

INTERNATIONAL DESIGN COMPETITION  
**FORMULA STUDENT**  
**NETHERLANDS 2020**

**VOLUNTEER HANDBOOK 2020**



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## Introduction

*“New Decade, New era”*

Welcome to a new year of Formula Student, we'd love to welcome you to the organizational team of the 2020 edition of FSN. You will find all necessary information in this handbook. 2020 marks the start of a new decade, with a lot of exciting things happening in the FS community. Driverless/AI, the future of combustion and probably more that we don't even know about yet. Let's make it a great decade together.

What other volunteers say:



*“Being a volunteer in FSN means you have zero worries concerning your arrival to the venue. The organizers will make sure to know all about your travel planning and assist you with it. That even includes picking you up from various location points, as they did with me and my fellow judges in 2019, after we arrived at the city of Groningen.”*

*Fillia Sité , Judge at FSN2019*







## Contact Information

Formula Student Netherlands is promoted by Tilt Works B.V. which was created in 2016 to launch the event in The Netherlands. Our office is located in the city of Groningen, The Netherlands, just 20 minutes from the TT Circuit which is the venue for FSN.

Contact Information	Office & Warehouse: Tilt Works	Venue: TT Circuit	Group Accommodation: De Boerhaarshoeve
Street and Number	Peizerweg 97	De Haar 9	Schoonloërstraat 49
Postal Code	9727 AJ	9405 TE	9444 TH
City	Groningen	Assen	Grolloo
Province/Area	Groningen	Drenthe	Drenthe
Country	The Netherlands	The Netherlands	The Netherlands

### FSN Event Managers:



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## General rules & Behavior

FSN strives to be the best Formula Student event out there by being friendly, professional and trustworthy. As part of the FSN Team, you are an ambassador of the event and we expect you to carry out these values. We do not have a long list of rules, but here are some obvious ones:

- No use of alcohol or any drugs during the event. There will be time to drink a beer in the group accommodation in the evening.
- No smoking indoors and not in any dynamic/static event area.
- No (former) team clothing as we do not want anyone to question your neutrality. FSN will provide shirts and for 2019 we will also try to source warm jackets/sweaters.
- Please clean up litter and try to keep the group accommodation tidy.

## What's different in 2020?

2019 was a year of many changes, of which a lot worked out great. For 2020 we are not planning on changing much: (subject to confirmation)

- Switch of catering services, drastically improving quality of service and food
- Improved volunteer briefings and on-site training

## Dates & Times

FSN2020 will be officially held from 05-09 July 2020, but for volunteers we kindly ask you to arrive earlier and depart later, if possible. See the table below for details/

Date	FRI 03/07	SAT 04/07	SUN 05/07	MON 06/07	TUE 07/07	WED 08/07	THU 09/07	FRI 10/07
Main Activities	Campsite / Paddock Construction	Team Arrivals	Opening Ceremony Team Arrivals	Competition Day	Competition Day	Competition Day	Award Ceremony Competition Day	Team Departures Campsite / Paddock Deconstruction
Volunteers	Arrival Day	Arrival Day						Departure Day

Exceptions can be made regarding the arrival day and departure day. Earlier arrival than July 3th is not possible.

## Arrival Information

Before you leave, please check that your travel documents are valid and legal. If you require a letter to obtain a visa, please contact the event managers.

You should bring enough clothes for your stay, although you will get a couple of T-shirts which you are required to wear during the event for recognizability. Also, please remember to bring a couple of towels for your stay at the group accommodation.



You may arrive by own or public transport, please see the table for locations:

Method of Transport	Location	Information
By car	TT Circuit	Parking is available for free. During your stay at FSN you may use the FSN vehicles for transport to and from the group accommodation.
By train/bus	Assen Train Station Groningen Train Station	A pick-up and drop-off service will be available on all days  You can plan your journey via <a href="http://www.9292.nl/en">www.9292.nl/en</a> (Dutch Public Transport). FlixBus offers an additional, cheaper service.  During your stay at FSN you may use the FSN vehicles (minivans) for transport to and from the group accommodation.
By air	Groningen Airport Eelde (GRQ)	Pick-up and drop-off service is available on request.
By air	Amsterdam Airport Schiphol (AMS) Eindhoven Airport (EIN) Rotterdam Airport (RTM)	Please take the train to Assen/Groningen. A pick-up/drop-off service for <u>large groups</u> is available on request from the airport.

