



Southern Nevada Off-Road Enthusiasts

2019
COURSE WORKER
Procedure Manual

OVERVIEW

This manual has been developed to ensure that everyone in the role of a COURSE WORKER or COURSE OFFICIAL understands their duties and responsibilities. This procedure manual as well as the **SAFETY MANAGEMENT PLAN** must be read by ALL COURSE WORKERS. At each event a COURSE WORKER packet will be distributed to all COURSE WORKERS. The information in the COURSE WORKER packet will update and/or supersede any information in this procedure manual for that particular event.

1. PROCEDURES FOR ALL LOCATIONS

All COURSE WORKERS must read and sign the SNORE Volunteer Release of Liability agreement prior to the start of the event. It will be the responsibility of the VOLUNTEER COORDINATOR to ensure that agreements are signed by all workers. No one will be allowed to participate until it is signed. A minimum of two COURSE WORKERS are needed to operate each location identified by the RACE DIRECTOR. All COURSE WORKERS must be at least 18 years of age or older.

If you are a check point, please position yourself after a turn or other obstruction that slows vehicles down. If position on turn/corner, make sure you are on the inside of the turn/corner and away from track's edge. If you see a course marker or sign that has been knocked over, please repair it. If it requires additional material to repair, like snow fencing, or if the location needs more markers, then please contact RADIO RELAY to report it. Course markers/signs are for the driver's safety as well as your own.

Any CHECKPOINT, STOP CHECKPOINT AND ROAD CROSSING violations need to be reported to the RACE DIRECTOR via the timing trailer. If a racer disregards the signals and jeopardizes the safety of anyone, document the event. Each violation must be recorded as to the violation, vehicle number, time, lap, etc. (who, what, when, where, why and if possible, how is always a good guideline for information reports). If you expect any action on a violation you have reported, the RACE DIRECTOR must collect and record necessary information on the protest form. The COURSE WORKER may be required to appear at the Competition Review Board (CRB) to present complete information regarding the violation. The date, time, location of the CRB meeting can be obtained from the RACE DIRECTOR.

When leaving your Checkpoint/Road Crossing area, please pickup as many course markers/signs as possible and return them to the timing trailer. Return all TIMING SHEETS and any equipment you may have borrowed from SNORE (radio, vests, etc.) to the timing trailer at Start/Finish immediately following the race. Please do not leave the area without returning any borrowed items.

2. SAFETY

PLEASE, NO ALCOHOL UNTIL THE RACE IS OVER. These race teams are counting on you for their safety. If a course worker is found to be intoxicated, they will be asked to leave and not be welcomed back to volunteer to work an event. All COURSE WORKERS are expected to remain at their location until that part of the race course is cleared of any race vehicles and they are released by SNORE RELAY.

Race track safety is VERY important! Please keep people, children and property off of the race course and out of harm's way at all times. On race course turns/corners, position yourself at the inside of the

turn/corner and away from the track's edge. Race vehicles have been known to roll toward the outside of the turn/corner and or cut the turn/corner short. Every COURSE WORKER must wear a Orange safety vest at **ALL TIMES**. The only exception would be if you are going to sit in your vehicle to rest. No other exceptions. You must also make sure the SNORE assigned flag (whip) is attached to your vehicle and visible to that BLM can easily identify course workers from a distance.

If a racecar crashes or rolls in your view, please keep in mind that the track is still "hot" and very dusty. One person in your group should flag oncoming racecars around the crashed car while another ensures the occupants are not injured or need medical attention. The flagger should be at a distance far enough ahead of the disabled car to allow oncoming traffic time to make appropriate decisions on what line they should take to avoid it. After you have ascertained that there are no injuries and have contacted SNORE Relay about the incident, assist the occupants safely out of the crashed vehicle and help them get the vehicle off the course. There may be times when you are not equipped to help, please call SNORE Relay for assistance in getting the vehicle off the race course.

In the event that you or any other person (racer, official or spectator) are involved in an accident and/or suffer an injury, report the incident to SNORE Relay IMMEDIATELY.

