

Westerville Crew  
Home Regatta  
Volunteer Handbook



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# Home Regattas

Each year, WRC hosts between one and three home regattas. These are exciting events that give athletes, WRC coaches, as well as parents and guardians a completely different regatta experience. There are [numerous benefits](#) for WRC that come from hosting regattas.

Every away regatta that WRC attends thrives because of its volunteers. Hosting regattas is one way we can give back to the rowing community. When each of us gives generously of our valuable time and energy, our efforts combine into something greater than our individual selves. It allows us to provide a regatta experience for our visiting teams that equals or exceeds their experiences at other regattas.

A successful regatta is one that runs smoothly. Not that there aren't any hiccups, because those can and do happen. But when they do, the volunteer power is there to swoop in, put a workaround in place, and smooth the way for racing to proceed in the best way possible.

When WRC home regattas are successful, teams want to return year after year. They tell other teams about their positive experiences, and those teams make an effort to add our regattas to their schedules. This is how WRC regattas grow and become more successful, more profitable, more beneficial to the club and our local communities.

And that doesn't happen without you. THANK YOU for being part of our club, and for donating your time with every volunteer hour you give to us. We know how busy you are, how many other commitments you have and how many other organizations want your time. We appreciate your dedication to Westerville Crew and sincerely, deeply value everything you contribute toward making the club and its home regattas the best they can possibly be.

## Benefits of Hosting Regattas

Home regattas are beneficial to the club in many ways:

- Name recognition for WRC. This:
  - Increases the chances of local businesses participating in our fundraisers and offering sponsorships.
  - Helps us with visibility in the community, which can lead to local grant and fundraising opportunities.
- Building relationships within the local community where we host the event:

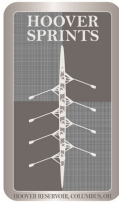
- A regatta brings many thousands of dollars into the local community from visiting families spending on hotels, dining, gas, and other expenses.
- WRC seeks sponsorship from local businesses for our events. This brings funds into our event, and advertising for the sponsors.
- This is critical for the long-term goals of the club. Building a boathouse and hosting larger regionally-important events all require support from the community.
- Fundraising from the event. Regattas can be very profitable to the host club. Rowing is an expensive sport. WRC relies on fundraising to help cover the costs of:
  - Equipment upgrades. (A new eight runs \$30,000 to \$50,000 or more!)
  - Course supplies for the upcoming and future regattas.
  - Site maintenance at the JCC and the erg room, as well as ongoing maintenance needs of the launch boats, the truck, and the boat trailer.
- Home water advantage:
  - Familiar waters, currents, winds, landmarks - an advantage for our athletes.
  - Close to home, so no regatta-related travel and family and friends can easily come cheer on the team.
  - No travel expenses for the club. Saves several thousand dollars on entry fees for WRC boats, as well as gas, wear and tear on the truck, and hotel costs for coaches.
- Creates unity across segments of the club:
  - Juniors, U14, Masters all join together for a common goal—to create a positive regatta experience for our club and all visiting teams.
  - Parents, guardians, friends, spouses, and extended family of all segments can participate to support something that's important to the athletes.
- Promotes rowing in the community:
  - Home regattas make rowing a visible presence in our community.
  - They generate curiosity and interest that brings potential rowers to our learn-to-row camps.

## WRC Hosted Regattas

Historically, Westerville Crew has hosted three regattas each year. Recently this number has decreased due to a variety of reasons, including challenging weather conditions.

The regattas that we have historically hosted are described below.

### Spring Season: Hoover Sprints



- At Hoover Reservoir
- 2000 meter sprint races
- Juniors and Middle School
- In April
- First hosted in 2002

### Fall Season: Hoover Fall Classic



- At Hoover Reservoir
- 5000 meter races
- Juniors, Middle School, and Masters
- In October
- First hosted in 2003

### Summer Season: Midwest Summer Sprints



- At Dillon State Park, Nashport, Ohio (near Zanesville - this is due to seasonal restrictions that prevent us from holding an event at Hoover in the summer)
- 1000 meter sprint races
- Juniors, Middle School, and Masters
- In early August
- First hosted in 2018
- Currently the only home regatta held yearly.

