

## Regatta Day Volunteer Jobs

All parents are expected to help at the regattas, doing at least one job per season. The regattas are mostly volunteer activities, and VASRA (Virginia Scholastic Rowing Association, the regatta "host") is dependent on our help.

Regatta volunteer opportunities are identified by VASRA and are listed in the SignUp Genius [link](#). Except for boat drivers, none of the jobs require special skills and all are supervised by permanent VASRA volunteers with substantial experience on the job. Take a look at the job descriptions, below. As you make your selections, consider whether you want to see your child race that day and how you will do that as well as complete your assigned task. Some jobs permit you to take a short break to see a race (those close to the finish line sometimes) if coordinated with your supervisor in advance, some do not. If you are a novice parent, for example, the Polar Bear Regatta is only for experienced rowers so your child will not be on the water and that may be a good volunteer option for you.

**For all positions, you MUST sign in at the VASRA Sign-in desk near the boathouse at least 20 minutes before your job starts (more if it will take you a while to walk to the Finish Line).** Please factor in time for parking and shuttling to the river if necessary. If you have an afternoon shift, you may sign in for it in the morning so that you can spend your time elsewhere.

**If you sign up for a regatta position and then don't show up, the club will be fined \$50, which will be passed on to you. But, more importantly, the race may not take place** if your position is an essential one.

If something comes up and you cannot show up for your job, please call **Shari Ritter, 703-862-3117**, at least one day in advance, so an alternate can be found.

Please make every effort to do your few hours for the season ... remember we are doing all of this so our kids will have a fabulous rowing experience!

### Regatta Volunteer Job Descriptions

- Land job descriptions - jobs on-land only
    - Concession
    - Dockmaster Assistant
  - On-the-water job descriptions - require going out on a boat and possibly staying out on a dock
    - Helper Set Up
    - Helper Take Down
    - Stakeboat Holder
  - Launch job descriptions - requires launch driver training from VASRA (The launches are the motor boats used during regattas by officials and safety workers)
    - Driver – Marshall
    - Driver – Referee
    - Driver – Safety
    - Driver – Dam
    - Driver – Set-up
    - Driver – Shuttle
    - Driver – Take down
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## **Regatta Land Job Descriptions**

The following jobs are performed on the land during a regatta. If necessary, you may be assigned to another job. Please be patient if this happens.

**\*\*Please understand that you will be fined if you fail to report for your volunteer assignment (NCASRA fines the club and we pass it on to you).\*\***

**No cell phones are permitted during your assignment.**

- **Concession**

- 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 money box, 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.
- Dress: Anticipate inclement weather. Wear layered clothing.

- **Dockmaster Assistant**

- Duties: The Dock master Assistant helps the Dock master make sure that the crews are checked-in, launched, and landed 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.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Docks may become slippery so wear appropriate footwear.

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## **Regatta On-the-Water Jobs**

The following jobs are performed on the water during a regatta. If necessary, you may be assigned to another job. Please be patient if this happens.

**\*\*Please understand that you will be fined if you fail to report for your volunteer assignment (NCASRA fines the club and we pass it on to you).\*\***

**No cell phones are permitted during your assignment.**

- **Helper Set-Up**

- 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 Occoquan regatta, you will report to the launch dock for your specific assignment.
- 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 Flotation Device (PFD) must be worn at all times while performing this job.

- **Helper Take Down**

- 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 Occoquan regatta, you will report to the launch dock for assignment.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves. A Personal Flotation Device (PFD) must be worn at all times while performing this job.

- **Stakeboat Holder**

- 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.
  - 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. This is because a red flag is used to stop a race.
  - Additional instructions for Stakeboat Holders: Headphones are usually worn only at the bigger regattas (e.g., VSCRs), 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.
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## Regatta Launch Driver Jobs

The following jobs are performed on the water during a regatta. If necessary, you may be assigned to another job. Please be patient if this happens.

\*\*Please understand that you will be fined if you fail to report for your volunteer assignment (VASRA fines the club and we pass it on to you).\*\*

**No cell phones are permitted during your assignment.**

- **Driver - Marshall**

- 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.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves. A Personal Flotation Device (PFD) must be worn at all times while performing this job. Do not wear any red clothing while performing this job. This is because a red flag is used to stop a race.

- **Driver - Referee**

- 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.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen and gloves. A Personal Flotation Device (PFD) must be worn at all times while performing this job. Do not wear any red clothing while performing this job. This is because a red flag is used to stop a race.

- **Driver - Safety**

- 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.
- Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen and gloves. A Personal Flotation Device (PFD) must be worn at all times while performing this job. Do not wear any red clothing while performing this job. This is because a red flag is used to stop a race.

- **Driver - Dam**

- 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.

- Dress: Anticipate inclement weather. You will be very close to the water for extended periods. Wear waterproof clothing, hat and sunscreen. A Personal Flotation Device (PFD) must be worn at all times while performing this job. Do not wear any red clothing while performing this job. This is because a red flag is used to stop a race.

- **Driver – Set Up**

- 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 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.
- Dress: Anticipate inclement and cool weather. Wear waterproof clothing. A Personal Flotation Device (PFD) must be worn at all times while performing this job.

- **Driver - Shuttle**

- 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. A Personal Flotation Device (PFD) must be worn at all times while performing this job. Do not wear any red clothing while performing this job. This is because a red flag is used to stop a race.

- **Driver - Take Down**

- 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.
  - Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves. A Personal Flotation Device (PFD) must be worn at all times while performing this job.
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