

2013 Head of the Passaic Regatta Volunteer Instructions

FREE LUNCH PROVIDED FOR ALL VOLUNTEERS – pick up your voucher when you check in at the Volunteer Tent!

All volunteers working at a PRRA site **MUST check in** at Volunteer Tent 20 minutes prior to the time of the volunteer commitment for sign in and further instructions. Volunteers working at other sites will receive email instructions.

Volunteers who work a full day (8 hours) will receive **a free regatta t-shirt** (Pick up your voucher at the Volunteer Hospitality Tent).

All Nereid and PRRA race participants please sign up for a minimum of ½ day of volunteering -- AM or PM at the HOPR...more if you are able!

RACE START 8:30 AM

Mandatory Race Day Meeting Schedule

6:30 AM: Timers meeting at PRRA (Rainer Martini)

7:00 AM: Coxswain's meeting at PRRA (Ben Delisle)

6:30 AM: Launch crew meeting for Morning Launch Crews (Launch Drivers and Launch Course Monitors) and morning Land-based Course Monitors at PRRA (Constance Gill)

12:00 PM: Launch crew meeting for Afternoon Launch Crews (new Launch Drivers and new Launch Course Monitors) and afternoon Land-based Course Monitors at PRRA (Constance Gill)

Volunteer Roles

Thank you for your willingness to assist in this year's Head of the Passaic Regatta. Volunteers are vital to the success of this big event. Every role is important, and every role has the opportunity to interact with regatta participants and guests to ensure that the regatta operates effectively and that attendees have a terrific regatta experience.

Below is a summary of the duties of various roles that are required in order for the HOPR to be successful.

Volunteer Organization

Volunteer Coordinator:

- Review and revise HOPR Volunteer Instructions;

- Review and update previous online sign up form on Signup Genius -- take new form live;
- Review online sign ups ensuring that all volunteer assignments are staffed appropriately;
- Solicit volunteers as necessary;
- Compile and distribute race day phone # list;
- Make list and compile materials needed for volunteer table;
- Direct volunteers involved in site preparation and cleanup to respective assignments in order to get the site set-up /cleaned up properly and efficiently; and
- Respond to unexpected volunteer absences or necessary changes to the volunteer schedule by dispatching floater volunteers to assignments that need additional assistance.

Volunteer Assistant:

- Check in volunteers, provide directions, site map, and information as needed; and
- Pack up volunteer materials and give to Volunteer Coordinator -- assist with tent breakdown and cleanup.

Racecourse Setup and Removal Manager and Assistant:

Racecourse Setup and Removal Manager and Assistant:

- Using a launch, set up/remove all buoys and anchors from the race course.

Racecourse Removal Dock Assistant:

- After the regatta, when the launch returns to the dock with buoys and anchors, take the buoys and anchor to storage area.

Traffic Sign Placement and Removal

The placement of signs to provide traffic direction for vehicles is important to the smooth flow of traffic to the regatta. Well-placed, legible signs make the HOPR easier to find and enhance the guest experience. This is a role best performed by two people—one to drive and one to place the signs. Volunteers should bring a hammer, duct tape, etc as you may need to affix signs in different ways.

PRRA Sign Placement (when setting up signs, DO NOT REMOVE THE PROTECTIVE STRIPS THAT WOULD EXPOSE THE ADHESIVE BACKING):

- Pick up PRRA site signs at Nereid Boathouse at least one day prior to the regatta; or arrange to get them picked up by someone attending the registration packet preparation meeting at Nereid the day before the race;
- Place signs prior to 6:00 AM on race day;
- Remove the signs at the conclusion of the HOPR; and
- Return signs to Nereid Boathouse; remove the stakes from the signs; save Velcro strips for attachment of stakes. Store the signs, Velcro, and stakes in Nereid Boathouse attic.

Traffic Sign Placement (when setting up signs, DO NOT REMOVE THE PROTECTIVE STRIPS

THAT WOULD EXPOSE THE ADHESIVE BACKING):

- Pick up traffic signs at Nereid Boathouse at least one day prior to the regatta;
- Place signs on either late evening or prior to 5:00 AM on race day, using the list of signs and locations provided;
- Remove the traffic signs at the conclusion of the HOPR;
- Return signs to Nereid Boathouse; remove the stakes from the signs; save Velcro strips for attachment of stakes. Store the signs, Velcro, and stakes in Nereid Boathouse attic.

