

Turn Marshall's Checklist

Getting There

- ✓ Be early. Sign in early and get organized. Find Ted and check in.
- ✓ Check out your radio from the trailer and make sure it works.
- ✓ Meet people and enjoy the early morning, but there's much to do.
- ✓ Attend the morning Marshalls' meeting before the general morning meeting.
- ✓ Clear up any walking-in questions, meet your neighbors – a turn each way.
- ✓ Make sure you have spare Comm and Handler's handouts, E-bike notes, gloves, etc.

General Morning Meeting

- ✓ Actively listen. Encourage others to do the same. Ask questions.
- ✓ Get to your turn on an early Dragon Wagon trip. We'll get TM's to the head-of-the-line for rides to the turns.

At Your Turn

When You Arrive

- ✓ Locate all flag and response positions with your team.
- ✓ Check that you have all of the equipment you need. Check fire bottle status.
- ✓ Have responders distribute equipment to response stations.
- ✓ Set up spots for gear and equipment – not on top of walls but ready to use.
- ✓ Call in equipment needs early. Have flaggers do the same.
- ✓ Identify crew positioning – behind walls.

Your Friday Morning Meeting

- ✓ Meet and greet everyone including land line and medical folks.
- ✓ Get everyone signed in with lunch count for veggie option.
- ✓ Get an idea of your crew's experience. Juggle response talent if needed.
- ✓ Go over safety priorities again.
- ✓ Go over the day's schedule. Identify track inspection spots for all.
- ✓ Explain the turn and where to look for problems.
- ✓ Identify preferred bike stashing spots. Downhill? Not against air bales!
- ✓ Check all radio operations on your turn.
- ✓ Review radio procedures. Make sure everyone with a radio has a Comm handout. That means you need some extra copies.
- ✓ Remind all that every radio needs to have someone on it all of the time.
- ✓ Stress importance of looking to oncoming traffic. Work with RC and their fire folks.
- ✓ Check to see that everyone has equipment that they need – gloves, whistles, sunscreen ...
- ✓ Talk about personnel rotations during the day or weekend. Build in breaks if possible during non-FIM sessions – both flaggers and responders.
- ✓ Remind everyone about drinking water – A little too much is usually enough.
- ✓ Make sure all workers monitor each other to be sure that everyone stays healthy and sharp. Have someone watch you too.
- ✓ Go over ground rules like no photography or phone use during sessions.

- ✓ Go over credentials for photographers.
- ✓ Access to your area: No extra people, friends or guests on the turn.
- ✓ Be aware of Alpina, the air fence folks.
- ✓ Emphasize that FIM inspections are important and that inspection needs can and often do change.
- ✓ Type C Barriers (Wrapped Hay Bales) – review use and stowage.
- ✓ Review E-bike procedures and precautions.
- ✓ Review flagging procedures – mostly from their comm channel but cover hand signals for presence or absence of debris or oil.
- ✓ Walk through mechanical and crash response. Stay safe throughout.
 - Decide which response team(s) will respond in what parts of the turn.
 - Who has the bike, rider, fire bottle, and lookout duties.
 - Review hand signals for responders- injured rider, need more help, etc.
 - Review hand signals with your medical folks.
 - Have RC check track for debris or oil, signal flaggers that you're clear or not.
 - Review track access through fences and over barriers. Practice if needed.
 - Review bike lifting and pushing procedures. Kill switches, slings, etc.
 - Review bike continuing procedures – no leaks, all levers & steering locks all OK?
 - Does the rider need medical help? The answer is yes if he (or she):
 - Is unconscious or cannot get up
 - Has something obviously broken
 - Has been hit by their own or another bike
 - Is irrational or combative – other than a language issue or the usual frustration
 - Has gone through a runoff area and hit an immovable object.
 - Review clearing gravel from fairings.
 - Review returning clear condition after a response.
 - Check condition of air fences immediately after impact and periodically after.
 - Never grab or touch a rider unless he or she is wandering towards the track.
- ✓ Remind everyone:
 - They are each an important part of the team.
 - That the world is watching on TV.
 - To be professional to everyone at all times.
 - That we're all fans but that's not what we're here for. Not entirely ...

Your Saturday and Sunday Morning Turn Meetings

- ✓ Highlights and Schedule Items for the day.
- ✓ Answers to yesterday's questions and items from morning TM meeting.
- ✓ Review what went well and what needs help from previous day.
- ✓ Answer any questions from the crew.
- ✓ Go over safety priorities and the "Remind Everyone" section above.

FIM Inspections

- ✓ Response teams line up at response stations with equipment requested.
- ✓ Position response teams with toes on the white line, arm's length apart.
- ✓ If inspection team makes a specific request do what they ask. Don't argue, call it in.
- ✓ Remain in position until released by control.
- ✓ Remember there is TV and video in use whether the inspection vehicles are in your turn or not.

Throughout The Day

- ✓ Keep workers safe and behind walls. No creeping out into impact areas.
- ✓ Manage vehicle traffic patterns – Ambulance, FIM doctors, Dragon Wagon, track rides, etc.
- ✓ Take notes of things you need clarified or fixed for the next day or of issues that come up.
- ✓ Keep everyone informed of the day's schedule and changes as they come up.
- ✓ Plan ahead for breaks throughout the weekend if that's in the weekend plan.
- ✓ Have times set for everyone to be back in position after lunch or breaks.
- ✓ Keep workers cool if the weather is hot.
- ✓ People may be moved from turn to turn throughout the weekend. Expect and embrace these changes.
- ✓ Walk around to each response and flag station once or twice each day.
- ✓ Stay professional and cordial, but firm with DORNA photographers and video folks. All discussions go through TMs. Expect language issues. Smiles work best.
- ✓ Lunch is important. Make sure it goes well.
- ✓ Have a quick end-of-day meeting to tell everyone how things went, pass out atta-boys, and get comments from your crew.
- ✓ Remind everyone of the next day's morning meeting time.
- ✓ If any issued need to be addressed overnight be sure to bring them to the afternoon TM meeting, and have the answers for your crew the next morning.
- ✓ Bring questions and issues to the evening Marshall's meeting.
- ✓ Keep your team safe and have a great time.