HPDE CONTROL AND STARTER TRAINING HANDOUT

Training and Qualification

All new HPDE Controller and Starter volunteers must attend initial classroom training and then a minimum of a half-day on-track orientation to attain Trained status. After classroom and on-track orientation, the trainee must spend at least one day working with a qualified Controller and/or Starter on Track Day to obtain Qualified status. Qualified status will be based on trainee's comfort level at working the position and determination by the Committee Chairs and trainer. All Controllers and Starters must work a minimum of two weekend days every two years (need not be consecutive) to maintain his/her Qualified status. Controllers and Starters may hold dual qualifications. The Control/Start Committee Chair(s) is responsible for working with HPDE Event Chairs to schedule volunteers for upcoming HPDEs and tracking/maintaining a database of all Qualified and Trained Controllers and Starters.

Content:
Training Narratives
Tracks Commonly Used by AMR
Detailed Control Script Example
Simplified Control Script
AMR Event/Spin Log

1. Control Roles and Responsibilities
a. Control is the primary focal point for track management and safety of the event and its participants. As such, Control is responsible for track announcements; be in direct contact with Starter, Corner Workers, CDI, Ambulance, Safety Committee, Gate Control (track dependent), Event Chair(s), and Track Manager (for towing of cars and other track incidents) at all times during the event; managing the schedule such that the event ends on time; and protect the safety of those on the track. Ideally, there should be two Controllers at each day of the event to backup each other.
b. Arrives to track early for meeting between CDI, Control, Starter, and Corner Workers to discuss track procedures. Make sure everyone has a charged radio and is on the same radio channel prior to heading out to their stations. Iterate to CDIs and Event Chair to be mindful of monitoring radio communications and to notify Control when they hand off their radio before going on the track.
c. Coordinates the actions of the corners, ambulance, and towing when there are incidents, offs, or other events requiring corner worker or other response. All vehicle impacts with damage must trigger an ambulance response or visit with EMT personnel.
- Will stop an Event (red flag situation) and order an Ambulance on-course when immediate response is required; prior to a restart, Control will work with CDI and Safety to ensure a restart is appropriate.
- Towing situations may or may not require a red flag, get all the facts and make a determination.
- Do not allow Starter, Corner Workers, safety/emergency personnel on track surface unless the track is cold (emptied of vehicles or all vehicles are at full stop). This includes debris removal.
- Consults with Event Chair and CDI if unusual situations arise. (i.e., animals on track, weather, etc.)
d. Understand and follow the PCA Driver Education Minimum Standard.
e. If the DE is using a non-AMR Starter, Control must make sure he/she is aware of AMR flag usage, and Starter responsibilities and procedures.
f. While cars are on the track, watch for:
- Unlatched doors/hoods/trunks/convertible tops/gas caps, opened sunroofs, and anything else that might be loose or hanging from the car; and all windows with occupants are down.
- Body parts hanging outside any car opening.
- Excessive smoke or leaking fluids.
- Presence of drones above the track.
Equipment: Radio, Control Script, Event/Spin Log, Event Schedule, Run Group Roster, Track Map, and Binoculars
Recommendation: All Control volunteers compile a personal binder that contains procedures, script, notes, track maps, and all necessary forms to have on hand at each event.

2. Starter Roles and Responsibilities
a. The Starter is primarily responsible for releasing the correct driver/car from the correct run group on the track, and is part of the team responsible for the safety of the track and all DE participants.
b. Arrives to track early for meeting between CDI, Control, Starter, and Corner Workers to discuss track procedures
c. Prior to releasing a vehicle on the track:
- Signal cars at staging area to pull forward to starting grid.
- Performs visual checks of each driver/instructor (chin straps, seat belts, arms hanging out) and vehicle (loose articles, front windows not down, doors/trunks/hoods unlatched, sunroof not closed, gas cap open, parts hanging from the car) to ensure they are both safe to enter the track.
- Ensure each driver has a color-coded wrist strap and is in the correct run group and each vehicle has the proper registration/inspection tags.

- Ensure the environment is safe (approaching traffic, stalled vehicles on pit exit/track entry lane) before releasing each vehicle onto the track.

d. Maintains awareness and control the flow of all vehicles on and coming off the track.

e. Also function as a corner worker for the corner and section of the track immediate pass the Starter position as you are also the only mean of communications to drivers on the track.

f. Manages the starter grid and hot pit area. Perform visual safety inspections of vehicles that had left the track surface or spun out on the track (it is mandatory for these vehicle to come to the hot pit with or without a black flag). Obtain CDI approval before allowing them back on the track.

g. The Starter is vulnerable as he/she is often out in the open as vehicles are moving at speed. As such, your primary safety concern is you, the Starter. Ensure you are safe at all times and safety equipment are available and within reach in the Starter area.

h. Understand and follow the PCA Driver Education Minimum Standard.

i. While cars are on the track, watch for:

- Unlatched doors/hoods/trunks/convertible tops/gas caps, opened sunroofs, and anything else that might be loose or hanging from the car; and all front windows are down.
- Body parts hanging outside any car opening.
- Excessive smoke or leaking fluids.
- Presence of drones above the track.

