



Volunteer Task Descriptions

Dock:

- ***Must be at least age 18 and in good physical condition.***
- Tie up and release boats for each heat.
- Assist paddlers as they board and exit the boats.
- Organize equipment.
- Transport equipment to and from the dock.

Marshal:

- **Marshal:**
 - Check in teams as they assemble at the marshaling stands before proceeding to the dock.
 - As an example, confirm that teams in the Mixed division are comprised of one caller, one tiller, one flag catcher, at least eight (8) female paddlers and not more than eight (8) male paddlers.
 - Verify that the team meets racing requirements.
 - Report any teams who are not meeting race requirements to the Lead Marshall.
- **Escort:**
 - Walk teams to the dock and to the team's designated boat for the heat. ***This involves walking up and down the steps and the walkway to the dock for each heat. Volunteers must be in good physical condition.***
- **Dock Security/Stair Guard:**

Stand at the entrance to the walkway of the dock to ensure that only authorized personnel (teams and officials) are permitted access to the dock. The general public, with the exception of boat owners, are not permitted on the dock during the race.

Merchandise Sales Tent:

- Assist the Sales Manager in the sales tent with the sale of merchandise to the public. This volunteer task requires the volunteer to stand for the full 5-hour shift.

Volunteer Tent:

- Check in volunteers as they arrive for their assignments.
- Distribute the volunteer's t-shirts as they check in.
- Assist volunteers with questions they may have.
- Help organize and distribute lunches to the other volunteers.
- Assist First-Aid Volunteers as necessary.

First Aid:

- Provide basic first aid. Immediately inform Race Directors of emergency situations.

Command Tent:

- **Recorder:**
 - Post and proofread individual heat results.
- **Computer Input:**
 - Proofread and enter individual heat results into the computer.
 - Print reports for posting. ***This position requires the volunteer to be skilled with Microsoft Excel.***



Volunteer Task Descriptions

Command Tent (continued):

▪ **Video Taping:**

- Videotape each heat using video camcorders. This will be done from the tent located at the seawall which overlooks the finish line. *The volunteer must be able to operate a video camcorder.*

▪ **Security**

- Monitor the entrance(s) to the Command Tent to ensure only authorized personnel are allowed to enter the tent. This maintains a secure and quiet working environment.

Start Boat:

- Work on the start boat to maintain records and to videotape the start of each heat. *This position is on a boat on the water for the entire 5-hour shift.*

Finish Boat:

- Work on the finish boat.
- Record finish times for each heat.
- Videotape the finish of each heat. *This position is on a boat on the water for the entire 5-hour shift.*

Team Roster Checker (Pre-race weekend):

- Attend the May team captain's meeting (Wednesday, May 27) from 5:30 to 8:30 pm) and the June team captain's meeting (Wednesday before race weekend from 5:30-8:30 pm).
 - Assist Race Directors with validating the team photo rosters.
 - Note: this shift is NOT during race weekend. It takes place at the May and June Team Captain's meetings. *This will count as one of your team's volunteer shifts.*

Dock Roster Checker (Race weekend):

- *Must be at least age 18 and in good physical condition.*
- Meet a boat in each heat when the boat returns to the dock.
- Escort the team to the Check Lanes and conduct a photo-roster check. *This assignment may involve a lot of walking back and forth on the dock.*