

Cascadia Masters Championships

Volunteer Manual

Welcome! We are thrilled you decided to become a Cascadia volunteer and cannot overstate how much we value your support. Not only does every volunteer hour go toward making this regatta a success, the simple truth is that without you and the time you give the regatta could not be run. So high five to you, we promise you will have a good time!

As a thank you and for your time and commitment you will receive a highly collectible Cascadia Crew t-shirt and snacks for your shift. Volunteers who help out for four or more hours in one day receive free lunch at the concession. Furthermore, we will pay a stipend of $4/hour to your club or organization.

Please take some time to read this manual. Find your assigned volunteer position on the next few pages and familiarize yourself with its description and outline. Most positions are supervised by an umpire who will help you get started on your task, but knowing what to expect ahead of time will keep the regatta running smoothly. If you have any questions about any of the volunteer roles, please do not hesitate to contact Veronika at volunteers@cascadiaregatta.ca or by phone (call or text) at 778-678-0608.

<u>GENERAL NOTE:</u> Please be on time! Plan to arrive 25 minutes ahead of the start of your shift to give yourself enough time to park, walk to the venue, check in and familiarize yourself with your volunteer station and job requirements if necessary. Parking will be very tight, so please try to maximize space in the parking lot as best as possible. Check in at the volunteer desk at the Pavilion, pick up your t-shirt, snacks and/or lunch voucher. Dress appropriately! Don't forget to bring sunscreen, a hat, sunglasses and a full water bottle (you can refill at the volunteer tent).

Announcer

Using the regatta schedule the Announcer calls crews at intervals when it is time for them to begin making their way to the dock. (script is below). When possible the Announcer may call the current race on the course, announcing crews, lanes and finishes.

<u>Suggested script:</u>

- 40 minutes before race time: This is the first call for race #_____, the heat/final of the___(event number & title)___. The crews in this race are____(list of crews)____. Please proceed to the dock.
- 32 minutes before race time: This is the second call for race #_____ the heat/final of the_____. Crews should be on their way to the dock.
- 24 minutes before race time: This is the last call for race #_____, all crews should now be on the water.

Boat Driver: Chase/Umpire Boat

Pleasure Craft Operator Card (PCOC), or equivalent, is required, please have it available. PFDs are a must. If you have your own, bring it along, otherwise we will supply one. The safety kill switch must be attached to either the PFD or yourself. Invite any umpires or riders on board only once you are prepared.

<u>At the Start of a Race</u>

Take up the position as instructed by the umpire. They will let you know if you will be starting from the 'low' side of the course (meaning lanes 1-3) or 'high' side (lanes 4-6). Be sure to position your boat so as to ensure that it does not in any way impede the rowers. Most accidents happen early in the race so it is important to get into a position that allows you to get into action quickly.

When the Starter snaps the red flag and says “Go!”, the umpire will want you to move quickly into an assigned lane to follow the race. The umpire will be standing up and ready for quick acceleration and/or side to side motion but can be unprepared for a sudden slowing of the boat. If you need to slow, be sure to warn the umpire. You lose points for dumping your official overboard. 🙂

Following the Race

Steer straight down the course, staying a couple of boat lengths behind the crew, matching their speed. Try to stay near the buoy line rather directly behind the crew. Follow the umpire’s directions for changes in positions often communicated by hand signals.

If you need to stop to pick up a rower, stop your engine once you have reached the rower in the water. Tell the umpire if your wake is about to affect a crew behind you. It may be possible to reposition your launch to minimize the effects.

At the Finish of the Race
Slow down as you approach the finish line and stop before you reach it. Do not cross the finish line unless instructed. Wait at the finish line area until your official tells you to leave and make your way back to the start line.

Emergency action by the umpire boat driver

Should a shell or shells you are following become involved in a collision, overturn or the rower(s) require emergency help, approach the site from the lee side (into the wind) to prevent the launch from being pushed into the accident and to ensure maximum control. If any athlete(s) needs rescuing, turn the motor off as soon as you are in position to bring the athlete on board. Never leave the motor in neutral, idling. At all times follow the instructions of the umpire.

