

Volunteer Information



IET Formula F24 & F24+ event day (ages 11-16 & 16-25)

Date: Thursday 11th July 2019

Venue: Old Blyton Airfield, Kirton Road, Blyton, DN21 3PE

Contact on the day: Olivia 07951158369

What to do

- Arrive on time
- Sign on at **Race admin** to confirm your attendance and that you're fit to undertake the duties at the event.
- You will be provided a high-vis vest which must be worn at all times.
- We will supply water throughout the day and lunch will be provided.
- A full briefing will be given on the day for all job roles.
- Park as instructed
- Please do not leave your station at any point unless asked to by a Greenpower member of staff – but please let someone know if you need a break and also please let Race Admin know and sign out if you need to leave before the event will be finishing.
- If you are unsure or without a job role at any point throughout the day please go to race admin or speak to the secretary of the meet.

All Volunteers/employees of Greenpower will need to abide by our code of conduct and are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries.

***Please read code of conduct and safeguarding policy. ***

***if you have any dietary or mobility needs please contact Greenpower at least 48 hours before the event. ***

What to wear

- Hat
- Sturdy footwear – No flip flops
- Long Trousers – Shorts may be worn if confirmed by Greenpower (may restrict selected job roles.)
- Wind or waterproof Coat and Trousers
- Gloves – suit able for moving barriers and to keep you warm in colder weather conditions
- Sunglasses, sunscreen
- umbrella

***Be prepared for all eventualities as weather condition may change throughout the day. ***

Weather conditions will not cancel or prevent us from running the event. If conditions are starting to deteriorate activities and races may be shortened.

Please car share where possible as most events have limited parking.

The Event

Today's event starts the day with practice for cars and drivers to familiarise themselves of the track layout, then consists of two 90-minute races for F24 (11-16) category *and a 60-minute race in between for the F24+ category (16-25).*

No battery changes are permitted during the races and definitely no charging on race day.

Typical event day:

07:30 Volunteers arrive
07:40 Volunteer briefing - followed by scrutineering briefing
07:30 Teams arrive
08:15 Scrutineering opens
09:00 2nd volunteer briefing
09:00 Driver & team briefing 1
09:30 - 11:00 Practice
11:10 Driver & team briefing 2
11:45 - 13:15 - Race 1 (IET F24)
13:45 – 14:45 IET F24+ Race
15:00 F24+ prize giving
15:30 – 17:00 - Race 2 (IET F24)
17:15 Prize giving
17:15 Clear up

Job Roles –

There are a number of roles that our volunteers take on board, these are jobs you would typically be asked to do, no previous experience is required as a full briefing will be given we are happy for people to do those their roles where possible at each event.

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| Set up | Feather flags, banners, barriers where needed. |
| Scrutineering | This job is for the early arrivals – we ask those interested in scrutineering to arrive on time according to the timetable, in time for the briefing. The job will see you checking all the cars meet our technical guidelines, which they must do before being allowed on track. |
| Being on the gate/Parking | Helping organise the arriving teams, getting them in the paddocks and parked up, parking visitors and other volunteers and generally directing traffic. |
| Race Admin | On occasion, we have asked volunteers support staff in race admin when busy for signing on teams and assisting with general enquiries. |
| Judging | Generally, the sponsors of the event will be the judges at the event. We have multiple additional awards to award at each event and these will need to be selected based on criteria supplied by us. |

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| Safety checkers start of the race | Volunteers may need to guide cars on the track and support with the guide layout for the start of each race where the drivers and cars will be safety checked and briefed before the race starts. |
| Pit-lane observers | Keep the pit lane Free from spectators, and ensure that teams are safely situated in the pit-lane for the minimum time possible for driver changes. Make sure drivers are wearing the appropriate clothing and safety equipment. You should also identify any car that's undergoing pro-longed repair or maintenance and instruct the team to take the car into their allocated paddock. Pit-lane observers should also ensure adults do not assist the Team while in the pit-lane. |
| Pit lane entry | <p>Marshals must check and make sure all cars entering the pit-lane have their isolator switched to the off position and are pushed, by one team member, for the duration of their time in the pit-lane at a sensible walking pace – this is mandatory.</p> <p>Pit-lane entry marshals usually also have responsibility for black flagging cars, but only upon the specific and direct request of the Clerk of the Course, to bring a specific car into the pit lane due to driving or car faults. It's important to 'black flag' cars well in advance of the pit entry point to give them appropriate time to slow and enter the pit lane in a safe manner</p> |
| Pit lane Exit | Pit-lane exit marshals at the pit-lane exit point are responsible for ensuring every Driver is safe to race before they join the track. Pit-lane exit marshals must check that all drivers are wearing a full-face crash helmet with visor or goggles fitted, the chin strap on the crash helmet is securely and tightly fastened, any long hair or hoods are tucked securely into the helmet or overalls/race suit, full overalls/race suits are worn and zipped up, full gloves are worn and safety harnesses are firmly tightened (visual). The pit-lane exit marshal must also perform a brake check to ensure the driver knows how to operate the brakes, and that the brakes are working satisfactorily. During practice sessions, the pit-lane exit marshals should also check that a scrutineer pass sticker is in place and transponder fitted. |
| Track Marshalling | <p>Flag marshals should be positioned so the whole track can be observed. Numbers permitting, two marshals should be posted on each corner and elsewhere along the track if required. All flag marshals should be provided with both a red and yellow flag to wave on the Clerk of the Course's command, or on own observation.</p> <p>Red flag – cars are to slow straight down and stop.</p> <p>Yellow flag – slow down, be careful, something is obstructing the track ahead. Report any cars blatantly ignoring the flag to the Clerk of the Course. Overtaking is permitted, but only if the speed difference is significant.</p> <p>Black flag – is when there is something wrong with a car or issues with the driver and we need to speak to them, the team must enter the pits as soon as possible when it is safe to do so.</p> <p>If a car breaks down in your zone, please report it to the Clerk of the Course immediately, with the car number if possible. If the car is within reach, attend if you can whilst your colleague covers you with a yellow or red flag. Push the car well clear of the track, get the driver out and behind barriers, and await recovery with the car.</p> |

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| Flag wavers | Generally, start and finish flags are waved by the sponsors of the event, although volunteers can also be asked to start and finish the races and will be briefed if asked to do so. |
| Recovery | Recovery (not required at all circuits) Assisting with the recovery of broken down vehicles and bringing them back to the pits. Making sure they are collected in the correct order when radioed in. |
| Pedestrian crossing | Supervising the crossing point for team members and spectators across the live track. |
| Clear up | Helping us clear up at the end of the day – our banners, feather flags, litter picking, cones to be collected. |
| Other | There are always a few extra jobs at Greenpower events, so if there is anything you are unable to do please just let us know. |

For further information about volunteering at F24/F24+ events please contact:

poppy@greenpower.co.uk

Thank you!