

HPDE GUIDELINES FOR **CORNER WORKERS**

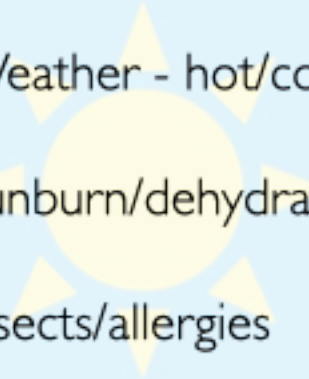
- We are here to make HPDE as safe and smooth as possible, and to have fun!
- Always treat your fellow workers with respect, our lives depend on each other.
- Never be afraid to ask questions, we are all learning, all the time.

HPDE; NOT “TRACK DAY” OR RACE!

- **Learning program**, we can all learn something new
- Actively managed, structured event
- Goals: better driving; Rules: keep it fun, **safety focused**
- **Collaborative** experience - responsibility for everyone to work together and have a great time
- **Set a good example**, others will follow
- We specialize in helping first time students learn the basics and start in the sport. **Please make positive contributions to the learning experience.**

ELEMENTS

- Corner working may not be for everyone, be aware of:
 - Weather - hot/cold/rain/snow
 - Sunburn/dehydration
 - Insects/allergies
 - Medical issues - know your blood type, allergies, etc.
 - Physical challenges - standing long hours, may need to run, lift/carry oil dry bags, push brooms



YOU MAKE EVENTS RUN SMOOTH!

- You are the lifeblood of any racing or HPDE event
- Pride in your work
- PMA - positive mental attitude
- Keeping people safe
- Willing to learn and be adaptable
- **COMMUNICATION IS KEY!** F&C = flagging and communications

FLAGGING & COMMUNICATION

**RACE
CONTROL**

**CORNER
WORKERS**

RACE CONTROL DUTIES

- Responsible for making fast and important decisions.
- Gives corner worker assignments & creates an effective crew.
- Maintains the safety and time management of the event. Keeps everyone informed of the schedule and changes as they arise.
- Communicates with event personnel, corners, medical/emergency crews, and track staff.
- Must listen & respond to messages on more than one radio/channel.
- Keeps a written record of all incident reports of any kind.
- Requests information from corners to clarify situations and make decisions about additional response.
- Checks all turns for clearance, informs them when sessions begin/end, when all-track flags are called for, and other vital information.
- Relays information to corners about when to end a session by red or black flag, dispatch tows or emergency vehicles, track cleanups, etc.
- May also make paddock announcements and calls to grid.

CORNER WORKER DUTIES

- To observe their area of the track and convey essential information to drivers with the use of flags. Proper flagging keeps a simple spin from becoming a pileup, or oil on the surface from becoming a disaster.
- To supply information to Race Control about relevant events or track conditions at your turn.
- To receive information from Race Control about relevant events or conditions elsewhere on the track, as well as instructions or information regarding an incident at your turn.

CLOTHING & EQUIPMENT

- Wear white or light colored shirts and pants. Shorts are not permitted. Cotton is preferred. Do not wear polyester or synthetic fabrics, they will melt to your skin if exposed to a flame.
- Bring layers and/or rain gear. Outer layers do not have to be white, but they can NOT be yellow, orange or red. If you can avoid flag colors altogether that is best.
- Hats must not block your peripheral vision.
- Sunglasses must not change your color perception.
- Footwear must be closed-toe and comfortable and easy to run in.
- Pens, notepad, gloves, binoculars, sunscreen, chapstick are also good things to have.
- Snacks and plenty of water are a must!
- Strike a happy medium of what you want to take to your station, as you will also be taking flags, communication equipment, fire bottle, and possibly a broom.

SAFETY

- Any position on a live track requires your full focus and attention.
- Your lapse of attention can hurt you, your fellow workers, or drivers.
- Do not bring a camera and attempt to take pictures while working.
- No personal devices are permitted to be used while working a station. This includes cell phones, laptops, walkie-talkies, radios, etc.
- Be aware of your surroundings, plan your escape route ahead of time.
- No extra people, friends or guests at your station.
- Perfume/aftershave may attract bugs/bees/wasps. If you have bees near your station, remain calm and ask for assistance/advice from control. NEVER use a flag to swat at them, as this can cause disasters on track.
- Be reliable; if you do not show up and there isn't time to get a replacement worker, the track will be understaffed and this places everyone at greater risk.

PRIORITIES

1. Your Safety

- Priority #1 is to keep yourself safe at all times. If you or a fellow worker are hurt, you can no longer help the drivers stay safe and may contribute to the situation rather than helping with the original one.

2. Oncoming Traffic

- Priority #2 is the safety of oncoming drivers who are not a part of an incident. Flags are the way these drivers know if there is a problem on the track ahead of them. Keeping an incident from growing is the correct first step in a response.

