

# INTERNATIONAL DESIGN COMPETITION **FORMULA STUDENT** **NETHERLANDS**

## VOLUNTEER HANDBOOK 2023



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### Changelog:

V0.5: Added new information (Volunteer TO DO list, During your stay and travel compensation upgrade)

V0.1: Public on website 04/01/2023

## 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	Stay: City Hotel de Jonge
Street and Number	Egersundweg 6	De Haar 9	Brinkstraat 85
Postal Code	9723 JM	9405 TE	9401 HZ
City	Groningen	Assen	Assen
Province/Area	Groningen	Drenthe	Drenthe
Country	The Netherlands	The Netherlands	The Netherlands

### FSN Event Managers:



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## General rules

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:

- The use of drugs is prohibited;
- No use of alcohol on track. There will be time to drink a beer in the hotel 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 2023 we will also have warm jackets/sweaters;
- Please clean up after yourself and keep the hotel rooms nice and tidy for everyone.

## Personal safety and social behavior

As a crewmember of Formula Student Netherlands you should always feel safe and comfortable. In the spirit of teamwork FSN couldn't be as great without you.

As the crew consists of a large group of volunteers from different nationalities and environments, differences can occur. Next to that, all people have their own boundaries and this should be respected by anyone.

If you feel threatened or unsafe during the event, please let us know as soon as possible. Ms. A. ten Hoor is your confidant (as well as the two Event Managers). You can reach her onsite or via her phone number (+31 6 11813824) or email ([a.tenhoor@formula-student.nl](mailto:a.tenhoor@formula-student.nl)).

## Dates & Times

FSN2022 will be officially held from 08-13 July 2022, but for volunteers we kindly ask you to arrive earlier (the 7th or 8th of July) and depart later (on the 14th of July), if possible.

See the table below for details:

Date	FRI 07/07	SAT 08/07	SUN 09/07	MON 10/07	TUE 11/07	WED 12/07	THU 13/07	FRI 14/07
Main Activities	Campsite / Paddock Construction	Team Arrivals	Team Arrivals Opening Ceremony	Competition Day	Competition Day	Competition Day	Competition Day Award Ceremony	Team Departures Campsite / Paddock De-construction
Volunteers	Arrival Day	Arrival Day						Departure Day

Exceptions can be made regarding the arrival day and departure day. Earlier arrival than July 8th is not possible.

If you arrive/depart on another day, please contact Ms. Algri ten Hoor for details.

## Volunteer schedule

<detailed time table for volunteers will be shared at a later time>



## Volunteer TO DO list

As a lot of information is displayed in this Volunteer Handbook, a simple and easy to do list will help you prepare for the best FSN-experience.

Subject	Deadline
Check your travel documents if they're valid and legal	10th of May
Apply for a VISA (ask <a href="mailto:a.tenhoor@formula-student.nl">a.tenhoor@formula-student.nl</a> for official documents)	25th of May
If you have dietary preferences, send them to <a href="mailto:a.tenhoor@formula-student.nl">a.tenhoor@formula-student.nl</a>	15th of June
Fill in the arrival and departure form: <a href="#">2023 Arrival &amp; Departure Schedule</a>	1st of July
Communicate your preferred roommate to <a href="mailto:a.tenhoor@formula-student.nl">a.tenhoor@formula-student.nl</a>	1st of July
Check if you brought everything with you (see "During your stay")	5th of July

## 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 ms. A. ten Hoor ([a.tenhoor@formula-student.nl](mailto:a.tenhoor@formula-student.nl)).

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.
By train/bus	Assen Train Station	<p>A pick-up and drop-off service will be available, details will follow</p> <p>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 (arrives in Groningen, please take the train to Assen).</p>
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. From there a pick-up and drop-off service will be available, details will follow

## During your stay

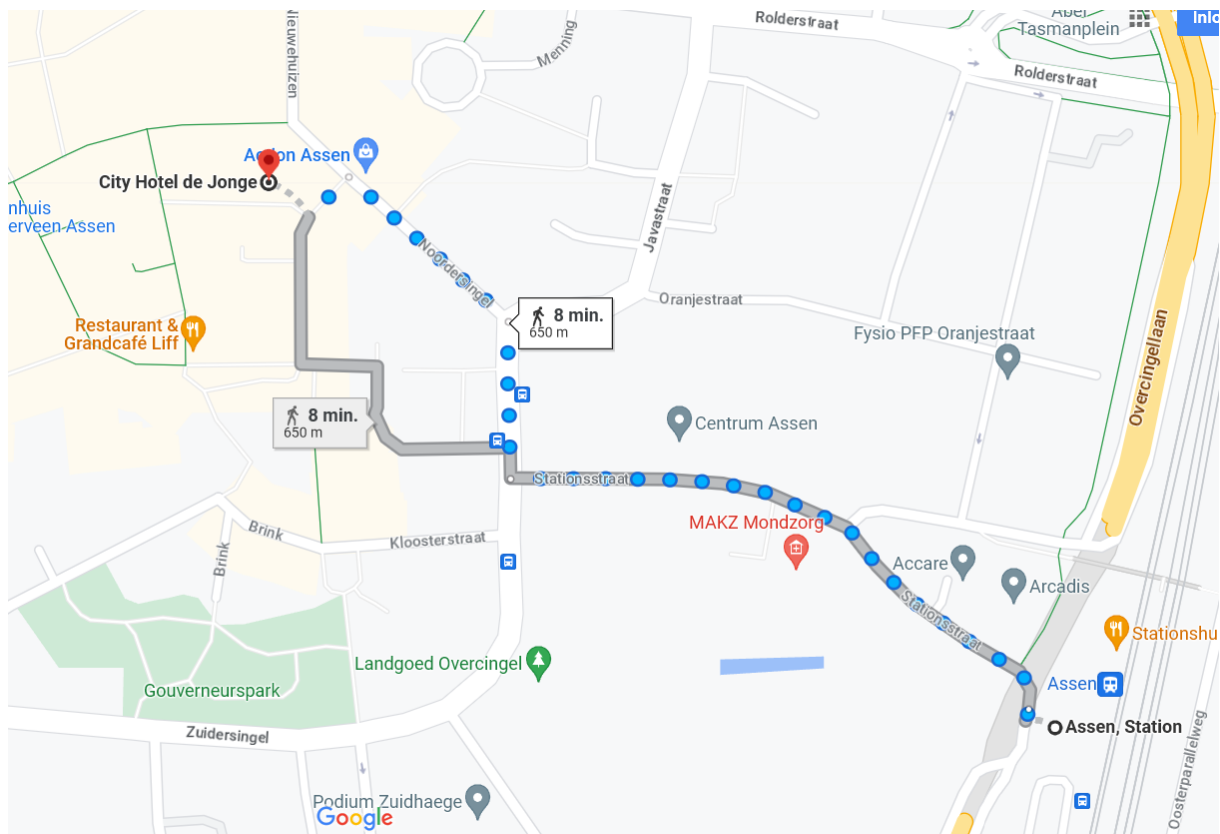
Regardless of your arrival and departure date, a bed will be reserved for you from July 7th until July 14th 2023.