Regatta Site Preparation and Clean-up

Site Set-up, Maintenance, and Breakdown/Cleanup:

Set-up:

- Put up tents and tables up for registration / merchandise / volunteers / food;
- Lay out registration, merchandise and announcer materials; and
- Provide general 'common-sense' help to guests and participants.

Maintenance:

- Keep regatta area neat and clean by picking up trash and
- Empty full trash receptacles and replace trash bags.

Breakdown/Clean-up:

- Breakdown tents;
- Pack up registration materials, merchandise, volunteer materials, announcer materials; and
- Pick up all trash and empty all trash containers into dumpster throughout parking lots and all of site.

Parking Control

The parking roles are very important to ensure effective race operations and pleasant guest experiences. There should be at least one person in each lot experienced with the methods and challenges associated with parking of trailers and private vehicles. Parking Lot Volunteers should plan on arriving early and being in place early to handle the arrival of trailers and cars, and to prevent parking of cars in the North Lot.

All parking volunteers must attend a mandatory training meeting during the week before the Regatta. Date and time TBA.

Parking Station 1: (Entrance to North Parking Lot at PRRA)

- Put out barricades and traffic cones;
- Direct cars to South Parking Lot – be diplomatic but firm. Technically, we can't prevent people from parking cars there, but "encourage" them to park in the South Lot in order to have room for trailers and busses. Let them know there are volunteers there to assist them;
- Direct "chuck wagons" to the South Lot for access to their area along the river south of the PRRA boathouse; and

- Direct trailers, busses, and car tops to the parking area in the North Lot; explain that there are volunteers there to assist them with parking. Hand out Site Maps to all vehicles.

Parking Station 2: (North Parking Lot at PRRA)

- Ensure that the trailers are parked as closely as possible side by side;
- Park busses in the northeast corner;
- Direct participants to the rigging area; and
- Prevent cars from parking in the trailer & bus area.

Parking Station 3: (Entrance to South Parking Lot at PRRA)

- Direct cars to park in the South Lot;
- If the lot is full, explain there is no parking on River Road, and they will need to park on side streets taking care not to block driveways etc.; and
- Hand out Site Maps to all vehicles.

Parking Station 4: (South Parking Lot at PRRA)

- Assist cars in parking efficiently in the lot.

Parking Station 5: (Chuck-wagon Parking)

- Direct chuck-wagons and cars to the designated parking area along both sides of the path, between the PRRA Boathouse and the South Lot; and
- Make sure that each club parks efficiently to maximize the number of vehicles.

Parking Station 6: (Field Parking)

- Direct drivers through the field in an orderly fashion and
- Make certain that cars are parked close enough together and in straight lines so that all the space is utilized effectively.

Race Registration

The Race Registration Table is the first place that coaches and rowers will go for their race packets and for general race information. The Registration Manager needs experience and familiarity with race registration and operations. There are typically two volunteers at the Registration Table to provide efficient service to rowers and coaches. Registration activities are typically completed by around noon, after which only one volunteer is required to act as a general information provider. The other person is then free to assist with sales of “vintage” HOPR t-shirts.

Registration Manager and Registration Assistant -- Registration Manager is required to be experienced with race registration and operations:

- Have all registration packets available for distribution to rowers;
- Collect any outstanding entry fees;
- Have blank waiver forms for racers who need them;

- Have copies of the race schedule and regatta program available for distribution to rowers and coaches;
- Register crews;
- Hand receipts and waiver forms to the regatta chair; and
- Assist with sales of “vintage” HOPR t-shirts.

Regatta Race Operations

Volunteers in Regatta Race Operations work together to ensure that efficient and safe dock operations are maintained throughout the regatta. The Boat Traffic Manager and Announcer work in close proximity to call and line up participants. The Safety Inspector checks all boats to confirm they comply with safety requirements. The Boat Traffic Manager, coordinating with the Dock-master, instructs boats to proceed to or from the dock. The Dock-Master and Assistant Dock-masters facilitate expeditious and safe launch and recovery.

