

Volunteers handbook 2025



FORMULA STUDENT FRANCE



Table of contents

<i>Changelog.....</i>	<i>3</i>
<i>FR 1 - Introduction and presentation.....</i>	<i>4</i>
FR 1.1 - Formula Student France contact point.....	4
<i>FR 2 - Addresses</i>	<i>5</i>
<i>FR 3 - General information.....</i>	<i>6</i>
FR 3.1 - Rules.....	6
FR 3.2 - Volunteer To Do list	6
FR 3.3 - What you need to bring or not.....	7
<i>FR 4 - Volunteer schedule, dates & times.....</i>	<i>8</i>
FR 4.1 - General information	8
FR 4.2 - Travel rules & compensation.....	8
FR 4.3 - Arrivals	8
FR 4.4 - Departures	9
FR 4.5 - Schedule of the competition.....	10
<i>FR 5 - During your stay.....</i>	<i>11</i>
FR 5.1 - Accommodation.....	11
FR 5.2 - What to wear	11
FR 5.3 - Food included.....	11
FR 5.4 - Traveling during your stay	12
FR 5.5 - Closing party on Sunday	12
<i>FR 6 - FSF Organizational structure of volunteer</i>	<i>13</i>
FR 6.1 - General information	13
FR 6.1 - Business Plan Judging	14
FR 6.2 - Cost Judging	14
FR 6.3 - Design Judging	14
FR 6.4 - Scrutineering.....	15
FR 6.5 - Event Crew	15
FR 6.6 - Dynamic crew.....	15
FR 6.7 - Scoring	16
<i>FR 7 - General schedule of task - event day.....</i>	<i>17</i>
<i>FR 8 - Competition site map</i>	<i>18</i>

FR 8.1 – Smoking areas	18
<i>FR 9 - Emergency numbers.....</i>	<i>19</i>

Changelog

Part	Version	Changes
-	1.0	Initial publication

FR 1 - Introduction and presentation

Formula Student France (FSF) is an initiative to stimulate training and the automotive industry in the field of new, low-carbon mobility, among other things. It is intended to be part of the Formula Student series of worldwide competitions, in which single-seater open-cockpit vehicles are designed and built by students.

FSF 2025 is the third edition of FSF. FSF 2025 is organized by the *French Engineering Association*. There won't be CV class at FSF 2025. Teams may only enter EV (Electric Vehicle) or 3C (Concept) class, with a optional DC (Driverless Cup). FSF 2025 will also welcome 1 hydrogen team.

FSF has an official website (<https://fs-france.com/>) where teams can find both templates and information about the event, as well as volunteers.

FR 1.1 - Formula Student France contact point

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FR 2 - Addresses

In this section you can find the key places of FSF 2025.

	Event Place / Circuit	Hotel	Teams camping
Name	Transpolis	Bô Hôtel Ambronay	Transpolis
Address	620 Route des Formentaux 01500, Saint-Maurice-de-Rémens	2020 Route d'Ambérieu 01500, Ambronay	620 Route des Formentaux 01500, Saint-Maurice-de-Rémens

Here is how to access the circuit from the hotel:



Drive from hotel to Transpolis

FR 3 - General information

FR 3.1 - Rules

FSF strives to be the best Formula Student event out there by being friendly, professional, educational and trustworthy. As part of the FSF 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 at the hotel in the evening (and more Sunday evening);
- Smoking cigarettes (including electronic cigarettes) is only authorised in smoking areas;
- No (former) team clothing as we do not want anyone to question your neutrality. FSF will provide shirts;
- Please clean up after yourself and keep the hotel rooms nice and tidy for everyone;
- The wearing of safety footwear is not mandatory. However, it is highly recommended, especially for scrutineers. The organizers will deny any accountability in case of accident if safety footwear are not worn.

Transpolis safety rules and briefing tba later on.

FR 3.2 - 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 FSF-experience:

- Fill the arrival document in order for us to size transportation, food and rooms;
- book your travel back and forth to FSF 2025;
- send your expense receipts to the organizers after the event in order to get reimbursed (see Travel rules & compensation).

