

**Formula SAE<sup>®</sup>**  
**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.

Verify that your radio is transmitting / receiving, and monitor CONTROL while you go over the following items with all of your volunteers ...

- Review all worker's personal experiences, limitations, and medical restrictions.
- Designate an Assistant Captain.
  
- Review safety issues (crossing track, approaching and pushing cars, fire, etc).
- Inform volunteers that using cameras and mobile phones is not allowed when track is hot.
- Identify restroom and port-a-potty locations.
- Note that the entire Dynamics area is designated as non-smoking. **Smoking is allowed ONLY in the general vehicle parking areas.**
- Identify up- and down-stream corners, and work with the other Corner Captains to define the corner limits.
- 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 23-24            SCCA National @ Grattan
  - Jun 6-7              Race Weekend 2 @ Waterford Hills
  - Jun 27-28          Race Weekend 3 @ Waterford Hills
  - July 19              Adv Worker training @ Waterford Hills
- Registration for these events is through [MichiganTurnMarshals.org](http://MichiganTurnMarshals.org)

***THANK YOU !!!***