

SPEAKMON REGATTA – VOLUNTEER POSITION DESCRIPTIONS

POSITION DESCRIPTIONS AND INSTRUCTIONS:

(NOTE: ALL EARLY SHIFTS PLEASE BRING FLASHLIGHT)

FRIDAY SET-UP: This includes moving all docks, putting in course buoys, and any other tasks that coordinator deems necessary. Volunteers meet between 9-10am at the GCRA boathouse and the goal is to finish by around 4pm.

VOLUNTEER REGISTRATION/ROWER REGISTRATION: Your job is to check in all volunteers and alert Merry regarding no-shows so that she can fill these positions promptly. You may also assist rower registration as needed. You may be asked a variety of questions, as this area is also the general information area for the regatta. Reviewing this entire document will help you understand many aspects of the regatta. You may e-mail me with any prior questions. On regatta day I will be available at all times either at the registration area or via cell phone.

ANNOUNCER: You should be well acquainted with rowing and able to communicate what is taking place on the water with direction from the Dock Master.

AWARDS: Responsible for distributing awards according to the results of each event.

CONCESSIONS: Handled by Rick Haley from Tastefully Yours Catering.

LAND/COURSE SET-UP, BREAKDOWN, TRASH PICK-UP:

- **FRIDAY:** Responsible for land set-up, moving docks across the river, setting up the regatta course, setting up pylons and parking signs, etc.
- **SATURDAY:** Announcer will ask that trash be bagged and put along roadside. Trash to be collected and taken to dumpster. All tents, tables, chairs, generators, etc. need to be broken down and put in the rental truck. Parking signs, tape, cones, etc. need to be gathered. Course to be removed and docks moved back over to the boathouse.

WEIGH-INS: Two-hour weigh in on regatta day.

DOCKS: Assist with the launching and docking of all boats, checking and gathering bow numbers, crowd control, and any other duties associated with keeping this area under control and moving at the direction of the Dock Master or designee. **PREVIOUS EXPERIENCE IS REQUIRED.**

FIRST-AID: Staffed by volunteers who know CPR. Please bring stethoscope. Any emergency should be immediately reported to Head Referee Gregg Harris, Regatta Director Ryan Briggs or Volunteer Coordinator Merry McMahon who direct emergency vehicles if necessary.

LAUNCH DRIVERS: Experienced launch drivers to drive referees or marshal during the event. After checking in at Volunteer Registration please report to dock area.

T-SHIRTS: Selling of event T-shirts.

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TIMERS: Mandatory training session for new timers will be held prior to the event. If you have previous experience you may attend this session as a refresher if you desire. Timers must pay close attention to their assigned area. Start timers are to report directly to the designated start timing area at Hayden Run Road. Finish timers are to check in at volunteer registration and then report to the finish timing area. Please bring pens, paper, flashlight for AM shifts, and binoculars if available.

RUNNERS: Posting of race results in locations throughout the park as indicated. Lots of walking involved.

PARKING:

Early shifts please bring flashlight. There will be a meeting for all parking volunteers prior to the event. This is the most critical assignment in insuring receipt of future regatta permits. Please make sure you have a thorough understanding of your assignment prior to the regatta. If you have additional questions regarding parking instructions and/or locations please e-mail Dana Parish DLeeParr@aol.com

NOTE: There are four park entrances off Riverside Drive which are marked with signage as follows, going from south to north. Understanding the signage will assist in directing regatta traffic and emergency vehicles.

- **CAMPGROUND ENTRANCE (LOT A)**
 - **SUBSTATION ENTRANCE (LOT B)**
 - **MAIN ENTRANCE (Nottingham Park Entrance) (LOT C)**
 - **FRISBEE HILL (LOT D)**
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- **MAIN ENTRANCE (Nottingham Park Entrance) (LOT C):** This is the main entrance to the park and both the public and trailer lots. Only vehicles unloading boats, rowers or equipment should be permitted to proceed north through the park. All other vehicles must be directed to proceed south on Riverside Drive to regatta parking. After 8:00am no vehicles will be permitted beyond the Fishinger Road bridge except for handicapped vehicles and individuals with a Regatta Park Pass. The park must be open to the public – those not associated with the regatta (individuals who may be coming to the park to run or walk their dog, etc.) These individuals may proceed to the public parking area only, but may not drive to any lot north of this area. It is your job to ask each car with what team they are associated. If they answer this question it will be clear that they are associated with the regatta (including spectators) and must be directed to continue south on Riverside Drive to Regatta Parking at the campground lot.
 - **FISHINGER ROAD BRIDGE:** No spectators are permitted to view the races from the bridge. No one is permitted to cross lanes of traffic on bridge to cross street.
 - **PUBLIC LOT:** This is the main parking area located directly inside the main entrance. There is to be NO trailer parking and no regatta parking in this area. Do not permit any vehicle to leave this area and try to continue north through the regatta site. You also need to ask each car with what team they are associated. If they answer this question it will be clear that they are associated with the regatta (including spectators) and must be directed to continue south on Riverside Drive to Regatta Parking at the campground lot. Exceptions as indicated above under “MAIN ENTRANCE.”

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- **TRAILER LOT:** This area is for boat trailers and associated vehicles as well as handicapped vehicles. **ABSOLUTELY NO VEHICLE TRAFFIC IS TO ENTER THE PARK FROM THIS POINT AFTER 8:00 A.M. UNTIL ALL ROWING IS COMPLETED** (exceptions as indicated above under “MAIN ENTRANCE”). Once rowing is complete and all rowers are OFF the water communication will be made as to when to open the roadway to through traffic. It may be decided to allow only a certain number of vehicles at a time in an effort to maintain control in the park as there will be a large amount of pedestrian traffic leaving the park at the same time.
- **FRISBEE HILL (LOT D):** This is the park entrance/exit just north of Fishinger Road and will be closed to all traffic except vehicles with regatta permits and emergency vehicles. All exiting regatta traffic will be directed to continue north through the park to exit at the Lane Road exit where there is a traffic light.
- **SUBSTATION ENTRANCE (LOT B):** This lot is for the police substation and is not to be used for any regatta traffic at any time. All regatta traffic to be directed south on Riverside Drive to regatta parking.
- **CAMPGROUND ENTRANCE (LOT A):** The southernmost park entrance into the old campground site. This is the main regatta parking entrance. If you are scheduled to work this area **do not** check in with Volunteer Registration first, but **report directly to this location** and call Ryan’s cell phone at 554-3624 to report in. Because of the remote location there needs to be at least one male at this location.
- **CAMPGROUND PARKING LOT:** This is the regatta parking site and is located in the old campground via the entrance mentioned above. You will be responsible for directing people to the shuttle, making sure that control is maintained in this area, as well as keeping cars from leaving the parking area and entering the park. If you are scheduled to work this area you **do not** need to check in with Volunteer Registration first but **report directly to this location** and call Ryan’s cell phone at 554-3624 to report in. Because of the remote location there needs to be at least one male at this location.