All race operations volunteers must attend a mandatory training session during the week before the regatta. Date and Time to be announced.

Assistant Boat Traffic Manager (Rigging Area):

- Remind crews to take their boats bow first to launch area, to line up numerically by bow number, and to prepare for a safety inspection;
- Tell crews where to place oars in the launch area;
- Direct visitors to appropriate viewing areas -- direct them away from high-traffic areas; and
- Direct visitors to registration, t-shirt sales, restrooms, and provide general information.

Assistant Boat Traffic Manager (Boathouse Area):

- Remind crews to take their boats bow first to launch waiting area, to remain in numerical order by bow number, and to prepare for a safety inspection;
- Tell crews where to place oars near the launch waiting area;
- Direct visitors to appropriate viewing areas -- direct them away from high-traffic areas; and
- Direct visitors to registration, t-shirt sales, restrooms, and provide general information.

Assistant Boat Traffic Manager (Recovery Dock Area):

Direct crews returning from recovery dock to stay to the right of crews coming to launch. Do not allow crews to cross paths.

Boat Traffic Manager (Launch Waiting Area) -- Must be experienced with boat and race operations:

- Use the race schedule to instruct the Announcer to call specific boats and bow numbers to the “Launch Waiting” area; and
- Work closely with the Dock-master and instruct boats to proceed to the dock.

Announcer (Launch Waiting Area) – must be familiar with race operations, race results, and comfortable using a wireless microphone:

Serve as a “Master of Ceremonies” being the primary source of information to participants and guests. The Announcer performs a variety of roles related to Race Operations, Race Results and Guest Hospitality.

Race Operations:

- Work in close proximity to the Traffic Manager, who will instruct the Announcer to call specific boats and bow numbers to the “Launch Waiting” area;
- Call launching boats to the dock;
- Instruct boats to come to the dock bow-first and to be ready for a Safety Inspection; and
- Make announcements related to boat traffic to the dock.

Race Results:

- Liaise with the award presenter and results manager, and
- Announce the results of each event and tell the winner(s) when to come and collect their medal(s) from the Registration Desk after each race is announced.

Guest Hospitality:

- Make announcements related to guest hospitality (update on race schedules, locations of rest room facilities, race updates, and other general announcements);
- Encourage spectators and rowers to purchase merchandise; and
- Recognize the Regatta Sponsors.

Boat Safety Inspector:

- Liaise with Traffic Manager and Dock-master;
- Ask the coxswains to have their crews go to waists and tilt the boat so that the inspector can inspect the boat;
- Check to make sure that all shoes are tied down, bow numbers and bow balls are attached for every boat that launches;
- Help coordinate the safe, controlled and speedy launching/recovery of boats;
- Collect bow numbers from returning boats; and
- Keep the dock area free of spectators.

Dock-master and Assistant Dock-master – experience with dock and race operations and dock safety required:

- Coordinate the safe, controlled and speedy launching and recovery of boats;
- Work closely with the Traffic Manager to let him/her know to call boats down to launch or to hold boats; and
- Direct coxswains, crews, and rowers as needed to ensure safe launch and recovery of boats.

Oar Recovery Assistant:

- Expedite the recovery process by carrying each crew’s oars up the ramp and placing in appropriate place for pick up.

Race Timing – Start Line and Finish Line

All race timing volunteers are required to attend the mandatory Timers Meeting at 6:30 AM the day of the Regatta.

Start Line Manager – experience with race and start operations and race software required:

- Be assisted by a computer operator, horn operator, and two-to-three assistants;
- Have radio and/or walkie-talkie and cell phone for communication with race operations, dock-masters, finish line manager, race director, and USRowing Head Referee.
- Pick up, sign out, and learn how to use walkie-talkie; return walkie-talkie to PRRA and sign it in;
- Liaise with US Rowing Referee at Start Line;
- Bring binoculars for spotting bow numbers;
- Communicate info to racing crews via megaphone; and
- Insure that the time at which each boat starts the race is dual recorded by the timers, and that times are accurately entered into the computer.

