

**Virginia  
Scholastic Rowing Association  
(VASRA)**

**2011**

**Volunteer  
Coordinator  
Handbook**

**Contact:  
VASRA Volunteer Coordinator email  
For further information**

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Your job is very easy.

1. Review the tables for the Georgetown and Occoquan regattas and find the jobs assigned to your school.

1. Find parents to assign to those jobs.
2. Submit those names to the VASRA Volunteer Coordinator (VC).
3. Remind your parents the week before the regatta of their commitment.

**How you submit your schools volunteer names to VASRA is very important.**

**Step 1. Submission Format:**

1. Open the Microsoft Excel spreadsheet on your home computer and fill in the volunteer name next to your job assignment in Microsoft Excel table. (See example below.)
2. Continue filling in the rest of the names for each regatta.

**Step 2. Submit your schools volunteer names by email**

1. Re-name the file as your school and the date. For example, using the format below, the file from Gar-Field would be GF 26 Mar. This allows the VASRA VC to open the schools file and the master file and simply copy the data from one to the other. Attach the file to an email and send it to

**VASRA Volunteer Coordinator's email**

2. Your submission attachment should look like this:

OCC-Volunteer Allocation Worksheet													
26 March													
Regatta positions:		97											
Rowers:		549											
#	School		FX	FP	GF	HN	LB	ON	PC	BC	BI	DA	Volunteer Name
		# ROWERS	79	65	50	45	33	33	30	30	30	25	
1	DRIVER-REFEREE	8:30-12:00	1										
2	DRIVER-REFEREE	11:30-End	1										
3	DRIVER-REFEREE	8:30-12:00		1									
4	DRIVER-REFEREE	11:30-End		1									
5	DRIVER-REFEREE	8:30-12:00			1								Lee West
6	DRIVER-REFEREE	11:30-End			1								Harry Heim
7	DRIVER-REFEREE	8:30-12:00				1							

**Step 3. If you cannot send an Excel file for some reason, make a list of job numbers and volunteer names for each regatta and e-mail that list. Please do not send lists via regular "snail mail".**

1	
2	
3	
4	
5	Lee West
6	Harry Heim
7	

### 1.0 Volunteer Coordinator Job Overview and Checklist

This section describes the VC job that you will be performing for your school crew team booster club. The job task checklist below is offered as a guideline. In addition, this section reviews the Crew Council rules concerning volunteers as well as safety procedures.

A. The names and phone numbers of the Volunteer Coordinators are in Appendix A of this handbook. The names and phone numbers of your club's VASRA representative are also listed in this Appendix. Check the appendix to verify **your** directory information is correct. Supply the VASRA VC with any changes.

B. Review all sections of this manual to get the big picture.

C. Talk with your Booster Club President and/or VASRA Representative to discuss information you need. You need to know what your club's decision on revenue sharing is since it affects the list of volunteers you recruit. You also will need to know who is the point of contact for providing launches and other required equipment.

D. Attend the Volunteer Coordinators meeting that is scheduled for **Tuesday, January 11, 2011, 7:30 and will last until approximately 9:30 PM** at the Thomas Jefferson High School for Science and Technology Cafeteria.

E. It is recommended that you make sign-up sheets with specific date and shift requirements for each regatta. Your Winter/Spring Crew meeting is often the best place to recruit volunteers.

F. Photo copy the materials you will supply to your volunteers in advance of the time you will need them. As a minimum, you should have copies of all job descriptions and maps to all of the regatta sites.

G. Solicit your volunteers as early as possible.

H. Submit your club's volunteer names (however many you may have) via email to the VASRA Volunteer Coordinator **before March 21, 2011**.

I. Recommend you send out reminders or confirmation cards for each job to each volunteer by Monday of the week that they have volunteered for. This will give you the chance to find replacements if necessary.

J. Each volunteer should be advised to:

a. Drive to the regatta site early enough to park and walk in. Remember, parking can be a problem at all of the regatta sites. Afternoon shifts will take more time to park and get to the volunteer sign in tent.

b. Know what job they are assigned to do.

c. Report first to the designated sign in place (usually Regatta Headquarters), not their job location/assignment.

d. Sign in at regatta headquarters early enough to be able to be at your assigned job locations at the time the job is to start, not when the regatta is to start.

e. Sign both the attendance roster and the insurance waiver.

f. Encourage flexibility. The Regatta Director often finds it necessary to reassign volunteers to another job based on specific requirements or sudden last minute changes.

**g. Parents should not bring children to their regatta work jobs. There is a lot of activity going on at all jobs. Keeping an eye on children may distract parents from their volunteer responsibilities.**

K. Supply updates by the Tuesday before each regatta.

L. If you attend a regatta please come by the sign-in table to check on your club's volunteer status. Be alert for requests for help from your club if there are volunteers missing. These requests are usually broadcast over the PA system.

M. If anyone misses a job, call the volunteer promptly to find out what happened. The volunteer coordinator will be in touch with you to determine if a fine is in order.

N. The VASRA Volunteer Coordinator or one of his assistants can be reached during races on the Occoquan at Regatta Headquarters. The phone number is:

**XXX-XXX-XXXX**

NOTE: Once our parents understand their role in running regattas, they become cheerful (yes!) about their jobs. The fee they pay for crew covers boats and coaches, but not regattas -- the real excitement! More than 2,300 athletes from more than 40 VASRA member schools plus many visiting teams may compete in any one regatta. Over 150 parent volunteer positions are needed to make each regatta safe and fair -- almost 1,000 parent jobs for the season. **Without the parents, regattas would not happen!**

***Thank you for serving as your booster clubs VASRA Volunteer Coordinator!***

### **1.1 Monitoring the Season's Regattas**

Once the recruitment is complete and the volunteer names have been submitted to the VASRA Volunteer Coordinator, the school VC has certain follow up responsibilities.

**It helps to remind volunteers** about what they have agreed to do; sending a postcard or a letter seems to work well. For some clubs, e-mail reminders work best. Each VC should work out to suit the style of their own club members.

**Volunteers should be given good directions** on where to go; directions are provided herein.

**Volunteers should be advised about parking, going to regatta headquarters first, signing-in including rosters by job number and the insurance waiver.** The insurance waiver is very important.

**Volunteers should be kept informed about changes in the time of the regatta;** parent jobs start or end in relation to the time of the start of the first race and the time of the finish of the last race. A number of jobs begin 3 1/2 hours before the first race, and a few jobs last 2 1/2 hours beyond the end of the last race. Please be very careful that parents do not take shift times too literally.

**Problems will indeed arise.** A VC may wish to establish an alternate job slot for some jobs or have a parent on hand to fill in if someone is unavoidably delayed. While there is no requirement to attend all regattas, it may be prudent to stop by or ask a friend to.

**Volunteers need to be made aware that there will be penalties for missing required jobs or not supplying required equipment, but the point is not the money; it is the need for careful work that makes a regatta run well.** It will help a great deal if the Sign-In Coordinators could be people who are cheerful examples of good public relations, welcoming questions, addressing problems openly and remaining in good humor. With careful planning it is only the random bit of ill luck that would cause a club to miss a job.

**Volunteers may have to deal with emergencies on the water or on the shore; careful planning and a good understanding of how all our jobs work together is our best protection.**

**Please invite parent volunteers to assist in the process improving our job system** by asking them to make suggestions about the jobs they performed to pass on to next year's recruits via updated job descriptions. The fall is an excellent time to submit questions or issues about the job system to the VASRA Board. Thank you again for your work on behalf of VASRA, US Rowing and our local rowers.

## 1.2 School Summary Table

The following table provides general information on VASRA member clubs, including practice sites, which organizing committee they belong to, and revenue sharing choice.

Table 1.1 VASRA Membership

	Code	MEMBER SCHOOLS	# of Rowers	Practice Site	Org Comm	Provide Launches
1	BL	Bishop O'Connell		TBC	NA	
2	FX	Fairfax		SR	OLOC	YES
3	FP	Forest Park		OBH	OLOC	YES
4	GF	Gar-Field		OBH	OLOC	YES
5	GV	Georgetown Visitation		TBC	NA	
6	HN	Hylton		OBH	OLOC	YES
7	JM	James Madison		BR	OLOC	YES
8	JS	JEB Stuart		SR	OLOC	YES
9	LB	Lake Braddock		BR	OLOC	YES
10	LY	Langley		SR	OLOC	YES
11	MN	McLean		TBC	NA	
12	MV	Mt. Vernon		FB	OLOC	NO
13	NC	National Cathedral		TBC	NA	
14	ON	Oakton		BR	OLOC	YES
15	PC	Potomac		OBH	OLOC	YES
16	RN	Robinson		SR	OLOC	YES
17	SA	Saint. Albans		TBC	NA	
18	SF	Sidwell Friends		TBC	NA	
19	SC	South County		OCC	OLOC	YES
20	TW	T.C. Williams		ALX	NA	
21	TJ	Thomas Jefferson		SR	OLOC	YES
22	WD	Wakefield		ANA	NA	
23	WL	Washington-Lee		PBC	NA	
24	WF	Westfield		BR	OLOC	YES
25	WP	West Potomac		FB	OLOC	NO
26	WS	West Springfield		SR	OLOC	YES
27	WE	Woodbridge		OBH	OLOC	YES
28	WN	W T Woodson		SR	OLOC	YES
29	YN	Yorktown		TBC	NA	
		<b>ASSOCIATE MEMBERS</b>				
1	CH	ChristChurch		TAP	NA	
2	EL	Episcopal		OCC	NA	
3	GR	Gloucester		TAP	NA	
4	MS	Mathews		TAP	NA	
5	WA	Western Albermarle		CRO	NA	

**Number of rowers** includes total number of participants (rowers and coxswains). Reduced total rowers on specific regatta charts are based on teams rowing at more than one regatta on the same day.

