INFORMATION GUIDE

Event: Transmoto 8-Hour Enduro : Coffs Harbour
Event Date: 11-12 October, 2025
Location: 146 Pine Ave, Ulong, NSW 2450

What's in this guide?

- What you need to complete before the event weekend
- Information about how to find the venue location
- Key event timings
- The sweep role explained
- What to do when you come across a rider down
- How to use a radio in an emergency
- First Aid explanations

Welcome

We are stoked to have you on board for this Transmoto event! Being a sweep is a crucial and important role for all the competitors that take part. You are at times the person giving that extra bit of encouragement as you help riders get their bike going again or in the worst-case scenario you are working to save their lives.

We prepare the tracks to be as safe as possible but the sport can be dangerous so it's important you understand how vital your role is at the event. Please read through this document and attend all briefings. It's a fun time and a great experience and you will love the day out, but just make sure you feel prepared to handle a situation if it comes along.

Key Contacts
Simon Barratt (Transmoto Managing Director / Sweep Coordinator)
simon.barratt@transmoto.com.au
0478 304 894

Transmoto Admin - getus@transmoto.com.au

Zali Morcom (Transmoto Event Manager) zali.morcom@transmoto.com.au
0459 302 094

WHAT YOU NEED TO DO BEFORE THE EVENT

1. Complete this online waiver. This is essential to be done beforehand and is a Motorcycling Australia & Transmoto requirement. You will not gain entry to the event venue unless this has been done in advance. The link to complete this is here: https://waiver.smartwaiver.com/e/GGz9aYMkg8UQgjEcnq3yLA/

2. If you are reading this document, you are now locked in for the event. If your situation changes (we know it happens from time to time), please notify Transmoto immediately via email to getus@transmoto.com.au and we will be in touch. It's important for our resource planning that we know if you can no longer attend.

WHAT TO PACK FOR THE EVENT

1. All the normal riding gear and equipment you need for a weekend riding including fuel. Please no helmet cameras or tear-offs.
2. Camping gear. Remember it's cold in winter so bring as much warm gear, thermals as you need. Better to have too much than too little.
3. A high vis vest if you have one. (if not we will have some on site)
4. A hydration pack.
5. Bike Fuel
6. Food and cooking equipment, and plenty of water. On the Sunday race day, the sweep coordinator will supply you a coffee and lunch voucher to use, however other meals are your responsibility. There is catering available at the event to purchase on Saturday and Sunday if required.

EVENT LOCATION

Event Site Address:
146 Pine Ave
Ulong
NSW 2450

Event Site GPS: -30.229286, 152.891904

Follow the designated signs to the event activation area.

WHAT TO DO WHEN YOU ARRIVE AT THE EVENT

1. Access for sweeps is available from 12pm on Friday 10th October, but you just need to be on site before 12pm on Saturday 11th October. If you are available to arrive on Friday, please notify us via email to getus@transmoto.com.au. There will be an opportunity to ride and assist in final track prep on Friday and Saturday if you wish.
2. If you are arriving Friday night, please follow the directions into the event and look for the designated sweeps camping area (look for two yellow flags “Sweeps”.)
3. If you are arriving Saturday, you will be greeted at the main entry gate by a staff member. Just tell them straight away that you are a Sweep for the event. You will then be directed to the officials tent where you will be signed off and issued a wristband. Then

a staff member will direct you towards the Sweep Pit Area to set up camp. Look out for the yellow and black sweep flags to indicate the sweeps' camping area. If you are not sure, just ask any event crew (in high-vis vests) before you go ahead and set up camp. Please aim to arrive well before 2pm as with high rider numbers at this event, it will be busy going through check in.

4. Set up camp, set up your bikes and riding gear, get familiar with the event site – where the main event hub, Start/Finish Arch and Medical are all situated.
5. Take your bike & helmet to scrutineering at the Motorex Tent
6. At **2.00pm** on Saturday, there will be a sweep safety briefing held at the Sweeps campsite area. It is essential you are on site and ready for this as it's a WHS component and medical briefing followed by a tour of the track with medical scenarios.
7. **YOU MUST BE ON SITE FOR THE 2.00PM SATURDAY BRIEFING. IF YOU DO NOT ATTEND THE BRIEFING, YOU WILL NOT BE ABLE TO RIDE THE TRACK ON SUNDAY**.
8. Get in your riding gear ready for the 2.00pm meeting as you will be going out on the track right after the verbal briefing.
9. All sweeps must complete a rider competency assessment (this will be done at the event after sweeps briefing), but if you have your road bike licence, you won't need to do this.
10. 2.45pm – Group sighting lap
11. 3.45pm – Return from sighting lap and head to the 4pm riders briefing in the main hub area.
12. Get a good night's sleep! Race day is a long day.

SATURDAY SWEEP SCHEDULE

- 2pm Main sweeps briefing for Sunday race
- 2.45pm Sweeps full track sighting lap
- 4pm riders briefing

SUNDAY RACE DAY SWEEP SCHEDULE:
Note these times can possibly change slightly due to weather forecasts, safety issues, etc, so please just listen to the timings given on the event weekend and the sweep info board at the camp site area.