## Volunteer Expectations

Home regatta days are different from the usual away regatta days. They're working days, as each of us steps into several different shoes throughout the day to do the tasks necessary for the regatta to run well.

WRC expects all athletes and their families to give generously of their time to help make each event a success. Every volunteer shift on the Signup Genius for a home regatta needs to be filled for the event to run smoothly and efficiently.

The dates of home regattas are communicated well enough in advance to allow families to mark the date on their calendars so they're free.



## Regatta Planning

Home regattas take months of planning, which is completed by a team of volunteers on the regatta planning committee. The planning starts six to eight months before the event date.

The planning committee meets periodically, typically in person. Often, once the planning is well underway, the frequency of meetings decreases. However, chairs are expected to check in with the Regatta Director periodically to provide updates on the progress in their area of responsibility.

There's a separate handbook for chairs. It outlines the tasks and responsibilities of each position in great detail.

## **Importance of Chair Volunteers**

Each chair position in the regatta planning committee is important. The chairs handle the planning and execution of a variety of tasks that are all necessary to successfully host a regatta.

Having volunteers in each of the chair positions is vital to make the regatta light work for the planning committee. The work of each chair position must be done, so when there's no chair, another volunteer must take on that work as well as the work for their primary chair role.

Please consider volunteering for an open chair position. Most of the roles don't require a lot of experience with rowing or other special skills. Many of them require minimal to moderate amounts of work prior to the regatta, which may allay fears for those concerned about not having time for a chair role. Also, you don't need to have worked on a planning committee before. The ability to carry out the responsibilities of the role and to communicate with the Regatta Director when needed are the only requirements.

If you're interested, reach out to the current Regatta Director to ask questions. They can answer questions about any of the positions, and can put you in touch with someone who has held that role previously.

## **Planning Committee Roles**

The roles on the planning committee are:

- **Regatta Director**
  - Responsible for obtaining permits, lining up referees, including the chief referee.
  - Recruits volunteers to fill open chair roles.
  - Schedules and leads planning meetings.
  - Oversees the planning and ensures that tasks with no current chair are completed. Delegates work as needed.

- **Assistant Regatta Director**
  - Assists the Regatta Director with tasks.
  - Is an apprentice to the director.
- **Race Director**
  - On regatta day, records the times for each boat and marks races as final in the race management software.
- **Volunteer Coordination**
  - Create & populate Sign Up Genius for regatta volunteer positions after consultation with the Regatta Directors and chairs.
  - Distribute volunteer lists to the chairs, with instructions that they are to contact the volunteers on their list and communicate the details of their assigned duties.
  - Be on-site as a liaison on Regatta Day.
- **Apparel**
  - Responsible for the Regatta T-Shirt design & vendor from selection to completion after the regatta.
  - May be the same person who handles WRC apparel and uniform orders, but can be someone else.
- **Vendors**
  - Recruit vendors for the event. Maintains and updates vendor lists & applications (contracts).
  - Serves as a Liaison/Ambassador with Vendors throughout the Regatta event day.
- **First Aid and Safety**
  - Responsible for Emergency Services for the Regatta.
  - Establish safety plans and coordinate with other chairs and local officials.
  - Organize and stock first aid stations and oversee the staffing of them. Staff may be WRC volunteers or hired first aid providers.
- **Food and Hospitality**
  - Ideally this role is held by two chairs. One of them is typically the food tent coordinator who manages the WRC food tent at away regattas.
  - Responsible for coordinating food and refreshments for rowers, volunteers, referees, coaches, and parents. This work is divided into two sections:
    - Section 1: Feeds WRC athletes, spectators, and volunteers.
    - Section 2: Feeds referees, WRC coaches, volunteers who fill all-day roles, and other regatta staff.
- **Hotels**
  - Arranges accommodations for visiting referees.

