

Appendix B NCASRA 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 1st, 2nd, 3rd 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 in order to receive revenue-share credit for the number of hours worked. 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.

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.

DOCKMASTER 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 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

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 Regatta Marshal (usually a Judge/Referee) 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 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

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 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. 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 will do whatever is needed to secure the regatta site again to its original order. 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 1st, 2nd, and 3rd 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 will do whatever is needed to secure the regatta site again to its original order. 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 will do whatever is needed to secure the regatta site again to its original order. 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.

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 PARK ENTRANCE

Location: Occoquan

Duties: You will be responsible for collecting the prescribed entry fee for parking. You can give small paper tickets to those who desire to leave and reenter the park a second time. These tickets are given as a driver exits.

Collectors also control vehicular speed and report violations to the Ranger. The parking policy is “first-come, first-parked and the fee is \$10.” The only non-paying customers will be U.S.R.A. Judge/Referees (wearing USRA Blazers) and other designated NCASRA officials or staff, which will have special parking passes. Contact the Headquarters Coordinator regarding anyone else claiming to be able to enter for free.

Instructions: At Regatta sign-in location, sign attendance sheets and insurance waiver, pick up money apron and flag from Headquarters Coordinator. Report to the park entrance where you will work. Please understand that your club will be fined if you fail to report for your volunteer assignment.

Dress: Anticipate inclement weather. Wear layered clothing and a hat.

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

MONEY COLLECTOR – SATELLITE PARKING

Location: Occoquan

Duties: You will be responsible for collecting the prescribed parking fee for folks utilizing the satellite parking facility. Each person family paying to ride the shuttle will be given a ticket for the return trip. The parking policy is “first-come, first-parked and the fee is \$5.” Contact the Headquarters Coordinator should any problems arise.

Instructions: At Regatta sign-in location, sign attendance sheets and insurance waiver, pick up money apron from the Headquarters Coordinator. A staff member will get you to the satellite parking van, which you will ride to and from the regatta site until relieved. Please understand that your club will be fined if you fail to report for your volunteer assignment.

Dress: You will be traveling in a shuttle bus. Wear comfortable clothing.

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 (15 for weekly and 19 for large 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 NCASRA to assure proper gas and oil is supplied for the regatta. NCASRA 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.**

