



**Rowing South Australia Inc (Rowing SA)**

**2018/19 REGATTA HOSTING  
JOB DESCRIPTIONS FOR VOLUNTEERS**

## **GENERAL GUIDELINES FOR HOSTING A REGATTA**

Rowing SA is committed to working with all host clubs to ensure the efficient operation of regattas. Please read the following guidelines and contact Rowing SA with any questions relating to hosting duties.

### **Alcohol**

Rowing SA/OAR Cafe has a Liquor License that covers the function area and outdoor paved area. Host clubs who wish to serve alcohol on the Rowing SA Lawns will need to contact Rowing SA to arrange an Extended Liquor License at least 14 days prior to the event. Please note alcohol must be pre-purchased and not sold on the day.

Host Clubs will need to provide the following information:

- Site Map detailing areas where alcohol will be served and consumed, fencing or similar to separate area where alcohol is available from general public area.
- Details of type, quantity, and cost of alcohol to be provided.
- Details of approximate number of attendees
- Details of persons involved in the serving of alcohol, including minimum of one person with RSA/RP certification (Please note – from November 2019, all persons involved in serving alcohol will need to have RSA/RP certification).

### **Medals**

Rowing SA does not provide medals for regattas (excluding State Championship events). The Host Club/School may supply medals, however this will be at their own cost. Please contact Rowing SA if you require information or assistance with this process.

### **Site Allocation and Restrictions – West Lakes Regattas Only**

The Host Club/School may utilise the majority of the Rowing SA lawns allowing a small area for a RSA marquee and potentially a corporate partner.

### **Regatta Program Booklet**

Where it is desired or applicable, Host Clubs/Schools may provide;

- Front and back cover designs for the Regatta Program Booklet (as a .doc or .pdf).
- Any sponsors logos to be placed in the booklet (as a .doc, .JPEG or .pdf).
- Details of sponsor allocation to events (Please see the Event List on Rowing Manager (sa.rowingmanager.com)).

To allow time for printing and formatting, please send all relevant files to Rowing SA ([blannan@rowingsa.asn.au](mailto:blannan@rowingsa.asn.au)) by 5:00pm on the Tuesday before the regatta.

Please note: The Rowing SA Logo, Office for Recreation and Sport, and 'be active' logos must appear on the front cover.

### **Country Regattas Only**

Rowing SA acknowledges the additional expenses associated with hosting a Country Regatta and will, where possible, work with Host Clubs to manage and minimise these expenses.

Rowing SA will reimburse the Host Club/School for costs associated with the following;

- Fuel for umpire boats
- St John Ambulance / Paramedic Services
- Aquatic Activity Licences
- BRO Luncheon

For any other expenses not included above, please contact Rowing SA to check if the item is eligible for reimbursement.

For clarity and expediency, it would be greatly appreciated if all reimbursements were finalised prior to the commencement of the regatta.

### **Volunteers**

Volunteers are an essential and highly valued part of a successful regatta. The Host Club/School is required to provide volunteers for all required roles for the duration of the regatta. (Volunteers may be rotated through roles as often as you like. (e.g. for parking 2 people may perform the role for an hour and then swap with two other volunteers for the second hour)).

To facilitate communication between Rowing SA and relevant volunteers, please complete and return the attached Volunteer spread sheet to Rowing SA ([blannan@rowingsa.asn.au](mailto:blannan@rowingsa.asn.au)) by 5:00pm on the Tuesday prior to the regatta.

The required volunteer positions are as follows;

- Volunteer Coordinator (1 person)
- Parking Control (2 people)
- Set-up & Pack-up (2 people)
- Bow Number Distribution (2 people)
- Boat drivers (varies – 4 people, with 2 people on stand-by)
- Boat Holders (8 people) – *some regattas only*
- Commentary (1 person) – *can be negotiated with Rowing SA*
- Finish Tower Timers (2 people)
- Tower Assistant (1 person)
- Scrutineers (2 people)
- Refreshments for Regatta Officials (1-2 people)
- Finish Camera Operator (1 person) – *to be arranged with Rowing SA input (must be trained)*
- Regatta Filming/Live Streaming Support (1 person) – *only for Regattas which are filmed*

Please note: The Host Club/School is also required to supply refreshments for the Boat Race Officials and Boat Drivers.