3. The Incident

- Priority #3 (after 1 & 2 are satisfied) is dealing with the incident.

ROAD COURSE FLAGS

AND THEIR MEANINGS

*STUDY AND
MEMORIZE THESE!*



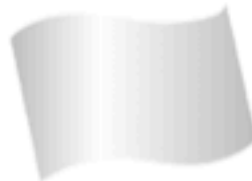
GREEN:

Course is clear, and session is underway. Generally indicates "all clear" from debris or other cautionary flag.



YELLOW:

Take caution, danger, SLOW DOWN, no passing until past the emergency area. DOUBLE YELLOW: Full course caution.



WHITE:

Slow moving vehicle ahead, (car, ambulance, emergency vehicle); pass with care.



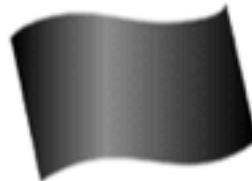
YELLOW/RED STRIPES:

Be cautious, a slippery condition exists, oil or debris on the track.



BLUE:

(with or without yellow stripe) Another car is close behind and is faster than you. Maintain a line and point them by when it is safe to pass.



BLACK:

Indicates you are driving unsafely or have a mechanical problem (\$\$\$), slow down and pit in as soon as you reach track exit. Pull up to the starter station for instructions. If flag is shown standing at all stations all cars are to proceed to the pits.



RED:

EXTREME DANGER, come to an immediate controlled stop at the side of the track. Wait for further instructions; do not proceed around track until told to do so.



CHECKERED:

Indicates session has finished; begin cool down lap and proceed carefully to the pits.

GETTING STARTED

- Be early. Sign in and get organized. Check in with Race Control (usually in the tower) or ask a staff member.
- Check out your radio and make sure it works.
- Attend the morning corner worker meeting; actively listen, ask questions.
- Know your station/corner number.
- Take your flags with you (unless they are already at your corner station)
- Take everything you need with you to your station (water, snacks, hat, etc.)

AT YOUR STATION

- When you arrive at your corner station, check in with something simple like “Good morning from turn 4” or “Radio check from turn 4”. This lets RC know you’re on and your radio is working properly.
- Check that you have all the equipment you need - flags, fire bottle (check its status), brooms, etc. If you need anything, now is the time to call it in.

COURSE CHECK & SESSION START

- Before the day starts, RC will ask for a course check. Turns come on in order, moving around the track “One, clear”, “Two, clear”, etc.
- Clearing means your portion of the track is clear and ready for cars. If there is something on or near the track you are NOT clear and would respond appropriately (“tow truck in turn 4; 4 is not clear”, “safety crew sweeping in 5; 5 is not clear”). RC may respond with “Let me know when they’re clear”. Once clear, call it in.
- Between the time of clearing and the start of the session, there is no speaking unless something happens to make your turn no longer clear.
- Before the session begins, RC will inform you of flagging conditions (“one lap standing yellow” or “no flag”).

RADIO COMMUNICATION

- Know the right channel and stay there.
- Keep all calls short, clear, and to the point.
- All radios have a 1 second delay. Press the button, hold for 1 count, and then start.
- Speak clearly and slowly, do not yell. Stay composed; don't talk too quickly or you'll have to repeat the call.
- Convey accurate and necessary information.
- Start a call with "**you to who**" (Turn 3 to Control).
- Always respond to a question - either with an answer or "checking".
- Always say "**copy**" (not Roger, 10-4, or okay).
- Listen to other station calls; you may need to take action.
- Keep in mind what is the most urgent at the moment. Incidents have priority. If your call can wait, please wait. Take notes if needed.

WORDS WE DO **NOT** SAY

- **Red** - instead use **crimson**
- **Tire(s)** (sounds like fire) - instead say **wheel(s)**
- **Dead** - use **stalled, no power**, etc.
- **Rolling** (only if end over end) - instead say **moving, under own power**, etc.

RADIO TROUBLESHOOTING

- Make sure you're on the right channel, it's easy to turn the wrong knob.
- If you can't be heard, reset the radio:
 - Turn off the radio.
 - Unplug and re-plug the headset.
 - Turn the radio back on, pick a quiet moment and try again.
- Radio batteries *should* last all day. If you hear a BEEP or two after a transmission, ask for a new battery/radio.

RADIO COURTESY - 2 CALLS AT ONCE

- When 2 or more radios are keyed up at the same time, NO transmission is clear. One and only one person can talk at one time on the radios.
- RC has to waste time asking for repeated info.
- We need to be courteous to each other. If someone else is talking, standby and hold your call (unless it's a mayday). Take notes if needed.
- RC prioritizes calls depending on urgency. Waving yellows are answered before standing yellows.