FR 3.3 - What you need to bring or not

What you need to bring:

- Water bottle
- Closed shoes
- wind jacket/ k-way (in case of rain)
- hat or cap
- sun glasses
- sun screen
- Swim suit (there is a pool at the hotel)
- old FSF shirts (if you have some from the previous years)

What you do NOT need to bring:

- bath towels
- shower gel / shampoo

FR 4 - Volunteer schedule, dates & times

FR 4.1 - General information

FSF will be officially held from August 26th to 31st 2025. If you need to leave the event in advance for any reason make sure that the organizers are informed.

All volunteers will be invited at the closing party on Sunday 31st August in the evening.

FR 4.2 - Travel rules & compensation

If you wish, travel expenses can be covered by FSF, according to the following rules:

- 0,125€ per kilometer between Transpolis (competition site) and the place you will travel from
- up to 150€ maximum.

As you will all have access to the arrival document, you are free to contact each other and carpool.

If you choose to take public transportations:

- By bus and train: reach the Lyon Part-Dieu train station, then take the TER train to Ambérieu-en-Bugey.
- By air: you can take the [Rhônexpress](#) from Lyon Saint-Exupéry airport (LYS) to Lyon Part-Dieu train station, then take the TER train to Ambérieu-en-Bugey.

Make sure TER trains are available at your time of arrival.

We will arrange, shuttles between the train station at Ambérieu-en-Bugey, the hotel and the circuit. A Whatsapp group will be created to arrange the shuttles in last minute if needed, make sure you are connected to it.

Of course, you will have no additional costs during the event as your stay and all meals are covered. Travel compensations will be organized after the event.

FR 4.3 - Arrivals

Arrival on 25th of August:

- If you come by transport you must come at Ambérieu-en-Bugey train station in the afternoon. By car, you can go directly to the hotel.

- Shuttles will run from the station to the hotel (please inform the organizers on the Whatsapp group to double check you won't be left alone at the train station).
- When you arrive to the hotel, do your check-in and get your assigned room.
- If available, you may help the organizers to welcome the teams. Dinner will be organized on the competition site. If you do not plan on going to the competition site (late arrival, not available to welcome the teams,...) please plan dinner on your side.

Arrival from 26th of August until the end of the event:

- If you arrive by car, if it's time to go the circuit, you can go directly. Else you can go to the hotel.
- By transport, inform the organizers on the WhatsApp volunteers group of your arrival time. Someone will pick you up.

FR 4.4 - Departures

Shuttles will be organized on Monday morning, September 1st to the train station. If you are going early, please make sure the organizers are informed.

For those who leave before Septembre 1st, we will arrange shuttles on the spot.

FR 4.5 - Schedule of the competition

Here is an indicative planning for a volunteer from August 27th to September 1st:

	Monday 25th	From Tuesday 26 th to Saturday 30 th		Sunday 31 st
6:30		Wake up for concerned people Breakfast baskets will be furnished by the hotel for everyone		
06:45		First people are leaving for the circuit Competition site opening at 7:15 am Breakfast basket will be furnished for people leaving before 7.30 am		
07:30 - 08:00		You need to be at the circuit at 8 am. Travel to circuit, 2 options: - Shuttle from hotel to circuit - Personal car, parking is available for free at the circuit Please don't be late for the shuttles, as it will be difficult to pick you up otherwise		
08:00 - 08:30		Prepare for day job		
08:30 - 12:30		Day jobs (morning)		
12:30 - 13:30		Lunch is served	Lunch is served Day job (morning) continue until Endurance ends	
13:30 - 17:00	Welcome of the teams	Day jobs (afternoon)	Lunch + Days jobs (afternoon) Deconstruction of the paddock. Teams need to be out of their pitboxes before 18:45	
17:00 - 18:00			Award Ceremony	
18:00 - 19:00			Competition site closing	
19:30 - 20:30		Evening tasks (scrutineering on appointment, construction, cleaning up)	Dinner and Closing party	
20:00 - 21:30	Dinner is served			
21:30 - 22:00	Welcome of the teams	Back to the hotel		
23:00	Back to the hotel	Competition site closing		

