

# 100 Acre Wood – Sweep Volunteers

Thank you for volunteering your time and vehicle for the event. The 100 Acre Wood 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, who the people/roles involved are, your role and what is expected of you. In addition to this document, you will be getting a packet when you register. That packet will include other information, including a Safety Plan, which you should also familiarize yourself with.

## ***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. There are approximately 17 stages over the 2 days of the event. 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 any length, 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 travel together throughout the day working at one or two stages. You will arrive at the stage very early. 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 Captain 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.

All members of the stage crew will likely be subject to questions from the public. You can answer them the best you can. But, most importantly, there are designated spectator areas. Spectators are not allowed to stand along the course route, unless it is their property and they are at a safe distance. Any other spectators should be directed to one of the designated "spectator points", on select stages, 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:** 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, they will place the stage crew members where they should be for their appropriate duties. There is a stage captain at the start line and at the finish line.

**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 end times for the competitors and account for all competitors cars.

**Stage Medical:** This is a qualified medical professional that will be positioned at the start line and hold 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 come down the intersecting road/drive and 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 at 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 competitors 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.

**Sweep:** Other sweeps will be positioned either at the start line or along the course route. These Sweeps will act as Marshals (see above) while the stage is active. After the "Green light" car has gone by (or the Stage is otherwise opened to the public), Sweep will assist any damaged or disabled competitor cars. It is very important that no one including the sweeps to enter the stage until the "Green Light" car/truck has passed your location.

### ***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 red "SOS" on one side and a green "OK" on the other side. 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. If you are not displaying the "OK" sign, one if not all of these cars might stop and ensure you are ready to go. If you have an issue with your location, you can display the red "SOS" and the first official car will stop at your location to investigate.

**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.

**000 (triple zero) Car:** This is a car that will arrive at the stage and run the stage ensuring that it is ready for the competitors. They will be looking to make sure that banner tape is all 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 at some point 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 shortly 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 has the ability to make a “go or no go” call on the stage if they find something to not be in order or unsafe.

**Competitors:** The competitors will arrive at the start, be assigned a start time, and be released 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:** The Safety Sweep will enter the course one minute behind the last competitor. The Safety Sweep will ensure the last competitor (and all competitors) have made it safely through the stage route. The Safety Sweep transits with the competitors to each stage, rather than being part of the stage crew.

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

**Green Light car:** This car will drive the course, signifying the route/road is now open to the public.

**Other Sweeps:** Should enter the course and assist any disabled competitors' cars.

## **Other Terminology:**

**ATC:** Arrival Time Control. This is the location where competitors will check in at the start of each stage. While their actual location to begin competing/timing is a few feet down the road, the ATC for most worker purposes can be considered the Start line of the stage.

**FTC:** Finish Time Control. This is the location where competitors stop to get their time recorded, etc. The “Flying finish” is where their time stops and is a few hundred feet before this. For most worker purposes, FTC can be considered the Finish line.

**Closed Stage:** Approximately one hour before the first car is scheduled at the ATC, the stage route is closed to any and all public traffic. Any non-worker car that is seen or encountered along the route should be reported by whatever means. 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 to be “Hot” once the first competitor car enters the stage. It remains hot until the green light car passes or the stage is otherwise opened to the public. During this time, competitor cars are 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.

## **As a Sweep.....**

As mentioned above, the role of any sweep is to assist competitors with their disabled cars. Heavy Sweeps might be instructed by race officials to assist in the case of a serious accident involving injuries.

Your main role is to assist Safety Sweep and help clear the stage. Follow Safety Sweep at a safe distance. Remember, you are only a few minutes behind the last competitor so the 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.**

When approaching an accident along the stage route, the competitors should be displaying a sign that has either a green “OK” or red “SOS”. The red “SOS” indicates there are injuries involved. 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. If the red “SOS” displayed or injuries are confirmed, Safety Sweep will be in charge of the situation and will contact Net to request medical assistance. You will also be provided with an OK/SOS (printed front and back of the same piece of paper) to display in case the competitor has not done so.

If no injuries are reported and the competitor is able to continue, Safety will perform a “Yank and Spank” to get them back on the road so they can complete the stage. If called upon, you will provide the “heavy lifting”. If the competitor cannot continue, 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 first priority is to get them off the stage in the event 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 in order 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. You can begin helping the first car you come upon, but you may be called away by Safety Sweep or Net if your assistance is needed further down the stage. Should you need assistance, contact the Sweep Coordinator via Net Control.

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

Competitor’s cars have tow hooks or eyebolts and they are generally painted orange. You should have a tow strap (loop ends, NO HOOKS) and a d-ring/shackle with you in your vehicle. Typically, the eyebolts are pretty small so you may need a smaller d-ring/shackle than you typically carry. A ½” d-ring should fit most of the eyebolts you’ll encounter. Note that tow points on the car are typically good for towing and light recovery only. If excessive force is needed to recover the vehicle, you may need to choose a different attachment point.

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 the 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 not uncommon 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 in a way that won't leave your Stage Crew without you 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.

## ***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.

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. With that in mind some things to consider:

- 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)
- 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. The tow points on the competitor cars are generally marked with safety orange paint, but may be open or closed loops, so be prepared with a d-ring. A small d-ring, approx. ½”, may be required for some tow points.
- An assortment of tools
- 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

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

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