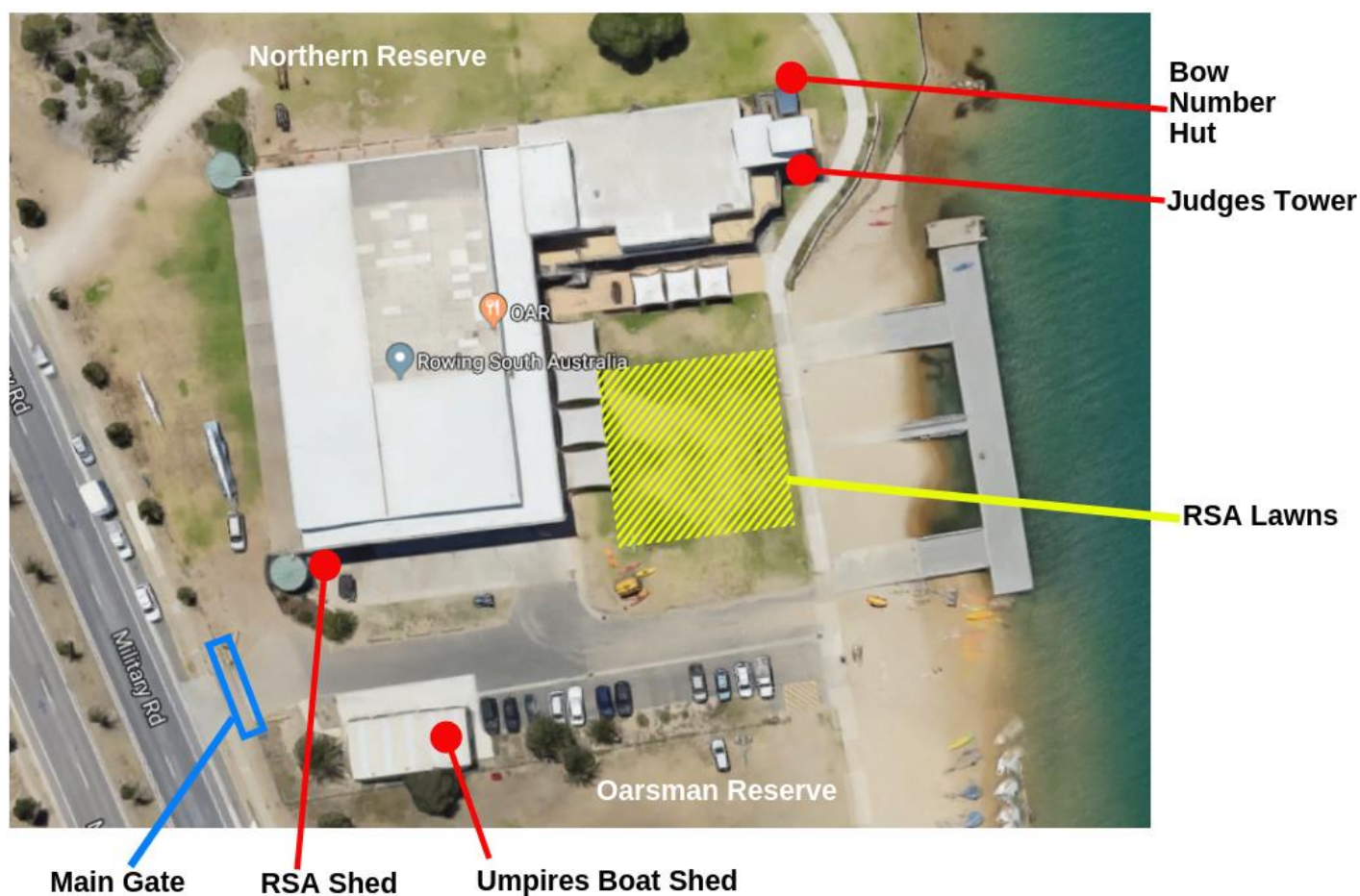
Club/School Hosts who are having trouble filling the required volunteer roles should notify Rowing SA well in advance of the regatta.

Please see below for descriptions and requirements of each volunteer position.

### Important Locations

Volunteers will need to be familiar with the following locations:

- Judges Tower (JT) - located near the finish line of the course at the Northern end of West Lakes (The Judges Tower has three levels - Ground Floor (GF), Level 1 (L1), Level 2 (L2)).
- Rowing SA Shed (RSA Shed) - located on the lowest level of the Boat Shed building closest to Military Road on the Southern side of the building.
- Bow Number Hut - located to the back of the Judges Tower in a free standing shed looking out towards the finish line.
- Umpires Boat Shed – Free standing shed adjacent the RSA car park bordering Oarsman Reserve and Military Road.