CALL ETIQUETTE TO RACE CONTROL

1. Contact RC - *turn number & flag condition*

2. Wait for response

3a. Vehicle identification - *number & color*

3b. Incident - *what happened, driver condition, vehicle location, tow?*

HOW TO CONTACT RACE CONTROL

STEP ONE

When an incident occurs, get the flag out first (yellow, waving yellow), then deal with the call as quickly as possible. Preventing further accident or injury is more important than reporting what happened.

CW: **“Turn 3 to Control, waving yellow”** (then STOP talking)

RC: **“What do you have Turn 3?”**

By then, you should be able to assess the situation and make your call.

HOW TO CONTACT RACE CONTROL

STEP TWO

CAR IDENTIFICATION - *number & color*

- Report numbers by digit: 408 = "four-zero-eight"
- Include color

INCIDENT - *what's happening?*

- How did he get there? Did he slide off? Drive off? Pushed off? Did he spin center course? Did he continue?
- Is there track blockage?
- Does he need a tow NOW or can he wait until the end of the session?
- Contact with another vehicle? Contact with armco/wall/tires?
- Is there something on the track? Fluids/parts/animals?
- Passenger arm out the window? Hood unlatched? Car smoking?

EXAMPLES

- Turn 4 to control, waving yellow (RC: go ahead 4) car one-four has spun center course, is stopped 90 degrees to traffic, course is blocked.
- Turn 4 to control (RC: go ahead 4) car one-four has continued, dropping flags (or course is clear).
- Turn 6 to control (RC: go ahead 6) car one-eight spun and continued. (Waving yellow would have been out here, but only for a brief period.)
- Turn 3 to control, waving yellow and surface flag (RC: go ahead 3) car six-five has blown it's motor, is off driver's right, oil on line, driver okay, request tow now.
- Turn 10 to control (RC: go ahead 10) car one-zero-seven four wheels off and on, driver's right.
- Turn 6, standing yellow (RC: go ahead 6) car three-two is off driver's right, safe. Engine is running. Driver is not moving.

RED FLAGS

- Red Flag = mayday emergency situation (fire, vehicle impacts solid object, car rolls or flips)
- Permitted to request if the situation calls for it
- **DO NOT pull the red flag before RC tells you to!**
- Vehicles should come to a controlled stop within two manned stations
- If red flag is called, all other stations are radio silent (unless of course there is another one)
- Allow RC to assess the incident and dispatch the needed emergency vehicles. A red and yellow waving flag will be displayed at the corner with the incident. RC decides what happens next.
- CW should not leave their station unless you have first **posted a flag** and you **have permission** from RC to GO NOW.
 - Remember to keep yourself safe first. Oncoming traffic is next, and the poor guy having the problem is third.
 - Never leave your station without your radio - it is your lifeline!
 - Take your fire bottle with you. A fire is not always immediate, and valuable time can be lost going back for the fire bottle.

FIRE BOTTLES



Remember "**PASS**" - **P**ULL, **A**IM, **S**QUEEZE, **S**WEEP

THINGS TO NOTICE

- Fluid leaks
- Things hanging, dragging or broken
- Mechanical sounds
- Smoke - can you smell it? Oil, brakes, etc.
- Flames/sparking (not from tailpipe)
- Pinging/knocking
- Doesn't belong in run group
 - Poor line
 - Looks lost
 - Not keeping up
 - Early/late turn-ins
- Passengers - arms inside, not holding phone/camera



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PROFESSIONALISM

- Stay objective
- Get both sides of the story
- Consider whether actions were in good faith
- Ignore bad attitudes and personal attacks
- No swearing or yelling
- Firm, but polite
- No driver came here to ruin your day
- Escalate to RC, they will escalate to AI

VIOLATIONS

- Illegal start, not waiting for starter point
- 2 wheels off, repeatedly
- Failure to come in following 2 wheels off (to check car)
- Spin, or 4 wheels off
- Failure to observe flags
- Drifting

- Exiting car on track (unless on fire)
- Passing zone violations
- Passing without a point-by
- Failure to use pit signal
- Too fast in hot pits
- Speeding in the paddock
- We reserve the right to declare reckless driving

PASSING PROCEDURES



Pass Left



Pass Right



Pit Signal



Pit Signal

- Vehicle doing passing goes off-line
- One point per car
- Driver of vehicle being passed chooses side
- Absolutely NO PASSING in corners (unless approved for a specific run group)
- NO POINT = NO PASS
- No drag racing, lift throttle to allow pass
- Need more space? Pit in & signal starter



PENALTIES

- **STRIKE 1** - warning issued to driver; not permitted in open session at end of day
- **STRIKE 2** - driver will sit out the next session
- **STRIKE 3** - driver will leave the facility and receive no refund
- Avoidable contact with another car is an **instant removal** from event and permanent banning from future events!