**Practice sites:** ALX = Alexandria; ANA = Anacostia; BR = Bull Run; CRO = Crozet, VA; FB = Fort Belvoir; OBH = Oxford Boat House; OCC = Occoquan Regional Park; PBC = Potomac Boat Club; SR = Sandy Run; TAP = Tappahannock; TBC = Thompson BC.

**Organizing Committee:** OLOC= Occoquan Organizing Committee (Occoquan Regattas).

**Provide Launches:** Those schools with a "YES" will always provide at least one launch when they participate in a regatta on the Occoquan. For bigger regattas, schools may be asked to provide more than one launch.

### **1.3 Rules Regarding Providing Volunteers and Equipment**

In order to ensure equal and fair volunteer participation among all the participating organizations, VASRA and the Crew Council have established rules concerning volunteer participation at regattas. The primary feature of these rules are that Booster Clubs are required to supply volunteers and equipment to support the VASRA regattas and that members will be fined and penalized when clubs fail to participate, or fall short of their commitments.

The purpose of the fine system is to provide an incentive to clubs to meet their volunteer obligations. At the end of the season, the fines are collected and equally distributed among the clubs who meets their volunteer commitments that year. There is a maximum distribution of \$200 per club with the excess funds accruing to VASRA.

Briefly stated, each club is fined \$50 per volunteer or equipment deficiency per regatta. In addition to the fine, the second time a club fails to meet its volunteer commitments, VASRA sends a letter of reprimand to the club, with copies forwarded to the Crew Council and the club's school's principal. Finally, if a club fails for a third time to fulfill its commitments, in addition to the fine, a second letter of reprimand is issued.

As the volunteer coordinator, you should clearly communicate to all your club members the consequences of not working their assigned regatta tasks. If they are unable to meet their commitments, they need to let you know as early as possible so that you may find a replacement. Certainly, we are all aware that unexpected events happen and that, due to circumstances beyond anyone's control, a volunteer may be unable to show up for their task and cannot contact you beforehand. Mitigating circumstances will be taken into account when assessing fines. Make sure that the VASRA Volunteer Coordinator is aware of those cases as they arise.

To place the fine structure into some historical perspective, several years ago (mid 1980s), and many clubs failed to provide the volunteers required at each regatta. The manpower shortage presented a safety hazard in some cases when key positions were left vacant. In order to correct this problem, the fine structure was imposed. Last year's volunteer participation was excellent and attendance was over 99%.

### **1.4 VASRA Safety Procedures for Volunteers, Rowers, and Spectators**

The VASRA has established procedures to make its regattas as safe as possible for its rowers, parent volunteers and spectators. The VASRA Safety Plan establishes specific safety procedures at each of the four VASRA regatta sites. The site's Regatta Director, in concert with the chief referee and any park authority or other local governing representative, has responsibility for implementing procedures to care for rowers, volunteers, spectators, shells and launches during the regatta.

Each volunteer coordinator is given a copy of the Safety Plan with this handbook. They should read the entire safety plan before recruiting. Many jobs have specific safety related responsibilities, which you should be aware of and pass on to your volunteers.

In addition, every volunteer, as well as spectators and athletes should be aware of what precautions they need to take in the event of a thunderstorm. Please refer to the Safety Plan for further information.

The Potomac River Safety Committee publishes its Charter and Implementation Guidelines, Safety Rules, Emergency Contacts as well as Weather Related Health Emergency Procedures, Capsize Procedures and Person Overboard Guidelines. These guidelines have been accepted by all entities rowing on the Potomac for activities, including practices, occurring outside of regattas. They complement the regatta day rules of the VASRA for the Potomac at:

<http://www.w-lcrew.org/safety/safety.html>

**Note: When adverse conditions arise, all volunteers are expected to safely continue in their jobs and implement safety procedures as directed by designated regatta staff until all the rowers are safely on land.**

## **2.0 Regatta Jobs and Allocation Process**

This section describes the VASRA jobs recruited by the volunteer coordinators, the process used to allocate jobs, job descriptions and how the sign in rosters are used.

### **2.1 Volunteer Allocation Process**

The volunteer allocation process is based on the number of student athletes (rowers and coxswains) that each school plans to enter in each regatta. Each club's share depends upon the schedule. The regatta schedule is prepared by the coaches and approved by the Crew Council. When a school is rowing at more than one site, the schedule also gives the number of rowers at each site, which then adjusts the volunteer assignments at that regatta

For each regatta, the number of participants for each school is entered on a spreadsheet, which calculates each school's participation percentage. The calculation requires information for all schools rowing in that particular regatta. The basic formula is the number of rowers for each school, divided by the total number of rowers for each regatta. Multiply this by 100 to determine the percentage of rowers that a school has. Multiply that number by the number of volunteer positions per regatta and the result is the number of positions that a particular school has to provide. For example, if Gar-Field has 50 rowers in a particular regatta, and the total number of rowers is 500, then Gar-Field would provide 10 percent of the volunteer positions for that regatta.

The VASRA Volunteer Coordinator rounds these calculations to the nearest whole number, making sure the sum of the individual booster positions equal the total needed for the regatta. In some instances adjustments may be made. The VASRA Volunteer Coordinator ensures such adjustments are equitably distributed over the entire regatta season. However, some mistakes may be made. Please let him know if there are any serious problems or if you feel your school is not being treated fairly.

### **2.2 How Specific Jobs Are Allocated**

The schools and their share of positions are listed on an **Allocation Worksheet** for a regatta site and date. Rank and file volunteer positions are listed across the top. The volunteer positions are then assigned by the VASRA volunteer coordinator in a systematic fashion to the participating schools and down the list of positions until each booster's share are used up and each club is given a variety of positions.

### **2.3 Using Job Descriptions to Recruit Volunteers**

Be sure you have read the **Job Descriptions** for each of your jobs before you begin recruiting. The descriptions are designed to highlight distinctive features of each job to enable you and your volunteers to determine whether or not they are well suited for the position. The descriptions are updated each year so please pass on any improvements. Take full advantage of your club meeting and/or newsletters. Before you recruit you must assemble your list of allocated jobs and figure out the required shifts and additional shifts to suit your clubs habits and submit your lists without names.

## **2.4 Sign-in Rosters at Regattas (see Appendix J for an example)**

The VASRA Volunteer Coordinator is responsible for maintaining the volunteer database to facilitate regatta management. The data are entered that is received from the School Volunteer Coordinators and a **Sign-In Roster** is produced for each regatta. Each volunteer **must sign two rosters** upon arrival.

A. Once you know your **job number** you can go to the SIGN-IN Roster that has **Job Number, shift time, booster club** and **volunteer name** and **SIGNATURE** block. The volunteer will find their job number and name and sign in on the appropriate page of the roster.

B. The volunteer must also sign the **waiver of liability roster**. Please be sure your parent volunteers have received a copy of the waiver form ahead of time. The VASRA has a **Safety Plan** and excellent emergency procedures, as well as many volunteers who have worked regattas for many years under all kinds of conditions. However, if anything makes you or any of your volunteers uncomfortable, the best time to ask is before the regatta.

If a Coordinator wishes to change a name on the Sign-In Roster, this should be done no later than the Thursday evening prior to that regatta by calling the VASRA Volunteer Coordinator. The VASRA Volunteer Coordinator prints the Sign-In Roster on the Friday prior to each regatta and forwards it to the Regatta Director. **If a substitution occurs after Thursday, you should still call it in. However, have your volunteer prepared to look up his/her job under the prior worker's name. Please have them enter the correct name (their name) on the sign in sheet.**

On the day of the regatta, volunteers will report to Regatta Headquarters, find their name and sign in on the roster sheet. This Roster is the **ONLY** record of their participation. Failure to sign is equivalent to being absent. Once the volunteer signs in and receives information about whom to report to, the volunteer is to remain on the job for the full shift. Individual VCs must address scheduling conflicts, and should **NOT** assume their volunteers can be released from their tasks to watch their child's race and should **NOT** assume that there will be space in the launch to ferry them to the grandstand area. For concessions sign in information, the volunteer may be asked to sign another sign in sheet, and may be asked to sign out as well. The Rosters are returned to the VASRA Volunteer Coordinator immediately after the regatta or by the Monday following. The Coordinator will provide feedback to the booster organizations as needed.

### **3.0 Regatta Information**

The purpose of this section is to enable the Volunteer Coordinator to give each recruit a precise time frame for their job and be able to convey to their volunteers the factors that affect shift times for each regatta. A complete list of Job descriptions can be found in the Appendices.