Start Timer Assistant – total familiarity with the operation of the NK race stopwatch required:

- Press the TL (Lap/Split) button on the stop watch exactly at the time of the horn beep as each boat crosses the start line, and note the sequence number next to the boat number on your entry sheet;
- As time permits, enter the exact start time next to the appropriate boat number on the entry sheets using the Recall button and the sequence number to retrieve the appropriate start time;
- At the end of each race heat, provide the start times to the Computer Operator; and
- Bring binoculars and use them to identify bow numbers as boats approach the starting line and convey that info verbally to the Start Manager and the Timing Assistant.

Start Horn Operator Assistant:

- Sound air horn and announce boat number (using binoculars) exactly at the instant each boat crosses the start line.

Start Computer Operator: experience and familiarity with race operations and racing software required:

- Record all start times on the computer and
- Liaise and relay the start time information via computer to the finish line computer operator.

Finish Line Manager -- experience with the software to record race times and with the NK race stopwatch required:

- Be assisted by a computer operator, horn operator, and two-to-three assistants;
- Have radio and/or walkie-talkie and cell phone for communication with race operations, dock-masters, start line manager, race director, and USRowing Head Referee.
- Pick up, sign out, and learn to use walkie-talkie; return walkie-talkie to PRRA and sign it in;
- Liaise with US Rowing Referee at Finish Line;

- Bring binoculars for spotting bow numbers;
- Insure that the time at which each boat finishes the race is dual recorded by the timers, and that times are accurately entered into the computer.

Finish Timer Assistant – total familiarity with the operation of the NK race stopwatch required.

- Press the TL (lap/split) button on the stopwatch exactly at the time of the horn beep as each boat crosses the finish line, and note the sequence number next to the boat number on your entry sheet;
- As time permits, enter the exact finish time next to the appropriate boat number on the entry sheets using the recall button and the sequence number to retrieve the appropriate finish time; and
- At the end of each race heat, provide the finish times to the Computer Operator.

Finish Horn Operator Assistant (may be USRowing Official):

- Sound air horn and announce boat number (using binoculars) exactly at the instant each boat crosses the finish line.

Finish Computer Operator – experience and familiarity with race operations and racing software required:

- Record all finish times on the computer;
- Liaise with start line computer operator;
- Enter penalty times as assessed by the US Rowing Referee; and
- Generate and uphold official results pages for each heat when authorized by the USRowing Referee.

Results Posting, Announcing, and Presenting of Medals

The Results Manager, Results Runner, Announcer, and Medal Presenter work together to ensure that the results of the races are printed and posted for viewing, and that the winners of the races are announced and notified of their medals, and that medals are presented to the winners.

Results Manager:

- Communicate with Computer Operator at Finish Line;
- Use the computer linked to the finish results to note when race results are final and to print the race results sheets;
- Provide a printed results sheet for: 1) the award presenter, 2) the announcer, and 3) the Results Notice Board; and
- Give the printed results sheet to the Results Runner to take to Medals Presenter and Announcer.

Results Runner:

- Work in the same location as the Results Manager;
- Receive the printed results of the races;

- Take the printed race results to the Medals Presenter so that he/she can prepare the medals for the race winners; and
- Take the results to the Announcer for announcement to the crowd.

Medals Presenter:

- Liaise with the results manager and announcer and present medals to the winning crews.

Launch Operations

Safety Launch Coordinator:

- Organize and direct all Launch Operations;
- Make sure that launches are available, and are provided to us with full gas tanks;
- Gather and distribute all equipment and other materials required in launches;
- Assemble and distribute packets for launches;
- Coordinate all launch drivers (PRBC, Nereid, PRRA, and others);
- Recruit non-US Rowing Referees (Course Monitors in launches);
- Make sure that drivers and US Rowing Referees/Course Monitors meet and launch appropriately;
- Coordinate on-land Course Monitors;
- Coordinate with USRowing Head Referee on race day;
- Facilitate communications between USRowing Head Referee, Finish Line, Safety Launches, rescue services, NARS);
- Transmit event timing information to NARS Liaison at Nereid so he/she can communicate that information to the Nereid Dock-Master; and
- Run launch crew meetings.

