

## Lapping Day Procedures and Safety Guide

To insure a smooth and time efficient lapping event on the 1/2 mile Sprint Race Track, the following staff, procedures and safety requirements must be followed.

1. A designated front ticket booth person will confirm all pre-paid participants for the lapping event from a printed pre registration sheet provided to them the morning of the event.
  - a. This person will also **require anyone, regardless of participation status, to sign and date the Insurance waiver sheets provided for that days event.** The date on the waiver must correspond to the date of the event. ( no one can enter the front gate unless they sign the Insurance waiver.) A participant/ driver and spectator/crew wrist band will be issued and required on the left wrist of anyone entering the front gate. In order to get a wrist band, the person must sign the waiver.
  - b. If a participant,a Crew of a participant or spectator has not prepaid for the event and is not listed as prepaid on the pre-registration sheet, they will me charged and must pay the correct fee for their entry through the gate. ( "Gate"prices for these individuals will be posted on the pre-registration sheet.)
  - c. A front gate person must be on duty the entire time of the event and must in-force the insurance waiver policy. ( at some period of time "to be determined" after the event is near completion , the gate will no longer require spectators to pay admission.
  - d. The front gate person will be in contact with Race Director via walkie talkie radio at all times.
  - e. A "Lapping Tech Sheet" will be presented to all preregistered and paying participants/ drivers by the front gate person . This sheet must be filled out by the driver and signed and dated. It will be collected and verified by a tech/grid staff member. These sheets will go to race control prior to cars participating in the event. Any issues with conforming to tech safety should be brought to the attention of the Race Director. **Any driver that appears to not conform to the tech sheet requirements will have an X placed on the top of the tech sheet and must resolve with Race Control prior to being allowed on the track.**
2. Participants/ spectators should use the paddock area between the covered stalls and the large garage near road course. Participants/ spectators should park at least 150ft form the race track surface.
  - a. Aluminum bleachers will be set up in designated spectator areas. Participants and spectators should follow and adhere to all safety guidelines and stay out of restricted areas.
  - b. Announcements for the lapping event will be broadcast on the back P.A. system via walkie talkie radio
3. Staff for a lapping event. Below are the minimum requirements for staff at a 1/2mile track lapping event. ( additional staff required for Sprint Race Series events on the 1/2 mile and/or events on the 1.0 mile new circuit.

4. (1) front ticket booth person (from opening of gate to closing of gate)
5. (2) grid people. These folks will line up the cars in the “pit out” position on the grid based on which Lapping/ Run group they are in. One person is responsible for letting and directing cars on to the “HOT” track. During lapping events, a car will be released to the track spaced approximately one every 5 -7 seconds. Maximum of 4 cars on the track at a time. The cars in this group will lap the track at speed for approximately 10 laps per session and then will receive the checkered flag which signals them all to come into the pits via the pit-in road near the large garage. These lap sessions will continue back to back with as little down time as possible. All access to the track by cars is regulated by the “pit out” grid person and they should not leave their post unless another staff member steps in to replace them. Also, the track out grid person should not leave their post during on track emergencies( spin outs, stalled cars, car fires, etc) unless instructed to by race control. Grid should have a fully charged full size fire extinguisher near pit out.

It is the responsibility of the second grid person to make calls on the P.A. for drivers to line up and have all drivers ready to go on the track when their session is beginning. The second grid person is also responsible for insuring that all drivers are securely belted in place, that they have their helmet also securely fastened and have the correct wrist band for driving privileges

Both grid staff will collect the driver filled out tech sheets and confirm adherence to safety requirements. Once the staff has confirmed tech sheet requirements are met, they will collect the signed tech sheet and place a round colored sticker on the top, driver side wind shield as an indication of tech sheet compliance. Any issues with conforming to tech safety should be brought to the attention of the Race Director. **Any driver that appears to not conform to the tech sheet requirements will have an X placed on the top of the tech sheet and must resolve with Race Control prior to being allowed on the track.**

- c. Grid staff will also check wrist band compliance( special color band for drivers) and check for tech sheet compliance colored sticker on windshield.
- c. Grid staff will also maintain safety in the grid area and insure that people are not in exposed areas of danger ( not protected by barrier or in “NO MANS LAND”)
- d. Grid should communicate and receive guidance from “Race Control” Race Control is in charge of the on track events and makes all the calls during “Hot Track” activity. After the track is no longer hot, The Race Director and Race Control can determine what changes or course of action should be taken. All event staff should comply with requests from Race Controller during “Hot Track” conditions. Race Director has final call on all **Non** “Hot Track” decisions.