### **3.1 Regatta Schedule**

The regatta schedule this season is based on pre-season estimates of dates and places established by VASRA, coaches, and the Crew Council.

<b>Date</b>	<b>Occoquan Regatta</b>	<b>Potomac Regatta</b>	<b>Anacostia Regatta</b>	<b>Other</b>
March 26	Polar Bear			
April 2	Walter L. Mess			
April 9	Darrell Winslow			
April 16	Smokey Jacobs			
April 23	Regatta ????			
April 30	Al Urquia	Charlie Butt		Mathews
May 7	Ted Phoenix Regatta			
May 13-14	Virginia Scholastic Rowing Championship			Stotesbury Cup Regatta, Philadelphia, PA
May 21	Occoquan Classic			Arlington Cup
May 26-27				SRAA, Cooper River, NJ

### **3.2 Regatta Site VOLUNTEER REQUIREMENTS**

Time estimates are on each regatta sheet. While there is no set ending time for each regatta, they generally finish in the early afternoon. Weather conditions may affect the length of any regatta.

### **3.2.1 Georgetown Volunteer Assignments (pages inserted)**

The volunteer jobs assignments for each school are listed in the following tables by date. In each table, the jobs are listed on the left and schools are across the top. A "1" in the column under that school means that school is assigned that job for that regatta. Your job is to find a volunteer parent from your school to fill that job, fill in his or her name and forward that information to the VASRA Volunteer Coordinator. The next sections contain those job assignments.

### **3.2.2 Occoquan Regattas Volunteer Assignments (pages inserted)**

The volunteer jobs assigned for each school are listed in the following tables by date. In each table, the jobs are listed on the left and schools are across the top. A "1" in the column under that school means that school is assigned that job for that regatta. Your job is to find a volunteer parent from your school to fill that job, fill in his or her name and forward that information to the VASRA Volunteer Coordinator. The next sections contain those job assignments.



**Appendix B**

**VASRA JOB DESCRIPTIONS (cutout for reminders)**

The job descriptions for each job are included here. Some jobs require different descriptions for each site or each sub-type. The shift times are indicated in each job description in terms of race start and race end. Jobs requiring launch driver training are marked. (If you need this list in soft copy notify the personnel committee.)

**ANNOUNCER - FINISH**

**Location of Job: Georgetown & Occoquan.**

**Duties: You will work at the finish line, behind or near the Finish Line Judge, and announce the official results of each event as they are provided to you. You will also make other miscellaneous announcements as directed by the Finish Line Judge, the Coordinator, or the Regatta Director.**

**Instructions: Report to Regatta sign-in location and sign attendance sheets and insurance waiver. At Georgetown regattas, you will have to report to the Finish Line Coordinator. At the Occoquan regattas, you will need to take a shuttle launch or the van to the finish line. Please understand that your club will be fined if you fail to report for your volunteer assignment.**

**Dress: Anticipate inclement weather and wear layered clothing.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**ANNOUNCER - HEADQUARTERS**

**Location of Job: Georgetown.**

**Duties: You will announce over the loudspeaker system from HQ the first, second and last call for the launching of shells in each event, and the event number and the names of the crews participating. You will also make other announcements as directed by the Headquarters Coordinator or the Regatta Director.**

**Instructions: Report to Regatta sign-in location to sign attendance sheets and insurance waiver and then report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.**

**Dress: You will be outdoors. Anticipate inclement weather and wear layered clothing.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **AWARDS ASSISTANT & TROPHY ASSISTANT**

**Location of Job:** Georgetown & Occoquan.

**Duties:** Working with the HQ Coordinator as they obtain results of specific races, organize labeled award ribbons by 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places for presentation, and record the distribution of awards. Pass results to Results Poster and prepare for awards pickup by coaches only. If there is a formal award ceremony, work with the Regatta Director in the presentations of medals, ribbons and trophies to the recipients following each race or at the end of the regatta.

**Instructions:** Report to Regatta sign in to sign attendance sheets and insurance waiver and report to and work under the direction of the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** At Georgetown regattas you will be outdoors. Layered clothing is advisable. At the Occoquan regatta, you will be inside Regatta HQ.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **COMMUNICATIONS - SET UP**

**Location:** Georgetown

**Duties:** Assist the Communications coordinator in setting up the communications equipment at HQ and the finish line, including stringing wire, fastening and securing speakers, etc.

**Instructions:** At the Regatta sign-in location, sign attendance sheets and insurance waiver and then report to and work under the direction of the Communications Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.

**Dress:** Anticipate inclement weather. Wear layered clothing. Bring work gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **COMMUNICATIONS - TAKE DOWN**

**Location:** Georgetown.

**Duties:** Assist the Communications Coordinator in striking the communications equipment, at headquarters and the finish line, collecting and rolling sound wire, removing and repackaging speakers, PA system components, etc.

**Instructions:** At the Regatta sign-in location, sign attendance sheets and insurance waiver and then report to and work under the direction of the Communications Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.

**Dress:** Anticipate inclement weather. Wear layered clothing. Bring work gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **CONCESSIONS**

**Location:** Occoquan

**Duties:** The first shift volunteers will set up concession stand supplies and prepare and sell food, T-shirts or programs as assigned by the Concession Manager. If you sell T-shirts and programs, you will be given a separate moneybox, so please do not mix this money with that from food sales. The afternoon shift is responsible for cleaning up the area and putting the supplies away. They will also need to put away the tables, grills, coffeepots and any other equipment. Those selling T-shirts and programs are to count any that are left over and turn in that count of each with the money.

**Instructions:** At the Regatta sign-in location, sign attendance sheets and insurance waiver. Then, on the second sign-in sheet that the Concession Manager has, indicate both time of arrival and time of your departure. Please understand that your club will be fined if you fail to report for your volunteer assignment.

**Dress:** Anticipate inclement weather. Wear layered clothing.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

### **COURSE SET-UP (LAND)**

**Location:** Occoquan

**Duties:** This job is to prepare the race course for the upcoming regattas. Activities will include such things as cleaning and re-arranging the equipment in the storage shed, checking cables and buoys, and any other jobs assigned by the full time course coordinator. You may have to do some heavy lifting.

**Instructions:** At the storage shed located next to Regatta Headquarters, sign the attendance sheet and insurance waiver. Then report to the Course Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate cold weather. Wear layered and waterproof clothing. You will not be on the water, but you will be outside most of the time.

### **COURSE SET-UP (WATER)**

**Location:** Occoquan

**Duties:** This job is to prepare the race course for the upcoming regattas. Activities will include installing anchors, buoy lines, and spreader cables and positioning the starting tower and starting platform near the starting line.

**Instructions:** At the storage shed located next to Regatta Headquarters, sign the attendance sheet and insurance waiver. Then report to the Course Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate cold weather. You will be outside and on the water most of the time. Wear layered and waterproof clothing. Consider a hat and gloves. It will be early and the boat may be wet. Bring an extra change of clothing.

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

## **COURSE TAKE-DOWN**

**Location:** Occoquan

**Duties:** At the conclusion of the season, you will help store the regatta equipment, remove the buoy lines, cables and anchors, and re-position the starting tower and the starting platform near regatta headquarters. Some heavy lifting might be involved. You will be working on both the land and the water.

**Instructions:** At the storage shed located next to Regatta Headquarters, sign the attendance sheet and insurance waiver. Then report to the Course Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

## **CROSSOVER MARSHAL**

**Location:** Occoquan.

**Duties:** The Cross-Over Marshal is posted on the roadway that the Van drives. This is an important safety job to make sure that the pedestrians do not walk in the roadway at the bottom of the hill that the van takes from the upper parking lot to the finish line. **PARK AUTHORITIES DO NOT ALLOW PEDESTRIANS TO WALK ON THE ROADWAY.** There is a trail to follow along the reservoir to the finish line.