STAY ALERT --- DON'T GET HURT

3. LOCATIONS

All CHECKPOINT, STOP CHECKPOINT AND ROAD CROSSING locations will be designated by the RACE DIRECTOR. The checkpoints will be set up prior to the race according to the set up procedures. Upon arrival, all markers will be checked and put back up if necessary.

A. CHECKPOINT

CHECKPOINTS are used to log competitors as they travel the race course. This is accomplished by recording the time and car number onto a timing sheet. All CHECKPOINTS must be staffed with a minimum of two (2) people. It will be the duty of the CHECKPOINT WORKERS assigned to that CHECKPOINT to oversee the operation of the CHECKPOINT, enforce all the safety rules and regulations set forth by SNORE and to ensure proper use of equipment issued by SNORE and guarantee its safe return. There will be one RECORD KEEPER at each CHECKPOINT. Their job is to record the car number displayed by each entrant and the time of day on the TIMING SHEETS provided.

The TIMING SHEETS have a list of the race vehicles by class and car number. All information must be turned into start/finish immediately after closing your checkpoint. The RECORD KEEPER will be responsible for radio communication at the checkpoint. He/she will use the radio to communicate with SNORE officials. When time permits, the RECORD KEEPER will respond to any inquiries about any lost or overdue race vehicles. A guideline for radio procedures for each race will be included in the COURSE WORKER packet.

B. STOP CHECKPOINT

STOP CHECKPOINTS are used to log competitors as they travel the race course. This is accomplished by stopping the vehicle and writing the time and car number into a log. A minimum of two (2) COURSE WORKERS are needed to operate a Stop Checkpoint and they are as follows: SIGNAL OPERATOR and CHECKPOINT WORKER. The COURSE WORKERS assigned to the STOP CHECKPOINT will be responsible to maintain all signs to that checkpoint to ensure maximum effectiveness throughout the entire race. Any and all signs must be kept clean so they can be be seen by the race drivers. Any damaged signs or arrows must be replaced and/or report to start/finish line so that they can be replaced by a SNORE official. It will be the duty of the COURSE WORKERS assigned to that STOP CHECKPOINT to oversee the operation of the STOP CHECKPOINT, enforce all the safety rules and regulations set forth by SNORE and ensure the proper use of equipment issued by SNORE and to guarantee its safe return.

All STOP CHECKPOINTS will be set up according to Diagram 1 entitled "SNORE Stop Checkpoint". STOP CHECKPOINTS are to be on the inside, after a turn or other barrier that will slow race vehicles. The STOP AHEAD signs will be located on both sides of the race course approximately 300 feet prior to the STOP CHECKPOINT. Following the STOP AHEAD signs there will be 3 sets of down arrows placed on both sides of the race course. The first set will be one arrow pointing down and approximately 50 feet beyond the STOP AHEAD sign. The second set will be 2 down arrows located approximately 50 feet beyond the first set. The third set of arrows will be 3 arrows facing down located approximately 50 feet beyond the second set of arrows. After the third set of arrows there will be approximately 100 feet before 3 X's placed on both sides of the race course. This distance from the 3X's to the STOP sign will be 100 feet. The STOP signs will be placed 10 feet apart on both sides of the race course. This will cause the racers to funnel into a single file line. The T-post for the signal light will be located 10 feet from the STOP signs. This will allow the participants to stop at the STOP signs and still see the light. No pits or spectators are allowed in this area. It is the responsibility