Equipment: Radio with headset, Flag set (with Checkered flag), Fire Extinguisher, Cones, Event Schedule, Run Group Roster, Track Map,

Recommendation: Assemble a kit that includes a hat, windbreaker/jacket, sunglasses, rain gear, sunscreen, insect repellant, lip balm, eye drops, gloves, flashlight, and first aid kit.

3. AMR Flag Usage

a. All participants must understand the flags and their usage and that certain flags have different functions for different events, even for PCA DE events.

b. The CDI or Starter will cover AMR flag usage at each morning's drivers meeting.

c. AMR flag usage is as follow:

- **Green** is used only by the Starter on the grid. A DE driver may only enter the track after being signaled by the Starter with the green flag.
- **Yellow/Caution** indicates a hazard ahead. Drivers must slow down and proceed with caution – no passing until driver is beyond the incident safely and sees no yellow flag displayed at the next manned flag station. A '*Standing Yellow*' is standard for the first two laps of all first run groups in the morning ; it is also used to indicate incident ahead but track is clear. A '*Waving Yellow*' means exercise extreme caution as there is an obstruction on the track or off the track in a hazardous location.
- **Red** is displayed waving only. It is Control's call to display the red flag and means a serious obstruction on the track. All drivers must come to a full stop in view of the next manned flag station.
- **Black** flag can signify various conditions. An '*Open or Furled Black*' flag pointed at a driver/car means something is wrong with the car or the driver has done something unsafe. The driver needs to come to the hot pit or black flag station. This flag is used at the direction of Control. A '*Standing Black*' at each manned corner station means the session has been stopped due to an incident. All drivers proceed to the hot pit and await direction. A '*Waving Black*' is also used after a red flag to direct drivers to return to the hot pit. Drivers will be directed to restart or enter the paddock as the session is over.
- **Passing** is a blue flag with a yellow diagonal stripe to alert a driver that is holding up traffic and to watch his/her mirrors.
- **White** flag displayed at the Starter station indicates there is approx. 5 minutes left in the session.

- **Checkered** is used only by the Starter to indicate the session is over. All drivers must complete their cool down lap and proceed to the paddock.

4. Communications and Record Keeping
a. Control will perform a communications check with the Starter, Corner Workers, CDI, Ambulance, Safety Committee, Gate Control (track dependent), Event Chair, and Track Manager (if applicable) prior to the start of the track event.
b. Use basic radio etiquette when calling: [your call sign] to [recipient]; i.e., "Control to Start" (repeat if necessary). To respond: Go ahead [caller]; i.e., "Go ahead, Control". Make your message with precision, conciseness, brevity, and clearness. Do not interrupt a conversation in progress, but wait for the line to be cleared.
c. Control and Starter will coordinate with each other, Corner Workers, Event Chair, and CDI throughout the event.
d. Call around the track to confirm the Ambulance, Corners, Gate Control (track dependent) and Starter are on the job:
- After each Corner/Starter break time.
- Back from Lunch.
- If there are any incidents that will shut down the track.
- Control will ask Starter if he/she to release cars and Starter will respond.
e. The Event Chair will provide a copy of the day's run group/driver roster to Control. During the first run of each run group, Control will ensure car numbers match that run group as they enter the track -- coordinate with CDI/Event Chair if there are discrepancies. Changes to the roster (i.e. instructor or run group change, cleared for solo, etc.) will come from the CDI throughout the event; Control will annotate those changes to the roster and propagate them to the next day's roster (if applicable).
f. Control will record all incidents on the HPDE Event/Spin Log (record of all loss-of-control incidents including spins, 2-off [optional], and 4-off) and contacts the CDI by radio for any 4-off or of any loss-of-control behavior of a student or students; and any track issues during the event. If the drivers do not come right in after a spin and/or 4-off, Control will have them black-flagged to talk to CDI at the Black Flag station. Vehicle that had gone 2-off should also come to hot pit to have their vehicle/tires checked out by the Starter. Control shall remind CDI if it is a second or subsequent incident for that driver that day. Control can record other information given to it (car counts, for instance).
g. Upon the completion of the event, Control will provide the event log and other records to the CDI. After CDI review, he/she will forward it to the Treasurer for retention with the rest of the event records.

