

VOLUNTEER ROLES AND RESPONSIBILITIES

AWARD TABLE

Volunteers working at the award table will be responsible for recording and handing out medals.

The Regatta Director will notify the award table when races are deemed official and provide the volunteers with the order of finish for each race.

Skills Needed:

- Friendly personality
- Organized - systems oriented
- Ability to work in a team environment.

Things to keep in mind:

- Only the Regatta Director can make the race result official.
- Coaches and parents may try to get their medal early so be prepared to tell them no - not until the race is official.
- When handing out medals, please make sure you write down the name of the person you are handing them to and the team they are from.

BOATHOUSE CLEAN UP

Volunteers in this role will assist with cleaning up the grounds around the boathouses including, but not limited to, the dock area, parking lots, tent city, and street/vendor areas once racing is complete each day.

Skills Needed:

- Ability to lift and sort items.
- Recommend bringing your own pair of gloves (yard gloves).
- Ability to work in a team environment.

Things to keep in mind:

- Bad weather (rain, wind, etc.) will have an impact on this role. Work needs to be done regardless of weather conditions. We will have plenty of garbage bags to help with the transportation of clean-up materials.

FINISH / START LINE TIMING

Volunteers in these roles will have similar responsibilities at opposite ends of the race course. These roles are essential to ensure fair racing for all competitors. These areas can get hectic at times and it is therefore imperative that all volunteers working these areas possess a high level of situational awareness and an ability to remain focused under pressure.

We utilize two timing systems for all regattas: An electronic primary system and, if needed, a written backup system. Training will be provided on each system prior to the race.

Skills Needed:

- High degree of situational awareness.
- Very task-oriented with a high ability to focus in fast-paced situations
- High degree of comfort and skill using a PC
- Legible handwriting.

- Ability to work in a team environment and communicate both effectively and efficiently.
- Good Eyesight and the ability to identify teams are preferred.

Things to Keep In Mind:

- The Chief Timing Official will run these stations. There are set procedures and protocols they will be following that they will teach you on race day.
- Sometimes multiple crews will pass the starting line and/or finish line in quick succession. Be prepared to receive and record a lot of information in a short period of time on both the primary and secondary timing systems.
- **If you have a pair of binoculars, please bring them.** One of the roles may be as a “Spotter” to help identify the bow and/or back number of approaching crews and binoculars would be helpful in this role.

FLOATING / GENERAL VOLUNTEER

This role is a “catch-all” role and will require a great deal of flexibility and adaptability on race weekend. If you signed up for this role please take the time to read through the descriptions of all the roles in this handbook as there is the chance you may find yourself stationed anywhere!

Skills Needed:

- Positive Attitude
- Adaptable mindset.
- Sense of adventure.

Things to Keep in Mind:

- Though seemingly non-specific, this role is critically important. Many of our volunteers wear multiple hats (racer, volunteer, parent, etc.) on race weekend. It is not uncommon for someone to be running late from a race, get slightly delayed while watching their kid race or get stuck helping out in another location.
- This role helps fill the gaps when necessary and ensures both land and water operations run smoothly throughout the course of the weekend.

LAUNCH / RECOVERY DOCK SUPPORT

These roles are very similar and are essential for ensuring the efficiency of all launching and landing operations. Volunteers in these roles will guide and assist coaches and crews with launching/landing their boats, assist with the pre-launch safety inspections and other various tasks.

Skills Needed:

- Friendly demeanor
- Authoritative voice
- Clear understanding of who can, and cannot be in the launching/landing area.
- Ability to communicate effectively and work in a team environment.

Things to Keep in Mind:

- There will be a lead Official or Referee who will be in charge of the Launch dock and Recovery Dock. Those volunteering on the Launch Dock will work with the Referee to ensure safe and efficient launch procedures.
- Only athletes and coaches should be in the launch/recovery area. This includes the lower apron of the Frank Lloyd Wright Boathouse and on the docks themselves. It is not uncommon for parents to try and get on the dock or stand on the ramps. We must keep the entire Launch & Recovery area clear so be prepared to kindly (and assertively) ask people to leave the area.
- People may snap back at you. If you encounter an aggressive parent, coach or athlete, step back and find a race official or the Regatta Director (Kirk Lang).

PARKING

In the interest of full transparency, the Parking Volunteer is one of the most difficult jobs at every regatta. Everyone has a reason for wanting to park in the coaches/volunteer parking lot and no one likes being told no. We have hired multiple Buffalo Police Officers to support and assist the parking volunteers and ensure that both regatta and non-regatta traffic operate as smoothly as possible.

A detailed map of all parking lots and a list of who can enter the island will be provided prior to the weekend.

Skills Needed:

- Friendly demeanor.
- Ability to stand up to people who will disagree with you.
- Strong communication skills.
- Clear understanding of who can and cannot come on the island and where to direct them to.
 - There will be a detailed map and set of instructions distributed closer to the regatta weekend.
- Ability to work as part of a team.

Things to Keep in Mind:

- Please know that we, as regatta organizers, know that Parking is one of the most difficult roles at the regatta. We greatly appreciate the sacrifice of sanity you may incur during your shift.
- If anyone is overly aggressive or disrespectful, make sure the Police and the Regatta Director are aware. If there are any identifying features that indicate which team the aggressive/disrespectful individual(s) are from, please share that with the Regatta Director.
- We will have more detailed information about lot location and drop-off zones, including a map closer to regatta weekend.

