

RADNOR CREW HOSPITALITY  
AM RACE DAY COORDINATOR (RDC)

**Costs are reimbursed.** *Get receipts for items you purchase and fill out [Reimbursement Form](#)*

**Look for an email Monday the week of your regatta from [crewhost2014@gmail.com](mailto:crewhost2014@gmail.com) with important information.**

**Your Emergency Hospitality contact is Samantha Weitzman 484-431-0224  
or Heather La Foucade 610-937-6954**

There are two of you, AM RDC & PM RDC. so please exchange cell phone numbers & divide the pre-race "Race Day Coordinator" duties outlined below to determine which of you will complete which tasks.

**PRE- RACE DUTIES:**

1. Provide your contact information via text to the Race Day volunteers in case they need to reach the RDCs throughout the week leading up to Sunday's Regatta. PLEASE do not send out "group" messages; contact each person separately. **DO NOT ASSUME** they got your message. Make sure you get responses from everyone! Your text to them should request a **confirmation** and remind them to **provide a race day cell phone number**
2. If a volunteer states that they are no longer able to fulfill their job, please remind them that **they are responsible for locating a replacement person & that they should provide you with that person's details no later than Thursday.**
3. Inform shoppers that they should keep an eye on the weather and not make purchases too early as weather determines food quantities requested by the Hospitality Committee.
4. Confirm the hot food items with volunteers preparing them. Let all volunteers know if they need you to bring anything down for them you will be there early (**HOT BREAKFAST/ HOT PASTA/SOUP** in particular.)
5. Rain in the forecast? Regattas may be cancelled if the river conditions are not good due to rain. If a regatta gets cancelled on Saturday after food was delivered, you'll have to get the food out of the trailer and salvage or freeze what you can.
6. Contact the AM Tower to suggest a carpool in their vehicle for you & as many of the Set Up Team as can be accommodated. There is approximately 1 hour between the time the tow vehicle will be allowed on Kelly Dr & when other vehicles will be granted entry. The tower will need someone to help get the chuckwagon in place; therefore it makes sense to have a few members of the Set Up team on hand. If this is not possible, encourage the Tower to make room for at least

one person. Once confirmed, contact the AM team to make plans to meet on Race Day morning.

**RACE WEEK CHECKLIST:**

| DAY      | EVENT/TASK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DONE |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Monday   | You will receive a confirmation email from signup.com. Please confirm you are OK to complete your volunteer assignment by replying via email to <a href="mailto:crewhost2014.com">crewhost2014.com</a>                                                                                                                                                                                                                                                                                    |      |
| Tuesday  | Communicate via text with your list of volunteers.                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |
| Friday   | Go to <a href="http://regattacentral.com">regattacentral.com</a> , print out race day schedule and highlight RHS races.                                                                                                                                                                                                                                                                                                                                                                   |      |
| Saturday | <p>Contact Set Up team &amp; suggest carpooling to river on Race Day.</p> <p><b>VISIT TRAILER AFTER 4PM TO ENSURE ALL SUPPLIES WERE DELIVERED AND PLACED IN COOLERS/ON SHELVES.</b></p> <p><b>The combination to open the chuckwagon lock is 0102. Turn the combination to 0102, then PUSH the base of the lock up &amp; pull back down to open.</b></p> <p>Bring the spreadsheet with you so you know who was responsible for what items just in case you need to reach out to them.</p> |      |
| Sunday   | RACE DAY! See Race Day Duties below.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |

**RACE DAY DUTIES:**

1. Create a text message group including the PM RDC, Set Up Team volunteers & the person towing the chuckwagon to the river. This will allow the morning team to stay in contact with one another to coordinate
2. **Race day coordinators are expected to lead/help with set up (AM RDC) and break down (PM RDC) and to keep things running smoothly.** Review [Instructions for Set up](#)
3. Make sure the RGCC flags & banners with the sponsors are put up.
4. Using the race day schedule copied from regattacentral.com, write down boys and girls races on dry erase board.
5. Be prepared to be the “Go To Person”. Others will turn to the race day coordinators with questions about anything going on under the tent throughout the day.
6. Ask for additional help at the river if you need it -- especially grillers- ***all parents there are your partners in hospitality.***

7. Manage the hospitality tent for 1st half of the day:
  - a. Keep the tables tidy and move food from the coolers to the tables as needed. Keep tabs on food consumed and be sure reserve food for afternoon athletes.
  - b. Keep an eye on the warming trays. They will need to be checked to make sure they have enough water and that the Sternos are still lit (definitely check around 12PM). Use extra ice from coolers to refill steam tray.
  - c. Be aware of boat race schedules and gauge when peak times are likely to occur and replenish serving trays before the rowers arrive. Start to grill as the rowers are on their way back to the dock. The goal is to provide ample quantities throughout the day, minimize leftovers, and **reserve enough of the main items for the late rowers**. There should be a minimum of **2 burgers for each male athlete and at least 1 for each female athlete. Do not forget the coaches.**
  - d. Replenish supplies of plates, cups, napkins, or utensils as needed. Extra water is in the trailer. Please keep refrigerated items on ice throughout the day.
8. Keep track of food quantities using the Supplies Used Spreadsheet. Please make note of what we ran out of and when- be specific. It helps us plan for future regattas. Please leave the spreadsheet with the PM RDC at the end of your shift.

THANK YOU!!!