- Partners with local hotel groups for discounts/group rates for visiting teams.
- This can be the same person who arranges hotel blocks for WRC athlete families for away regattas.
- **Sanitation and Trash**
  - Arranges the rental of Porta-Johns, wash stations, and dumpsters for the Regatta.
  - Obtains trash collection boxes to distribute across the site on regatta day.
  - Arranges to have straw delivered, distributed, and removed as needed.
  - Oversees the cleanliness of the venue on regatta day, including the Porta-Johns and trash collection.
- **Parking and Transportation**
  - Responsible for directing and monitoring all parking lots used for the Regattas.
  - Arranges for the rental of golf carts, utility carts, and shuttle vehicles. Picks up vehicles and returns them as needed.
  - Supervises shuttle drivers and parking volunteers on regatta day.
- **Cones and Signs**
  - Arranges for traffic cones and electronic display signs from the city (needed for Spring and Fall regattas only).
  - Ensures signage needs are met by coordinating with other chairs. Arranges for printing of new signs with a local vendor as needed.
  - Oversees the distribution of signs across the venue before the regatta and for cone setup along Sunbury Rd, and ensures all signs and cones are collected after the event. Returns cones to the city.
- **Timing**
  - Responsible for the event schedule, heat and lane assignments, and publishing heat sheets prior to the event.
  - On regatta day, oversees the timing volunteers, who record boat times and placements. Timing is an all-day job on regatta day.
- **Sound and Communication Technology**
  - Responsible for setting up, testing, and managing the sound systems that will be used on land and on the water during the regatta.
- **Stakeboat Holders**
  - Recruits volunteers to fill this vital role (Spring and Summer regattas only).
  - Serves as a liaison for the volunteers on regatta day.
- **Tent City Management**

- Oversees the setup and teardown of WRC food and athlete tents, as well as other tents needed for the regatta (timing, control commission, first aid, and vendors).
- This can be the same person who handles away regatta tent setup and teardown.
- **Control Commission and Docks**
  - Responsible for safe and smooth flow of boats into and out of all three dock areas (launch and recovery docks, and the referees's dock).
  - The chair, as the Doc Master, coordinates dock and other needed volunteers and the assignment of duties on regatta day.
- **Course Setup and Removal**
  - Oversees the installation of the buoys for the race course. In the Spring and Summer, the course consists of five or six lanes. The lanes are divided by buoy lines. In the Fall, there is one line of buoys that divides the course into a race lane and a lane for boats rowing to the start.
- **Launch Drivers**
  - Coordinates the recruitment and training of volunteers to fill launch driver positions.
  - Ensures launches are in working order and stocked with required supplies on regatta day.
  - Oversees volunteers and on regatta day.
- **Registration and Awards**
  - Orders medals prior to regatta day.
  - Oversees registration tasks on the morning of regatta day and awards processing throughout the day.
- **Announcer and National Anthem**
  - Responsible for recruiting volunteers to announce over the loudspeaker system the first, second and last call for the launching of shells in each event, and the event number and names of the crews participating. Will also make other announcements as directed by the Regatta Director, Club Head Coach, Regatta Coordinator or other Regatta Administrative Staff.
  - The chair may be an announcer during the day. Needs at least one other person to assist.
  - Arranges for the performance of the National Anthem at the start of the regatta.

# Volunteer Needs Before and After Regatta

Some volunteer help is needed prior to and after regatta day. These needs are communicated by coaches via athletes or Remind, and through emails sent by the club.

