

2013 NH CHAMPS ARC STAFF Q&A

WHAT IS HAPPENING ON SATURDAY, OCTOBER 13TH - SET-UP DAY?

There will be set-up activities going on all day. Please consult the [Set-up Day Overview](#) and [Set-up Day Tasks](#) on Google docs. Activities will start at 7:30am and go through til 5:00pm.

HOW DO I KNOW MY JOB FOR SUNDAY, OCTOBER 14TH – RACE DAY?

Go to Volunteer Local http://amoskeagrowingclub.volunteerlocal.com/volunteer/self_check.php and enter your email address. If you do not get an email please check your spam folder and add volunteerlocal.com to your safe senders. You will also find in Google docs position descriptions for your area. Contact your Team Leader if you have any questions or concerns.

WHAT SHOULD I DO TO PREPARE?

Read the material posted on Google Docs, particularly relating to your area. Go to the information about the regatta at [Regatta Central](#). Click on News, Venue, Event List etc. to familiarize yourself with the regatta. Look at the maps and event schedule. Link to: [Memorial Field Site Plan](#). Check out: [What's New for 2013](#). Look at the [Race Course Map](#). Look at the [Race Schedule](#).

COMMUNICATIONS

All Staff should carry the cell phone which is on the cell phone list. Make sure your phone is fully charged. If your battery time has been running low more quickly, this is a great time to buy another battery and carry that as a spare. Turn up the volume to maximum and turn off call forwarding. Program in the cell phone numbers of people you will be communicating with on Race Day. **Cell phone numbers will be sent by email as some people might not appreciate their emails being published.**

We will also be using Facebook and Twitter to communicate schedule status and updates during the day. We are using Facebook and Twitter to communicate schedule status and updates during the day. Be sure to friend [Amoskeag Rowing Club](#) on Facebook

and follow [NHChampsRegatta](#) on Twitter  

SAFETY

There will be Emergency Personnel stationed in the North Circle Parking (see [Site Plan](#)) and they will be driving around in a off-road vehicle. There will also be emergency personnel on the water. An Emergency Phone Number will be available Sunday morning. Call the Communications Director if you need to contact Emergency Personnel.

WHEN SHOULD I ARRIVE AND WHERE?

ARC Members should plan to arrive at Memorial Park in Pembroke/Suncook at 6:00am on Sunday, October 14th unless told otherwise by your Team Leader. The Entrance Gate and all Traffic Teal Leads should be there by 5:45am. The singles will start launching at 7:15am and the first race starts at 8:15am. If you do not know where Memorial Park is, look at the directions on Regatta Central, use Google Maps to find the intersection of Pleasant and Exchange Streets in Suncook or click on the following link: [Memorial Park, Pembroke, NH](#). **PLEASE COME DOWN PLEASANT STREET TO ENTER.** We suggest you bring a flashlight or headlamp as it is dark in the morning and may be dark before it's over.

WHAT DO I DO AT THE ENTRANCE GATE – DO I NEED TO PAY?

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Identify yourself as an ARC Member and you will be given free admittance provided you do not have spectators in the car.

WHERE DO I PARK?

Only if you arrive **before 7:00am** you may park in Staff Parking if that is more convenient for you. The Staff Parking area is in the baseball diamond near Registration. *There will also be limited parking down near the Recovery Dock where the singles used to park. Do not park there if you will be leaving before 6:00pm.* At 7:15am the road will be closed beyond the Triangle to any vehicle that is not carrying a shell on the roof or towing a trailer. If you arrive **after 7:00am** you **must** park on the ARC Land.

ABSOLUTELY NO STAFF CARS ARE TO BE PARKED ANYWHERE NEAR THE WATERFRONT UNLESS FOR LOADING/UNLOADING AT THE FINISH TENT. PLEASE MOVE CARS IMMEDIATELY. CARS ARE LIKE MAGNETS; THEY ATTRACT OTHER CARS.

WHAT SHOULD I BRING?

Dress appropriately for the weather. It can be quite cold and foggy in the morning. Wear a hat and gloves. Bring a headlamp or flashlight for the early morning. If rain is expected bring a rain jacket and pants. There is no place to get warm or dry off. Be prepared for a long day outside in the elements!

Other suggested items: water, snacks, small cooler for keeping your lunch cold, sunscreen, sunglasses, reading glasses, bug spray, lip balm, sun hat, rain hat, sturdy shoes/boots, garden gloves for picking up trash, pens, clipboard.

All Staff and Volunteers working in Memorial Park or the ARC land should wear a reflective vest whenever they are working. Bring your own, get one from your Team Lead or pick one up at Registration. We all need to be visible to the rowers and spectators. Even if you don't know what all is going on, you know more than the average spectator and you can help direct them to someone that can help. All ARC Members will be provided with a sandwich and one bottle of water and can be picked up at the Registration Tent. Bring any other food and drink that you will want for the day. If you want coffee, bring it with you in the morning.

AFTER I PARK MY CAR, WHERE DO I GO?

Go to Registration and pick up your lunch and T-shirt. Check in with your Team Lead. Be sure you understand your responsibilities. Introduce yourself to the Crew in your area. If you are not needed in your area first thing, look around to see where you can help. Early morning is a critical time for running a smooth regatta. It is very dark and easy for staff and early arrivals to get disoriented. Anyone who is not needed in their position should avail themselves to assist in the following critical areas:

- directing car traffic on the roads,
- directing the singles rowers to Singles Parking,
- being sure no one parks in a non-designated area, and
- being sure that no team tents are set up along the river.

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WHAT DO I DO IF THERE DOESN'T SEEM TO BE ANYTHING FOR ME TO DO IN MY AREA?

The fact that there may be nothing for you at that time does not mean that you will not be needed. **DO NOT JUST LEAVE.** First consult with your Team Leader. If they don't think they will need you, call the Communications Director or Susan Woods (603.315.9054) to be given some tasks or to be reassigned. We have people that would like to be spelled

THE REGATTA IS OVER, WHAT DO I DO?

Your first responsibility is to work with your team to pack up all the equipment used in your area and to thoroughly clean the area (all trash) and return the area to what it was before. Any park equipment that was moved needs to be returned. All stakes, signs, tape, trash needs to be removed. All borrowed equipment goes back to the owner if they are on their team or returned to Registration.

OK, WE'VE PICKED UP OUR AREA, CAN I GO HOME?

Nope, not yet. ALL ARC Members are expected to stay at the end of the day until the entire park is totally picked up, back to its original condition and all equipment returned to the new storage pod on the ARC land and put away. Once your immediate area is done, look around for other things to do.. Here are some of the major jobs that need to be done before we can go home:

- All trash must go in one of the two dumpsters. Pick up trash, remove trash bags from trash cans and tie off ready to be picked up by pick-up trucks and taken to dumpsters.
- All stakes removed and loaded into trash cans in visible areas for pick-up. Remove tape and throw away. Carefully remove stapled signs and place all signs in a neat pile.
- Hop on a pick-up or u-haul truck and pick up trash bags and take them to the dumpsters.
- Help load the rental trucks down by the docks.
- Go with the rental truck to pick up the trash barrels filled with stakes and signs.
- Only after the park is spotless and equipment is stored can you consider leaving.

If you can't find a way to participate in the clean-up go to Registration and look at the list of [Clean-up Tasks](#). The above list is just the highlights.