

AARC Job Descriptions

REGATTAS

ROLE	Regatta Accountant
PURPOSE	Process AARC members' regatta participation fees.
RESPONSIBILITIES	<ol style="list-style-type: none">1. Work with AARC Regatta Lead to determine process for requesting payment for regatta participation.2. Implement the process on a timely basis for 3-4 sprint regattas and 4-5 head race regattas.
LIMITS	
CALENDAR CONSIDERATIONS	Regattas are clustered during June/July and Sept./Oct.
AMOUNT OF TIME	During regatta months, estimated 4 hours per month.
QUALIFICATIONS	Comfort with electronic payment systems.
CLUSTER LEADER	Programming Committee / Regattas
OTHER COORDINATION WITHIN AARC	

ROLE	REGATTA CAPTAIN -- SPRINT SEASON
PURPOSE	Help make AARC's participation in the regatta fun and responsible.
RESPONSIBILITIES	<p>For one regatta from tentative schedule of: June 20 – Columbus Sprints June 27 – Detroit June 27 – Grand Regatta (Grand Rapids)</p> <p>Focus of responsibility is with AARC regatta participants as follows. (AARC's Regatta Lead is responsible for arrangements with the regatta host – entries, etc. – and with AARC Head Coach).</p> <ol style="list-style-type: none"> 1. Coordinate with other Regatta Roles. Read job descriptions for: Regatta Lead, Trailer Driver, & Assistant Trailer Driver. 2. Communication & Planning: <ul style="list-style-type: none"> --Work with Regatta Chair and Trailer Driver to determine overall regatta schedule and plan. --Communicate the plan to all regatta attendees. Include day/time for trailer loading and unloading, both at AARC boathouse and at regatta site, driving instructions, reminders of what to bring, etc. --Not responsible for car pooling but can help facilitate it. -At regatta, pick up AARC packet (bow #s, etc.) and attend cox'n meeting. --At regatta, serve as information resource for AARC participants. 2. Oversee trailer loading and unloading <ul style="list-style-type: none"> --At both AARC boathouse and regatta site, according to key safety criteria(see checklist). --Ensure everything needed is on the trailer (see checklist) before leaving AARC and before leaving regatta. 3. Support AARC "Process Documenter's" work of learning about and documenting a checklist for Regatta Captain Role.
LIMITS	
CALENDAR CONSIDERATIONS	See regatta dates above.
AMOUNT OF TIME	Mainly the same time as participating in the regatta.
QUALIFICATIONS	Prior regatta experience is recommended.
CLUSTER LEADER	Programming Committee / Regatta Chair
OTHER COORDINATION WITHIN AARC	

ROLE	REGATTA CAPTAIN -- HEAD RACE SEASON
PURPOSE	Help make AARC's participation in the regatta fun and responsible.
RESPONSIBILITIES	<p>For one regatta from tentative schedule of:</p> <ul style="list-style-type: none"> 9/19 Head of Cuyahoga 9/26 Frogtown 10/10 Columbus Classic 10/24 Speakmon 11/01 American Heritage <p>Focus of responsibility is with AARC regatta participants as follows. (AARC's Regatta Lead is responsible for arrangements with the regatta host – entries, etc. – and with AARC Head Coach).</p> <ol style="list-style-type: none"> 1. Coordinate with other Regatta Roles. Read job descriptions for: Regatta Lead, Trailer Driver, & Assistant Trailer Driver. 2. Communication & Planning: <ul style="list-style-type: none"> --Work with Regatta Chair and Trailer Driver to determine overall regatta schedule and plan. --Communicate the plan to all regatta attendees. Include day/time for trailer loading and unloading, both at AARC boathouse and at regatta site, driving instructions, reminders of what to bring, etc. --Not responsible for car pooling but can help facilitate it. -At regatta, pick up AARC packet (bow #s, etc.) and attend cox'n meeting. --At regatta, serve as information resource for AARC participants. 2. Oversee trailer loading and unloading <ul style="list-style-type: none"> --At both AARC boathouse and regatta site, according to key safety criteria(see checklist). --Ensure everything needed is on the trailer (see checklist) before leaving AARC and before leaving regatta. 3. Support "Process Documenter's" work of learning about and documenting a checklist for Regatta Captain Role.
LIMITS	
CALENDAR CONSIDERATIONS	See regatta dates above.
AMOUNT OF TIME	Mainly the same time as participating in the regatta.
QUALIFICATIONS	Prior regatta experience is recommended.
CLUSTER LEADER	Programming Committee / Regatta Chair
OTHER COORDINATION WITHIN AARC	