**Instructions:** At the regatta sign-in location, sign attendance sheet and insurance waiver, then report to the Regatta Director. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DOCK MASTER ASSISTANT (LAUNCH & RECOVERY)**

**Location:** Georgetown & Occoquan.

**Duties:** The Dock master Assistant helps the Dock master make sure that the crews are checked-in, launched, and retrieved safely, and at the correct times. They are to keep docks clear of unnecessary gear, help wash the docks prior to start of regatta, and take messages to HQ for dock master

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver, then report to and work under the direction of the OLOC Dock Master. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Docks may become slippery so wear appropriate footwear.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER - MARSHAL**

**DRIVERS FOR THIS POSITION SHOULD BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE.**

**Location: Georgetown & Occoquan**

**Duties: During the regatta you will be assigned to a Regatta Marshal as his/her launch driver. You are under his/her control. Hand signals will most likely be used.**

**Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master on the dock who will assign you to a launch and the Official. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes on the Occoquan will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.**

**Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER – PHOTOGRAPHER/**

**VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.**

**Location:** Georgetown & Occoquan

**Duties:** During the regatta you will be assigned to a photographer from one of the local media as his/her launch driver. You are under his/her control. He/she will follow races and take pictures of the regatta.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master on the dock who will assign you to a launch and the Official. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes on the Occoquan will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER - REFEREE**

**DRIVERS FOR THIS POSITION SHOULD BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE.**

**Location:** Georgetown & Occoquan

**Duties:** During the regatta you will be assigned to a Regatta Judge/Referee as his/her launch driver. You are under his/her control. Hand signals might be used. If you have a stopwatch, bring it along, it could be of use.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master on the dock who will assign you to a launch and the Official. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen and gloves. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER - SAFETY**

**VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.**

**Location:** Georgetown & Occoquan

**Duties:** During the regatta, you will keep a keen eye on the course and attempt to keep powerboats, sailboats, kayaks, canoes, etc. out of the way of a race. Sometimes you will need to pick up large pieces of flotsam and jetsam, which are in the shells' way. You must particularly keep a keen eye on rowers warming up upstream and for any shells that may have capsized.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and the Insurance-waiver. Then pick up a life vest and report to the Launch Master on the dock who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen and gloves. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER - DAM**

**VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.**

**Location:** Occoquan

**Duties:** You will patrol the lower reservoir (near the dam) to ensure the safety of the rowers and to prevent the shells from venturing too near to the dam. **YOU MUST BE IN PLACE BEFORE THE FIRST SHELL ARRIVES AT THE START.**

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master on the dock, who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Shift changes will take place at the finish line exchange dock. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. You will be very close to the water for extended periods. Wear waterproof clothing, hat and sunscreen. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER – SET UP**

**VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.**

**LOCATION:** Georgetown & Occoquan

**Duties:** Before the regatta you will be assigned to move racecourse equipment, facilities, and people up and down the racecourse. You will have a helper.

**Instructions:** Report to Regatta sign-in location and sign attendance sheets and insurance waiver. At Georgetown regattas, you will report to the Course master. At the Occoquan regatta, pick up life vest and report to the Launch Master on the dock, who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement and cool weather. Wear waterproof clothing.

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER - SHUTTLE**

**VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.**

**Location: Occoquan**

**Duties: During the regatta you will be assigned to transport only officials, coaches, regatta workers, and the press up and down the course. (AT NO TIME CAN ROWERS BE SHUTTLED UNLESS AUTHORIZED BY THE LAUNCH MASTER.)**

**Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master on the dock, who will assign you to a launch. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. Ensure your launch carries only the number of passengers designated on the boat's data plaque. Shift changes will take place at the exchange dock at the finish line. Please understand that your club will be fined if you fail to report for your volunteer job.**

**Dress: Anticipate inclement weather. Wear layered clothing. Consider a hat, sunscreen and gloves. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**DRIVER - TAKE DOWN**

**VOLUNTEERS NEW TO DRIVING MUST ATTEND ONE LAUNCH DRIVER TRAINING CLASS; NO REFRESHER TRAINING IS REQUIRED.**

**Location:** Georgetown & Occoquan

**Duties:** At the conclusion of the regatta, you will drive a launch and help store the regatta course equipment, motors, launches, lane markers, etc., and whatever is needed to secure the regatta site. Some heavy lifting might be involved.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest and report to the Launch Master or Course Master on the dock, for assignment to a launch. You will probably have a helper who must also wear a life vest. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves.

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **FINISH LINE ASSISTANT**

**Location:** Georgetown

**Duties:** This person assists the Finish Line Officials in the smooth operation of all finish line area responsibilities.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. At the Georgetown regattas, report to the Finish Line Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing and a hat. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **FINISH LINE TIMER**

**Location:** Georgetown & Occoquan

**Duties:** You will work at the finish line to help determine shell timing and placement. The Finish Line Judge makes all lane assignments. You will need to be able to operate a stopwatch effectively in order to time the split time for the shell in your assigned lane.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. At Georgetown regattas, you will then report to the Finish line Coordinator and work under the direction of the Finish Line Judge. At the Occoquan regatta, you will then report to the Finish Line, via shuttle launch or van. You will be sitting on cement steps so bring a pillow. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and wear layered clothing and a hat. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **FLAGHOLDER**

**Location:** Georgetown & Occoquan

**Duties:** you will stand at the Finish Line with a large orange flag and follow the instructions of the Finish Line Judge, to indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc., places.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. At Georgetown regattas, you will then report to the Finish Line Coordinator and work under the direction of the Chief Judge. At the Occoquan regatta, you will then report to the Chief Judge at the Finish Line, via shuttle launch or van. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and wear layered clothing and a hat. **DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **HEADQUARTERS ASSISTANT**

**Location:** Georgetown

**Duties:** You will help the Headquarters staff perform the duties assigned to them.

**Instructions:** Report to the regatta sign-in location. Sign attendance sheets and an insurance waiver and report to the Headquarters Coordinator.

**Dress:** You may be inside Regatta Headquarters or outdoors. Layered clothing may be advisable. Consider a hat, sunscreen, and gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**HELPER SET-UP (LAND)**

**Location:** Georgetown

**Duties:** This job is to prepare the race site for the regatta. Activities will include such things as setting up tents, preparing trash containers, moving tables and chairs, and carrying food. You may have to do some heavy lifting.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered and waterproof clothing. Consider a hat, sunscreen and gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**HELPER SET-UP (WATER)**

**Location:** Georgetown & Occoquan

**Duties:** You will help the Set-Up Driver to perform the duties assigned to him/her. You will be riding in a launch for much of your shift and you may have to do some heavy lifting.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest. At the Georgetown regattas, report to the Course Master. At the Occoquan regatta, you will report to the launch dock for your specific assignment. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered and waterproof clothing. Consider a hat, sunscreen and gloves. It will be early and the boat may be wet.

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**HELPER TAKE DOWN (LAND)**

**Location:** Georgetown

**Duties:** At the conclusion of the regatta, you will help store the regatta equipment, to include tents, tables, and chairs, and whatever is needed to secure the regatta site. Some heavy lifting might be involved.

**Instructions:** At the Regatta sign-in location, sign attendance sheet, and insurance waiver. Then report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**HELPER TAKE DOWN (WATER)**

**Location:** Georgetown & Occoquan

**Duties:** At the conclusion of the regatta, you will help store the regatta equipment, motors, launches, and lane markers, etc., and whatever is needed to secure the regatta site. Some heavy lifting might be involved. You will be working in a launch part of the time.

**Instructions:** At the Regatta sign-in location, sign attendance sheet and insurance waiver and then pick up a life vest. At the Georgetown regattas, report to the Course Master. At the Occoquan regatta, you will report to the launch dock for assignment. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

**A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.**

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **LAUNCH MASTER**

**Location:** Occoquan

**Duties:** This person is responsible for all motor craft (powerboats, motors, life preservers, anchors, and oars), set-up and accountability to Regatta director prior, during and after races. Also responsible to ensure supporting tasked schools to provide launches with gasoline. Further regatta support includes setup and takedown of Judge/Referee, Marshall, Safety and Shuttle Launches as well as other support boats as required by the Regatta director. Also responsible to monitor and control all shuttle traffic on the water. Responsible for ensuring launches carry only the number of people that are specified on the launches' data plaque.

**Instructions:** Reports to Regatta site prior to the arrival of all volunteers and works with the Regatta Director to organize all the equipment and volunteers required to set up the racecourse and prepare for the regatta.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**MONEY COLLECTOR – VAN UPPER LOT**

**Location:** Occoquan

**Duties:** You will collect the required money from persons wanting to ride the van down to the regatta site. The fee is \$1.00 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.

**Instructions:** At the Regatta sign-in location, sign attendance sheets and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.

**Dress:** Anticipate inclement weather. Wear layered clothing.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**MONEY COLLECTOR – VAN FINISH LINE**

**Location:** Occoquan

**Duties:** You will collect the required money from persons wanting to ride the van up to the parking lot. The fee is \$1.00 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.

**Instructions:** At the Regatta sign-in location, sign attendance sheets and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.

**Dress:** Anticipate inclement weather. Wear layered clothing.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

### **PARKING LOT ASSISTANT**

**Location:** Georgetown

**Duties:** Park in Thompson parking lot. Half of the lot is permitted to our regattas. Direct regatta traffic to the permitted side. Help car/trailer traffic in the lot. Coordinate with parkers at crosswalk. Give information as needed to direct cars to parking at foot of Georgetown. We anticipate having a handout. It is possible one or more people may be moved to Georgetown side or other helpful positions.

**Instructions:** At Regatta sign-in location, sign attendance sheet and insurance waiver and report to the Assistant Regatta Director. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider hat, sunscreen and gloves. If possible, bring folding chair, newspaper or reading (there may be slack times) and cell phone.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB.**

### **PROGRAM-DISTRIBUTOR/VENDOR**

**Location:** Georgetown

**Duties:** You will sell programs and T-shirts as fundraising for course equipment. The Regatta Director will specify exactly where sales may be conducted, as there are strict limitations on where we may make sales.

**Instructions:** At Regatta sign-in location, sign attendance sheet and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider sunscreen, hat and gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**RADIO RELAY ASSISTANT**

**Location:** Georgetown

**Duties:** At Regatta HQ, listen to radio/cell phone and record messages and results from finish line. Pass to others at table as appropriate.