5. Track Management
a. Control manages the Event Schedule in terms of managing track announcements, Corner Workers, cars to grid, Starter, and start and stop ("hot" and "cold") time/track status to the extent required to keep the event on schedule and protect the safety of those on the track. Control should receive a schedule and an up to date run group list from CDI prior to the start of the event.
b. Prior to Hot Track, Control will make radio contact with the Ambulance to confirm they have an event schedule, track map, a radio, in position and are familiar with access and procedures to enter the track during an emergency. Control will also make contact with the Track Manager (or equivalent person, if applicable) to assure he is ready for any car removal.
c. Starter will not release a run group at any time until directed by Control.

d. Corner Workers (including Starter) will notify Control of any incident on and/or off the track that may affect the safety of the participants. Corner Workers may display the Yellow flag as he/she deems necessary before notifying Control.

e. Control will notify the Starter to put out the White Flag and Checkered Flag. (Hint: do not wave the White Flag as drivers sometimes mistakenly took it as the Checkered – even though they are suppose to pay attention to the flag)

f. After waiving the checker flag, Starter will communicate the last vehicle's information to Control and Corner Workers to ensure all current run group vehicles have been recovered before Control starts the next run group. (Hint to Starter: when it gets close to ending the session, make a mental note of each vehicle as it passes your station) Each Corner Worker will announce when that last vehicle has passed his/her station.

g. If the event is running behind schedule, Control may release the next run group before all vehicles have been recovered if he/she and the Starter deemed it is safe to do so (key here is that the Starter must have all drivers' acknowledgement of the Checkered flag prior to advising Control).

6. Track Specifics and Scenario Discussions

a. La Junta – control tower, starter box, starting grid entry on to the track, possibility for paid starter

b. PPIR

c. Pueblo – hot pit vs paddock entries (driver exchange stops), black flag station, infield gate, starter as corner worker role challenges

d. Control/Starter scenarios

- You noticed a car coming apart as it goes down the straight between Turn 10 and Turn 1 at Pueblo. What should Control do? Starter?

- It is normal to start late at HPDEs, what can you make up the time?

- A Corner Worker radioed about car hit the retaining wall at Turn 8 at PPIR and continued on. What should Control do?

- A Corner Worker radioed about a car had lost control after Turn 5 at Pueblo and rolled several times off the track surface and stopped. What is the sequence of steps Control should take at this point?

- A car just slid and hit the wall after Turn 10 at Pueblo. The car bursts into flames – what should Control do? Starter?

- As Starter you heard and noticed a drone hovering over the paddock area. What should you do?

7. Incident Reporting to PCA

a. If a significant incident occurs at the event, it must be reported to PCA. Work out the details between the Event Chair and CDI on who will perform the reporting but make sure all involved follows the directives in this section and PCA -- This is NOT an option! In case of significant bodily injury to a participant or bodily injury to a non-participant, someone from the Region should contact Ken Laborde, WITHOUT DELAY, by phone/text at 504-460-5500.

b. If any such incident does occur, make no comment to the media, except to say: **"There will be a full investigation and any further comment would be inappropriate at this time"**.

c. Do not admit to, or imply any fault by anyone.

d. Do not release documents or forms to anyone, and follow any/all instructions of PCA's Insurance & Risk Manager.

e. Alert all event participants to not release or post photo/details of the incident, especially on social media.

f. If an incident occurs at a PCA event involving either property damage, personal injury, or verbal altercation this should be reported by e-mail or fax to:

- Ken Laborde, PCA Insurance/Risk Management Chair
- Dan Dazzo, PCA Safety Chair
- National DE Chair
- Zone 9 Rep
- Vu Nguyen, National Office