## One or More Weeks Prior to the Regatta

Some jobs can be completed at volunteers' homes or at the regatta venue. Others must be completed at the venue. Jobs include things such as:

- **Course materials prep, including buoy painting.** Our buoys are empty plastic bottles of certain sizes and shapes. They must be painted either white or red, and have plastic lines with metal clips attached to them. These are used when installing the course. Before each home regatta, the buoys must be inventoried to ensure we have enough for the event. New buoys may need to be made, or existing ones repainted or repaired. This job should be completed several weeks prior to the regatta, and can be done at home or at the JCC.
- **Launch boat maintenance.** Launch boats must be in good working order for the event. They're required for carrying race officials and other staff on the water, ensuring a safe and orderly event. Engines need maintenance, which can be completed by volunteers with the know-how, or by taking the engines to a shop for servicing.
- **Launch boat equipment management.** Each launch must have a kit that includes flotation devices, a first aid kit, and other safety equipment. This must be checked and handled prior to each regatta.
- **Course installation.** Place the lines that hold buoys in place for the race course lanes in the venue water. Experience is helpful, but anyone can join to learn how this works. The ability to drive a launch is helpful.
- **Dock building or mending.** Sometimes we need some new dock sections, or existing sections need to be fixed. This work will be completed ahead of the regatta. Work completed at the JCC.
- **Regatta setup the day before the event.** See the [next section](#).



## Regatta Setup (Friday)

Setup on the day before the regatta includes:

- Course installation finalized.
- Signs distributed across the venue.
- Assemble cardboard trash boxes and put in empty, clean trash bags.
- Cones picked up from the city (Fall and Spring only).
- Cones set out along Sunbury Rd (Fall and Spring only).
- Tents set up, including WRC food and athlete tents, as well as tents for timing, control commission, Food Section 2. For Summer regattas, a tent is also needed for regatta headquarters.
- Set up sound system and test. The head unit/mixer/amplifier is stored securely overnight and set up again Saturday morning.
- Move launch boats and docks and put them in place.
- Place stakeboat holder platforms at the start (Spring and Summer only).
- Parking volunteers: monitor trailer parking lot to ensure the public stays out and trailers park in the correct places (Spring and Fall only).

## Post-Regatta Tear-Down

Most of these tasks are completed on regatta day when racing is complete. A few jobs are completed in the day or days after the regatta. This list is not comprehensive, but includes many of the jobs that must be completed:

- Collect signage and store.
- Take down all tents and store.
- Collect and store sound equipment.
- Collect all trash place in dumpsters, and flatten the cardboard receptacles.
- Load the home regatta trailer (holds all home regatta equipment).
- Pick up cones from Sunbury Rd (Spring and Fall only).
- Return cones to the city.
- Return shuttles to rental vendor.
- Drive golf carts to their overnight storage location.
- Walk the venue to pick up random bits of garbage.
- Clean up straw, if used (this is a requirement for our permit).
- Return launch boats to the JCC (Spring and Fall) or their storage location at Dillon (Summer).
- Course removal.
- Return docks to the JCC (Spring and Fall) or their regular location (Summer).
- Course materials cleanup and storage.
- Launch boat maintenance. Regatta day sees heavy use of the engines and some may break down. They must be repaired quickly so they're ready for use when practices resume after the regatta.

## Regatta Day Volunteer Jobs

### Announcers

**Experience:** Some experience is helpful, but not required.

**Led by:** Announcer and National Anthem chair, and works closely with the Race Director and Regatta Director/Assistant Director

### What the job entails:

- Announcing first and final calls for upcoming races to let athletes know when it's time to head to the launch docks.
- Making advertising announcements on behalf of event sponsors.

- Making other announcements as needed or when requested by the Regatta Director, race director, or other regatta staff.

**Benefits:** Allows you to spend time in a central location under a tent or shelter. You can sit down as needed.

**Good fit for:** Volunteers with some knowledge of rowing, although this is not a requirement. Volunteers comfortable using a PA system and broadcasting their voices over the loudspeakers.

## **Control Commission (Launch and Recovery Docks)**

**Experience:** No experience required for safety checks. Launch and recovery dock roles will ideally have experience with this job, or will have experience as a rower or coxswain. However, those without experience can fill these roles and guidance/training will be provided.