Boat Driver: Practice Session

Pleasure Craft Operator Card (PCOC), or equivalent, is required, please have it available. PFDs are a must. If you have your own, bring it along, otherwise we will supply one. The safety kill switch must be attached to either the PFD or yourself.

Your responsibility is to patrol the course and act as a safety boat during the practice session. **No one** is allowed on the water outside of these times. We require one or two

drivers depending on the number of rowers on the water. No rower will be allowed into the warm-up area beyond the stake boats.

Safety boat driver protocols:

- You may be asked to help launch your boat.
- Bring a copy of your PCOC, protective clothing (sun hat/glasses, sunscreen) water bottle, phone
- Check in with the volunteer tent at least 15 minutes prior to your shift start time for your briefing/assignment– ensure you are not late!
- Your job is to keep rowers safe and to ensure they are aware of any hazards
- A PFD must be worn at all times while in the boat and the safety kill switch must be attached to either the PFD or yourself.
- Stay aware at all times of approaching shells – no texting while you are on duty and shells are in your area, and definitely no sleeping 🙂

Emergency action by the safety boat driver
Should a shell in your assigned area become involved in a collision, overturn or the rower(s) require emergency help -

- Approach the site from the lee side (into the wind) to prevent the launch from being pushed into the accident and to ensure maximum control.
- Enquire: Are you OK? Any injuries? Do you need help?
- Turn the motor off as soon as you are in position to bring the athlete on board. Do not leave the motor in neutral, idling.
- If further action is required alert the nearest umpire and call the Head Umpire at the number provided.

Boat Driver: Safety Boat

Pleasure Craft Operator Card (PCOC), or equivalent, is required, please have it available. PFDs are a must. If you have your own, bring it along, otherwise we will supply one. The safety kill switch must be attached to either the PFD or yourself.

Your main job as a Safety Boat Operator is to ensure that boats that are NOT RACING are traveling in safe patterns to avoid collisions. Know the area you are to patrol. Keep patrolling your area – do not park your boat.

You will be given a megaphone so that you can communicate to crews within your area when you see an unsafe course. Things to look for are other boats and floating obstructions

at and around the start area, buoy lines, and edges of safe travel zones. You are to travel around at a slow speed so as to not create any wake for the race course or boats practicing.

Please provide the Safety Officer with your cell phone number so you can be reached. You will be given the Safety Officer and Volunteer Coordinator's phone number so you can reach one of them if needed.

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Control Commission

There will be an official at the Check-In area who will be happy to assist if you have any questions. Greet each boat checking in, identifying the type of boat (single, double, four, etc) and ask for which rowing club they are racing, event #, race time, category and/or name of the coxswain/bowperson. Check the schedule of entries to confirm the event # and race time.)
Equipment
Check Bow ball: ensure the bow ball is firmly affixed to the bow of the boat.

Foot stretchers / shoes: ensure the foot stretchers / shoes (including heel ties) are securely fastened to the boat, the heel ties are no more than, approximately, 7cm long and that both shoes are equipped with a one handed release strap.

Stretchers
A set of stretchers should be placed close by but not obstructing the Check-In Area
Boats that are required to fix certain deficiencies before going on the water (i.e. foot stretchers, heel ties, seats etc.) may use these stretchers "temporarily" in order to fix such deficiencies.

Schedule of Entries and Assigning of Lane Markers
As soon as the applicable event # and race time for the entered boat is determined, and ensuring the boat has passed an equipment check, assign and affix the lane marker on the boat, directing the boat to the launch area.

