

VASRA Regatta Job Descriptions

Concessions

- **Location** of Job: Sandy Run Boathouse or Finish Line
 - **Duties**: The first shift 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.
-

Dock Master Assistant – Launch and Recovery

(Launch- helping kids get into the boats and launching. Recovery- helping boats dock and getting kids out of the boats and off the dock-more labor intensive than Launch)

- **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.
-

Driver – Marshal

DRIVERS FOR THIS POSITION SHOULD BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE.

- **Duties:** During the regatta you will be assigned to a Regatta Marshal as his/her launch driver. You are under his/her control. Hand signals will most likely be used.
 - **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 on the Occoquan 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.**
-

Driver – Referee

DRIVERS FOR THIS POSITION SHOULD BE EXPERIENCED AND COMFORTABLE FOLLOWING SHELLS DOWN THE RACE COURSE.

- **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.**
-

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 the Occoquan regatta, you will then report to the Finish Line, via shuttle launch, van or walking. You will be sitting on cement steps so bring a pillow. Please understand that your club will be fined if you fail to report for your volunteer job.
 - **Dress:** Anticipate inclement weather and wear layered clothing and a hat. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB
-

Flag Holder

- **Duties:** you will stand at the Finish Line with a large orange flag and follow the instructions of the Finish Line Judge, to indicate 1st, 2nd, 3rd etc., places. Flags on a pivot this year...not heavy.
 - **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, van or walking. Please understand that your club will be fined if you fail to report for your volunteer job.
 - **Dress:** Anticipate inclement weather and wear layered clothing and a hat. DO NOT WEAR ANY RED CLOTHING WHILE PERFORMING THIS JOB.
-

Helper Set-Up (Water)

- You are NOT driving a launch for this job!
 - **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 Occoquan regatta, you will report to the launch dock for your specific assignment. Please understand that your club will be fined if you fail to report for your volunteer job.
 - **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)

- **Sign in 30 min prior to the end of the regatta-you will need to pay attention to when the regatta is ending. There is a 20-25 min walk from the grandstands (finish line) to check in**
 - **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. 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 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 Assistant-Headquarters Dock

- **Location of Job:** Occoquan.
 - **Duties:** This person is responsible for helping launch master set up motor craft (powerboats, motors, life preservers, anchors, and oars), and accountability to Regatta director prior, during and after races. 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 help 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 check in station and works with the Launch Master to organize all the equipment 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.
-

Money Collector Van Upper Lot-C Lot

- **Location of Job:** Occoquan.
 - **Duties:** You will collect the required money from persons wanting to ride the van down to the grandstands (finish line). The fee is \$3.00 per person each way. The only exceptions will be the USRA officials and the Regatta Directors who may ride for free.
 - **Instructions:** At the Regatta sign-in location, sign attendance sheets and insurance waiver and report to the Headquarters Coordinator. Please understand that your club will be fined if you fail to report for your volunteer assignment.
 - **Dress:** Anticipate inclement weather. Wear layered clothing
-

Stakeboat Holder

- **Tall people with long arms are great for this job! Also, the shift is 3-4 hours long with no bathroom breaks...you are out on a platform on the race course!**
 - **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 for Stakeboat Holders:** 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.
-

Weigh-In Assistant

- **Duties**: Help weigh the lightweight teams under the direction of the Judge/Referee in charge.
 - **Instructions**: Report to Regatta sign-in location and sign attendance sheet and insurance waiver. Then, you will report to the Judge/Referee in charge of weigh-ins at the Upper Boathouse. Please understand that your club will be fined if you fail to report for your volunteer job.
 - **Dress**: Anticipate inclement weather. Wear layered clothing. Consider hat and sunscreen.
-

LOC Point Dockmaster Duties

1. Must attend all coaches meetings the day of the regatta at Sandy Point. You will take a launch over from Oxford Boathouse to Sandy Run and that launch is usually used by VASRA. Get the walkie talkie and heat sheets at regatta HQ shack. After Regatta bring launch boat back to Oxford Boathouse.
2. At the Point, check to make sure that the dock is secured to the beach and that all sections of the dock are secured together. Sweep all debris off the dock before and during the regatta.
3. Inspect all boats going out onto the water to race (if referee is not present).
 - a. Bow Ball / Lane Number need to be accurate and secured to the boat
 - b. Inspect ALL shoe straps & nuts (Straps no longer than 3") (nuts good and tight)
4. Ask if anyone in the boat has asthma. If yes, the inhaler **MUST** be on the person with asthma, not with the coxswain or in the boat somewhere. If the person with asthma does not have their inhaler, that person does **NOT** race (boat races without them or forfeits) **NO EXCEPTIONS!** Take note of the time you inspect the boat.
5. Traffic Flow: All boats heading out to race have the right of way. All boats coming in to dock must weigh enough and wait. . The pace on the dock should be **SAFE**. Ask boats and coaches to talk after they rack their boats about the race. Keep the area clear.
6. Keep onlookers and race fans clear of the dock and surrounding areas. Numerous boats are moving around and onlookers are normally not paying attention to boat movement. It takes a huge area to turn and move boats. **SAFETY IS PARAMOUNT!**