

# VASRA Volunteer Positions

## INSTRUCTIONS

Volunteers for all VASRA regatta jobs MUST sign in at the VASRA volunteer desk near headquarters one hour before the shift start time. An exception to early sign-in applies if the job begins at 6:00 a.m. or earlier. The second shift start time will be the break. The time of the break varies based on the number of entries and events. The break will be clearly marked on the heat sheets available on the VASRA Web Site. On regatta days, changes to the schedule will only be broadcast on twitter. If you don't wish to open a twitter account, the VASRA twitter feeds are broadcast on the [VARA website](#).

At the building past Regatta headquarters ( $\frac{3}{4}$  down the hill opposite the boathouses), on the right-hand side of the road, you will find the volunteer coordinator tent. There are large signs identifying the location. All volunteers are expected to sign the attendance sheet and insurance waiver. You will then be instructed as to where to report. **It is possible that you may be reassigned to another job.**

VASRA understands that you are there to watch your child row; you may ask to be temporarily released from your duties to watch your child race. Please work with the local organizing committee (LOC) lead at your position (the Volunteer Coordinator if you don't know who that is). Please do return to finish your shift.

Your school will be penalized (fined, not allowed to participate in future regattas) if you don't fulfill your volunteer requirement.

## DRESS

Most of the volunteer jobs are located outside. Anticipate inclement weather and wear layered clothing (the temperature can change as much as 20 degrees) and a hat. Gloves are also recommended. Please wear an outer layer of waterproof clothing if rain is in the forecast. Even the jobs in the HQ building and the Finish Line Building will expose you to the cold weather. Additional items may be listed for specific jobs.

You may wear school colors except for red at certain VASRA jobs. If you have a Job that is on or near the water (including the Start Platform and the Finish Line), you are asked not to wear red. Red is used by the referees to indicate danger or that a race has stopped - wearing red on or near the water, may confuse the athletes and cause them to stop rowing.

## Concessions

- Location: Boathouse/Grandstands
- Morning Shift:
  - Set up concession stand supplies
  - Prepare and sell food, T-shirts assigned by the Concession Manager.
  - Lifting cases of water and soda is often part of the work. If you are not able to lift heavy items, please let the concessions manager know.
- Afternoon Shift:
  - Cleaning up the area and putting the supplies away
  - Put away the tables, grills, coffeepots, and any other equipment

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- T-Shirts:
  - Separate moneybox, so please do not mix this money with that from food sales
  - Count left over shirts and turn in that count with the money

## Crossover Marshall

- Location: Posted on the roadway that the Van drives from Parking Lot C to the finish line at the bottom of the hill where the road is especially narrow.
- Duties:
  - This is an important safety job that ensures pedestrians do not walk in the roadway
  - PARK AUTHORITIES do not allow pedestrians to walk on the roadway. The road and trail are separated by a rope, and the Crossover Marshall's job is to ensure that pedestrians stay on the reservoir side of the rope (and stay off the paved road)

## Dock Master Assistant

- Location: Occoquan
  - Occoquan:
    - Launch Dock-1st Road to the right as you are walking down the hill across from the boathouses (before you get to the Concession stand)
    - Recovery Dock - Dock at the bottom of the hill
- Duties:
  - Helps the Dock master make sure that the crews are checked in, launched, and landed safely, and at the correct times
  - Keep docks clear of unnecessary gear
  - Help wash the docks prior to start of regatta
  - Take messages to HQ for dock master.
- Personal Flotation Devices must be always worn while on the docks. PFDs are available in the River Rat's shed located behind the volunteer's sign-in tent)

## Launch Drivers

- Pre-requisites: **Requires prior launch driver training**
- Location: Various locations on the water at the Occoquan
- Personal Flotation Devices must be always worn while on the docks and water. PFDs are available in the River Rat's shed located behind the volunteer's sign-in tent)
- Please do not wear red clothing

### Safety:

- 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 that 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.

### Dam Guard:

- 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.

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- YOU MUST BE IN PLACE BEFORE THE FIRST SHELL ARRIVES AT THE START.