Dock Marshal & Ramp Control

Ramp (Walkway) Control

- Stationed at the top end of the walkway and in communication with the Dock Marshals, assure smooth crew traffic along the walkway. Radios will be provided.
- Hold crews at top of walkway until inspected by regatta umpire (Control Commission).
- Hold traffic until the walkway is clear of returning crews and the Dock Marshals have indicated it is safe to send the crew with their shell down.
- Make sure each crew has a coach or a teammate ready to transport blades down the side ramp (NOT the walkway the crews will carry their shells down) to the launch area immediately after each crew heads down the walkway (see Appendix 1 for the Ramp and Dock traffic pattern)

Dock Marshal - Launch

- Control outgoing traffic on the dock, direct launching crews to the correct traffic pattern on the water
- Advise Ramp Control when OK to send crews down the walkway.
- Direct crews to launch positions on dock.
- Direct all crews to have all footwear either stored in shell or removed from dock by coaches/teammates

Dock Marshal - Recovery

- Direct returning crews on to the recovery side of dock and into the best recovery location on dock.
- Direct returning crews to dock in the most efficient order, nearest boat to dock first to recover.
- Hold returning crews on water until called into dock when space becomes available.
- Make sure coaches are available to carry blades up the side ramp.
- Assist returning crews with getting blades off boats and boat onto dock to make room for other returning crews.
- Direct returning crews when it is clear to head up ramp with shells.

Parking Attendant

Parking attendant locations:

- **one** at the entrance to the parking lot off Sperling Avenue, directing cars into the lot and explaining where the trailhead for walking to the venue is positioned
- **one** in the lot directing cars to available spaces
- **one** at the entrance to Roberts Str., directing toward trailer parking, and making sure no other vehicle enter the area
- **one** at the inner (trailer) parking area (Friday only)

Do not let cars go through to the Roberts Str. entrance which is open only to trailers. Personal vehicles will not be able to enter the venue from there.

Special parking instructions will be available for umpires, food concession, beer garden supplier, handicapped drivers. You will be advised of off-site parking.

Regatta participants are to be directed to park as snuggly as possible to maximize the parking space available.

All trailers are to be parked in the inner parking lot accessed through Roberts Str. If the main parking lot becomes full, all cars will be directed to the off-site parking area. The only exception to this is the following: Umpires and handicapped drivers, food and beverage vehicles. You will receive instructions on off-site parking.

Boat Holder

Thanks for volunteering to be a boat holder! You're in for some fun. The start is one of the most exciting parts of the race and you'll have a front row seat! Your job is simple, and usually easy. But it's also important! You are responsible for holding the crews in the proper place on the start line. You'll need to do it carefully, safely, and without disturbing the crews.

The Boat Holder Works with the Aligner (an umpire aligning crews into starting position). Once you get into the start area, you'll be assigned to a lane position. The bow balls of all the boats must be in a straight line in order for the alignment to be correct. But, because boats often differ in length, some will have to be pushed out, others pulled so that all their bow balls are on the line. Some boats may be so long that you'll have to bring the stern alongside your position. Other times you will really have to stretch to compensate for shorter boats.

Two Minutes Before the Start: A few minutes before the race time the crew assigned to your lane will back up to your position. It may be necessary to tell a crew which lane you are in if they look lost. But please observe silence from this time on. Lying down on your stomach, reach for the stern of the boat, grab it firmly but with a loose grip and guide it toward yourself. Be careful with your fingers if the crew is approaching you faster than you feel comfortable about. It's ok to tell the crew to slow down a bit. Hold the boat firmly while you wait for the Aligner to instruct you whether to push the boat out or pull it in. The Aligner will continue to give you and the other holders directions until they are satisfied with the alignment. Just listen carefully for your lane number and respond to their commands. Respond promptly, but manipulate the boats slowly, they do have momentum once they start moving.

The Actual Start: The starter may poll the crews by name or use the Quick Start. They then call "Attention", raise the red flag, pause briefly and then say "Go!". The boat will explode out of your hands on the command "Go!" Be careful of your fingers here; sometimes the boat will lurch backwards before taking off. Keep your fingers out of the way.

After the Start: You'll work holding the boats for only two or three minutes at a time. Then you'll have nothing to do until the next race. The intervals between races are usually somewhere between seven to ten minutes. That is all there is to it.

For a general sense of what the job entails, see this YouTube clip.

Tips for Stake Boat Holders

You will be in the sun for the duration of your shift, so come prepared. Sunscreen, sunhat, sunglasses, water will be a must. We will have a PFD for you which you must wear while at the start line.

