

South Island Rowing						
Regatta Day Volunteer Roles						
Area	Role	Description	Responsible to	Licensed Official	People req'd	Persons Interested
Race Committee	Chief Umpire (CU)	Convenor of RC. Responsible for ensuring that the Rules of Racing and Regulations for Regattas are followed and at all times the Safety Requirements are being adhered to (this latter duty may be delegated to an appointed Safety Officer) Prepare the volunteer roster and supervise change overs.	Organising Committee	Y	1	
Race Committee	Chief Starter	Oversee Start area and personnel	CU	Y	1	
Race Committee	Chief Judge	Oversee Finish area and personnel	CU	Y	1	
Race Committee	Association Rep	Representative of the host Association on Organising Committee	CU	N	1	
Race Committee	SIR Rep	Representative of SIR on Organising Committee	CU	N	1	
Race Committee	Safety Officer	Ensure Safety procedures and requirements are being adhered to	CU	N	1	
Race Committee	Deputy Chief Umpire	Be available as CU when CU is not available (protests etc?). Not on race committee. May supervise change-overs	CU	Y	1	
On Water	Rescue Boat Driver	Drive safety boat. Respond to radio calls	CU	N	3	
On Water	Rescue boat personnel	Perform retrievals. Prepared to administer first aid as required	CU	N	3	
On Water	Race Umpire	Umpire race. Be familiar with course hazards and procedures. Provide clear instructions to driver	CU	Y	7	
On Water	RU Boat Driver	Drive umpires boat under instruction of race umpire	CU	N	7	
Start	Assistant Starter	Perform duties and report as required to chief starter	Chief Starter	Y	1	
Start	Aligner	Align boats and duties as required by chief starter	Chief Starter	Y	1	
Start	Boatholder Convenor	Coordinate boat holders at start	VC	N	1	
Start	Boatholders (12)	Report to boat holder convenor. Hold boats, laying on start trolleys	Boatholder Convenor	N	12	
Start	Start Marshall	Stationary in motor boat at entry to chute. Marshall boats into start chute and check off list.	CU	N	1	
Finish	Finish Umpire (2)	Perform duties and report as required to chief judge. May not necessarily be race umpire	Chief Judge	Y	2	
Finish	Regatta Controller	Prepare draws, Liaise with CU regarding any entry queries pre regatta, Input scratchings and substitutions during regatta, certify substitutions as valid, supervise operation of RP7 during regatta, check timing of each race days schedule, Prepare daysheets for each station at the end of the day.	CU	N	1	
Finish	Camera	Operate the finish camera	Chief Judge	N	1	
Finish	RP7	Operate RP7 to receive results	Chief Judge	N	1	
Finish	Buzzer	Operate the finish buzzer and the umpire acknowledgment light	Chief Judge	N	1	
Finish	Regatta Secretary	Operate the secretaries office. Photocopy daysheets for public. Answer questions. Take scratchings and substitutions	VC	N	1	
Finish	Ceremonial (2-3)	Plan medal ceremony. Organise medal presenters and cups.	VC	N	3	
Commentary	Commentator (2-3)	Provide commentary on a rostered basis	VC	N	3	
Live video	Livestream Producer		VC	N	1	
Live video	Livestream Operator (1-2)		VC	N	2	
Boat Park	Boat Park Marshall	Inform BP of regatta times. Answer coach questions. Take substitutions and scratchings, enter into RP7 and co-ordinate with regatta controller. Keep track of training boats	CU	N	1	
Boat Park	Boat tracker	Work with BP Marshall to note all boats that leave launch area to start	BP Marshall	N	1	
Boat Park	Cox weighing (2-3)	Supervise the weighing of coxswains on a rostered basis. Weighing at Club regattas will start Friday afternoon.	CU	Y	3	
Boat Park	Numbers Hut (3)	Issue numbers in and out. Keep track of all numbers issued	BP Marshall	N	3	
Boat Park	Safety Checks (3)	Check boats to ensure compliance. Check crew names. Manage traffic on and off the water	CU	Y	3	
Boat Park	Boat Weighing (2)	Weigh boats, keep a record once CU starts formal weight checks. On finals day an extra 2 people will be needed to collect boats off water	CU	Y	2	
Retail/Cafe	Cafe Barista (2)	Make Coffee and other beverages for the general public.	VC	N	2	
Retail/Cafe	Shop clerk (2)	Lakeside cafe and clothing shop	VC	N	2	
Catering/Kitchen	Catering Lead	Plan menu, Order Food, Organise roster of kitchen hands, Take temperatures as required by Food Safety Plan	VC	N	1	
Catering/Kitchen	Kitchen Hands (6-8)	Prepare meals, do dishes, Shop cooking/baking, washing kitchen floor (after lunch and dinner), Kitchen cloths washing, drying, folding. Bar tender (will require Serewise certificate).	Catering Lead	N	8	
Catering/Kitchen	Gobble'n Go (1-2)	Operate food centre at the start including BBQ and drinks station	Catering Lead	N	2	
General	Gopher (2)	Be available to help any areas around course	VC	N	2	
General	Handyperson (2)	Be available to help any areas around course including small building projects	VC	N	2	
General	Boatpark Manager	Make BP plan for trailers and be available as they arrive. Before regatta starts be contact person for help required in BP	VC	N	1	
General	Tent Liaison	Ensure that tents are following safety requirements, encourage tents to SIR rubbish disposal plan	VC	N	1	
General	Cleaner (2-3)	Clean toilets around the grounds	VC	N	3	
General	Motor boat checking	Checking that all umpire/safety boats are prepared for regatta	SIR Rep	N	1	
General	Shed person	Keep safety and weighing sheds shed tidy	VC	N	1	
General	Workshop duty (2)	Keep an eye on workshop and help coaches with requests	VC	N	2	
General	Students	An opportunity for senior school students to assist in a variety of areas alongside other experienced volunteers	VC	N	1	
General	Social Media Liaison	Implement communications and promotion for SIR at the regatta	VC	N	1	
General	Volunteer Coordinator	Operate Team App. Manage groups. Work with new volunteers to get them onto Team App	Organising Committee	N	1	