**Led by:** Control Commission chairperson

### **What the job entails:**

- Completing safety checks for every boat prior to launching. Safety checks include making sure each boat meets the required safety points: having a bow ball and each pair of shoes being tied down at the heel.
- Marking each bow number off on an iPad as having launched.
- Assisting with the flow of boat traffic lining up at the launch docks, and direct each boat where to go on the launch docks to set into the water.
- Directing boats approaching the recovery docks on when to approach and where to go.

Volunteers are assigned tasks by the chairperson. If there's a task you prefer, let the chairperson know.

**Benefits:** Allows you to be part of a busy, fast-paced part of the regatta and participate in helping keep races flowing smoothly and on time. You'll learn about the behind-the-scenes workings on a regatta. If your athlete races during your shift, you may be able to see them, depending on your assigned task.

**Good fit for:** Volunteers comfortable standing on their feet for the duration of their shift and being out in the sun/elements with minimal shade.

## First Aid Services

**Experience:** First aid certification or medical training is required for anyone staffing the first aid tent.

**Led by:** First Aid Chairperson

### What the job entails:

- Being on hand to provide first aid for athletes and spectators.
- Triaging more serious injuries or medical events and knowing when to call for Emergency Services.

**Benefits:** Provide a valuable service to athletes and spectators in a moment of need.

**Good fit for:** Anyone with first aid certification or medical training.

## Food and Provisions

**Experience:** No experience required.

**Led by:** Food Section 1 and Section 2 chairpeople

### What the job entails:

These volunteer positions provide for WRC parents and athletes, as well as for referees, WRC coaches, all-day volunteer positions (such as timing), and other regatta staff.

Tasks in the Section 1 (WRC) food tent are the same as at any away regatta:

- Preparing food for breakfast and lunch, putting out snacks and desserts at the appropriate time.
- Washing dishes and put them away.
- Assisting with cleanup and taking down the tent after the regatta. Note that breaking down the tent and packing supplies away requires help from all WRC parents who aren't volunteering in other capacities.

For the Section 2 (regatta staff) food tent, tasks include:

- Preparing and distributing breakfast foods and coffee in the morning.
- Assembling and distributing boxes of snacks and waters (as well as other required food needs, such as coolers of ice and waters) in the morning. These must be distributed first thing and may need to be assembled the day before.
- Assembling boxed lunches and distributing them as needed.

- Maintaining a supply of snacks and drinks at the Section 2 food tent for regatta staff to pick up on demand.
- Assisting with cleanup and taking down the tent after the regatta.
- If the Vendors chairperson has organized catering delivery options for visiting teams, the regatta staff food tent may be used as a staging area for the organization and pickup of those orders.

**Benefits:** Work in the shade of a tent and help feed hungry people.

**Good fit for:** Anyone comfortable working with food and able to spend several hours on their feet.

## Hospitality and Regatta Runners

**Experience:** No experience required.

**Led by:** Regatta Director, but may be given tasks by any chairperson

**What the job entails:**

- Hanging out at regatta headquarters and being ready to do random jobs as needed.
- Driving a golf cart to carry a person from one place to another or to carry materials or equipment to someone who needs it.
- Leaving the regatta venue to go purchase necessary supplies.

At Spring and Fall regattas, this role is given a parking pass to park in the staff lot at the Sunbury and Walnut .

**Benefits:** Has the potential to have a lot of variety. May also have a lot of downtime between running jobs.

**Good fit for:** Volunteers who are flexible and willing to jump in where needed. Volunteers who can move with urgency when necessary.

## Launch Boat Drivers

**Experience:** Training required prior to regatta day. Driving coaches during rowing practices is an option for those who want more driving experience.

**Led By:** Launch Boat chairperson

**What the job entails:**

- Driving launch boats (john boats) to transport referees and other regatta officials on the water during the day.
- Running errand, such as picking up a person, supplies, or equipment from shore and carrying it to the person on the water who needs it.
- Assisting with rescuing the shell and the athletes from the water. This task requires knowledge of how to safely rescue a shell, so previous experience is needed.