**Instructions:** At Regatta sign-in location, sign attendance sheet and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider sunscreen, hat and gloves.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**RACE RESULTS POSTER**

**Location:** Georgetown & Occoquan

**Duties:** This person is to post race results as promptly as possible in the Headquarters area for spectators. Receives information from Headquarters Coordinator or designee.

**Instructions:** At Regatta sign-in location, sign attendance sheet and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **SIGN-IN COORDINATOR**

**Location:** Georgetown & Occoquan

**Description:** This person is in charge of the sign-in attendance sheets and insurance waiver forms. Usually situated near or at Regatta Headquarters, this person should be knowledgeable about all regatta staff and volunteer jobs, and the locations for their work. This person must be accurate in overseeing the sign-ins. They also will make notes of any problems regarding job sign-in and alert the Personnel Coordinator.

**Instructions:** Report to Regatta sign-in location and sign attendance sheet and insurance waiver. You then report to the Headquarters Coordinator. Regatta Director might reassign you to another job. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider sunscreen, hat and gloves

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

## **STAKEBOAT HOLDER**

**Location:** Occoquan

**Duties:** At the starting platform you will help align the shells to be in proper position for the start. You will also need to help prevent damage to the shells when they back up to your lane. You will remain on the starting platform throughout your shift. Before the start of each race, you will lie down on the plank that extends out from the platform and reach out your arms to catch the stern of the shell coming into your lane. **DO NOT** try to stop the stern from hitting the platform by putting your hand between the shell and platform, there may be too much momentum and may cause injury. When instructed, you will pull back or push out the shell a number of inches for alignment. These instructions, given just before each start, will come from the official at the side of the racecourse whose job it is to get all the bow balls in a straight line. He/she will use a megaphone or radio headphones. Be careful with your grip and make sure nothing is in the way when the starter says, "Go" and the boat explodes out of your hands. **MAKE SURE TO LET GO OF THE SHELL IMMEDIATELY UPON THE START.**

*Do not engage in clever repartee with the crews. They are nervous enough already and needn't be disturbed.*

**Instructions:** Report to Regatta sign-in location and sign the attendance sheet and insurance waiver. Then ride to the finish line via a Shuttle Launch. Shift changes take place at the exchange dock near the finish line. Please understand that your club will be fined if you fail to report for your volunteer job

**Dress:** Anticipate inclement weather. You will be very close to the water for extended periods. Wear waterproof clothing, hat and sunscreen. **DON'T WEAR RED COLORED ITEMS. THEY COULD BE CONFUSED WITH A REFEREE'S RED FLAG (WHICH STOPS A RACE).**

**Additional instructions for Stakeboat Holders:** Headphones are usually worn only at the bigger regattas (e.g., VSRC), fit over one ear and have a battery pack that clips on to your waistband (belt). If using the Realistic brand headset turn the POWER to "MAN" (not VOX), Volume and VOX/MIC controls are set to "L" (not "M" or "H"). If using the Maxon brand headset, set the VOX/PTT Selector to "PTT" (push-to-talk) and the VOLUME control to the lowest setting that allows you to hear clearly (to save battery power). There are two sets for each lane. Use the Realistic brand first - they have the 9V battery. The Maxon brand has two rechargeable AA batteries that usually don't last long. The brands are interchangeable (i.e., on the same frequency). The spare headsets will be in the white box (post office sorting box) usually set at the center of the platform.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**WEIGH-IN ASSISTANT**

**Location:** Georgetown & Occoquan

**Duties:** Help weigh the lightweight teams under the direction of the Judge/Referee in charge.

**Instructions:** Report to Regatta sign-in location and sign attendance sheet and insurance waiver. At the Georgetown regattas you will report to the Headquarters Coordinator. At the Occoquan regattas, you will report to the Judge/Referee in charge of weigh-ins at the Upper Boathouse. Please understand that your club will be fined if you fail to report for your volunteer job.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider hat and sunscreen.

**IF NECESSARY YOU MAY BE REASSIGNED TO ANOTHER JOB. NO CELL PHONES DURING ASSIGNMENT.**

**ADDITIONAL JOBS:**

**PROVIDE REGATTA LAUNCHES**

**Job Type:** Club provided equipment (up to 19 per regattas)

**Location:** Georgetown & Occoquan

**Description:** When each organization is participating in a regatta at their home practice site, they will be required to provide regatta launches, equipment knowledgeable personnel, and launch access (ferrying to launch/providing keys/setting up boat). Each of these organizations will supply launches equipped with appropriate engines (9.9HP or above) in good operating condition, gas tank, matching connecting hose, lines, paddle, anchor, life preservers and horn. Oil and gas requirements must be clearly understood and properly marked for VASRA to assure proper gas and oil is supplied for the regatta. VASRA regatta personnel will drive the launches at the assignment of the Launch Master/Regatta Chair, so member clubs should not assume that their launches will be driven by their own club members.

## **REGATTA HEADQUARTERS COORDINATOR**

**Location: Occoquan**

**Duties:** This person functions as the principal liaison and managerial support to the Regatta Director, Assistant Regatta Director, and Head Judge/Referee. They should also ensure that the HQ is kept reasonably clean and orderly to allow easy access to needed equipment and that there is sufficient room for all of its uses, including food and beverage storage.

**Instructions:** This person should arrive at HQ on regatta days at least one half-hour before the first volunteers so that distribution of equipment can flow efficiently. Two general characteristics are to: a) be able to field questions and give reasonable answers and b) know where each volunteer job is performed and generally what those jobs entail. Some of this individual's key responsibilities on Regatta days, (not in priority order), are:

- Maintain radio contact with Regatta Director, Head Judge/Referee, & Head Park Ranger before, during, and after the entire event;
- Setup HQ equipment and paperwork, including waiver forms, for Volunteer Sign-In Coordinators and provide them with information sheets about: description of jobs; directions to the viewing stands and regatta finish line;
- Setup equipment for Weigh-In Assistants in Upper Boathouse Erg Room;
- Distribute life vests, flotation seat cushions, safety paddles for set-up launch drivers and helpers and make sure that all is returned at the end of the Regatta work day;
- Assist, as needed, in the setup of the Concession Stand adjacent to HQ;
- Move out Safety Equipment for start and finish lines and HQ area signage;
- Direct Dock master Assistant and Launch master Assistant to positions;
- Provide Launch master with list of schools providing launches for that regatta;
- Prepare 10 minute & 8 minute Call-Time sheets and a list of competing schools for Announcers;
- Revise corrected race schedules and distribute to coaches, judge/referees, other officials, radio relay team, award & results poster assistants, HQ announcer, Dock &, Launch Masters;
- Sign in and direct finish line medical trainer to position & assist HQ area EMT or medical team with slightly injured or

**drenched rowers. Provide clothing changes from HQ to the latter;**

- Sign-out, distribute, and collect radios for Judge/Referees, Dock master, Launch master, Pontoon Boat driver, and other regatta officials and staff;**
- Distribute bullhorns to Dock master, Hot Dock Master, and others if needed;**
- Instruct and oversee HQ Announcer, Results Poster, and Awards Assistant what to do;**
- Provide reporters and news photographers with schedules, results, and such arrangements as are necessary for their coverage;**
- Prepare enlarged Regatta Schedule sheet for public posting outside of HQ;**
- Handle all incoming telephone calls;**
- With Regatta Director, make sure that all equipment are properly returned and stored.**

## **Appendix C: Launch Driver Trainee, Workday and Committee Recruiting Requirements.**

**1. Job List.** There are a number of jobs required that are not on specifically needed on regatta days.

Committee Volunteer	1 per Club
Launch Driver Trainee	1 or 2 per Club
Workday Volunteer - Spring	1 or 2 per Club
Workday Volunteer - June	1 per Club
Workday Volunteer - Fall	1 per Club

### **2. Launch Driver Trainee(s).**

Each VC should recruit 1 or 2 launch driver trainees each year, depending upon school size. If too many parents “graduating” the year before deplete your club’s pool of trained launch drivers, you will need to find more. Consider the number of launch driver positions you have been assigned, and consult with your club president. People who drive motorboats for recreation may already possess the motorboat driving skills, but knowledge of how to drive on the course during races is also part of the training. No prior knowledge of motor boating is required, but the trainees must already know how to swim. Being launch driver trained is a great way to get parents more interested in crew, since the training is conducted by experienced referees as well as experienced people from the OLOC or the GLOC. You do not have to be trained at the location where you will be driving, but it does help to be familiar with the local currents, obstacles and conventions.

### **3. Workday Volunteers.**

In addition, VCs recruit workday volunteers. The minimum to recruit is 1 per club for the spring workdays; 1 per club for the June workdays; and 1 per OLOC club for any fall workdays (recruiting this person is usually the VASRA rep’s responsibility).

## **Appendix D Maps and Directions to the Regatta Sites**

### **1. Overview.**

The regular member schools (and new schools) are generally clustered in the Potomac River watershed. The associate schools are to the south near the lower end of Chesapeake Bay, several hours' drive away.