This year the accommodation will be City Hotel de Jonge in Assen (Brinkstraat 85, 9401 HZ). The hotel is located in the centre of Assen. For more information about the hotel see <https://hoteldejonge.nl/>.



Bedsheets and pillows/pillow cloths are included.

The hotel is on walking distance from Assen Train Station: <https://goo.gl/maps/Ciz1HkZPh796cdFm9>



***What to wear?***

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. For former FSN crew members: please make sure to bring your FSN-shirts/hoodies with you.

In July the Dutch weather is mostly sunny and around 22 degrees Celcius, but we'll never be sure. Please make sure you prepare for rain (rain coat/poncho), cold nights and or hot days (suncreeen/hats). Hint: check the weather forecast before leaving!

***How's the food?***

Every day, a simple breakfast buffet is served at the hotel.

Lunch and dinner will be served at the TT Circuit (venue map will follow).

***Traveling during your stay***

You may travel back and forth to the event venue with our FSN minivans or with your own car. If you use one of our minivans, please make sure the van is filled up with people (so we don't leave people behind at the track).

## Travel compensation

Travel expenses will be (partly) covered for FSN2023.

For 2023, €0,125 per kilometer will be compensated with a maximum of €225,- 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> 2023. All travel compensations will then be transferred before the 31<sup>st</sup> of August 2023.

## FSN2023 Organizational Structure

How does our crew look like? Find out the details in the schedule below:

Shirts	Teams	How many crew members?*
Blue	Event Management, (&Operative Team)	2
Green	Cost Judges, Design Judges, Business Plan Judges	34
Purple	Scrutineers	37
Red	Media & PR, Event Crew, All other staff	7

\* expected confirmations

### Business Plan Judging

Business Plan Judging will be one of the 3 static events during FSN2023. Judges will be divided into judging teams based on their specialty and former FS experience. Please find all details in section S1 of the [2023 Rules](#).

<schedule will follow>

Please note that the judging tasks are mostly carried out in the first half of the event. As the Dynamic Events take place in the second half of the Event, judges may be asked to help out with Event Crew tasks.

### Cost Judging

Cost & Manufacturing (C&M) Judging will be one of the 3 static events during FSN2023. Please find all details in section S2 of the [2023 Rules](#).

<schedule will follow>

Please note that the judging tasks are mostly carried out in the first half of the event. As the Dynamic Events take place in the second half of the Event, judges may be asked to help out with Event Crew tasks.

### Design Judging

Engineering Design (ED) Judging will be one of the 3 static events during FSN2023. Please find all details in section S3 of the [2023 Rules](#).

<schedule will follow>

Please note that the judging tasks are mostly carried out in the first half of the event. As the Dynamic Events take place in the second half of the Event, judges may be asked to help out with Event Crew tasks.

## Scrutineering

Scrutineering, or Technical Inspections as it is called in the [2023 Rules](#), is divided in several categories:

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

Also Post Event Inspection and assistance with the Dynamic Events is part of being a Scrutineer at FSN2023. All scrutineers will be assigned to a certain category when arriving at the event.

<schedule will follow>

## Event Crew

The Event Crew 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 judges and scrutineers and collecting garbage.

The Event Crew is generally to be divided in four categories:

- Logistics

Construction and deconstruction from all event activities (arrival area, campsite, paddock area, dynamic event areas, scrutineering areas), maintaining the camp site, running errands.

- Welcome Center

The welcome center in the paddock area is an important location during the event. It functions as the HQ for the organization and is managed by a small team. This team carries out the registration process and answers all questions from teams. On arrival days the Welcome Center is also open at night.

- Dynamic Crew

The dynamic crew is responsible for running the Dynamic Events as smoothly as possible. This contains setting up and maintaining the Acceleration, Skid Pad, Autocross and Endurance Event. The dynamic event team takes care of all disciplines such as safety checks, track inspection, scoring, reviving cones and many more tasks. As the Dynamic Events take place in the second half of the Event, Dynamic Crew members may be assigned to other Event Crew tasks before.

- Media Crew

Responsible for all communication with visitors, spectators and official press releases. For FSN2023 content creators, photographers and video are part of the Media Crew.

All Event Crew members (except the Media Crew) will be assigned to a category when arriving at the event. This specific schedule **will be shared at a later time**.





### 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 center and online.