All Launch Crews: CAREFULLY FOLLOW GENERAL, SAFETY, and REFEREE/COURSE MONITOR PROCEDURES

General Procedures

Attend Mandatory Launch Crew Meeting at PRRA at 6:30 AM:

- Learn to use walkie-talkies. Keep communications brief. If you need to talk at length, use cell phones (numbers provided);
- Morning Referee will pick up/sign out walkie-talkie. During lunch break, sign in walkie-talkie and place in charger;
- Afternoon Referee will pick up/sign out walkie-talkie from charger, then return it and sign it in, at the end of the race;
- Pick up/return megaphone;
- Driver and Referee meet at PRRA and launch for their location well before race start; and
- Return in launch to PRRA at lunch break, and at the end of the race, for personnel exchange/drop-off.

Safety Procedures

In an emergency -- swamping, flipping, or collision of boats -- quickly assess the need for emergency services and call the Safety Launch Coordinator, who will summon emergency personnel as needed.

- FYI, the Nutley Rescue Squad can respond on water, an ambulance is located at PRRA, and an extra launch can be dispatched from PRRA to pick up rowers in the water;
- Instruct rowers in the water to stay with the boat and use it as floatation device (even if it is flipped over). They should NOT swim to shore. If everyone is safe and uninjured, have them attempt to move the boat toward the shore out of the line of travel to avoid collisions with racing crews still coming down the river; and
- When directed by the Race Director/Launch Coordinator, motor to capsized crews to pick up rowers.

Referee/Course Monitor Procedures

- Be thoroughly familiar with regatta rules and apply them to the racing crews;
- Control crews with concise commands;
- Warn crews (if necessary) of the location of other crews; and
- Report penalty infractions by cell phone to the Finish Timing Manager, as soon after occurrence as is practical. This ensures that the offending boat's time will not be certified until the USRowing Head Referee reviews it.

Specific Instructions by Launch

Launch #1 Crew (Boat Line-Up/Marshaling):

- Liaise with the 'Start Area' Launch to effect an orderly and controlled start;
- Ensure boats line up in number order at the start – boats will line up in numerical order facing south with the lowest numbered boat farthest south and increasing from south to north; and
- On receiving the command to start from the Start Manager, send the boats off (lowest bow number to highest bow number) at 20 second intervals.

Launch #2 Crew (Start Area):

- Liaise with Boat Line-up/Marshaling launch for an orderly and controlled start; and
- Announce on the walkie-talkie that the last boat in the morning/afternoon session has passed the start line. Follow the last boat in launch on your way to PRRA at lunch break, and at the end of the race, for personnel exchange/drop-off.

Launch #3 Crew [Referee/Safety Boat – North of Lyndhurst (De Jessa) Bridge]:

- Warn crews (if necessary) that no passing is allowed 100 meters before and under the bridge and make sure the no-passing zone is observed.

Launch #4 Crew (Referee/Safety boat – off PVSC Facility below PRRA):

- Use megaphone to query where each crew is going. Hold back crews returning to the PRRA recovery dock as necessary to maintain an orderly procession and expedient recovery;
- Direct crews returning to the PRRA recovery dock to maintain a single-file, orderly line, close to the shore;
- Direct crews returning to Nereid to proceed with caution on the port side (toward the center of the river) of the queue and past the PRRA docks -- staying particularly alert for launching crews; and
- Direct “hot seating” crews to proceed with caution on the port side of the queue (toward the center of the river) to the PRRA launching dock. As the crew approaches the launching dock they should hold water and call out to alert the Dock-master and/or Dock-master assistant that they need to “hot seat” their crew.

Launch #5 Crew (Referee/Safety boat – North of Route 7 Bridge):

- Warn crews (if necessary) that no passing is allowed 100 meters before and under the bridge and make sure the no-passing zone is observed.

Launch #6 Crew (Safety boat – Finish Area):

- Position in the finish area to direct finishing crews to row to and around the turning buoy before heading north; and
- Warn northbound crews to use caution when going through the bridge as it is close to the launching crews from the Kearny dock.