## During your stay

During FSN2020 you will stay at the group accommodation 'De Boerhaarshoeve'. Regardless of your arrival and departure date, a bed will be reserved for you from July 3<sup>th</sup> until July 10<sup>th</sup> 2020. Bed sheets and pillows/pillow cloths are included, but you will need to bring your own towels.

Every day, a simple breakfast is available at the accommodation. You may travel back and forth to the event venue with our FSN minivans or with your own car.

Lunch and dinner will be served in the catering tent at the TT Circuit.

## FSN2020 Organizational Structure

Shirts	Teams
Blue	Event Management, (&Operative Team)
Green	Cost Judges, Design Judges, Business Plan Judges
Purple	Scrutineers
Black	Logistics Crew
Red	Media & PR, Event Crew, All other staff

### Business Plan Judging

Business Plan Judging will be one of the 3 static events during FSN2020. Please find all details in section S1 of the 2010 Rules

Judges will be divided into judging teams based on their specialty and former FS experience. For FSN2020 we will try to set up a third location for the BP presentations.

After all presentations have finished, the judges will select 1-5 teams from each class for the BPP-Final .

### Cost Judging

Cost & Manufacturing (C&M) Judging will be one of the 3 static events during FSN2020. Please find all details in section S2 of the 2010 Rules

Four to five teams, consisting of at least 3 judges each, will judge all teams.

Judges will be divided into teams based on their specialism. There are two categories:

- Manufacturing & Technology
- Cost structure & Finance



## Design Judging

Engineering Design (ED) Judging will be one of the 3 static events during FSN2010. Please find all details in section S3 of the 2020 Rules. Each team will be allocated 45 minutes to present.

Five teams, consisting of at least 6 judges each, will judge all teams according to the following schedule: Teams A&B will judge all EV class teams, while Teams C&D will judge all CV class teams.

(Schedule to be released)

Judges are divided into teams based on their specialism. There are five categories:

- Aerodynamics
- Suspension
- Chassis / Composites
- E-/CV- Powertrain
- Electronics

Online meetings will be organized before the event to discuss and prepare for the event. Schedule to be released.

## Scrutineering

Scrutineering, or Technical Inspection as it is called in the 2019 Rules, is divided in several categories:

- Accumulator Inspection (EV Only)
- Electrical Inspection (EV Only)
- Mechanical Inspection
- Driver Egress Test
- Tilt Test
- Noise Test (CV Only)
- Rain Test (EV Only)
- Brake Test

## Operations & Logistics

The O&L Team is the backbone of the FSN Organization, operating mostly in the background their task is to ensure the event runs smoothly for everyone involved. Tasks may vary greatly from building the campsite facilities, driving VIPs, delivering water to scrutineers and collecting garbage.

## Media & PR

FSN generates a lot of media attention, both nationally and internationally. Also, during the event dozens of VIPs will visit the event. The Media & PR team takes care of the media, ensure they have a place to work, plenty of drinks and a stable internet connection. The team also takes care of the VIPs and shows them around the venue.

## Campsite

The campsite crew manages the campsite area from construction until deconstruction and all in between.



### Welcome Centre & Info Point

The welcome centre and info point in the paddock area are important locations during the event, they function as the HQ for the organization and are managed by a small team. This teams answer all questions from teams, carries out the registration process. This also includes a night-shift on arrival days.

## Dynamics

Dynamic events are likely to be scheduled like in 2019, so:

What	Where	When
Skid Pad Event	Ruskenhoek Corner	Tue 17:00-19:00 / Wed 09:00-11:00
Acceleration Event	Main Straight	Wed 09:00 – 15:00
Autocross Event	TT Junior Track	Wed 13:00 – 19:00
Endurance Event	TT Junior Track	Thu 09:00 – 19:00

Two dynamic leaders will be appointed, coordinating two events each. More information and track maps to be published.



## Timekeeping & Scoring

Timekeeping is outsourced during FSN, but we do need a small team that translates all timing into scores. They are also responsible for publishing all results at the welcome centre and online.



## Travel expenses

Travel expenses will be (partly) covered for FSN2020.

For 2020, €0,125 per kilometer will be compensated with a maximum of €150,- per person. So, if you reside in Brussels, Belgium (which is +- 650km on a round trip) you will be compensated €81,25. We acknowledge this is not enough to cover all costs for one person, so we will try to arrange carpooling. Feel free to use our social platforms.

Of course, you will have no additional costs during the week as your stay and all meals are covered.

Your travel compensation claim must be filed before August 1<sup>st</sup> 2020. All travel compensations will then be transferred before the 31<sup>st</sup> of August 2020.