Stake Boat Adjuster

You will be in charge of shifting the stake boat platforms forwards and backwards depending on the race throughout the regatta. For singles, extend the aluminum arms as far forward as possible (until the arm reaches the Eye Hook - do not let the eye book hit the platform or it might bend). For pairs and doubles, fours, quads and eights adjust as according to the boat size. There will be coloured tape markers on the aluminum extender to show the position for each of the boat classes. Use the ropes provided to pull in or let out the stake boats as necessary. Make sure you tie off the line on the cleat so that the extender will not move after the adjustment has been made.

Once all the adjusting has been done, take a seat at the end(s) of the platform. At the end of the last race of the day pull in the stake boats all the way and tie off the cleat. Come prepared with weather appropriate clothing, incl. A sunhat, sunglasses and sunscreen, and a full water bottle. Wear your PFD at all times.

Timing Team Volunteers

Overview

The local organizing committee (LOC) is responsible for providing accurately timed results for the event. This regatta involves three timing systems for redundancy purposes:

1. Manual Stopwatch: Stopwatches are used as a backup system. For time trial races, synchronized stop watches will be used for lap splits. For lane racing starting-stopping the watches will capture times. Times and bow numbers are manually noted on result sheets.

2. CrewTimer App: This cellphone app timing system provides more accurate results using synchronized internet standard time and Google cloud. Volunteers must have a phone with available space to download the CrewTimer app, and a data plan to push results. Some training is required for operating the app.

3. EagleEye Camera: A finish line camera system being tested for the first time this year. This is very useful for reviewing close races and is fairly technical. Comfort working with

technology is necessary and training is needed before operating the system.

All timing systems flow into RegattaMaster where the most accurate times are used to post final times for generating the progressions and results. Managing Regatta Master is a technical position requiring advanced training.

Time Trials

For Time Trials crews in the same category are grouped into one flight. Boats start on the course at an interval anywhere from 30 to 90 seconds. Time Trials are usually run before Lane Racing starts.

Time Trials- at the start:
There are three volunteers at the start:

1. Start Manual Stopwatch Timer
2. Start CrewTimer App 1
3. Start CrewTimer App 2

All volunteers listen to the marshal calling up the boats. At the exact moment the boat crosses the start line the Umpire will call out and two things happen:

• Start CrewTimer App volunteer either presses a button on the app or a clicker connected to their cell phone via Bluetooth. The CrewTimer App creates a start time that must be assigned to the correct bow number. This volunteer will be busy at the start for the duration of the Time Trials. You need a phone with space to download an App, a plan that would cover the data, and if possible, a charging cable and a USB battery pack if shift is longer than 3 hours.

• Manual Stopwatch Timer - Start volunteer presses the lap button on their running watch and manually records the bow number and split time from the watch into a record chart. The running stop watch is synchronized with another watch at the finish line. When the Manual Stopwatch Timer at the finish line captures the lap split for the same boat, subtraction is used to determine the overall race time. The stopwatch is not to be stopped for the duration of the Time Trials. A second synchronized watch will be available for backup in case the first is accidentally stopped.
Once all the crews in a flight have left the start area, take a photo of the record chart and send it to the finish line person that is responsible for calculations.

Time Trials - at the Finish:

There is a larger group of volunteers at the finish:

1. Finish Manual Stopwatch Timer
2. Finish CrewTimer App 1
3. Finish CrewTimer App 2
4. EagleEye Camera Operator

As the boats cross the finish line, both the CrewTimer and Stopwatch volunteers press a button to capture the finish time. The stopwatch volunteer manually copies down the times captured on the stopwatch with their associated bow numbers. The CrewTimer volunteers assign each time the correct bow number – any extra clicks must be carefully removed to avoid skewing the results.

Once the Time Trial is complete, the Stopwatch timer from the start will send a photo of the record of start times to the person at the finish line responsible for calculations.

Lane racing

Once the Time Trials are completed, racing is switched over to lane racing. Up to six boats race at the same time. Boats typically start at a 7-10 minute interval.