## Shuttle:

- During the regatta you will be assigned to transport 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

## Finish Line

Finish Line: The finish line is a building located at the end of the Goat Trail. The goat trail is the paved road that the Van drive from parking lot C to the “finish cline” area. Volunteers will be inside a building that overlooks the river and race finish line.

Dress: Volunteers at the finish line should not wear Red clothing. Although the finish line is covered and has walls, the front of the building is exposed to the elements. Due to wind and lack of sun exposure in the morning, it is often colder inside than the ambient temperature outside - please dress warmly in layers

Expectations: Finish Line staff are expected to refrain from cheering and directed not to share results outside the finish line environment until they have been certified by the Chief Judge at Finish

## Assistant:

- Spotter
  - Assists Chief Judge at Finish spotting boats as they progress down the course
  - Observes the bow numbers of boats crossing the finish and relays bow numbers to scribe using hand signals (observe silent finish in order not to influence others spotting order of finish).
  - Observes boats progressing to the start and records bow numbers
- Scribe
  - Record Order of Finish observed by Spotter
  - Compares results with Chief Judge at Finish
- Timer
  - Help accurately record the times for races.
  - The use of a computer may be part of your duties.

## Flag Holder

- Stand in the Finish Line with a large orange flag and follow the instructions of the Finish Line Judge, to indicate places by raising and lowering the flag
- Flag is used by the Referees following the race to record the time of the race on-the-water

## Helper

Working with the River Ratz on the water.

## Set-Up on Water:

- Help the Set-Up Driver to perform the duties assigned to him/her.
- You will be riding in a launch for much of your work and you may have to do some heavy lifting.
- Personal Flotation Devices must be always worn while on the docks and water. PFDs are available in the River Rat’s shed located behind the volunteer’s sign-in tent.

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- Expect to get wet and dirty - bringing a change of clothes is a good idea.

### Takedown

- Work at the conclusion of the regatta
- Help store the regatta equipment, motors, launches, and lane markers. Etc.
- Do whatever is needed to secure the regatta site again to its original order.
- Heavy lifting might be involved.
- You will be working in a launch part of the time.
- Expect to get wet and dirty - bringing a change of clothes is a good idea.
- Personal Flotation Devices must be always worn while on the docks and water. PFDs are available in the River Rat's shed located behind the volunteer's sign-in tent)

## Launch Master Assistant

- Location: The launch dock is located across from Regatta HQ. It is the dock where the teams will drop-off launches required for the day's regatta. The VASRA pontoon boats are stored at this dock during the week.
- This is one of the principal logistical regatta jobs
- Duties:
  - Responsible for all motor craft set-up
    - Powerboats
    - Motors
    - Life preservers
    - Anchors
    - Oars (padding oar for launch)
  - Accountable to Regatta director prior, during, and after races.
  - Ensure designated schools have provided fuel for launches.
  - Setup and takedown of Judge/Referee, Marshall, Safety and Shuttle launches as well as other support boats as required by the Regatta director.
  - Monitor and control all shuttle traffic on the water.
- Personal Flotation Devices must be always worn while on the docks and water. PFDs for this position are available in the River Rat's shed located behind the volunteer's sign-in tent). PFDs for the launches provided by the teams will be provided by the teams

## Money Collector

### Van at Parking Lot C and Finish Line:

- Collect the required money from persons wanting to ride the van down to the regatta site.
- The fee is \$3 one way.
- USRA officials, Regatta Directors and LOC Staff may ride for free

## Stakeboat Holders

- Location: Working on the Start Platform - remain on the Start Platform for duration of shift
- Duties:
  - Help align the shells to be in proper position for the start.
  - Help prevent damage to the shells when they back up to your lane.

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- 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 few inches for alignment.
- 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.
- 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 with the crews - they are nervous enough already and needn't be disturbed.
- Dress:
  - Personal Flotation Devices must be always worn while on the docks and water. PFDs are available in the River Rat's shed located behind the volunteer's sign-in tent)
  - You will be laying on a diving board suspended over the water. An outer waterproof layer is advised.
  - You will be exposed to the elements the entire time you are on the platform. A hat, waterproof gloves and sunscreen are a good idea.