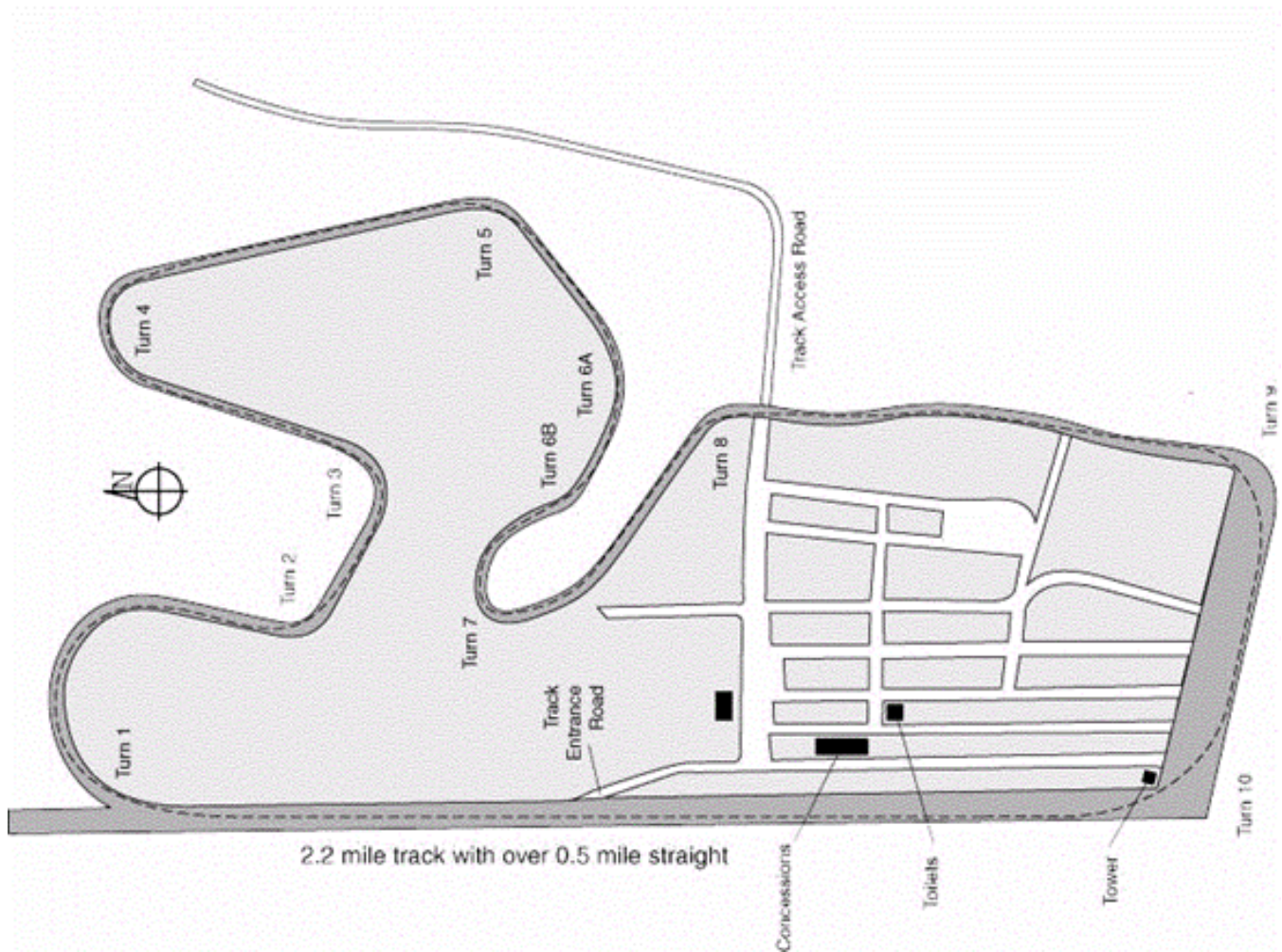Fill out an Incident Report using forms found in the RPM.

Tracks commonly used by AMR:

Pueblo Motorsports Park
La Junta Raceway
Pikes Peak International Raceway

Pueblo Motorsports Park (PMP)

3733 N Pueblo Blvd, Pueblo, CO 81008 (719-543-7747)

PMP is a multipurpose racing facility, including a 2.2-mile road course, and a drag strip, located near Pueblo in the high plains of southeastern Colorado. PMS Park is a city-owned facility that includes a drag strip, the road course, a paved 1/20th-mile oval, a dirt quarter-mile oval, a motocross course, a BMX course, and a 17-mile off-road motorcycle course. Pueblo is at 4900' altitude, in an area politely referred to as being 'semi-arid'.

2.2 mile track with over 0.5 mile straight
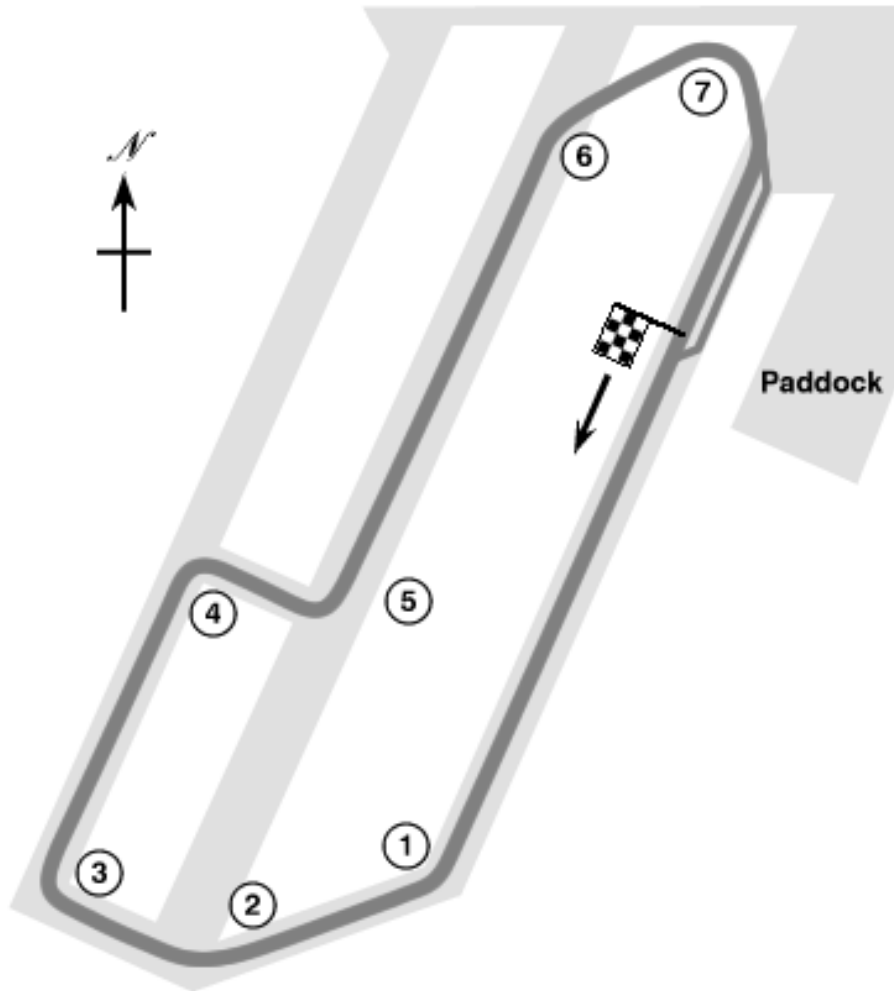
Safety Note:

