Maps or atlas of the area. The "Missouri Atlas & Gazetteer" by DeLorme, which is available at most book stores or online, is an excellent map with details down to the county and forest service roads.
- Axe/Hatchet/small tree saw
- Small shovel
- Water - to top off a leaking radiator

If you have any issues or concerns before or during the rally, you can contact us:

Scott Ashwell
Sweep Coordinator
Callsign: KØSWA
Cell: 314-223-2672
scott@100aw.org
sweep@100aw.org

Or

Randy Stroede
Volunteer Coordinator
Callsign: KCØTTX
Cell: 314-368-0394
Cell: 617-331-1321
randy@100aw.org