

INTERNATIONAL DESIGN COMPETITION FORMULA STUDENT NETHERLANDS

VOLUNTEER HANDBOOK 2024



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Changelog:

V1.0: Update information on group accommodation and Volunteer TO DO list

V0.5: Update information on travel compensation, TO DO and organizational structure

V0.1: First draft 17/12/2023

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: De Strubben
Street and Number	Egersundweg 6	De Haar 9	Hoofdstraat 4
Postal Code	9723 JM	9405 TE	9443 TJ
City	Groningen	Assen	Schoonloo
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 2024 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 or email (a.tenhoor@formula-student.nl).

Dates & Times

FSN2024 will be officially held from 13-18 July 2024, but for volunteers we kindly ask you to arrive earlier (the 12th or 13th of July) and depart later (on the 19th of July).

Exceptions can be made regarding the arrival day and departure day. Earlier arrival than July 12th is not possible.

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

Volunteer schedule

Please check the detailed **volunteer schedule** below. It gives an indication of what your day will look like at FSN2024.

	Arrival days: Friday July 12th to Sunday July 14th
07:00-07:30	Wake up and breakfast served!
07:30-08:00	
08:00-09:00	Preparation, construction and arrival of teams!
09:00-19:00	Lunch around 13:00h, dinner around 19:00h
12:30-13:30	
18:00-19:00	

19:00-21:30	
21:30-22:00	
22:00-22:30	Travel to group accommodation***
22:30-00:00	Time for a beer, a shower and sleep

EVENT DAYS: Monday July 15th to Thursday July 18th	
07:00-07:30	Wake up and breakfast is served!
07:30-08:00	
08:00-09:00	Prepare for day job
09:00-12:00	Day jobs (morning)
12:00-13:00	Lunch is served check-in with your team lead (not all people at the same time)
13:00-18:00	Day jobs (afternoon)*
18:00-19:30	Dinner is served check-in with your team lead (not all people at the same time)
19:00-21:30	Evening tasks** (judging finals, scrutineering on appointment, construction, cleaning up)
21:30-22:00	Cleaning up
22:00-22:30	Travel to group accommodation***
22:30-00:00	Time for a beer, a shower and sleep

* Thursday July 18th: Deconstruction of the paddock. Teams need to be out of their pitboxes and leave the paddock before 17:00h

** **Event Photo, date and time to be confirmed. All teams must go to the Main Straight**

*** Earlier travel is possible: discuss with your team lead/Event Control

Departure day: Friday July 19th	
07:30-08:00	Wake up and breakfast served!
08:00-10:00	Clean up bedrooms and empty group accommodation before 10:00h
10:00-12:00	Departure time! (earlier is also possible) Drop-off service (airport Groningen) is available during the morning

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

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
If needed: Apply for a VISA (ask a.tenhoor@formula-student.nl for official documents)	1st of May
Check your travel documents if they're valid and legal	1st of May
If you have dietary preferences, send them to a.tenhoor@formula-student.nl	15th of June
Check if you brought everything with you (see "During your stay")	10th 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).

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 on all days.</p> <p>You can plan your journey via www.9292.nl/en (Dutch Public Transport). FlixBus offers an additional, cheaper service (arrives in Groningen, please take the train to Assen).</p> <p>During your stay at FSN you may use the FSN vehicles (minivans) for transport to and from the group accommodation.</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. A pick-up and drop-off service will be available on all days.

During your stay

Regardless of your arrival and departure date, a bed will be reserved for you from July 12th until July 19th 2024. During FSN2024 you will stay at the group accommodation 'De Strubben'. Bed sheets, pillows/pillow cloths and towels are included.



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 (sunscreen/hats). Hint: check the weather forecast before leaving!

How's the food?

Every day, a simple breakfast buffet is served. Lunch and dinner will be served at the TT Circuit (exact location will be shared at the event).

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, check in with Event Control. Please make sure the van is filled up with people (so we don't leave people behind at the track).

Travel compensation

For 2024 we offer (partly) travel compensation up to 1.800 km traveled (€0,125 per km). The maximum compensation per person will be €225,- per person. 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.

Travel compensation (trips from 0 to 1.200 km):

Formula: $(km\ traveled * €0,125)$

Travel compensation (applies to trips from 1.200 km or more):

	Arrive on			
Leave on	Friday	Saturday	Sunday	Monday
Wednesday	50%	30%	15%	0%
Thursday	70%	50%	30%	15%
Friday	100%	100%	100%	50%

formula: $=IF((km\ traveled * €0,125 > 225) \text{ then } 225; (km\ traveled * €0,125)) * \% \text{ days stay}$

Two examples:

1. If your one way trip is 525 km, your travel compensation is $525 * 2 \text{ (whole trip)} * €0,125 = €131,25$
2. If your one way trip is 980 km, your travel compensation is $980 * 2 \text{ (whole trip)} * €0,125 \text{ (=max. €225)} * 70\% \text{ (you stayed from friday to thursday)} = €157,50$

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

After the event you will receive a link to a Form in which you can claim your travel compensation.

Your travel compensation claim must be filed before August 1st 2024. All travel compensations will then be transferred before the 31st of August 2024.

FSN2024 Organizational Structure

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

Shirts	Teams	How many crew members?*
Blue	Event Management	2
Green	Cost Judges, Design Judges, Business Plan Judges	32
Purple	Scrutineers	33
Red	Media & PR, Event Crew, All other staff	11

* expected confirmations

Business Plan Judging

Business Plan Judging will be one of the 3 static events during FSN2024. Judges will be divided into judging teams based on their specialty and former FS experience. Please find all details in section S1 of the [2024 Rules](#).

Your Lead Judge is Krisztina Horicsányi. Please contact her for detailed schedules and questions about BPP Judging.

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. The assigned tasks will be shared with you during the event.

Cost Judging

Cost & Manufacturing (C&M) Judging will be one of the 3 static events during FSN2024. Please find all details in section S2 of the [2024 Rules](#).

Your Lead Judges are Martin Brochard and Elias Caracatsanis. Please contact them for detailed schedules and questions about CM Judging.

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. The assigned tasks will be shared with you during the event.

Design Judging

Engineering Design (ED) Judging will be one of the 3 static events during FSN2024. Please find all details in section S3 of the [2024 Rules](#).

Your Lead Judges are Fillia Site and Zacharias-Panagiotis Oikonomou. Please contact them for detailed schedules and questions about ED Judging.

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. The assigned tasks will be shared with you during the event.

Scrutineering

Scrutineering, or Technical Inspections as it is called in the [2024 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 FSN2024. All scrutineers will be assigned to a certain category when arriving at the event.

Next to that, the scrutineering crew will carry out the construction and deconstruction of the Scrutineering area (with support of the Event Crew).

Your lead Scrutineers for Mechanical Scrutineering on site will be John Charalampidis and Andrei Borborean Tiberiu. Your lead Scrutineer for Electrical Scrutineering on site will be Dennis van den Brandt. Please contact them for detailed schedules and questions about Scrutineering.

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, construction and deconstruction, 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.

Your lead Dynamic is Marco Jonkers. At the event a briefing with necessary information to know will be organized.

- Media Crew

Responsible for all communication with visitors, spectators and official press releases. For FSN2024 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 on the arrival days.



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.