## **VOLUNTEER COORDINATOR**

Number of volunteers required: 1

Times volunteers required: 1 hour prior to first race to conclusion of regatta

The Volunteer Coordinator is responsible for allocating volunteers in the weeks leading up to the regatta.

This person will be one of two contact persons representing the Host Club/School for the regatta along with the School Coordinator/Director or Club Captain.

The Volunteer Coordinator must be available for contact for the duration of the regatta. This is so volunteers can be found if assistance is required.

Please use the spread sheet on the last page to help you plan your volunteers, and indicate where volunteers will finish or swap.

This position is also compatible with the Tower Assistant and the roles may be merged if desired.

## **PARKING CONTROL**

Number of volunteers required: 2

Times volunteers are required: 90 mins prior to first race to conclusion of regatta

The Parking Control volunteers will also ensure that only disabled vehicles, boat trailers and other vehicles as specified by Rowing SA (umpires, officials and RSA staff) are allowed access to the reserves and the Rowing SA car park.

Parking Control Volunteers may also be required to assist with putting umpires boats in the water, helpers are asked to liaise with Jeff Erickson (0426 133 554) on this matter.

High Visibility vests are available for use; these are located in JT L1, on the top shelf of the cupboard around the side of the judges platform.

## SET-UP

Number of volunteers required: 2

Times volunteers are required: 90 mins prior to first race to 8:30am

Please set up the following;

- 5 Loud speakers – these are kept in the RSA Shed on the racks on the Southern wall of the shed, and will need to be placed in the receptacles marked 'communications', approximately 35m apart, near the bins along the path next to the beach
- Commentary station – kept on the deck outside JT L1 (keys to lock can be found in JT GF)
  - Table and Chairs
  - Microphone (the microphone will need to be plugged in to the weather proof box on the wooden structure outside the entrance to JT L1).
  - Folder with regatta program.
- 8 Purple Boat Holder Mats – kept in a crate in the RSA Shed to be taken to the finish line pontoon.
- Rubbish bins – big blue 'special events' bins, to be dispersed in high traffic locations around the site.
- Shade umbrellas- to be erected outside Bow Number Hut, and on the pontoon for scrutineers (these are located in the Bow Number Hut).
- Check toilet rolls in male and female toilets – Amenities Keys kept on a hook just inside the door of JT GF, Toilet rolls are stored in the shower room of the female change rooms, the security door will require the code 12345678.
- Eskies lined up against café wall ready for refreshments (Eskies located under on the shelves inside the door of JT GF)
- Plastic display sheeting (located in Bow Number Hut) to be hung on hooks between the Judges Tower and the Café.
- Check bow number hut is set up.
- Any other duties as required by the Regatta Operations Manager or Regatta Coordinator.

## PACK UP

Number of volunteers required: 2

Times volunteers are required: for 1 hour following the conclusion of racing

Please pack up the following;

- Loud speakers – these will be along the path next to the beach, and will need to be put in the RSA Shed on the racks on the Southern wall.
- Disassemble commentary station – Table and Chairs to be covered and locked on deck outside JT L1, microphone and folder returned to JT GF)
- Boat Holder Mats – will be on the finish line pontoon and are to be moved to the RSA Shed on top of the cupboards near the roller door.
- Rubbish bins – Blue 'special events' bins to be collected from around the site and placed together near the fire hydrant outside the RSA Shed.
- Shade umbrellas and two chairs- to be collected from outside bow number hut and on the pontoon, and packed away inside the Bow Number Hut.
- Check toilet rolls in male and female toilets – Amenities Keys kept on a hook just inside the door of JT GF, Toilet rolls are stored in the shower room of the female change rooms, the security door will require the code 12345678. Keys to be returned to JT GF.
- Eskies dried and left open, stacked on shelf inside door of JT GF.
- Any other duties as required by the Regatta Operations Manager or Regatta Coordinator.