Launch boat drivers are a critical volunteer job. We are always in need of new people to help fill shifts for this role! When trainings are announced, it's recommended that people take them so they qualify for volunteering in this capacity.

#### **Video Demos:**

- **How to start an engine:** <https://www.youtube.com/watch?v=jVJhZXZRSmE>
- **How to tilt the engine:** <https://m.youtube.com/watch?v=DckzsqTM6PM&pp=ygUHI21oMTk5Ng%3D%3D>
- **Returning to the start:** <https://youtu.be/FUUX2b0m-PE?si=b2XbD8NwiDF8y1qJ>

**Benefits:** Provides the best vantage at the regatta for viewing the racing. You're on the water up close to the racing boats.

**Good fit for:** Volunteers comfortable driving launch boats for several hours at a time and spending time out in the sun and elements.

## **Parking**

**Experience:** No experience required

**Led by:** Parking and Transportation chairperson

#### **What the job entails:**

- Monitoring parking lots and drop-off zones.
- Directing people to locations where they can park and to prevent people from entering areas where parking or driving is not permitted.
- Answering questions about the event or the venue. Answers to common questions are provided to volunteers prior to the event.

**Benefits:** Easy job. Plenty of downtime, so bring a book.

**Good fit for:** Anyone, especially volunteers who are new to rowing and unsure what jobs to do.

## Registration and Awards

**Experience:** No experience required

**Led by:** Registration and Awards chairperson

**What the job entails:**

- Checking teams in first thing in the morning and handing out packets of information to the coaches. Prior to regatta day, these packets need to be assembled.
- Processing awards after racing begins. They watch the race results and make sure the correct medals are placed in a bucket for the appropriate teams.
- Answering questions from coaches, athletes, and spectators who come to headquarters with concerns.

**Benefits:** Work happens in the shade of a tent or shelter that's located near the finish, although it may not have a clear view of the finish line.

**Good fit for:** Anyone.



## Sanitation

**Experience:** No experience required

**Led by:** Sanitation and Trash chairperson

**What the job entails:**

- Distributing trash boxes across the venue first thing in the morning.
- Collecting trash from the cardboard trash boxes located across the venue and take it to the dumpsters that WRC rents for the event.
- Monitoring the PortaJohns and restock toilet paper, hand sanitizer, soap, and paper towels as needed.
- Spreading straw in wet or muddy areas (typically only Spring and Fall regattas).
- Completing other sanitation-related tasks as needed

**Benefits:** Unstructured role that allows time to watch your athlete race when needed.

**Good fit for:** Volunteers comfortable using golf carts or who can bring a bicycle to move around the venue quickly. Must be able to lift and carry full trash bags.

## Shuttle Drivers

**Experience:** No experience required

**Led by:** Parking and Transportation chairperson

**What the job entails:**

- Driving large vans/small buses to transport spectators and athletes between the remote parking lot and the regatta venue. Shuttle vehicles are typically 12- or 15-passenger vans or small buses, such as those that daycares use.
- Only needed for Spring and Fall regattas. Parking at our Summer regatta is sufficient and close enough that shuttles aren't needed.

**Benefits:** Climate-controlled environment. Plenty of downtime between runs to and from the remote lot in the middle of the day, though not at the start and end of the day.

**Good fit for:** Volunteers who are comfortable driving a large van or small bus.

## Sound System

**Experience:** No experience required.

**Led by:** Sound and Communication chairperson

**What the job entails:**

- Helping set up the sound system on the venue the day before the regatta.
- Troubleshooting the sound system as needed during the regatta.
- Disassembling the sound system and storing the parts after racing ends.

**Benefits:** Leaves most of your day free for other volunteer roles.

**Good fit for:** Volunteers who have some knowledge of how sound systems work, but this isn't required.

## Stakeboat Holders

**Experience:** No experience required

**Led by:** Stakeboat Holder chairperson

### What the job entails:

- Sitting or laying on platforms at the starting line of Spring or Summer sprint races (not needed for Fall races). One stakeboat holder is required for each lane on the course.
- Holding the stern end of a boat in each race.
- Following directions from the starting official to help line the boats up evenly just prior to the start.
- Helping rowers and coxswains in the boats maintain a straight alignment within their lane (their "point") so they are ready when the starting official starts the race.
- Releasing the boat at the start of the race.

