

AARC Job Descriptions

MCI Sub-Lead Roles

Assistant Chair:

Provide overall support of MCI Chair.

Awards:

- Equipment: Tent/table/chairs
- Make sure there are 3 Medals for every event
- Place in manila envelope with Index card attached (re-use envelopes)
- Coordinate with fund-raising & event scheduler to determine number of cup races
- Purchase pitchers for cup winners
- Make sure 2007 Kraft cup is on display
- Hand out awards shortly after events
- Engrave cups for winners
- Coordinate furniture needs with Peggy
 - Table/Table cloth/Awards on display

Fundraising: Draft and send out donation solicitations

- ???Maintain same prices/cost as 2007???
- Co-ordinate with awards and event scheduler to determine number of cup races
- Businesses to consider:
 - Dominic's
 - Casey's Tavern
 - Arbor Brewing Co.
 - Gas station where we purchase gas
 - Any businesses that Jerry/Tom use??
 - 2007 Donors
 - others

Event Schedule:

- Determine events using 2007 schedule as template
- Define categories and make up of categories
- (Suggestions: change novice to Rec/ no finals-just heats)
- Coordinate with awards/fund-raising to determine number of cup races
- Make sure enough time allowed to facilitate rowers in “compatible” events
- Determine most appropriate centers
- Help determine race entries/ number of heats/finals etc.
- AARC regatta committee/coach to determine AARC line-ups.

Merchandise:

- Set up contest for MCI T shirt design
- Post entries @ boathouse for 1 week
- Ascott or Elmo’s printers—place order
- Include club sponsors on Tshirt back
- Winner gets free t-shirt
- Coordinate available merchandise for sale with Karen G.
- Extra run of another AARC T-shirt
- Coordinate furniture needs with Peggy
 - Tables/tents/chairs
- Have cash box with change available for MCI
 - No IOU’s
 - Cash management: record sales
 - Count money with 2 people
 - Give money to David/Marcia at the end

Food:

- Work closely with merchandise person
- “donated” hot dogs (1.00) burgers (2.00) sloppy joes (2.50) PB&J (1.00)
- Pop/water/fruit/chips
- Coordinate donations from club members—baked goods
- Get ice and ice tubs
- Post “TRASH” signs
- Post “Recycle Only” signs
- Coordinate furniture needs with Peggy
 - Tables/tents/chairs
- Have cash box with change available for MCI (can coordinate with Merchandise)
 - No IOU’s
 - Cash management: record sales
 - Count money with 2 people
 - Give money to David/Marcia at the end

Parking Coordinator:

- Scout out places to park around club
- Contact businesses for lot space
 - Lotus_____
 - Mahendra Kumar: mkumar@umich.edu
 - Bill Martin lot—Depot street
- Organize shuttle to pick up people at distant lots
- Determine number of volunteers needed to man parking lots in AM
- Place direction/parking signs on the street/parking lots
- Prepare handout for web site with parking instructions & walking/shuttle instructions
- Post “NO PARKING” signs
- Post direction signs at Upper Bandemeer, canoe livery
- Post “CAUTION—REGATTA IN PROGRESS” signs at livery

Scoring:

Acquire computer and printer

- Determine best place to work (??finish line??)
- Enter races/teams/handicaps the day before
- Add in late entries
- Enter Scores
- Give results to announcer/Awards
- Post results
- Coordinate furniture needs with Peggy
 - o Tables/tents/chairs

Launch Boat Drivers:

Create master schedule of drivers and provide for training for new drivers.

- Accommodate rowing schedule with “fill in” drivers
- Provide sunscreen/water/snacks
- Determine walkie-talkie use/need
- Make sure each launch has:
 - o 4 PFDs
 - o kippie bag
 - o 2 paddles
 - o 1 megaphone
 - o airhorn for finisher
 - ??What about boat license??
- o Boats:
 - o Course Marshall (starting line)
 - o Course Marshall (finish/canoe livery)
 - o Course Marshall (above bridges)
 - o Launch with Ref #1
 - o Launch with Ref #2
 - o Ferry launch--2

Race Course:

Prepare race course:

River mowing

- Organize and teach members how to mow for several weeks prior to race
- Recruit water mowers
- Move dock to starting line
- Place buoy lines
 - Buoy lines
 - MRA
 - UM Women

Hazard markers????

Announcer:

Arrange sound system (Greg H. has contacted UM REC sports center in the past)

- Make sure we have 2 boxes
- Borrow/Return 2 High school tents
- Call out races/first calls/second calls/results
- Mention sponsors throughout the day
- Coordinate furniture needs with Peggy
 - Tables/tents/chairs

Registration Table:

Make 50 copies of US Rowing Waiver

- Work with scoring committee to make sure race template is complete prior to race day
- Work with late entries
- Make sure all waivers are in
- 10 copies of the master schedule
- Coordinate furniture needs with Peggy
 - Tables/tents/chairs
- Money management---money to Marcia/David at end of day;

Dockmaster:

Make sure we have enough lane markers (6 sets)

- Create “boat chute” walkway
- Keep people off dock & oar area
- Organize AARC members to place lane markers & check foot ties
- Send out boats in organized manner; help land boats in an orderly fashion.
- Maintain dock traffic

Trailer Parking:

- Create template for trailer parking
- Mark off areas/signs
- Area for scullers to drop off boats

Web site:

Develop “race packet” for RC website

- Include hotel emblem
- Add race schedule

Supplies Coordinator:

- Acquire/Solicit/Beg the following items
- Label all private equipment
- Return to owners

Long extension cords

1. _____ 2. _____ 3. _____

Power strip:

1. _____ (computer); 2. _____ (sound system)

Long Tables

1. _____ (announce) 2. _____ (Registration)
3. _____ (Merchandise) 4. _____ (Merchandise)
5. _____ (Merchandise) 6. _____ (award)

Tent—Can borrow from Pioneer/Huron

1. _____ (announce) 2. _____ (Reg) 3. _____ (Merch)
4. _____ (Merch) 5. _____ (award)

Ice Tubs

1. _____ 2. _____ 3. _____

Coolers

1. _____ 2. _____ 3. _____

Clipboards : 8 -- Marcia has eight;

Stop Watches

1. _____ 2. _____ 3. _____ 4. _____
5. _____

Large Staple Gun

1. _____ 2. _____

Chairs: 7 (Reg, Announcer, Scoring (2), Merchandise/Food (2), Awards

Program Designer:

Arrange for program design and printing.