Because the entry to the PMP infield/paddock crosses the main track near Turn 8, there are gates on both sides of the track to hold traffic while the track is hot. While there is a person manning the outside gate, there may not be a person to man the inside gate. Make sure additional cones are posted on both sides of the infield gate so that no one can drive around the infield gate at any time during the event (This has happened in 2017 & 2108).

La Junta Raceway

30267 1st Avenue, La Junta, CO 81050 (719-384-5991)

La Junta Raceway is a short airport course near La Junta in southeastern Colorado. It is part of a municipally-owned airport and has no permanent facilities.

The land in Otero County around La Junta is one of the most intensively and productively cultivated agricultural areas in the United States. Low-salinity irrigation water from the Arkansas River, combined with the unexpectedly high average temperatures (90 degree days are common well into September), allows two and sometimes three crops per year to be grown in this otherwise somewhat arid area. Without the irrigation, the land supports only marginal cattle grazing.
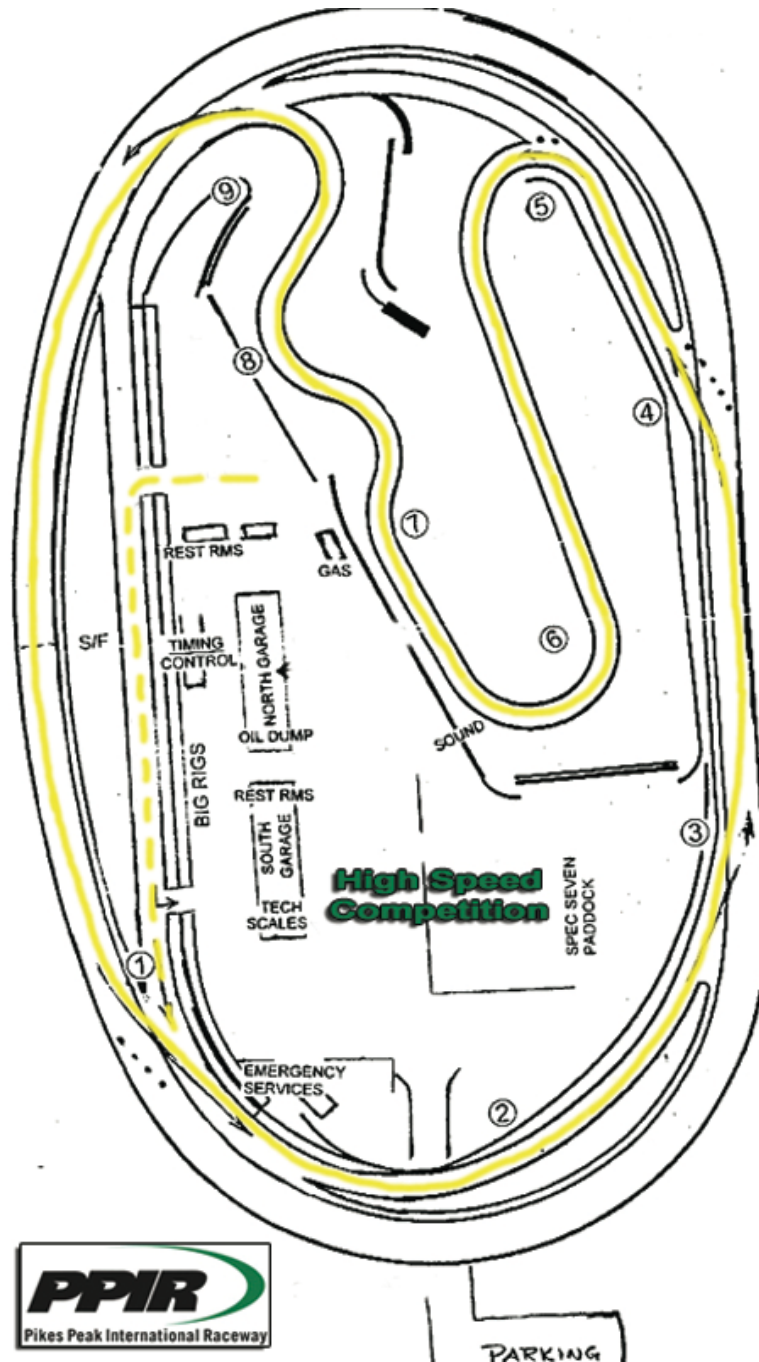