#### (2) Corner workers (flagmen)

- a. A corner worker will be positioned in a safe area off the track surface with the job of communicating with drivers as to current conditions,dangers and directions during Lapping/ Race events. They will use colored flags to communicate to the drivers. Corner workers will also help aid drivers in need when the track is no longer hot. ( Race Control will make that call) Corner workers will also assist tow truck in removing cars from the track, assist in extinguishing fires and extricating

drivers from cars in dangerous situations. CORNER WORKERS SHOULD NOT LEAVE THE PROTECTION OF THE WORKER STATION WHILE THE COURSE IS HOT UNLESS INSTRUCTED TO BY RACE CONTROL.

b. Corner stations will communicate directly with Race Control. Corner workers must always be alert and attentive to the conditions on the track. They must quickly report any spin outs, or unsafe conditions to race control via radio and standby for instruction. The yellow (caution) flag can be waved at the corner works discretion in the event of a fast developing unsafe condition ( car spinning out or stalling/ stopping on or near the race surface.) Depending of event type, a corner worker may also have an emergency/ response vehicle ( pickup truck, MULE or other motorized quick response vehicle which will contain a tow strap and a full size fire extinguisher. )

c. Corner workers must learn the Road Race flags and their meaning/usage. For lapping events only 5 will be used.

1. **Green flag** means the start of a session or race, (track is hot) While cars are driving at speed on the track, it is considered green flag conditions.

2. **Yellow flag** is a caution flag, an unsafe condition that drivers should be aware of and reduce speed in the area of the unsafe condition. Drivers will still run at full speed once they have past the danger. Race controller will provide direction how to display the flag

3. **Black Flag**- Indicates that something is wrong and you should exit the track ASAP. Race control makes this call. Black flags are usually pointed at the offending driver or to the whole field if entire track needs to be cleared of cars. Cars should pull into the pits for instruction.

4. **Red Flag** indicates a bad situation where the danger requires everyone to stop on track ASAP. One the cars are stopped, they will receive instructions from the corner workers via Race Control on how to proceed.

5. **Checkered Flag** indicates that the session/ race is over and drivers should exit the track using the pit in exit. Since the Start/Finish line on 1/2 mile Sprint Race Track is on the opposite side of the track from the exit road, cars do not need a full cool down lap and should exit the track when first approaching the pit-in road exit.

(1) Race Control- In charge of all on track/ "Hot track" activities during the event. Must have previous experience in Road race safety protocols and procedures. Will be positioned in a safe location where visibility of as much of the track as possible. Answers only to Race Director during non "Hot Track" conditions during the event. Race Control directs the corner workers and grid and ambulance on procedures and protocols during the event.

(1) Ambulance/ EMT person and vehicle. Responsible for assisting medical needs and treating injuries both on the track and in the paddock/ pits. Emergency/Ambulance should be positioned in the paddock to the North of pit out to the track in a safe area with easy access to the track surface. This Ambulance takes all commands from Race Control during "Hot Track "conditions. Should a medical emergency happen that is non "Hot track" related,(in the pits or paddock) the Ambulance will communicate to RC the problem and RC may shutdown/ black flag the event to allow ambulance to respond to emergency and resume track activity when ambulance is back in position.

(1) Race Director (Winston Landymore) is in charge of the event and is responsible for its operation. During a Road Course event, Race Director is basically the event manager. Only during Hot Track conditions and on track related safety/ situations does Race Control's directives prevail. Race Director will generally "float" at the event and must be able to break away from a situation to address another. All matters concerning the event other than "Hot Track" activities is managed by the Race Director. Race Director will assist and sometimes temporarily replace staff for brief periods of time.

Anticipated Lapping Schedule:

GATES OPEN:8:00 am

TECHNICAL CAR INSPECTION: 8:00-9:00am

FIRST CAR ON THE TRACK: 9:00 am

TRACK ACTIVITIES SHUT DOWN: 3:00pm