SNORE Stop Checkpoint

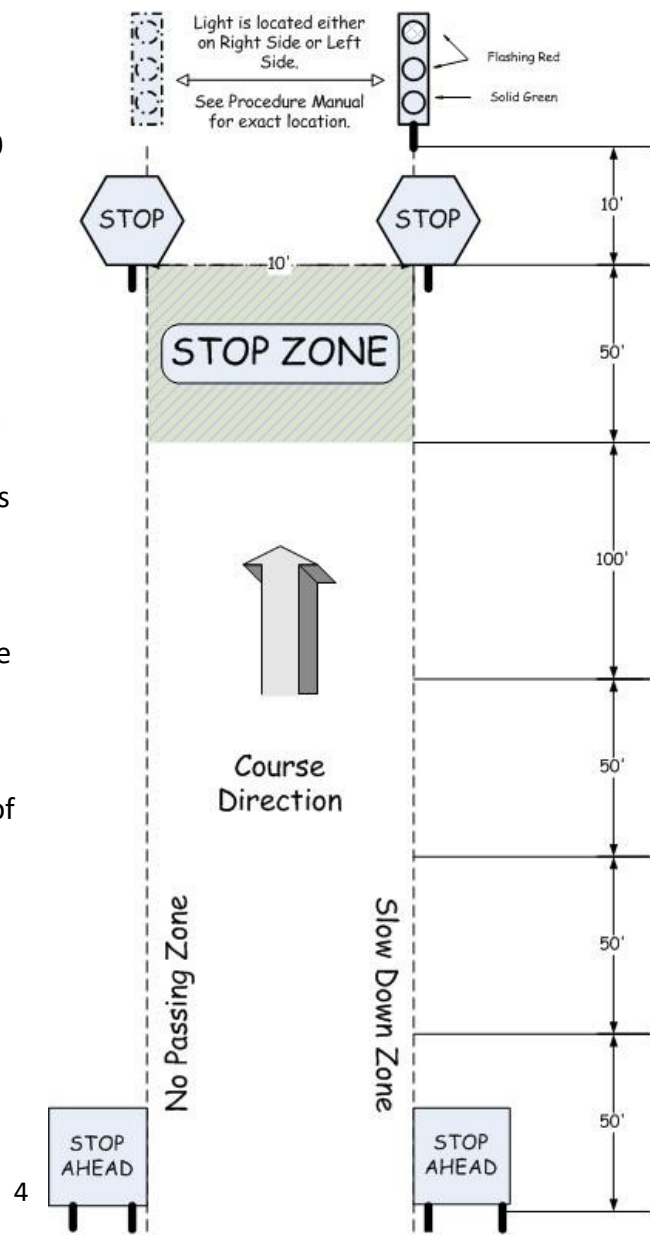


Diagram 1

of the COURSE WORKER to enforce this rule.

The SIGNAL OPERATOR will be in control of the electrical signal light. The placement of the signal light shall be on the driver's right side of the track for STOP CHECKPOINTS located after a right hand turn or on a straight away, or on the driver's left side of the track for STOP CHECKPOINTS located after a left hand turn. The hand control will allow the SIGNAL OPERATOR to stand a minimum of 15 feet to a max of 100 feet away from the race course in a safe area. NO passing is allowed between the STOP AHEAD signs and the STOP signs at all STOP CHECKPOINTS. When the driver brings the vehicle to a COMPLETE STOP (TIRES AND VEHICLE STOPPED), the SIGNAL OPERATOR will look for a signal from the RECORD KEEPER that he/she has correctly viewed the vehicle number. Once the signal is received, the SIGNAL OPERATOR will press the green light button on the control and the race vehicle will proceed. NOTE: In certain cases the SIGNAL OPERATOR and RECORD KEEPER can be one and the same person. Each STOP CHECKPOINT will have in reserve a STOP sign on a 5 foot pole to be used in case of a malfunction of the electrical signal light. The SIGNAL OPERATOR will stand on the left side of the course. The STOP sign will be displayed in front of the driver. When the vehicle has come to a COMPLETE STOP, the SIGNAL OPERATOR will look for a hand signal from the RECORD KEEPER that he/she has correctly viewed the vehicle number. Once the signal is received, the vehicle can proceed.

AT NO TIME MUST THE SIGNAL OPERATOR SHOW FAVORITISM OR DISLIKE TO ANY DRIVER THAT WOULD RESULT IN AN UNFAIR ADVANTAGE TO HIM/HER OR THE OTHER DRIVERS.

The RECORD KEEPER will be responsible to record the car number displayed by each entrant and the time of day on the TIMING SHEETS provided. The TIMING SHEETS have a list of the race vehicles by class and car number. All information must be turned into start/finish immediately after closing your checkpoint. The RECORD KEEPER will be responsible for radio communication at the checkpoint. He/she will use the radio to communicate with SNORE officials. When time permits, the RECORD KEEPER will respond to any inquiries about any lost or overdue race vehicles. A guideline for radio procedures for each race will be included in the COURSE WORKER packet.

