

**Formula SAE®**  
**STATION OPENING PROCEDURES**

**VERIFY THAT YOUR CORNER HAS THE FOLLOWING EQUIPMENT:**

- 2-way Radio / Headset (Captain's responsibility)
- Fire Extinguisher
- Oil Dry / Push Broom
- Quick Jack (for moving disabled cars)
- Set of Flags
- Extra Cones
- Drinking Water

Contact CONTROL immediately if equipment is missing.

1. Assign the radio to your Assistant Captain and have them verify that the radio is receiving and transmitting correctly. Have the Assistant on the radio for the 1<sup>st</sup> shift.
2. Review all worker's personal experiences, limitations, and medical restrictions.
3. Review safety issues (crossing track, approaching and pushing cars, fire, etc).
4. Inform volunteers that using cameras and mobile phones is not allowed when track is hot.
5. Identify restroom and port-a-potty locations.
6. Note that the entire Dynamics area is designated as non-smoking. **Smoking is allowed ONLY in the general vehicle parking areas.**
7. Identify up- and down-stream corners, and work with the other Corner Captains to define the corner limits.
8. Go over the worker jobs and their locations along your portion of the track:

**Friday AUTOCROSS**

- Communicator
- Cone Shaggers
- Red Flagger

**Saturday ENDURANCE**

- Communicator
- Cone Shaggers
- Yellow / Hazard Flagger
- Blue Flagger (for passing zones only)
- Passing Zone Signal Marshals

- Establish job rotation schedule and direction.
- Rotate all of your workers every 20-30 minutes.
  
- Identify and explain specific Blue Flag passing zones and/or Slalom zones.
- Teach flag usage.
- Teach basic hand signals.
- Teach Comm protocol.

**Formula SAE<sup>®</sup>**  
**STATION CLOSING PROCEDURES**

- Listen to CONTROL for specific instructions.
- Gather up all corner equipment in one location.
- Have volunteers assist with collecting and stacking cones.
- Captain is responsible for returning radio to the SCCA trailer.
  
- Thank volunteers for their time and assistance.
- Make sure that every volunteer receives a 'JoinFandC' recruiting card
  
- Remind workers about the next local racing events:
  - May 22-23            Race Weekend 1 @ Waterford Hills
  - May 29-30            SCCA National @ Grattan
  - Jun 5-6                Race Weekend 2 @ Waterford Hills
  - Jun 26-27            Race Weekend 3 @ Waterford Hills
  - July 17                Adv Worker training @ Waterford Hills
- Registration for these events is through [MichiganTurnMarshals.org](http://MichiganTurnMarshals.org)
  
- All SCCA workers are cordially invited for food & drinks after each day's events:
  - Friday at "Hawkeye's Bar & Grill" in Brooklyn, 1 mile north of M.I.S.
  - Saturday at "Jerry's Gill & Restaurant", 4 miles east of M.I.S.

***THANK YOU !!!***