### **2. Sign-In.**

Each site has a specific sign-in location. On regatta days, volunteers should report to the Volunteer Sign-In Coordinator seated at a table outside or inside regatta headquarters at each regatta site. On workdays, it is the same procedure. On the day prior to major regattas at the Occoquan, trailer and bus parkers should sign in with Park Ranger, who can be found in the Park Ranger office in the Upper Boat House (first building on the left after the parking lots), second floor. The regatta headquarters at each site is established as follows:

**Georgetown Sign-In:** At Thompson's Boat Center, it is reached by foot from the Thompson's parking lot off Virginia Ave. At the Rock Creek Parkway or by foot from the waterfront at the foot of Georgetown, walk past the circle at the foot of 30th St. and past the fenced shell storage lot. Sign in at the table opposite the far bays Thompson's at the top of the launch ramps, just around the corner from the Thompson's office entrance.

**Occoquan Sign-In:** At the foot of Van Thompson road, the Regatta Headquarters building is the second to last building at the bottom of the hill on the right of the road before you get to the water. Sign in at the green tent outside of the Headquarters building with the blue and white "Volunteer Sign-In" banner attached.

### **3. Parking Issues**

The VASRA regrets that parking at all of its sites is quite difficult. In general if you arrive early you will have a chance at parking relatively close (perhaps a 10-15 minute walk) to your destination. If you arrive later in the day, you may more than 30 minutes or so to reach your destination. It pays to scout out the site ahead of time. Access for the handicapped is quite limited, but can be worked out by consulting knowledgeable regatta staff. Address questions to the President of the VASRA, who convenes a Parking Committee as needed.

### **4. Directions for Local Regatta Sites**

Directions for getting to each local regatta site and for getting around the sites are included in this section. Sites covered include the Georgetown and Occoquan regattas.

## **OCCOQUAN SITE DIRECTIONS:**

### **From the Washington Beltway, Baltimore and points north on 95:**

From the Washington Beltway (I-495), take the I-95 south exit towards Richmond. Take exit 163, Lorton Road, Route 642, west. After about 1.6 miles, bear right on Furnace Road and follow it until it meets Route 123 (Ox Road). Turn right on Ox road and travel 1.2 miles to Hampton Road where you will turn left. Go about ½ miles on Hampton Road and turn left on Van Thompson Road (you will see power lines overhead, just in front of you). After about ¼ mile Van Thompson bears sharply to the left at a well-weathered barn and continues down a hill to the entrance to Sandy Run Park.

### **From McLean and points north along route 123:**

Travel south on route 123, Ox Road until you reach Hampton Road. Hampton Road is about 6 miles south of where Braddock Road intersects 123. Turn right then go about ½ miles on Hampton Road and turn left on Van Thompson Road (you will see power lines overhead, just in front of you). After about ¼ mile Van Thompson bears sharply to the left at a well-weathered barn and continues down a hill to the entrance to Sandy Run Park.

### **From Fredericksburg, Richmond and points south:**

Travel north on I-95 and take Exit 160, Route 123, north. Follow 123 for about 1.7 miles and turn left on Hampton Road. Go about ½ miles on Hampton Road and turn left on Van Thompson Road (you will see power lines overhead, just in front of you). After about ¼ mile Van Thompson bears sharply to the left at a well-weathered barn and continues down a hill to the entrance to Sandy Run Park.

**To Sandy Run Park: Boathouse, Launch area and Regatta Headquarters:** From the upper parking lots, continue straight on Van Thompson Road and you will come to a large bus/trailer parking lot on both sides of the road. From here, the road continues steeply down hill, past the portable toilets on the right, the large boathouse on the left, the small headquarters (sign-in) building on the right, and continues down past the racks to the docks and launch area. To Sandy Run Finish Line: From the upper parking lots, there are three routes to the Finish Line: (1) by shuttle bus on the emergency access road, (2) by foot on the path from the upper parking lot and (3) by foot on the path from just below the boathouse. The shuttle bus route begins in the upper parking lot to your left as you enter the park. The ride takes 5 minutes and costs 75 cents and takes you to the Finish Line. The path from the upper parking lot is about ½ mile and meets the shuttle bus road by the Finish Line. The path from below the boathouse is about ¾ mile total. It joins up with the upper parking lot path about ¼ miles from the boathouse (just down the hill from the upper parking lot). The paths are winding and hilly. It can take from 15 to 25 minutes to hike from the boathouse to the Finish Line. At the grandstand there is a concrete viewing area, a concession stand and bathroom facilities. There is no access to the starting line.

## **GEORGETOWN SITE DIRECTIONS**

Thompson Boat Center in Washington, DC is located just off the Rock Creek Parkway at the foot of Virginia Avenue, NW. There is a parking lot, but it is limited and preference is given to busses, trailers staff and volunteers, all of whom arrive early. There is commercial parking by the water, close to the finish line off Wisconsin Avenue under the Whitehurst Freeway. There is easy access by foot from that lot to the finish line and to Regatta headquarters.

**IMPORTANT NOTES FOR TRAILERS:** THE ONLY FEASIBLE ROUTE INTO THOMPSON'S PARKING LOT IS VIA VIRGINIA AVENUE. DON'T TRY TO USE ROCK CREEK PARKWAY. FURTHER, TRAFFIC CANNOT CROSS ROCK CREEK PARKWAY DURING WEEKDAY RUSH HOURS - 6:30 - 9:30 AM, 3:30-6:30 PM MONDAY THROUGH FRIDAY.

### **To Commercial Parking lot at Wisconsin Avenue and to Thompson Boat Center**

#### **FROM THE WEST:**

Follow Wisconsin Avenue south to K St, NW, also known at that point as Water St. Here the commercial parking lot is directly ahead of you next to the River.

If you are proceeding to the Thompson parking lot, turn left on K St. and proceeds east through several stop signs, moving into the right hand lane. As K St begins to climb up hill ahead of you, on the right you will see a small underpass. Follow this onto Rock Creek Parkway and take an immediate right into Thompson Parking lot.

#### **From Rock Creek Parkway headed south.**

At the traffic light with Virginia Avenue turn right into Thompson parking lot.

**NOTE:** there is no left turn into Thompson's from Rock Creek Parkway headed north.

#### **FROM VIRGINIA HEADED NORTH**

From junction of I-95 North and Washington Beltway, take I-395 North toward DC. Look for Memorial Bridge signs and get in right lane exiting onto the route, which passes west of the Pentagon. Continue north until you reach Memorial Bridge. Cross Memorial Bridge in the left lane and bear left in front of the Lincoln Memorial and take the first legal left turn (second left) on 23rd St. Follow 23rd north for several blocks to Virginia Avenue, NW (the street before this turn is E St, NW). Turn left on Virginia and go directly ahead. At the traffic light with Rock Creek Parkway be in the left lane. On the full green, cross the Parkway into Thompson's parking lot. To get to the commercial lot at the foot of Wisconsin Avenue, follow directions across Memorial Bridge to left on 23rd St. Follow 23rd past Virginia Ave to Washington Circle. Follow the Circle 3/4 of the way around, turn right on K St. Follow K St in the left lane down the ramp which takes you under the Whitehurst Freeway. Proceed through several stop signs to Wisconsin Ave where you will see the parking lot on the left.

## ***APPENDIX E Concessions and the Parking Plans***

This section presents details about concessions and revenue sharing. It is important to note that revenue from concessions is held for VASRA funded projects such as dock and course repair.

### **1. Concessions at the Occoquan Site**

Concession's offers food, T-shirts and programs for sale. Concession jobs are not broken out by what is to be sold. Instead, the Grandstand Head of Concessions and the Boathouse Head of Concessions will assign volunteers to tasks as they arrive and may shift people around depending upon demand.

**It is important that your volunteers arrive and check in on time.** The sign-in sheets include a Job Number roster with separate pages for concessions at the Boathouse and Concessions at the Grandstand, as well as Concessions Setup. Duplicates of these pages will be available to each assistant head. Please sign in on both the number roster and the insurance roster at Headquarters, and then sign in again on the duplicate number roster at the work site. Most likely the best place to sign out is the work group roster that will be with the Concession Heads. **Early shift volunteers must stay until their replacement from their school (or possibly from another school) has arrived. There is no guarantee that the concession volunteers will be able to see their child's race during their shift.**

The morning shift duties are: Set up the tables and grill, start the coffee, get all supplies out and placed on the tables so they are ready to be sold. Four people do setup at boathouse and four at grandstand. Then the regular shift of 8 or 9 at each site arrives. For each site, we ask that you choose one person that will be responsible for cooking the hot dogs and hamburgers, and an assistant to wrap the food as it is cooked. We will be doing several money pick-ups during the day and it is helpful if you choose a person to be in charge of the cash box. There will be a menu board at each location. Please make sure that it is posted. If you are selling T-shirts and programs, you will be given a separate moneybox. Please do not mix the money from T-shirts with that from food.

The afternoon shift duties are to sell lunch food, T-shirts and programs. At the end of the regatta the afternoon people are responsible for cleaning up the area and putting the supplies away. They will also need to put away the tables, grills, coffeepots and any other equipment. Those selling T-shirts and programs are to count any that are left over and turn in that count of each with the money.