Safety Note:

Due to the layout of La Junta Raceway, entry onto the track from the starting grid merges into the driving line of the straightaway after Turn 7 with obstructed views on both lanes. The Starter must time the release of cars to avoid any close calls or accidents from merging traffic.

Pikes Peak International Raceway (PPIR)

16650 Midway Ranch Rd Fountain, CO 80817

PPIR is a 1 mile D shaped oval with a 1.3 mile Alan Wilson-designed road course located near Colorado Springs, Colorado. The turns of the oval are banked 10 degrees.

Detailed Control Script Example:

This was a Control radio/public announcement (PA) script used at Pueblo Motorsports Park (PMP). It is here to illustrate a day in the life of a typical HPDE day for Control sequentially. Times, durations, track length and speed, sequence of run groups or sessions and other intangibles are all subject to change so you will need to manage the time and make necessary adjustments accordingly so that the event ends of time. If possible, customize your own script for that specific track/event based on the published schedule prior the to day of the event.

Annotate which corners are manned and make sure all have radios.
Perform Comm checks prior to start of event.
Announce "Attention in the paddock…" twice prior to main message.

When you first arrive at the track coordinate with the event CDI on when and where the Corner Workers meeting is being held. Make sure both Control and Starter attend this meeting.

7:00 AM: Check PA equipment set up and sound check (use radio contact with someone in the paddock area who has a radio to ensure PA is working). Ensure that the sweeper key in the Control tower all time during the sessions (unless the track management personnel are responsible for operating the equipment.

7:00-7:15 (time approximate after coordinating with registrar and tech inspectors): Registration Announcement – "Attention in…Registration is now open. All drivers please report to _location_. Bring your helmets and driver's license for inspection. Tech Inspections are being conducted at _location_ starting at _time_."

7:30: Repeat announcement regarding registration, tech inspection, and announce driver's meeting – "Attention in…Registration is now open. All drivers please report to _location_.   Tech Inspections are being conducted at _location_. Mandatory Driver's meeting at 8:00 at _location_."

7:45 Repeat announcement regarding registration, tech inspection, and driver's meeting.

7:55 Repeat announcement regarding driver's meeting – "Attention in…Last call for Mandatory Driver's meeting. All drivers report to _location_ for Mandatory Driver's meeting."

FIRST SESSION:
Prior to heading for the Control Tower, have all your necessary forms and equipment, do last minute coordination with ambulance and corner workers, and check with CDI on start time. There is a two-lap standing yellow flag for each run group during the First Session. (PPIR and Pueblo corner workers are responsible for getting to their corner stations. La Junta corner workers may need a ride out to their stations prior to start of the first session and before/after lunch. Check with Event Chair/CDI on how this is accomplished and if Control needs to make an announcement and manage the time accordingly.)
15 mins before start – announce on PA "Attention in…Black Run Group to Staging for Top Tech"

Approx 5 mins before start – check if Starter, Corner Workers, Gate (if applicable), and Ambulance (do not need to do this check again unless the track goes cold at some point) are in position and ready for cars

When ready Starter should signal cars at staging area to move to starting grid.

When ready, announce, "Attention in…The track is Hot" and radio Corner Workers to display standing yellow flag and the Starter to release drivers at his discretion. Start Time: _____

After two laps, Control or Starter radio Corners to end standing yellow flag period

…

15 mins before the next run group - announce on PA "Attention in…Orange Run Group to Staging for Top Tech"

Approx 8 mins prior to end of Black session – radio Starter to display the white flag

Approx 4 min prior to end of Black session – radio the Starter to waive the checkered flag

After last Black Run Group car comes off the track – radio Corner Workers to display standing yellow flag and the Starter to release drivers at his discretion.

