

**APRIL 21, 2018- TED PHOENIX REGATTA**  
**Volunteer jobs required for Robinson Crew to fulfill.**

**2 LAUNCHES required from Robinson Crew (TDK will handle)**

**Job # 17 - DRIVER – REFEREE – shift time 7:30 - 11:30**

**DRIVERS FOR THIS POSITION MUST BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE. Must have completed the online boat training and met with TDK ahead of time for hands on review of launch handling.**

**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.

**Job # 18 - DRIVER – REFEREE – shift time 11 until done**

**DRIVERS FOR THIS POSITION MUST BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE. Must have completed the online boat training and met with TDK ahead of time for hands on review of launch handling.**

**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.*

**Job #50 – CONCESSION BOATHOUSE – shift time 12:00 until job is done**

**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. 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.

**Job #71 - DOCK MASTER ASSISTANT (LAUNCH & RECOVERY DOCK)  
– shift time 7:00- 11:00**

**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 OLOC 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.

## **Job #79 - DOCK MASTER ASSISTANT (COACHES DOCK) – shift time 8:30 - 12:00**

**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 OLOC 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.

## **JOB #107 STAKEBOAT HOLDER– shift time 7:30 until 11:30**

**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:** 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.

### **Volunteer guidelines and helpful tips**

Each volunteer should be advised to:

1. Drive to the regatta site early enough to park (very limited) and walk in or take the shuttle bus from Silverbrook elementary school. Remember, parking can be a problem at all of the regatta sites. Afternoon shifts will take more time to park and get to the volunteer sign in tent.
2. Know what job and job # you volunteered for.
3. Report first to the designated sign in place (usually Regatta Headquarters), not your job location/assignment.
4. Sign in at regatta headquarters early enough (30 minutes ahead) to be able to get to your assigned job locations and be ready at the time the job is to start, not when the regatta is to start.
5. Sign both the attendance roster and the insurance waiver.
6. The Regatta director often finds it necessary to reassign volunteers to another job based on specific requirements or sudden last minute changes so please be patient and flexible.
7. Parents should not bring children to their regatta work jobs. There is a lot of activity going on at all jobs.

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