### **2. Concessions at Other Sites**

Currently, permission to sell at the Georgetown site is limited to one space only, and the DLOC has decided that the profits are to be used to cover DLOC expenses. At the Georgetown site, workers sell concession items and profits go back to the DLOC. The head of Concessions is a Regatta Staff position at the Occoquan. At the Georgetown site, the Regatta Chair or one of the Assistant Regatta Chairs manages the minimal concession effort.

### **3. Organization of Parking**

At the Occoquan, parking is on a first come first serve basis. Volunteers will direct people to the appropriate parking lot.

At Georgetown, the plan attempts to show people the way to the foot of Georgetown, and tries to keep the number of people coming to the small Thompson's metered lot as small as possible. Rowers should be dropped off at 30th and K Streets, NW. They can walk over to Thompson's in about 3 minutes.

## Appendix F VASRA Occoquan Regatta Course PA Systems

### Set-Up on the Water:

On-water components, except for marine batteries, are kept in green plastic utility boxes marked "Starting Line." The marine batteries are stored in Regatta Headquarters and must be charged prior to a regatta. Set up the Stakeboat Platform first.

**Stakeboat Platform** - At the center of the platform place a battery and the two utility boxes with: "Stakeboat Platform" Amplifier, wireless receiver, two spools with speaker wires (labeled "3-2-1" and "4-5-6"), storage bag of connecting cables and bungee cords, a large plastic trash bag, and six numbered lane posts with speakers [also a (postal) box of radio headsets if using silent alignment].

- Install the lane posts in the rings at rear of the platform in the center of each lane, #1 to the right, and #6 to left as you look down the course to the finish line. The speaker at the top of each post and lane number should be facing directly at the lane center.
- From the platform center, roll out the spools of speaker cable and connect the plugs to the lane speaker cable jacks. Each plug is numbered. Keep the cable out of the water - running it in a groove between the platform boards keeps it from being a trip hazard.
- Put the speaker's utility box on the plank marked "Start System" at the back of the platform, upside down. Put the battery on the float in front and to the side of the utility box so as not to hinder foot traffic on the platform.
- Using the "Y" pigtail cable, connect to both line cables from the lane speakers. The pigtail is attached to the amplifier connector cable, which in turn connects to the amplifier output posts - red wire to "70V," black wire to "COM."
- Using the gray 18-inch male-to-male cable, connect the wireless receiver "LINE" output jack to the amplifier "AUX CD" input jack in back. Put the receiver on the amplifier, place both on top of the utility box, and fully extend the antenna. Secure the amp, wireless receiver, and utility box with the bungee cords to the eyebolts on the platform.
- Connect the amplifier/receiver power cords: The white plastic connector goes to the amplifier "12V Negative GND" receptacle, snap lock on top; the small round connector goes to the wireless receiver "DC 12V" receptacle; both have wires hard soldered to the same alligator clips.
- Connect the red alligator clip to the battery positive terminal, black alligator clip to the negative.
- Turn on the amplifier and receiver and test operation using the wireless microphone. If the amplifier power indicator lights fail to glow, make sure the "cigarette lighter" socket connection in the power cord is pushed all the way in. When the microphone is turned on, the red "READY" light on the receiver will glow. Stand in front of each lane speaker to ensure all are working. Adjust the MASTER VOLUME and AUX/CD controls appropriately. If rain is expected, cover the electronics with a trash bag to protect the components.

**Starter's Tower** - The start tower is outfitted with four installed announcing speakers (two facing forward and two aft). Rack for a 12V marine battery, rack for an amplifier, two screw posts for microphone goosenecks, two microphones (one of which is wireless) and the wiring to connect the speakers to the amplifier.

- Place a marine battery and "start system" utility box on the platform. (Leave it there for the takedown crew after the Regatta.)
- The battery is placed on the deck under the right front corner of the tower.

- Put the “Starter Tower” Amplifier in the rack just under the tower platform, facing forward.
- Connect the speakers’ cable to the “Starter Tower” amplifier. The cable should be found coiled and hanging on a nail underneath the deck. Plug the white plastic connectors together.
- The announcing microphone (with the long cord) is placed on the gooseneck with the fixed microphone holder, mounted on the left upper corner of the podium at the front of the tower platform. Plug it into “Microphone 1” on the front of the amplifier.
- Connect the Amplifier to the battery, red alligator clip to the positive terminal first, and then the black alligator clip to the negative terminal.
- Turn on the amplifier (push button on the front panel). If the red power indicating light fails to glow, make sure the “cigarette lighter” socket connection in the cord to the battery is pushed all the way in. Test for operation. Adjust the volume.
- The wireless starting microphone (black in color) is placed on the gooseneck with the “vise grip” holder and mounted on the right upper corner of the clipboard rack. Ensure the 9V battery is fresh. It is changed by unscrewing the wire mesh microphone cover from the body just enough to open the battery cover. It would help to secure the microphone in the grips with a short piece of electrical tape (kept in the plastic bag with the cables).

### **Set-Up at the Grandstand**

The Grandstand system uses a 100-watt Radio Shack amplifier, microphone, two (or three) 40-watt speakers mounted on poles, and connecting cable.

Place the amplifier and microphone (stored in the blue utility box) on the table in the rear of the finish line tower. The microphone plugs into the back, usually in position 1. The nearest 110V outlet provides power. Connect the grandstand speaker cable to the amplifier - red to 70V connection, black to COM. The cable may be found either on the ground or wrapped on the finish line tower support. It leads down to the waters edge and rests on the reservoir bottom to the rocks on the other side of the inlet and exits directly off the end of the fence in front of the grandstand.

You will find the cord with a connector plug. A ‘Y’ pigtail cable is used to connect the cord to one speaker mounted on a pole. The wire continues underground along the fence. It emerges at, and is wrapped around, the far fence post.

A speaker on a pole is mounted near the concession stand and connected.

### **Takedown and Storage**

When the PA systems are secured after a regatta, care should be taken to prolong the life of the electronic components. Do not put anything away when wet, dry them first. Move the batteries last to preclude the chance of any acid spilling on components. Take down start tower first.

**DO NOT PUT A BATTERY IN ANY CONTAINER!** Not only is it too heavy but also battery acid will be spilled on electronic components. Also, a battery in a small, confined space is dangerous.

**On the Start Tower:** Detach the battery. Detach the speaker cable and microphone from the amplifier. Coil the cable and hang it from one of the nails under the platform. Take the amplifier down from the rack. Coil and tie together the amplifier power cord (tie wire attached). Take the microphones off the goosenecks and unscrew the goosenecks from their mounting flanges. Put microphones in their respective storage boxes.

**On the Stakeboat Platform:** Detach the battery. Detach and put all the connecting cables and power cords in the plastic freezer storage bag. Do not leave any attached - connections and wires get bent/broken when snagged during handling.

Put the cable to the lane speakers on the proper reel (reels are marked "3-2-1" and "4-5-6") beginning from the outer limit, i.e., from lanes 1 and 6 - this makes it easier to identify (the ID tag is on the inner end) and to lay out next time.

Put the bungee cords (used to tie down the components) in the small plastic sandwich bag and put it inside the freezer bag with the cables.

Pull all six lane posts (by the post, NOT by the speaker!). Put the posts in the green utility box, using care not to break speakers or bent lane numbers. The posts fit in the bottom holes and upper slots, 3 on a side, center speakers/numbers (2 & 5) facing aft, the others facing forward. Do Not put anything on top of the speakers (they can break).

Stack the other utility box inside as follows: Start tower amplifier on the bottom to one end. Wrap the Stakeboat platform amplifier in a T-shirt and put it on top. Put the two wire reels on top of each other next to the amplifiers. Wrap the wireless receiver in a T-shirt and put on top of the reels. Put the goosenecks, bag of cords, cable, and bungee cords, trash bag used to cover the milk crate, and boxed microphones down the sides of the box around the other components. Keep the desiccant in the box.

**At The Finish Line:** Disconnect the amplifier from the grandstand speaker cable, unplug the amplifier and microphone. Disconnect the two speakers near the grandstand. Leave the speaker cable ends wrapped around the last fence post and post at the finish line tower. Put the amplifier and microphone in the blue utility box on top of the other two amplifiers. Take everything to Regatta Headquarters.

## **Appendix G Notes for Referee Launch Drivers (Occoquan)**

Referees have a secret - they know they have the best seat in the house for a regatta. As a launch driver, you will share this 'perk' and get to see everything that happens on the water, and have fun doing it, too.

Referees have two primary duties during a regatta: Safety always comes first. Fairness to race participants is a close second. Along the way, referees play numerous roles; traffic cop, safety officer, judge, repairman, timer, coach, advisor to the media. Your job is to drive the boat so that the referee can fulfill all his/her responsibilities.

There will be four to six launches, each with a driver, referee, and maybe an observer, photographer, or media person embarked. The routine is simple. Launches will work in pairs (most of the time), each pair following every third or fourth race. The launch then will return to the starting line to wait its next turn.