- 6.00am – Two nominated sweep pairings to check the track in advance. The head sweep or course manager will nominate riders for this.
- 6.30am – All sweeps to be at the camp site area for radio, medic kit allocation.
- 6.30am – The sweeps coordinator will hand out radios, medical kits and coffee/lunch tickets for the day. One radio per sweep pair will be allocated (more information to follow on radios).
- 6.40am – All sweeps in riding gear and ready head to start grid area.
- 7.30am – Race Starts.
- 12.00pm – Remember to eat your lunch using the lunch voucher, drink plenty of water.
- 3.30pm – Race Ends. Wait for head sweep to do a final sign-off. Please do not leave without telling the head sweep or sxweep co-ordinator. All radios and medic kits to be signed back in at the merchandise tent.

THE SWEEP ROLE

The 4 key priorities:

1. **Ensure course is safe** – any obstacle degenerating quickly should be modified if it is a safety issue. If you are unsure, contact the Course Director on the radio.
2. **Assist injured riders** – please ensure you read the medical section below.
3. **Assist broken bikes** – fix or tow the broken bikes if possible to a spot it can be recovered by a quad and trailer.
4. **Repair damaged track marking** – replace missing arrows or track stakes and bunting, especially where people are cutting the track.

The Do's

- Fix things like damaged track tape as you see them.
- Re-route the track if required to avoid obstacles (like exposed tree roots or dangerous obstacles). Look for another alternative line that will keep the event flowing. Always notify the course manager before making a significant change to the track.
- Work with an experienced sweep if you are a newbie.
- Report any cheating and injuries.
- Keep hydrated and energised.
- Make sure you are full of fuel and bike is going to make the distance.
- Have FUN!!

The Don't's

- Wear yourself out – pace yourself and take breaks.
- Race the competitors – move over immediately when safe to do so.

WHAT TO DO WHEN YOU COME ACROSS A RIDER DOWN

We cannot stress how important this part is. A serious situation relies on you and your actions along with your communication. Keep calm, remember the process outlined here and the Saturday training you will receive. Response time is crucial.

Here are the steps to follow:

1. **Assess the incident scene for danger** – You MUST ensure your own safety at a scene. You work in pairs so look at the section of the track you are on. Can other riders see you as they come toward the incident? How fast will other riders be travelling? One sweep may need to take their bike further back down the track to slow riders down by waving. Place the second bike on the track in front of the injured rider as protection if they have not been able to move themselves off the track.

2. **Check for a response** – You want to try and determine whether the rider is conscious and breathing so try to get a response from them by talking to them, asking questions, giving them a squeeze on the hands or shoulders. If you get a response from them, that is a positive as it means they are breathing.

3. **If you DO get a response** – Ask them to describe how they are feeling, where the pain is, and have them rank the pain out of 10. Try to determine if the injury is MAJOR or MINOR. Major would be any concerns around spinal injury, trouble breathing, chest

pain, abdominal pain, bad fractures or dislocations. A minor injury would be things like sprains, strains, discomfort. It is important when you radio in the injury to give your assessment of whether it is a MAJOR or MINOR injury and your best description.

4. **Call in the incident via Radio** – At this point, call the injury in via radio following the radio protocol outlined in this document. Have one sweep call it in while the other continues to treat the rider.

5. **If you DO NOT get a response** – This could mean the rider is unconscious and this can be common with coming off a bike. If they are unconscious, we need to determine whether they are breathing or not. You can be unconscious but still breathing. And whilst it's not a great situation, the fact that breathing is still taking place is crucial.

6. **NO RESPONSE check Airway and Breathing** – If the rider is unconscious, we need to check if their airway is clear (allowing them to breath) and then if they are actually breathing on their own. Firstly, watch their chest. Is it rising and falling? If yes, it's a good indication of breathing. You can also check for a pulse (see Appendix 1 below). If you can not determine whether the rider is breathing, you may need to remove a helmet to check the airway is clear. Work with the other sweep to keep the head and neck still and aligned as you remove the helmet (see Appendix 2).

   To check the Airway, simply open the mouth and look inside. Check for any fluids such as blood that could be filling the airway. You will need to carefully roll the rider on to their side to empty the fluids out. If a spinal injury is suspected, work together to keep the spine as straight as possible. Remember BREATHING TAKES PRIORITY OVER ANY SPINAL INJURY.

   If the tongue looks like it has fallen to the back of the throat, it could be blocking the airway so put your fingers under their chin and tilt their head back (see Appendix 3). Once you have checked the airway is clear and if the helmet is now off, you can perform a more accurate check for breathing by placing your ear over their nose and mouth hoping to feel the rider breathing, hear the rider breathing and then watch their chest for any rise and fall. Do this for 10 seconds and you want to see at least two significant breaths in that time (see Appendix 4). If the rider is breathing but unconscious, carefully roll them over on their side supporting the head/neck in the recovery position.

