

## **VOLUNTEER JOB DESCRIPTIONS FOR OCCOQUAN REGATTAS**

**For all positions anticipate inclement weather and layered clothing is highly recommended**

### **ANNOUNCER - FINISH**

Duties: You will work at the finish line, behind or near the Finish Line Judge, and announce the official results of each event as they are provided to you. You will also make other miscellaneous announcements as directed by the Finish Line Judge, the Coordinator, or the Regatta Director.

Instructions: Report to Regatta sign-in location and sign attendance sheets and insurance waiver. You will need to take a shuttle launch or the van to the finish line.

### **CONCESSIONS**

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

### **CROSSOVER MARSHAL**

Duties: The Cross-Over Marshal is posted on the roadway that the Van drives. This is an important safety job to make sure that the pedestrians do not walk in the roadway at the bottom of the hill that the van takes from the upper parking lot to the finish line. PARK AUTHORITIES DO NOT ALLOW PEDESTRIANS TO WALK ON THE ROADWAY. There is a trail to follow along the reservoir to the finish line.

Instructions: At the regatta sign-in location, sign attendance sheet and insurance waiver, then report to the Regatta Director.

## **FINISH LINE TIMER**

Duties: You will work at the finish line to help determine shell timing and placement. The Finish Line Judge makes all lane assignments. You will need to be able to operate a stopwatch effectively in order to time the split time for the shell in your assigned lane.

Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. At Georgetown regattas, you will then report to the Finish line Coordinator and work under the direction of the Finish Line Judge. At the Occoquan regatta, you will then report to the Finish Line, via shuttle launch or van. You will be sitting on cement steps so bring a pillow.

Dress: DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.

## **FLAGHOLDER**

Duties: you will stand at the Finish Line with a large orange flag and follow the instructions of the Finish Line Judge, to indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc., places.

Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. At the Occoquan regatta, you will then report to the Chief Judge at the Finish Line, via shuttle launch or van.

Dress: DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.

## **HELPER SET-UP (WATER)**

Duties: You will help the Set-Up Driver to perform the duties assigned to him/her. You will be riding in a launch for much of your shift and you may have to do some heavy lifting.

Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver. Then pick up a life vest. At the Georgetown regattas, report to the Course Master. At the Occoquan regatta, you will report to the launch dock for your specific assignment.

Dress: Anticipate inclement weather. Wear layered and waterproof clothing. Consider a hat, sunscreen and gloves. It will be early and the boat may be wet.

***A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.***

## **HELPER TAKE DOWN (WATER)**

Duties: At the conclusion of the regatta, you will help store the regatta equipment, motors, launches, and lane markers, etc., and whatever is needed to secure the regatta site. Some heavy lifting might be involved. You will be working in a launch part of the time.

Instructions: At the Regatta sign-in location, sign attendance sheet and insurance waiver and then pick up a life vest. At the Occoquan regatta, you will report to the launch dock for assignment.

Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

*A PERSONAL FLOATATION DEVICE (PFD) MUST BE WORN AT ALL TIMES WHILE PERFORMING THIS JOB.*

## **LAUNCH MASTER**

Duties: This person is responsible for all motor craft (powerboats, motors, life preservers, anchors, and oars), set-up and accountability to Regatta director prior, during and after races. Also responsible to ensure supporting tasked schools to provide launches with gasoline. Further regatta support includes setup and takedown of Judge/Referee, Marshall, Safety and Shuttle Launches as well as other support boats as required by the Regatta director. Also responsible to monitor and control all shuttle traffic on the water. Responsible for ensuring launches carry only the number of people that are specified on the launches' data plaque.

Instructions: Reports to Regatta site prior to the arrival of all volunteers and works with the Regatta Director to organize all the equipment and volunteers required to set up the racecourse and prepare for the regatta.

Dress: Anticipate inclement weather and the likelihood of getting wet. Wear layered and waterproof clothing. Consider hat, sunscreen and gloves.

**Please understand that your club will be fined if you fail to report for your volunteer assignment**

**If necessary, you may be reassigned to another job.  
No cell phones during assignments.**