Lane Racing - At the Start

There is one volunteer at the start:

• Start CrewTimer App volunteer
Paying close attention to the aligning Umpire and then Starter Umpire, the CrewTimer volunteer captures the start time on their device when the flag of the Starter Umpire falls. The CrewTimer volunteer presses a button on the clicker connected to their cellphone via Bluetooth. This volunteer will assign the time to the correct event on their phone.

A stopwatch time is started by both Umpires following the race and stopped when the flag drops as the first boat crosses the finish line. That time is radioed to the finish tent for the Scribe to record.

Lane Racing - At the Finish

There are several volunteers at the finish:

1. Horn - indicates, with the sound of a horn, when each boat crosses the finish line; the Finish line Umpire will call the order of finish.
2. Flag - dropped as the first boat crosses the finish line.
3. Manual Stopwatch Timer for finish splits (intervals between finishing boats, based on the sounding of the horn).
4. Scribe – Manually records the order of finishing boats based on bow markers as called by the finish line umpire and the elapsed time from race umpire.
5. Finish CrewTimer App timer 1
6. Finish CrewTimer App timer 2
7. EagleEye Camera Operator
8. Regatta Master Progression/Results

When boats cross the finish line, several things happen at once. The most important being the sounding of the horn while the finish umpire calls out the bow numbers in order of finish.

Horn Person: This volunteer sounds the horn indicating when each boat has crossed the finish line. The attending Umpire should have set up a string on the fence that the Horn person must line up with the tall finishing pole on the opposite side of the water. That will create the “finish line”, NOT the buoys that are set up on the course. As the bow of each boat hits that “finish line”, the volunteer presses a button that sounds the air horn. This horn not only indicates to the rowers that they have finished their race, but also indicates to the timers when to mark the intervals for the finishing time.
Most importantly, it also indicates to the flag person when to drop the flag to indicate to the on-water Umpires that the first boat has crossed the line so they can stop their watches to provide the winning time for the race.

Flag Person: Flags are a communication tool between Race Umpires and the Finish line team. Normally, two colours are used. Green and white. Occasionally a red flag is used.

As the rowers come down the course and are about 100m from the finish line, the flag person raises the green flag. The flag remains raised until the horn sounds, indicating that the first boat has crossed the line. At the sound of the horn the flag gets dropped sharply. The drop of the green flags communicates to the Race Umpire that the first crew has crossed the finish line, at which point they capture the winning time on their stopwatch.

Once all boats have crossed the line, the Race Umpire will observe the crews for any protests. If there are no protests from the crews, the Umpire will raise a white flag. The flag person then likewise raises a white flag acknowledging that the race has concluded without incident. If there is a protest, the Race Umpire will raise a red flag and the flag person will acknowledge that with a red flag, indicating that the race results are under protest.

Stopwatch Timer: Using a stopwatch, times the intervals between finishing boats, based on the sounding of the horn. When the first boat crosses the finish line, and the horn is sounded, start the watch. As each horn sounds indicating that another boat has crossed the finish line, press the "LAP" button on the watch. When the last boat crosses the finish line, press the "STOP" button. There should now be a series of intervals recorded on the stopwatch indicating the time difference from the first boat that crosses the line and each subsequent boat.