**Video Demo:** <https://www.youtube.com/watch?v=hpyCVyZHNRk>

**Benefits:** Allows you to see the start of races, which is a vantage point hard to get otherwise. Provides a chance to interact with the rowers and/or coxswains on many different boats. See your athlete, should they race during your shift. You may even be able to hold your athlete's boat.

**Good fit for:** Volunteers who are comfortable being out in the sun and near the water for several hours at a time. Volunteers who can lay flat on their stomach or reach the boats while seated.

## Shuttle Drivers

**Experience:** No experience required

**Led by:** Parking and Transportation chairperson

### What the job entails:

- Driving large vans/small buses to transport spectators and athletes between the remote parking lot and the regatta venue. Shuttle vehicles are typically 12- or 15-passenger vans or small buses, such as those that daycares use.
- Only needed for Spring and Fall regattas. Parking at our Summer regatta is sufficient and close enough that shuttles aren't needed.

**Benefits:**

**Good fit for:** Volunteers who are comfortable driving larger vehicles and can sit for long periods of time.

## Timing

**Experience:** No experience required

**Led by:** Timing chairperson

**What the job entails:**

- Starting and stopping the official timers for races. At the start, the timing volunteer uses an iPad to start the timer for the whole race. At the finish, volunteers use iPads and stop the timer on each individual boat as it crosses the finish line. At the finish there is also a volunteer who uses an air horn to alert each boat that it has crossed the finish line.
- Volunteers are divided between the start and the finish. Depending on the year and the regatta, start timers may be on a platform on the water or on shore. Finish timers sit under a tent with a direct line of sight to the finish.
- Volunteers work closely with the referees officiating at the start and finish.
- This is an all-day position.

**Benefits:** Direct line of sight to the start or the finish. You'll be able to see your athlete start or finish their race, although depending on your job, you may not be able to focus too much attention on their boat specifically. This position gives you a window into the behind-the-scenes workings of a regatta. Volunteers receive lunch from the Food 2 tent.

**Good fit for:** Volunteers who can devote sustained attention to a task and are comfortable sitting for long periods of time.

# Volunteer Signups

The signup for regatta volunteer jobs will be sent out a few weeks before the date of the regatta. Look for it in an email. A link for it should be included in the weekly update emails sent out most weeks on Sunday evening.

The volunteer jobs were described earlier in this handbook. Included in the descriptions is whether and what kind of experience is required for each job. If you have questions about whether you'd be a good fit for a job, reach out to the Regatta Director or the chairperson. Or you can ask in the WRC all-parent GroupMe to hear from other parents who have worked that job.

In general, most jobs can be completed by anyone. The only regatta job that requires advance training is launch boat driver. Most other jobs are very flexible and we can work with someone who has never done it before.

When signing up:

- **DO** feel free to volunteer for more than one job.
- **DO** note the start time of the shifts for each job. If they overlap by a little bit, let the chairperson for each job know ahead of time. In most cases, this is fine and there is flexibility for you to leave early or arrive late. However, for some jobs, such as launch boat driver, you may not be able to do this.
- **DO NOT** sign up for more than one job at a time. That is, during the same time frame (say, 8 AM - 11 AM), don't sign up for two different jobs. The vast majority of volunteer jobs cannot be completed simultaneously. However, if the start/end of two jobs overlaps by a bit, you may be able to sign up for both. Reach out to the Regatta Director or the chairperson for that job to ask if the overlap you're considering will work.
- **DO** let a chairperson know if you are busy with jobs all day long. You're a rock star volunteer and this entitles you to grab snacks and lunch from the regatta staff food tent (Section 2 food tent). This is especially important if the timing of your jobs means you cannot make it to the WRC team food tent to grab lunch.
- **DO NOT** worry too much about when your athlete is racing. Many volunteer jobs are flexible enough that if your athlete is racing during one of your shifts, you can arrange to leave your post for 15 minutes to go watch them go by. You may be asked to arrange for a substitute to fill in for you. On the off-chance that you aren't able to leave your post, you may be able to trade shifts with someone. Or, consider asking another parent to record the race so you can see them later. Athletes are usually very understanding if their parent/guardian cannot watch