## **BOW NUMBER DISTRIBUTORS**

Number of volunteers required: 2

Times volunteers required: 1 hour prior to first race to conclusion of regatta

The Bow Number Distributors will be required to set-up the bow number hut, this requires;

- Bow numbers (these will be on the table in the Bow Number Hut. They are marked Set 1 (please note- Set 1 is comprised of two blue tubs A-N and N-Z)
- Bow number register (this is taped to the tables in the hut, people coming to collect bow numbers must provide the race number and bow number they require and a name to be written down against their allocated bow number, this is then to be marked off as the bow number is returned).
- Programs (these are located in JT GF on the desk. Programs are provided for a \$2 donation to help cover the cost of printing)

Through the duration of the regatta these volunteers will be required to distribute and record bow numbers and ensure their return. They will also be required to collect money for and distribute programs during the day.

(Please note: if the bow numbers are not returned by the end of the regatta a replacement fee of \$30 per bow number will be charged to the club or school the bow number was last allocated).

### **Job Description:**

Report to the office at the base of the finish tower, where they will give you all the equipment you require.

Make your way to the Bow Numbers shed to the North of the tower.

Sticky tape the list of required bow numbers to the desk in order.

Ensure that all bow numbers are in the boxes and in order.

One volunteer needs to be in charge of writing on the sheets and the other handing out the actual bow numbers.

As athletes arrive and ask for their number - they should give you the letter and the number and their first name. It is their responsibility to have the correct number.

Look up the number on the sheets ensuring that you use the first group of "A" or "B" – For instance - You cannot give out Race 27 (A) before race 1(A) has been raced and the bow number returned. THIS IS REALLY IMPORTANT.

Make sure that they have told you the correct race and the correct club.

Write down the athletes name on the sheet.

Give them the bow number and asked that it be returned as soon as possible after the race.

As athletes return the bow numbers place a tick on the sheet to indicate it has been returned.

Programs are offered for sale \$2.00 each from the bow numbers area.

Place the money from program sales in the tin provided.

At the end of the day ensure that all bow numbers have been returned.

Return the boxes of bow numbers, programs left over and program money to the office at the base of the tower.

Inform the office staff of any missing numbers.



## **BOAT DRIVER ASSISTANTS**

Number of volunteers required: varies (4 people, with 2 on stand-by)

Times volunteers required: 1 hour prior to first race to conclusion of regatta

The exact number of boat drivers required will be communicated to the Volunteer Coordinator closer to the date of the regatta to ensure accuracy.

Boat Driver Assistants are required to meet outside JT GF a minimum of 30minutes prior to the regatta.

The boat drivers may be required to drive the umpire boats on behalf of the umpires.

A boat license is not mandatory for this role. Umpires allocated to boats have boat licences and will provide direction to volunteers.

Refreshments will be provided to the boat drivers throughout the day.

Please be sun smart while out on the water- slip, slop, slap and slide. Free sunscreen is available from JT GF.

### **Job Description:**

Listen to umpires briefing prior to racing.

Take note of which umpire you will be paired with.

Make sure you have a stop watch and practice using it. Ask the Umpire for assistance if required.

Ascertain which boat is yours and make sure you have a drinks eski.

Drive carefully listening carefully to the instructions of the Umpire.

At the start of each race, when the starting Umpire says "Attention Go" you start the stop watch.

Drive the boat and follow the race, help the umpire identify crews that may need assistance or are too close together.

At the end of the race watch the yellow light on the finish tower and as soon as that light goes out, you stop the watch. This gives us the time of the race.

## **BOAT HOLDERS AND COORDINATOR**

Number of volunteers required: 8-9

Times volunteers required: Varies (2000m races only)

Boat Holders are only required for 2000m races, and only at select regattas - Please check with the Rowing SA office if Boat Holders will be required for your regatta.

Boat holders must be at the start line at the southern end of the course a minimum of 15 minutes prior to the start of the first 2000m race.

Liaise with Rowing SA regarding transport or Boat Holders onto the Start Pontoon.

**Boat Holders Coordinator** - must be over the age of 18 years (may also be boat holder).

This person will be responsible for getting all the holders to and from the start line in a timely fashion, and the bulk of communication between the BRO's and the holders.

Coordinator to confirm at Regatta Control an hour prior to the first held race the number of Boat Holders, means of getting to the Start Line, and Boat Race Official/Volunteer assigned to assist them onto the pontoon.

Coordinator to collect refreshments esky to be taken to pontoon with Boat Holders.

**Boat Holders** - may be of any age but must be competent in holding all types of rowing boats and strong enough to move them as required by the BRO's.

Wear hat, rubber-soled shoes and clothing suitable for sun, wind and/or rain. NB: pontoon is less protected from elements.