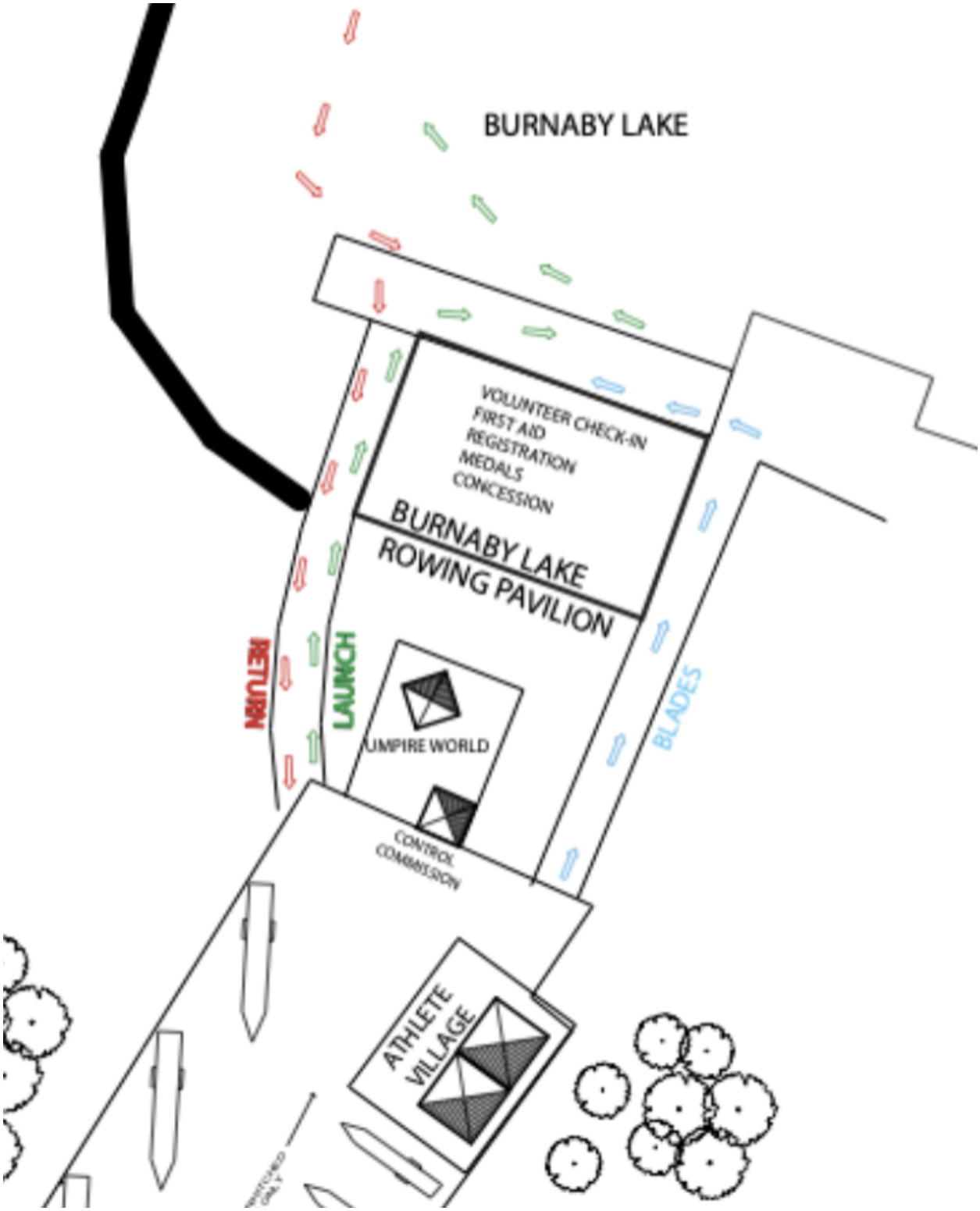
Spotter-Scribe: This position fulfills two tasks.

1. Monitors each race using a tablet that is connected to a streaming system, so audiences on site are able to follow the races. The tablet will have three small side-by-side frames open at all times, representing the three cameras placed along the course (at start, at 500m and at the finish). The Spotter-Scribe will tap on the frame which captures the section of the course crews are racing through.

2. Once the tablet has been switched to the finish line view, the scribe turns their attention to the Finish line Umpire, and records the order of finishing boat bow numbers as the Finish line Umpire calls them out. Finally the Scribe records the stopwatch race time called in over radio by the Race Umpire, and the splits from the Finish Stopwatch Timer.
These results are then verified by the Finish Line Umpire who signs the results sheet. If the race is under protest, and the protest has been logged, the results will be unofficial until the protest has been dealt with by the Umpire Jury.

APPENDIX 1

Dock and Ramp Traffic Pattern



APPENDIX 2

Parking and Venue