ROLE	REGATTA TRAILER DRIVER – SPRINT SEASON
PURPOSE	Drive AARC Boat Trailer to Regatta and Back
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide safe roundtrip transport of AARC boats and racing equipment for a regatta from the following tentative schedule: <ul style="list-style-type: none"> June 20 – Columbus Sprints June 27 – Detroit June 27 – Grand Regatta (Grand Rapids) 2. Work with Regatta Captain regarding all scheduling. Note: Driver is not responsible for overseeing trailer loading and unloading; that is responsibility of Regatta Captain. Read Regatta Captain job description. 3. Work with Assistant Trailer Driver for overall transportation plan (read this job description). 4. Overnight stay may be required. Provide AARC Treasurer with expense receipts and reimbursement form (see Regatta Chair for reimbursement policy).
LIMITS	Safety is essential.
CALENDAR CONSIDERATIONS	See regatta dates above.
AMOUNT OF TIME	
QUALIFICATIONS	<p>Must have driven AARC trailer in past or be available for training. Must have no points on driver's license (AARC insurance provision). Prior experience driving multi-axle vehicles is desired but not necessary.</p>
CLUSTER LEADER	Programming Committee / Regatta Chair
OTHER COORDINATION WITHIN AARC	As described above.

ROLE	REGATTA TRAILER DRIVER – HEAD RACE SEASON
PURPOSE	Drive AARC Boat Trailer to Regatta and Back
RESPONSIBILITIES	<p>1. Provide safe roundtrip transport of AARC boats and racing equipment for a regatta from the following tentative schedule:</p> <p style="padding-left: 40px;">9/19 Head of Cuyahoga 9/26 Frogtown 10/10 Columbus Classic 10/24 Speakmon 11/01 American Heritage</p> <p>2. Work with Regatta Captain regarding all scheduling. Note: Driver is not responsible for overseeing trailer loading and unloading; that is responsibility of Regatta Captain. Read Regatta Captain job description.</p> <p>3. Work with Assistant Trailer Driver for overall transportation plan (read this job description).</p> <p>4. Overnight stay may be required. Provide AARC Treasurer with expense receipts and reimbursement form (see Regatta Chair for reimbursement policy).</p>
LIMITS	Safety is essential.
CALENDAR CONSIDERATIONS	See regatta dates above.
AMOUNT OF TIME	
QUALIFICATIONS	<p>Must have driven AARC trailer in past or be available for training. Must have no points on driver’s license (AARC insurance provision). Prior experience driving multi-axle vehicles is desired but not necessary.</p>
CLUSTER LEADER	Programming Committee / Regatta Chair
OTHER COORDINATION WITHIN AARC	As described above.

ROLE	ASSISTANT TRAILER DRIVER
PURPOSE	Support Trailer Driver
RESPONSIBILITIES	<p>Accompany regatta trailer driver to and from one regatta. Tentative dates are:</p> <p style="padding-left: 40px;">June 20 – Columbus Sprints June 27 – Detroit June 27 – Grand Regatta (Grand Rapids)</p> <p>In addition to being a second set of eyes and ears, help driver with things like: --navigating, backing and maneuvering, --checking straps periodically --etc..</p> <p>Be flexible with this newly defined role. Help define it.</p>
LIMITS	Trailer driving is not permitted without prior agreement from Regatta Chair.
CALENDAR CONSIDERATIONS	See regatta dates.
AMOUNT OF TIME	Overnight stay may be required.
QUALIFICATIONS	Commitment to safety.
CLUSTER LEADER	Programming Committee / Regattas
OTHER COORDINATION WITHIN AARC	