them live. They appreciate the adults doing work to support the smooth functioning of the regatta so they can race.

If you are an athlete on the Masters team, talk with the Masters coach or the Regatta Director for guidance on how to time your volunteer shifts with racing. This applies to Summer and Fall regattas only. The Masters team does not race in the Spring.

## Regatta Day Timeline

The week before the regatta, the regatta chairperson for your volunteer shifts should reach out to you by email. They'll give you details about the role. They might let you know which position you'll be working in, or where to go at the start of your shift.

The only shifts you won't be emailed about are any WRC food tent shifts. These shifts work the same as food tent shifts at any away regatta, so no special communication is needed.

If you don't receive an email for one of your non-WRC food tent volunteer shifts, reach out to the Regatta Director. See the Signup Genius for the name and contact information of the current Regatta Director or ask on the WRC all-parent GroupMe.

### Morning

The first volunteer shifts start as early as 5:30 or 6 AM, especially for Spring and Fall regattas. Summer regattas may start a little later. If you have one of these early shifts, plan on arriving 15 minutes early. If you're running late, please text or call the chairperson in charge of the job so they can make alternate arrangements until you arrive.

Generally, for early morning shifts you will meet your chairperson at the regatta headquarters. For Spring and Fall regattas, this is the shelter house at Walnut and Sunbury Rd. For Summer regattas, there will be a tent near the water set up as headquarters.

Shifts later in the day or certain jobs may instruct you to meet at the place where the job happens, such as by the Control Commission tent or the launch boats. Your chairperson should communicate the meeting time and place with you ahead of time. If they don't, contact the Regatta Director.

Keep in mind that, if you are the parent or guardian of a youth athlete, you will be arriving at the regatta site early in the morning even if you aren't volunteering until later. Athletes are expected to arrive early for home regattas, the same as for away events.

## **Delays on Regatta Morning**

If there are any delays on the morning of the regatta, all volunteers are expected to arrive at the scheduled time for their shifts. Some jobs will be affected by delays, but many others will not. When in doubt, arrive on time!

## **Lunch Break**

There is a lunch break on the schedule at our hosted regattas, just like at other regattas we attend. The time may shift slightly depending on how the morning goes. Some volunteer jobs don't pause for this break, however. For example, at Spring or Fall regattas, shuttle drivers must drive through the lunch break.

If you are scheduled to work over the lunch break, or worry for any reason that you might miss the chance to get some food from the WRC food tent, make sure you let your chairperson know so they can arrange for you to receive a boxed lunch. We want all our volunteers to be fed!

If you work an all-day job such as timing, you don't need to let your chairperson know. Those jobs are already covered and will receive a boxed lunch from the Section 2 food tent.

## **After Racing Concludes**

When racing concludes, typically between 4 and 5 PM, our work is not done. Some jobs continue past this time, such as shuttle drivers. Most volunteer jobs are finished by this time. All parents and guardians are expected to assist with the teardown of the regatta venue. If you don't know what to do, head for regatta headquarters or the team tent area or the home and away trailers. There will be someone there you can ask about what you can do to help.

## **6 PM**

Regatta teardown and cleanup is generally finished by 6 PM. Sometimes there's some work left to be completed afterwards. There is one task that cannot be completed until after this time (picking up cones in Spring and Fall).

At 6 PM, all work pauses and the team assembles for medal distribution. Announcements are made, and volunteers for any remaining tasks that need completed are recruited.