After two laps radio Corners to drop standing yellow flag

…

15 mins before the next run group - announce on PA "Attention in… Run Group to Staging for Top Tech"

Approx 8 mins prior to end of Orange session – radio Starter to display the white flag

Approx 4 min prior to end of Orange session – radio the Starter to waive checkered flag

After last Orange Run Group car comes off the track – radio Corner Workers to display standing yellow flag and the Starter to release drivers at his discretion.

After two laps radio Corners to drop standing yellow flag

…

15 mins before the next run group - announce on PA "Attention in…Blue" Run Group to Staging for Top Tech"

Approx 8 mins prior to end of Green session – radio Starter to display the white flag

Approx 4 min prior to end of Green session – radio the Starter to waive checkered flag

After last Green Run Group car comes off the track – radio Corner Workers to display standing yellow flag and the Starter to release drivers at his discretion.

After two laps radio Corners to drop standing yellow flag

…

Approx 8 mins prior to end of Blue session – radio Starter to display the white flag

Approx 4 min prior to end of Blue session – radio the Starter to waive checkered flag

Check with Gate if there are cars that need to get thru

After last Blue Run Group car comes off the track – announce on PA "Attention in…The track is Cold, we are on break until _____.

…

SECOND SESSION:

5 mins before start – announce on PA "Attention in…Black Run Group to Staging"

Approx 2 mins before start – check if Starter, Corner Workers, Gate (if applicable), and Ambulance (do not need to do this check again unless the track goes cold at some point) are back and ready

When ready, announce "Attention in…The track is Hot" and radio the Starter to release drivers at his discretion.

…

8 mins before the next run group - announce on PA "Attention in...Orange Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Black session – radio the Starter to waive checkered flag

After last Black Run Group car comes off the track – radio the Starter to release drivers at his discretion.

...

8 mins before the next run group - announce on PA "Attention in...Green Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Orange session – radio the Starter to waive checkered flag

After last Orange Run Group car comes off the track – radio the Starter to release drivers at his discretion.

...

8 mins before the next run group - announce on PA "Attention in...Blue Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Green session – radio the Starter to waive checkered flag

After last Green Run Group car comes off the track – radio the Starter to release drivers at his discretion.

...

Approx 8 mins prior to end of Blue session – radio Starter to display the white flag

Approx 4 min prior to end of Blue session – radio the Starter to waive checkered flag

After last Blue Run Group car comes off the track – announce on PA "Attention in...The track is Cold, we are at lunch, the afternoon session will start at _____.

...

THIRD SESSION:

5 mins before start – announce on PA "Attention in...Black Run Group to Staging"

Approx 2 mins before start – check if Starter, Corner Workers, Gate (if applicable), and Ambulance (do not need to do this check again unless the track goes cold at some point) are back and ready

When ready, announce "Attention in...The track is Hot" and radio the Starter to release drivers at his discretion.

...

8 mins before the next run group - announce on PA "Attention in...Orange Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Black session – radio the Starter to waive checkered flag

After last Black Run Group car comes off the track – radio the Starter to release drivers at his discretion.

...

8 mins before the next run group - announce on PA "Attention in...Green Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Orange session – radio the Starter to waive checkered flag

After last Orange Run Group car comes off the track – radio the Starter to release drivers at his discretion.

...

8 mins before the next run group - announce on PA "Attention in...Blue Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Green session – radio the Starter to waive checkered flag

After last Green Run Group car comes off the track – radio the Starter to release drivers at his discretion.

…

Approx 8 mins prior to end of Blue session – radio Starter to display the white flag

Approx 4 min prior to end of Blue session – radio the Starter to waive checkered flag

Check with Gate if there are cars that need to get thru

After last Blue Run Group car comes off the track – announce on PA "Attention in…The track is Cold, we are on break until _____.

…

FOURTH SESSION:

5 mins before start – announce on PA "Attention in…Black Run Group to Staging"

Approx 2 mins before start – check if Starter, Corner Workers, Gate (if applicable), and Ambulance (do not need to do this check again unless the track goes cold at some point) are back and ready

When ready, announce "Attention in…The track is Hot" and radio the Starter to release drivers at his discretion.

…

8 mins before the next run group - announce on PA "Attention in…Orange Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Black session – radio the Starter to waive checkered flag

After last Black Run Group car comes off the track – radio the Starter to release drivers at his discretion.

…

8 mins before the next run group - announce on PA "Attention in…Green Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Orange session – radio the Starter to waive checkered flag

After last Orange Run Group car comes off the track – radio the Starter to release drivers at his discretion.

…

8 mins before the next run group - announce on PA "Attention in…Blue Run Group to Staging" and radio Starter to display the white flag

Approx 4 min prior to end of Green session – radio the Starter to waive checkered flag

After last Green Run Group car comes off the track – radio the Starter to release drivers at his discretion.