C. ROAD CROSSING

A FLAGMAN is used to control traffic that may cross or enter the race course. Race vehicles have the Right-of-Way unless noted in the COURSE WORKER packet. All ROAD CROSSING locations will be designated by the RACE DIRECTOR. Upon arrival certain markers may be placed to assist in FLAGMAN operations. Any necessary equipment set up will be designated by the RACE DIRECTOR. Supplemental instructions will be given if any equipment is required. Any lighting equipment shall be placed so that it will illuminate the area of the FLAGMAN position. At no time will any COURSE WORKER be allowed to flag from any position other than the one assigned without the approval of the RACE DIRECTOR. At no time will any worker position themselves on the outside of a curve. The FLAGMAN control area is the area in which he/she feels is needed to control the area. It can be 25 to 300 feet. Judgment must dictate the size and safety of the area.

4. RADIO PROCEDURES

Initial set-up of the radio is important to get good reception throughout the race. Take power leads and connect red wire to positive terminal of the battery, then connect the black wire to the negative terminal of the battery. Connect the antenna to the back of the radio. Place the antenna on the top of the roof of your vehicle.

SNORE channels are identified on the radios.

| | |
|--------------|---------|
| SNORE OPS | 151.625 |
| SNORE BACKUP | 154.515 |

Adjust the radio to the channel identified as SNORE RELAY, turn squelch knob to the right until you hear static then turn back to the left just until there is no noise. Turn up volume so you can hear when race cars are near. The radio should remain on SNORE RELAY as it is the control point for radio communications. Check in with SNORE RELAY to ensure that the radio is working properly. In case of bad reception, try to move the radio to higher ground and try both the SNORE RELAY and SNORE BACKUP channels. Be at your location and ready to do radio roll-call 30 minutes prior to the published start time for the race. The race will not start until all checkpoints and road crossings are manned and have checked in via radio.

PLEASE NOTE: Your car battery will be weakened by frequent radio use; occasionally starting your engine throughout the day will help to keep the battery charged.

If there is an emergency in your area contact SNORE RELAY immediately so medical help can be notified and respond. If you are unable to make contact using the SNORE RELAY channel, try using SNORE BACKUP. Both channels will be monitored. Your call sign to SNORE RELAY will be your position number, i.e. Flagman 1, Checkpoint 6, etc. It is **EXTREMELY IMPORTANT** to keep the SNORE RELAY channel open so please do not use it for unnecessary communications. It should only be used if you are reporting an emergency or need for retrieval or in response to SNORE RELAY or other SNORE officials requests.

In your check-in packet, there is also a PINK SHEET with SNORE personnel contact phone numbers. Please USE THESE NUMBERS to report course deviation and all other non-emergency situations.

5. RETRIEVAL

Retrieval can be very dangerous and care should be taken to ensure the safety of yourself and those on the racecourse. The following are a few of the things you need to keep in mind when working retrieval:

NEVER TURN YOUR BACK TO THE RACETRACK. Always work in a position that you can see on-coming racecars and have time to get out of their way if the need arises.

Have extra personnel to help and to be a flagman when working near the racecourse. Have the flagman at least 100 yards ahead of the stranded racecar to allow oncoming race traffic to divert around it.

SNORE retrievals will pick up racers if they can be reached by traveling on an existing trail or road to be identified in each event operation plan. If a team cannot be reached by traveling on a BLM approved existing road or trail, the retrieval will not travel to the vehicles. Race teams will be required to have a survival kit on board with food and water.

Upon arriving at a disabled racecar, inform SNORE RELAY if medical attention is needed so medics can be dispatched as necessary.

If towable, tow the racecar to the nearest checkpoint or road crossing and report to SNORE RELAY that location.

Have extra liquids with you for those with you and to give to racers when needed but they are required to have a survival kit on board.

Be sure to carry an extra spare tire for your retrieval vehicle as flats happen often and keep an eye on your gas gauge.

If possible, please check for turtles before moving any broke or stuck vehicles. If you do see on course, please move turtle carefully to a safe area away from course. See "Turtle Fact Sheet" on proper procedure for moving.