### **Going to the Start:**

- Go to the starting line in lane 3 or 4 at high (Max) speed. This sends out as small a wake as possible and dissipates it to the sides faster. We try to minimize wakes on the course both for races that are coming down the course as well as for the crew's en-route to the start on the outside of lane 1.
- Look for debris. Pick up all but the smallest pieces. Coxswains can't readily judge the danger of the objects they see and they could needlessly steer around something trivial and reduce their crew's chance to win.
- If a race is approaching, come to a stop at about 500 meters from the oncoming shells, and let your wake hit you from behind. Then make a 90-degree turn at idle speed and proceed with no wake off the course. This procedure leaves no 'knuckle' in the water and no wake is directed up the course. When the last shell passes, resume Max speed and proceed again in the middle of the course to the start.
- Watch for crews that need assistance. Referees usually carry a few tools to help with equipment problems. They can also use radios to call for help or relay a message ashore.

### **In the Starters Area:**

- Avoid making wakes. Smooth water is crucial for fair starts. There is usually no need to maneuver at other than idle speed.
- Keep out of the way of crews. There is heavy traffic in the start area and crews should be able to move unimpeded to the start platform and in their assigned lanes. (It is not so easy to steer a 60-foot boat). Good places to 'park' are the aligner's dock or at the ends of the stakeboat (start) platform behind lane 1 or 6.

### **At the Start of a Race:**

- Take the position to which your referee is assigned ... he/she will tell you where, usually next to lane 1 or 6 just in front of the start platform. The referee will also tell you which lane to turn into after the start (usually 2 or 5) and which side of that lane to take (usually the inside).
- When the starter says 'Go!' accelerate to Max speed immediately and steer across the start line, parallel to the start platform and then make a 90-degree turn into the appropriate lane behind the shells. **Don't be Timid!** Each lane is almost 45 feet wide so you have at least 90 feet to cover, not counting your turn. The start is where incidents are most likely to happen and it is important you get the referee in there fast! Your referee expects rapid acceleration and is braced

for it. Make the turn as smooth as possible as your referee will be standing up (pitching a referee in the water is considered bad form).

### **Following the Race:**

- Steer straight down the course, staying about 60 feet behind the shells and matching their speed. Follow the referee's directions for changing position, usually done by hand signals (which he/she will brief to you beforehand). The referee will probably also tell you his/her 'theory' of launch placement. After the first race or two, you will have it all figured out.
- Stop for an emergency. Remember that referee launches are on the course primarily to ensure safety. You could have to stop at any time. Keep looking around, the referee may be concentrating on one tight or developing situation and your eyes are needed to augment his/hers.
- Tell the referee if your wake is about to affect a slow crew behind you. It may be possible to reposition your launch to minimize the effect of the wake. Occasionally your referee will knowingly wake a slow boat if there is a need to be close to faster, leading crews.

### **At The End of the Race:**

- Slow down as you approach the finish line and stop before you reach it. Never cross before the last shell. It is a matter of courtesy, safety, and preventing confusion for the finish line judges.
- Wait at the finish line area until your referee tells you to leave. He/she will make sure all crews are OK and check for protests. The 'primary' referee (on the side with the judge's stand) will then announce the race time to the judges. For this announcement, drive your launch directly in front of the stand, as close to the shore as safety permits, to allow clear communication.

### **Pit Stops:**

- Let your referee know if you need a restroom break or if you are low on fuel. Also let your referee know, in advance, if there is a race you would like to follow. This can usually be accommodated.

### **Clothing:**

- Dress for all occasions. It is usually cold early, may rain, and warmer in the latter day. Regattas will go on in any weather except fog, lightning, extreme cold, or very heavy wind. Layers are advisable.

- **DON'T WEAR RED. REFEREES USE RED FLAGS TO STOP RACES.**

## **Appendix H Notes for Referee Launch Drivers (Georgetown)**

Referees have a secret - they know they have the best seat in the house for a regatta. As a launch driver, you will share this 'perk' and get to see everything that happens on the water, and have fun doing it, too.

Referees have two primary duties during a regatta. Safety always comes first. Fairness to race participants is a close second. Along the way, referees play numerous roles; traffic cop, safety officer, judge, repairman, timer, coach, advisor to the media. Your job is to drive the boat so that the referee can fulfill all his/her responsibilities.

There will be four to six launches, each with a driver, referee, and maybe an observer, photographer, or media person embarked. The routine is simple. Launches will work in pairs (most of the time), each pair following every third or fourth race. The launch then will return to the starting line to wait its next turn.

### **Going to the Start:**

- Go to the starting line in lane 2 or 3 at high (Max) speed. This sends out as small a wake as possible and dissipates it to the sides faster. We try to minimize wakes on the course both for races that are coming down the course as well as for the crew' en-route to the start on the outside of lane 4.
- Look for debris. Pick up all but the smallest pieces. Coxswains can't readily judge the danger of the objects they see and they could needlessly steer around something trivial and reduce their crew's chance to win.
- If a race is approaching, come to a stop at about 500 meters from the oncoming shells, and let your wake hit you from behind. Then make a 90-degree turn at idle speed and proceed with no wake off the course. This procedure leaves no 'knuckle' in the water and no wake is directed up the course. When the last shell passes, resume Max speed and proceed again in the middle of the course to the start.
- Watch for crews that need assistance. Referees usually carry a few tools to help with equipment problems. They can also use radios to call for help or relay a message ashore.

### **In the Starters Area:**

- Avoid making wakes. Smooth water is crucial for fair starts. There is usually no need to maneuver at other than idle speed.
- Keep out of the way of crews. The start area on the Potomac in particular is fairly narrow, located near Three Sisters Islands, and there is heavy traffic. Crews should be able to move unimpeded to the starting line and in their assigned lanes. (It is not so easy to steer a 60-foot boat).
- Stay clear of submerged rocks 30-50 meters up-river of Three Sisters on the District of Columbia side. They are usually buoyed with a marker.

### **At the Start of a Race:**

- Take the position to which your referee is assigned - he/she will tell you where, usually behind lane 2 or 3.
- When the starter says 'Go!' accelerate immediately with full throttle to catch up to and then match the speed of the crews. Don't be timid! The start is where incidents are most likely to

happen and it is important you get the referee in behind fast! Your referee expects rapid acceleration and is braced for it.

### **Following the Race:**

- Steer straight down the course, staying about 60 feet behind the shells and matching their speed. Follow the referee's directions for changing position, usually done by hand signals (which he/she will brief to you beforehand). The referee will probably also tell you his/her 'theory' of launch placement. After the first race or two, you will have it all figured out.
- Stop for an emergency. Remember that referee launches are on the course primarily to ensure safety. You could have to stop at any time. Keep looking around, the referee may be concentrating on one tight or developing situation and your eyes are needed to augment his/hers.
- Tell the referee if your wake is about to affect a slow crew behind you. It may be possible to reposition your launch to minimize the effect of the wake. Occasionally your referee will knowingly wake a slow boat if there is a need to be close to faster, leading crews.

### **At The End of the Race:**

- Slow down as you approach the finish line and stop before you reach it. Never cross before the last shell. It is a matter of courtesy, safety, and preventing confusion for the finish line judges.
- Wait at the finish line area until your referee tells you to leave. He/she will make sure all crews are OK and check for protests. The 'primary' referee (on the side with the judges' stand) will then announce the race time to the judges. For this announcement, drive your launch directly in front of the stand, as close to the shore as safety permits, to allow clear communication.

### **Pit Stops:**

- Let your referee know if you need a restroom break or if you are low on fuel. Also let your referee know, in advance, if there is a race you would like to follow. This can usually be accommodated.

### **Clothing:**

- Dress for all occasions. It is usually cold early, may rain, and warmer in the latter day. You will probably get wet. Regattas will go on in any weather except fog, lightning, or very heavy wind. Layers are advisable.
- **DON'T WEAR RED. REFEREES USE RED FLAGS TO STOP RACES.**
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## Appendix I Notes for Stakeboat Holders

**Don't be a hero.** Don't injure yourself. If a boat backs up to your lane too fast for you to stop it, let it hit the platform. Boats can be repaired quicker (and more cheaply) than broken or cut hands.

**Do wear suitable clothing.** Races will be held no matter what the weather is like (except lightning and fog). You need to be warm and dry. If it is nice, you can always take off clothing layers.

**Don't wear red.** Crews are taught that a red flag starts and stops the race. We don't want to take the chance of confusing them with lots of red color at the start line.

**Do be careful with your grip.** Be certain that your hands and fingers won't be in the way when the boat springs forward on "GO!"

**Don't engage in clever repartee with the crew.** They are probably nervous enough already and don't need to be disturbed.

**Do get up soon after the start.** The referee launches often put out a wake, which may wash over the board on which you are lying.

**Don't bend your legs up when holding a shell.** Waving legs might be confused with a coxswain hand in the air.

**Do go easy on caffeine beverages.** It's a long way back to shore and relief.

**Don't run on the platform.** Walk. Running can be dangerous. It is narrow and floating (not that stable!).

**Do be flexible and accommodating.** Unpredictable things happen at regattas and there might be a need to change your assignment.

You and your job are important - a member of the regatta staff without which the regatta can't go on. And you have a great seat to be at a part of the regatta not normally seen by the public.