Apply sun screen, especially back of legs and neck (and feet if barefoot).

Toilets available at the 2000m Start Line (please communicate with Boat Race Officials for transport to the bank)

Be aware of personal safety and follow all instructions given by any race official.

### **Job Description:**

Holders take purple mats out to fingers.

Lay down with the end of pontoon finger to be under armpit.

Boat held firmly with one hand above and one below. Be aware of wires for rudder.

Make sure you know the bow number of the boat you are holding each time.

Aligner calls boats according to bow number, NOT lane number. This is the number holders MUST react to for each race, as occasionally boats are out of numerical sequence.

Aligner calls **Lane 3 – forward**, which is a push away towards finish line, or **Lane 3 – back**, which is a pull towards pontoon. Aligner often calls distance required.

If aligner keeps wanting to move boat in under finger, holder takes stern to one side. Stress hand safety at all times.

Release pressure when umpire calls "attention" and allow boat to glide out of grip on **Go**.

If any instructions unclear, raise hand high.

No communication between holders and any crews.

Collect purple mats and return to crate.

## COMMENTARY

Number of volunteers required: 1-2

Times volunteers required: 30 mins before the regatta to conclusion of regatta

Due to noise restrictions the commentator cannot start until 9am.

### Job Description:

The Commentator will be required to;

- Welcome rowers, boat race officials and visitors to the regatta
- Commentate on races throughout the regatta
  - NOTE: Never call a winner in a close race until you have confirmed with the judge and always wait until the last boat has crossed the finish line before asking the Judge anything
- Make any announcements on behalf of the operations staff
- Perform interviews with rowers, BRO's and volunteers to make things more interesting (optional)
- Make any sponsorship related announcements.

At any time there should be at least one commentator. This person should be given regular breaks and be replaced with another commentator during this time.

If you are unable to find anyone for the role of commentator, please contact the Rowing SA office.

## TOWER VOLUNTEERS

Number of volunteers required: 2

Times volunteer required: 30 mins before the regatta to conclusion of regatta

Report to the office at the base of the tower.

Make your way to the tower and report to the Umpire in charge "Judge".

The Judge will allocate duties.

### Job Description:

One person will be scribe.

Make yourself familiar with the timing sheet.

As the boats come across the finish line the Judge will call the bow numbers.

You are to record them on the timing sheets provided.

Once all boats are across the line the Umpire in the boat (the one that followed that race down) will radio in the "time for the race".

Write that time on the sheet against the first bow number.

Once the race has been cleared by the umpire record the splits for the race. (someone else in the tower will be doing this and will relay to you)

Once that sheet, usually four races has been completed, the sheet needs to be sent downstairs to the office.

The same routine is repeated until the last race has been completed.

One person will be on the buzzer.

Make yourself familiar with the buzzer.

When the first race nears the finish line approx. 200m to go, turn on the yellow flashing light upstairs by pressing the red button on the buzzer box.

As the first boat crosses the line press the green button on the buzzer box to sound the horn to indicate that the first boat has crossed the line, this also turns off the yellow flashing light upstairs This is so the driver in the boat following the race will have an indication of when the race has finished.

As each boat crosses the line press the green button to sound the horn so that all athletes know when they have finished racing.

When the Umpire in the boat raises the white flag to the crews, then the tower, then the crews again this means the race is "clear" and there are no protests. Immediately indicate by pressing the small button for 2 -3 seconds to acknowledge the umpire.

The same routine is repeated for each race.

\*Good eyesight is required in order to view bow numbers as they cross the line.

\*\*Finish Tower Timers may also be required to use stopwatches in order to record the margins between crews crossing the line, in the event that our main timing system (Finish LYNX camera) fails.

## **TOWER ASSISTANT**

Number of volunteers required: 1 Times volunteer required: Intermittently

The Tower Assistant is based at the bottom of the judges tower and is required to collect timing sheets from the first floor of the judges tower and deliver them to regatta control.

This will need to occur approximately every 30 minutes.

The Tower Assistant will also be responsible for the restocking of Toilet Paper in the male and female Toilets. Toilet paper is located in the Shower room of the Female change rooms.

The door requires the security code 1 2 3 4 5 6 7 8.

Keys for the dispensers can be found in JT GF on a hook to the right of the door marked 'Amenities Keys'. Please note: this position will require the ability to go up and down stairs frequently throughout the day.