7. **Rider NOT Breathing** – If the rider is not breathing, time is critical as 3-4 minutes without oxygen to the brain can lead to brain damage. You will need to start CPR while waiting for the paramedics to arrive. If you are not familiar with CPR, see Appendix 5. An explanation will also be given during your on-site event briefing.

HOW TO USE A RADIO

It might seem like a simple task to some, however not doing the basics right can lead to significant time delays in sending paramedics to the incident. The radio is the best link between the emergency and help arriving. This information will help refresh your memory:

The radio set-up:

Depending on use, batteries may not last the full day. Replacement batteries will be available at Rider HQ (Officials Tent) for you to change at any point. If your radio starts beeping by itself, this means the battery is critically low and needs changing. Always check your volume is up and you are on the right channel before making calls. All sweeps will sit on the SWEEP channel. This channel is monitored by Clerk of Course, Course Director, Paramedics and the Sweep Coordinator.

Making a radio call:

1. Ensure your radio volume is up and you are on the SWEEP channel.
2. Listen for any conversation already taking place and wait for a space to transmit your call.
3. Push in the 'Push to Talk' button on the side. You need to hold it down while you speak and let it go when you finish (another person can not talk back if you are still pushing it in). Also, wait 2 seconds from when you first push it in to starting to talk as there is always a slight delay.
4. Firstly, identify who you need to request to speak to: *"MIKE to SWEEP COORDINATOR".* For any general requirements such as bike recovery or track issues, call the Sweep Coordinator. For any medical issues, call through directly to the Clerk of Course.
5. Wait to get a reply before explaining your situation – ie, wait to hear *"YES, GO AHEAD"* or similar. If you have a medical incident and for some reason do not get a reply, double-check your radio's volume and channel.f they are fine, change to the OPERATIONS channel and request help on that. Those on the operations channel will be close to officials and paramedics.
6. Once you get a reply, explain as briefly as possible your situation and location. For example: *"I have a MAJOR injury. The rider is unconscious and we are checking for breathing now. I am between kilometre marker 8 and 9 and roughly in grid space F2 on the track map".*
7. Await further instruction from the emergency team. A paramedic team will be dispatched with our Course Director or property owner who have the best knowledge of all access roads and the track itself. At this point, paramedics will also start to advise you of checks and treatment via the radio.

Radio Black Spots:

Given the nature of the terrain and the type of environment the race is held on, it is possible to find radio 'blackspots' on the track. Our team tries to identify these in advance of the weekend and put up signs to indicate when you are entering and leaving blackspots. Pay attention to these as you move around the track because if your injury is located in a blackspot, one sweep will need to move outside of that dead zone to allow an effective radio call through to paramedics.

KM Markers:

Once again, it is vital you take note of the KM markers as you move around the track. For every injury or just a bike recovery radio call, the best way to identify your location is by relaying where you are in relation to the KM markers. *For example: "I am about 200m past KM marker 12"* Our event team will have a map with gridlines on it showing where the KM markers are and therefore the best access roads to get to your situation.

Appendix 1 – How to check a pulse

Place your fingers in the proper position to feel your pulse. Press firmly but not so hard that you can no longer feel the pulse. Put your index and third finger on either side of your neck to the side of your windpipe to find the carotid artery. If you're measuring on your wrist, set two fingers between the bone and tendon over your radial artery.[4]

- Be careful not to press too hard over the carotid artery, as this can cause you to become lightheaded.
- Find your radial artery by drawing a line with your finger from below your thumb to your wrist. Then feel for the spot between the wrist bone and tendon for a slight pumping motion.

- Place the flat part of your finger on your wrist or neck to get the most accurate reading. Avoid using your fingertips or your thumb.

Appendix 2 – How to safely remove a helmet

Appendix 3 – How to open the airway to allow the tongue to fall away from blocking the airway

Appendix 4 – Checking for breathing

Place your ear over their nose and mouth with your head tilted in the direction that allows you to see the chest rise and fall. Check for breathing for 10 seconds, looking for at least two

significant breaths. If the rider is breathing on their own, carefully roll on to their side in recovery position.

Appendix 5 – How to give CPR

Compressions:

- Get your upper body over the top of the rider.
- Find the centre of the chest by drawing an imaginary line underneath each armpit in the centre of the chest.
- Place the strong palm part of your hand in the centre of the chest. Place your other hand on top.
- Keep your arms straight.
- Aim to push down one third of the depth of the rider's chest.
- The compression rate is 30 compressions then two breaths then back to 30 compressions. Continue this process until paramedics arrive.
- You want to aim for 2 compressions per second.

Breaths:

- If you have a face shield, place that over the mouth.
- With one hand, pinch the nose of the rider (to avoid air escaping).
- With the other hand, lift the chin back as this opens the airway up.
- Give one full breath and check that the chest rises and falls, then give a second breath (checking the chest once again).
- Go back to giving chest compressions.

END OF DOCUMENT