REGATTA ANNOUNCER

This role is responsible for calling crews to the dock prior to their race and providing updates and sponsor announcements throughout the course of the regatta. The Regatta Announcer will be

located at the Launch Dock in front of the Doc Schaab Boathouse. Talking points and a race schedule will be provided on the day of the race.

Skills Needed:

- Excellent communicator.
- Ability to follow a schedule and make timely announcements.
- Must be organized and able to follow a script.
- Ability to adjust to changes on the fly and communicate them clearly.

Things to Keep In Mind:

- This role will work closely with the Regatta Director.
- This role will be calling crews to the water at set intervals based on the race time and those intervals and/or race times could change throughout the day. Adjustments to the intervals may be required on short notice.

SAFETY BOAT DRIVER

This role is critical to the on-water operations of the regatta. To ensure all boats are safe and racing is fair, Safety Launches are positioned throughout the entire course. This includes, and is not limited to, the warm-up area, the racecourse itself, and the throughout the Black Rock Canal. Some of the Safety Launches will have race officials, others will be Race Marshalls. Each launch is responsible for ensuring safe and fair racing throughout the duration of the regatta.

Skills Needed:

- Familiarity and comfort operating a launch on the river.
- Rowing experience recommended but not required.
- Ability to assist with water rescue if needed.
- Ability to communicate clearly via radio or cell phone in the event of an emergency.

Things to Keep In Mind:

- Once you launch at the start of the day, you will remain on the water for the duration of the race unless there is a scheduled break or an emergency. For the Head of the Niagara Regatta there will be two sessions.
- Lunch and snacks are provided.
- Potential responsibilities include:
 - **Start Area Marshall:** Putting crews in numeric order as they arrive at the starting area and/or ensuring safe operation of crews in the warm-up area.
 - **Official Boat:** Based on the number of volunteers, we will attempt to place two volunteers in each launch official boat for ensuring safe and fair racing. For head races, the launches remain “static” during racing unless there is an emergency.
 - **Escort Launch:** Responsible for safely and slowly escorting recreational boaters and jet skis through the race if they need to traverse the Black Rock Canal.

- **Finish Area Marshall:** Ensuring crews are safe after crossing the finish line and are able to safely turn back upstream and return to the landing dock at the Frank Lloyd Wright Boathouse.
- **Canal Marshall:** Ensuring safe and efficient on-water operations in the Black Rock Canal.
- If you have no launch driving experience, we are happy to teach you in the days prior to the regatta. A training session will be held on Saturday, September 30th for any volunteers looking to learn how to drive a launch.

VOLUNTEER CENTRAL: BOARD CONFERENCE ROOM

This role will be responsible for checking in all volunteers, handing out the volunteer radios, clip-boards, megaphones and confirming each volunteer's role during the regatta.

Skills Needed:

- Friendly and engaging personality
- Clear communicator
- Ability to make adjustments on the fly.

Things to Keep In Mind:

- Volunteers in this role will be working closely with the Regatta Director.
- Keep track of all no-shows or last-minute cancellations as well as any changes in locations of volunteers throughout their shift.

STAFF ROLES

Regatta Director

- Responsible for overall budget
- Contact port-o-lets
- Secure insurance
- Secure use of additional lots if necessary
- Arrange for security for Friday/Saturday night
- Assign committee chairs & communicate with chairs regarding progress
- Schedule & advertise HONR meetings
- Send out pertinent reminders to member organizations
- Review race schedule – collect feedback & make revisions to schedule
- Develop emergency plan & distribute to appropriate personnel
- Check for weather updates on race day & work with head referee to adjust schedule as necessary

Registration & Bow Numbers

- Work with regatta director to determine schedule of events
- Register regatta on Regatta Central & update info on Regatta Central
- Work with other committees & post pertinent info on Regatta Central
- Work with regatta director to create registration form & determine cost for registration
- Respond to registration questions
- Organize bow cards & check supply of bow number – order more if necessary

- Gather other supplies for registration => copies, pens, money box, etc
- Determine number of volunteers needed & schedule time to make up race packets – obtain necessary supplies => copies, safety pins, envelopes, labels, etc
- Give information regarding trailers, tents, etc to involved parties

Rules & Race Packet

- Create rule packet for regatta & post on Regatta Central
- Check USRowing rules of rowing & make sure we are consistent
- Communicate with cox meeting coordinator, umpires/spotter, boat check in, etc.

Safety Meeting

- Work with regatta director & kickoff coordinator to set time for cox meeting
- Come up with an agenda of items to be discussed, make sure info is consistent with what is listed in race packet on Regatta Central
- Conduct coach & cox meeting

Trailers

- Determine location for visiting team trailers
- Draw up trailer parking plan
- Work with volunteers to find staff for trailer parking on Saturday afternoon/evening & post regatta
- Get list of anticipated trailers from registration coordinator
- Communicate with set up coordinator if any areas need to be marked off, gather any other necessary supplies => signs, megaphones, vests, etc.

First Aid

- Get event listed on EMT schedule of special events
- Touch base with EMS captain in week before event
- Secure certified/trained volunteers to staff tent
- Review what supplies we have & assemble what is needed – try to get donations if possible
- Update list of supplies pre/post regatta
- Assist regatta director in developing emergency plan
- Deal with any emergencies that occur during the regatta