## **SCRUTINEERS**

Number of volunteers required: 2

Times volunteers required: 30 mins before the regatta to conclusion of regatta

Scrutineers are required to check the names of all winning crews and document any discrepancies. This is to be provided to the Rowing SA office for further analysis.

Scrutineers may also be required to present medals if the host club is providing medals, and has

### **Job Description:**

Scrutineers are to collect a folder, program and pen from JT GF. These are located on the desk.

Report to the office at the base of the tower.

Pick up two scrutineers folders and go to the finish pontoon.

Familiarize yourself with the forms inside the folders.

Make sure you understand a little about the racing procedure.

Lane One is closest to where you are standing.

The first race is letter A – then the number of each lane A1, A2 etc.

The races can come down very close together.

Familiarize yourself with the race coding OW1x = Open Women's Single Scull, Yr 9/10 4x+ = Year 9/10 Coxed Quad Scull (4 rowers + coxswain).

The finish line is a line between the centre of the tower and the flag pole on the Eastern side of the lake.

Be prepared for the sun. It is very hard to see in the morning.

It is the job of the people in the towers to ascertain the winner.

As the first race nears get some idea of who is winning.

One scrutineers needs to be in charge of knowing who comes first, second and third. We do not need to know the rest of the field.

The other scrutineer needs to get all the names of the crews after they have finished the race.

Ask the crews to come close to the finish pontoon.

Ask them to call out their names from the bow.

We do not need the names in order.

Ascertain that all the names they have called out are the names of the forms and give them a tick.

If the names are different, cross out the missing crew member and write in the substitute.

We try to get the names of the first three boats.

Both scrutineers can help getting the names, but watch for the next race coming!

Take those forms to the office at the bottom of the tower as soon as possible; especially if there have been changes in the crews.

## REFRESHMENTS FOR REGATTA OFFICIALS

Number of volunteers required: 1 - 2

Times volunteers required: varies

The provision of refreshments to volunteers and officials will occur throughout the day. Rowing SA provide eskies that can be found in JT L1 on the shelf inside just inside the door. There are 12 eskies labelled with their destination.

The number of people being catered for is approximately 20. Please see below for a breakdown of requirements;

- BRO Boats – 1 esky per boat for 2 people (up to 6 boats)
- Finish Tower – 1 esky for 4 people
- Regatta Control – 1 esky for 3 people
- Boat Holders - up to 3 eskies for 10 people

Initial refreshments will need to be available for Umpires and Officials to take into the umpires boats when launching (approximately 30 minutes before the first race)

The eskies will need to be restocked during the lunch break.

Please include in each esky at least 2 food items and 2 drink items for 2 persons for each session of racing. Foods include; pieces of fruit, small cakes/cookies, etc. and drinks include; water, cans of soft drink, mineral waters, etc.

## FINISH CAMERA ASSISTANT OPERATOR

Number of Volunteers required: 1

Times volunteer required: 30 mins before the regatta to conclusion of regatta

The Finish Camera Operator will be responsible for operating the Finish LYNX camera.

Operator must be pre-trained, so this position must be negotiated with Rowing SA prior to the Regatta.

## REGATTA FILMING/LIVE STREAMING SUPPORT

Number of Volunteers required: 1 (*only for Regattas which are filmed*)

Times volunteer required: 30 mins before the regatta to conclusion of regatta

Only required for regattas which are filmed, so this position must be negotiated with Rowing SA prior to the Regatta.



### 2018/19 ROWING SA VOLUNTEERS ROSTER

#### REGATTA:

Duties	Arrival Time	Club/ School	Personnel (Name or Club)	Contact		Start Time	Club/ School	Personnel (Name or Club)	Contact	
<b>Morning</b>						<b>LUNCH BREAK</b>	<b>Afternoon</b>			
Volunteer Coordinator (1 req.)										
Parking Control (2 req.)										
Set-Up (2 req.)										
Bow Number Distributors (2 req.)										
Boat Driver Assistants (Varies)										
Boat Holders & Coordinator (9 req.)										
Commentary (1 req.)										
Finish Tower (2 req.)										
Tower Assistant (1 req.)										
Scrutineers (2 req.)										
Refreshments (1 req.)										
Pack-Up (2 req.)										
<b>*Finish Camera Operator (1 req.)</b>										
<b>*Regatta Filming Support (1 req.)</b>										

\*Finish Camera and Regatta Filming roles by negotiation with Rowing SA.