…

Approx 8 mins prior to end of Blue session – radio Starter to display the white flag

Approx 4 min prior to end of Blue session – radio the Starter to waive checkered flag

After last Blue Run Group car comes off the track – announce on PA "Attention in…The track is Cold, Meet at the pavilion for Beer Thirty."

Stop Time: _____

Simplified Control Script (updated 2019)

Note: make adjustments to times and track activities as necessary as events and schedule varies and/or changes that may or may not be within our control.

7:00 AM: Check PA equipment set up and sound check (use radio contact with someone in the paddock area who has a radio to ensure PA is working). Ensure that the sweeper key in the Control tower all time during the sessions (unless the track management personnel are responsible for operating the equipment.

7:00-7:15 (time approximate after coordinating with registrar and tech inspectors): Registration Announcement – **"Attention in the Paddock. Attention in the Paddock. Registration is now open. All drivers please report to _____. Bring your helmets and driver's license for inspection. Tech Inspections are being conducted at _____ starting at _____."**

7:30: Repeat announcement regarding registration, tech inspection, and announce driver's meeting – **"Attention in the Paddock. Attention in the Paddock. Registration is now open. All drivers please report to _____. Tech Inspections are being conducted at _____. Mandatory Driver's meeting at 8:00 at _____."**

7:45 Repeat announcement regarding registration, tech inspection, and driver's meeting.

7:55 Repeat announcement regarding driver's meeting – **"Attention in the Paddock. Attention in the Paddock. Last call for Mandatory Driver's meeting. All drivers report to _____ for Mandatory Driver's meeting."**

During the driver's meeting: Make sure ambulance has a track map and all corner workers, gate control, etc. have radios and are tuned to the same frequency. Confirm with the track manager that personnel are in place to deal with incidents, car removal from track, etc. (if applicable)

Prior to heading for the Control Tower, have all your necessary forms for documentation and equipment, do last minute coordination with ambulance and corner workers, and check with CDI on start time and any last minute run group changes. There is a two-lap standing yellow flag for each run group during each Run Group's First Session. (PPIR and Pueblo corner workers are responsible for getting to their corner stations. La Junta corner workers may need a ride out to their stations prior to start of the first session and before/after lunch. Check with Event Chair/CDI on how this is accomplished and if Control needs to make an announcement and manage the time accordingly.)

15 mins before start – announce **"Attention in the Paddock. Attention in the Paddock. Black Run Group to Staging for Top Tech"**

Approx 5 mins before start – check if Starter, Corner Workers, Gate (if applicable), and Ambulance (do not need to do this check again unless the track goes cold at some point) are in position and "ready for cars." **(e.g. "Corner 1, Ready for Cars?" Await responses. Repeat if no response)**.

Note: At Pueblo, radio the inner (if available) and outer gate workers to ensure they're ready for cars and not to allow any cars to enter or exit the facility until specifically allowed to do so.

When ready Starter should signal cars at staging area to move to starting grid. As the Starter releases the cars, Control notes the time on the schedule and check of car numbers for each run group (first session only). Either Control or Starter will let corner workers know cars are on the track and to display the standing yellow flag and let them know when to end the standing yellow.

Approximately 5 minutes after the first group enters the track, announce, **"Attention in the Paddock. Attention in the Paddock. _____ Run Group to Staging for Top Tech.**" Repeat announcement as necessary. Repeat for each Run Group's first session.

While cars are on the track watch for cars with doors/hoods/trucks unlatched, sunroof opened, anything else that might be loose or hanging, body parts hanging outside the vehicle, and all front windows are down. Also look for excessive smoke or leaking fluids. If anything is noticed, notified the corner workers of the car number and have corner worker black flag the car (i.e. point furled flag at the car as it passes that corner and any subsequent corners until the car enters the paddock). If anyone notices a drone hovering in the area within or near the track facility, Control will make a determination to put out the Yellow, Red, or Black flag until the situation is resolved.

At the 10-minute point (adjust time for track and/or session lengths) in each successive session, announce, **"Attention in the Paddock. Attention in the Paddock. _____ Run Group to Staging Area.**" Repeat as necessary.

At Pueblo, watch for car waiting to exit the facility, gate control will also let Control know if cars are waiting. You do not need to let car in or out after each run group but use your judgment on when to do so.

During the sessions, be alert for incidents on the track (either reported or not) and alert affected corners to wave the yellow flag.

Approximately 5-10 minutes before the session ends (two laps plus recovering cars to paddock), contact Starter to put out the white flag. At the end of the session, contact Starter to wave the checkered flag. Control notes the time on the schedule.

Control to notify Starter to start next run group when safe to do so or after all cars have returned paddock. Control will note time on schedule.

Control announces break and lunch times when appropriate and when the track is cold and visa versa.

At the end of each day, Control announces the end of sessions, that the track is cold, and when "Beer 30" commences.