FR 5 - During your stay

FR 5.1 - Accommodation

It is important that you fill the arrival info document so that rooms are accurately booked. The accommodation will be at Bô Hôtel in Ambronay. For more information about the hotel see <https://www.bohotels.fr>. Bedsheets and pillows/pillow cloths are included. Upon arrival you check in with the hotel at the reception. They will have a list of volunteers allocated to the rooms and tell you everything you'll need to know about the accommodation. If any problem come up (room mate, disease,...), please let the Event Managers know ASAP.

FR 5.2 - What to wear

You should bring enough clothes for your stay. You will get shirts from FSF which you are required to wear during the event for recognizability (cf FSF Organizational Structure of volunteer). **Bring your dirty FSF shirts at the competition site everyday** so that we can wash them during the week as there won't be enough shirts to change everyday. **There is no laundry at the Hotel.** Please give back the shirts at the end of the competition. In late August, the region weather is mostly sunny and around 30 degrees Celcius. Please make sure you prepare for rain (rain coat/poncho) and/or sunny days (sun screen).

Hint: check the weather forecast before coming!

FR 5.3 - Food included

- Breakfast: every day (from Tuesday 26th to Monday 1st), breakfast baskets will be furnished by the hotel for everyone to takeaway.
- Lunch: will be served at the competition site from Tuesday to Sunday.
- Dinner: will be served at the competition site from Tuesday to Saturday. The last dinner is likely to be organized near the hotel where the closing party takes place (to be confirmed at last minute).

A Permanent food and drinks will be provided at the competition site. If you have any allergies or intolerances that have been mentioned on your volunteer form, we have prepared meals for you.

FR 5.4 - Traveling during your stay

You may travel back and forth to the event venue with our FSF shuttles or with your own car. Please don't be late for the shuttles, as it will be difficult to pick you up otherwise.

FR 5.5 - Closing party on Sunday

To close this second official FSF, a party will be organized on Sunday evening near the hotel. Food and drink will be provided in order for everyone to relax after a successful event. Please make sure the organizers are informed of your presence for this party.

FR 6 - FSF Organizational structure of volunteer

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

Shirts	Team	How many crew members?	Leads
Dark blue	Event Managers	2	Mathieu Jacquet & robin Messiaen
Green	Cost Judges, Design Judges, Business Plan Judges	<ul style="list-style-type: none"> • Design: 17 • Cost: 7 • BP: 6 	<ul style="list-style-type: none"> • Design: Claude Rouelle • Cost: Fabrice Sila • Business plan: Aimery Saulière • DC: Adrien Bignon
Grey	Scrutineers	<ul style="list-style-type: none"> • Electrical: up to 12 • Mechanical: up to 14 • DC: up to 4 	<ul style="list-style-type: none"> • General : Loïc Fabrizi • Electrical: Pierre-Louis Jaeger • Mechanical: Philippe Alves • DC: Adrien Bignon
Red	Dynamic Crew	up to 20	<ul style="list-style-type: none"> • Dynamic events: Enguerrand Rhem • DC Dynamic events: Adrien Bignon
White	Event Crew	up to 6	Lisa Messina & Isabelle Marbehan
Light blue	Media crew	up to 6	Valentine Bertaina & Caroline Spriet

FR 6.1 - General information

The official language of FSF 2025 is English.

FSF 2025 follows the FSG regulations, which you can find on this website: <https://www.formulastudent.de/fsg/rules/>.

Briefing sessions will be held by the lead of each crew before the event to give you all the information you need for your role.

Communication between volunteers will mainly occur with Whatsapp, as well as the release of various information. Please make sure your smartphone is fully charged at the beginning of the day and that Whatsapp is downloaded and fully functional (you should at least be part of the conversation named "FSF25 VOLUNTEERS" by the event).