Launch #7 Certified Driver Only (Safety boat – Route 3 Bridge):

- Position at Route 3 Bridge construction N or S side as needed; and
- Insure that crews launching from and returning to Nereid pass through bridge safely.

Launch #8 (Driver and Photographer):

- Pick up photographer at PRRA;

Launch 9 (extra back up launch located at PRRA)

Land-based Course Monitor (Land-Based racecourse observer; not including NARS volunteers)

- Attend one of the Mandatory Launch Crew Meetings (early for AM volunteers and lunchtime for PM volunteers) at PRRA;
- Be sure to obtain a list of cell phone numbers (on the back of the course map in the packets with extra copies available at the meetings); and
- Prior to race day, become familiar with the race rules. If, on race day, you observe an infraction of the rules, call it in to the US Rowing Head Referee on his cellphone. Take a mental snapshot of the situation, location of the various boats with their bow numbers, for

instance, so you will be able to describe the situation to the referee. If you cannot reach him on the cell, call the Safety Launch Coordinator on her cellphone and she will relay the message.

In an emergency -- swamping, flipping, or collision of boats -- quickly assess the need for emergency services and call the Safety Launch Coordinator, who will summon emergency personnel as needed.

- FYI, the Nutley Rescue Squad can respond on water, an ambulance is located at PRRA, and an extra launch can be dispatched from PRRA to pick up rowers in the water; and
- Instruct rowers in the water to stay with the boat and use it as floatation device (even if it is flipped over). They should NOT swim to shore. If everyone is safe and uninjured, have them attempt to move the boat toward the shore out of the line of travel to avoid collisions with racing crews still coming down the river.

NARS Liaison (at Nereid):

AM (only)

- Liaise with launch coordinator;
- Meet with NARS representative the day before the Regatta to give access to set the radio antenna in the Nereid Boathouse or on the grounds;
- The day of the Regatta, meet with NARS representative and NARS members -- assist in determining the location of each operator so that the entire race course is covered;
- Distribute lunch vouchers and t-shirt vouchers to all NARS volunteers;

AM and PM

- Sit with base operator upstairs at Nereid;
- Liaise with walkie-talkie communication system and radio communication system; and
- Transmit event timing information from Launch Coordinator to Nereid Dock-Master.

PRBC Liaison (at Nereid) -- must be adept at using outboard motors and familiar with Nereid's launches:

- The day before the Regatta meet with Nereid Head Coach, Boris Roque Alvarez, to make sure that the borrowed Nereid launches are gassed up and that the PRBC Liaison has access to the keys;
- Meet PRBC launch drivers at Nereid at 5:30 AM; and
- Ensure that the drivers leave with the launches for PRRA as soon after they arrive as possible (they should be strongly encouraged not to wait for the entire group to arrive)

Food

Food Coordinator:

- Determine estimate of cost of food and supplies;
- Order food;
- Purchase paper goods – plates, napkins, tablecloths, plastic utensils, drinks, paper bags,

- and snacks;
- Organize delivery of tents, tables, and chairs for Volunteer Tent from Nereid and to PRRA and supervise set up;
- For Early AM - arrange for purchase and pick up of coffee, bagels, fruit, and juices;
- For Lunch – arrange for purchase and pick up sandwiches, salads, etc.;
- Ensure that lunches are delivered to start line crew, finish line crew, launch crews, selected volunteers at Nereid, and USRowing Officials;
- Organize site cleanup and return of tents, tables, and chairs to Nereid; and
- Keep receipts for food and supplies purchased and submit for reimbursement from HOPR treasurer.

Food Assistant:

- Set-up food/drinks for Early AM and for Lunch;
- Replenish food/drinks as necessary; and
- Assist in packing lunches to be delivered to the Finish Line crew, launch crews, selected volunteers at Nereid, and US Rowing Officials.

Lunch Runner:

- Assist the Volunteer Food Coordinator in packing lunches; and
- Deliver lunches to the Start Line Crew, Finish Line crew, launch crews, selected volunteers at Nereid, and USRowing Officials.