FR 6.1 - Business Plan Judging

Business Plan Presentation judging will be one of the 3 static events during FSF. Judges will be divided into judging teams based on their specialty and former FS experience. Your Lead Judge will contact you for detailed schedules and will be available for questions about BPP Judging. You can refer to section S1 of the rules and FR 6.3 of the FSF competition handbook for further information.

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 and/or Dynamic Crew tasks. The assigned tasks will be shared with you during the event.

FR 6.2 - Cost Judging

Cost & Manufacturing (C&M) judging will be one of the 3 static events during FSF. Judges will be divided into judging teams based on their specialty and former FS experience. Your Lead Judges will contact you for detailed schedules and will be available for questions about C&M Judging. You can refer to section S2 of the rules and FR 6.2 of the FSF competition handbook for further information.

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 and/or Dynamic Crew tasks. The assigned tasks will be shared with you during the event.

FR 6.3 - Design Judging

Engineering Design (ED) judging will be one of the 3 static events during FSF. Judges will be divided into judging teams based on their specialty and former FS experience. Your Lead Judge will contact you for detailed schedules and will be available for questions about ED Judging. You can refer to section S3 of the rules and FR 6.1 of the FSF competition handbook for further information.

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 and/or Dynamic Crew tasks. The assigned tasks will be shared with you during the event.

FR 6.4 - Scrutineering

Scrutineering (or Technical Inspections) is divided in several categories. During FSF 2025, scrutineering will be performed as follows:

- Accumulator Inspection
- Electrical Inspection
- Mechanical Inspection
- Driverless Inspection
- Rain Test
- Tilt Test
- Weighting
- Driver Egress Test
- Brake Test

Technical inspection checklists will be available online on our website prior to the event.

Post Event Inspection and assistance with the Dynamic crew is part of being a Scrutineer at FSF. All scrutineers will be assigned to a certain category prior to the event. Besides, the scrutineering crew will carry out the construction and clean-up of the Scrutineering area. The Lead Scrutineers will contact you for detailed schedules and will be available for questions about Scrutineering.

FR 6.5 - Event Crew

The Event Crew is the backbone of the FSF 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, delivering water to volunteers and drive the shuttles.

FR 6.6 - Dynamic crew

The dynamic crew is responsible for running the Dynamic Events as smoothly as possible. This includes setting up and maintaining the Acceleration, Skid Pad, Autocross and Endurance Event. The dynamic events team takes care of all disciplines such as safety checks, track inspection, scoring, reviving cones as well as timekeeping and scoring 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 Dynamics will contact you for the briefing with the necessary information to know.

FR 6.7 – Scoring

The points achievable in the various FSF 2025 events are listed below.

Events	EV	DC	3C
Engineering Design	150	150	150
Cost & Manufacturing	100	-	100
Business Plan	75	-	75
Acceleration (manual)	75	-	-
Driverless Acceleration	-	75	-
Skidpad (manual)	75	-	-
Driverless Skidpad	-	75	-
Autocross (manual)	100	-	-
Driverless Autocross	-	100	-
Endurance	325	-	-
Efficiency	100	-	-
TOTAL	1000	400	325

The Driverless Cup for FSF 2025 will consist of the following dynamic events: Acceleration, Skidpad, and Autocross. Please note that there will be no Trackdrive event for FSF 2025.

FR 7 - General schedule of task - event day

Tuesday 26/08/2025		Wednesday 27/08/2025		Thursday 28/08/2025		Friday 29/08/2025	Saturday 30/08/2025	Sunday 31/08/2025
7h15					Competition site opening			
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FR 8 - Competition site map

Tba

FR 8.1 - Smoking areas

Tba

FR 9 - Emergency numbers

Below you will find the emergency numbers to contact in case of an incident. These numbers are given for information only. In case of problems, we invite you to directly contact the Event Management.

- Transpolis FSF contact point: Eloïse CHAMPLONG +33 6 46 73 24 61
- 112 - European emergency number
- 15 - Samu
- 17 - Emergency police
- 18 - Fire brigade
- 114 - Emergency number for deaf and hard of hearing people