



Bay Challenge Volunteer Roles 2013 Season

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1. Pre-Race Roles

1.1. Truck Driver

Time: 4 – 7:30pm & 6:00am* **Location:** Reay's Storage / Kits Beach

Number of volunteers needed: 1-2

Requirements: Valid driver's license and over 25

Duties: Pick up rented van from Budget / UHaul, drive to the locker at 4pm to meet with support crew and assist in loading the necessary items from the locker into the truck. Travel from the locker to the prerace meeting at Kitsilano beach and load the swimmers 2nd dry bag into the truck for overnight storage. Once all of the gear is loaded secure the truck overnight at or near your residence.

Arrive at Kitsilano beach at 6:00am with the truck for volunteers to unload VOWSA Equipment. Once the equipment is unloaded and the truck is cleaned out it should be returned to the rental facility.

*Truck driver for the day before does not need to be the same person to return the truck

1.2. Load Truck

Time: 4 – 5:00pm **Location:** Reay's Storage

Number of volunteers needed: 3

Requirements: Gloves recommended

Duties: Meet the truck driver at the rear of Reay's storage at 4:00pm. Load all of the necessary items (See required items section) from the VOWSA locker into the van.

1.3. Pre-race Briefing

Time: 6 – 7:30pm **Location:** Kitsilano Beach

Number of volunteers needed: 3

Requirements: None

Duties: Hand out pre-race information package to swimmers as well as VHF radio if rented. Collect required additional data: Support crew names and cell numbers, swimmer Medical Information on the sheets provided.



2. Race Day Roles

2.1. Sandy Cove Start

Time: 5:30 – 7:30am

Location: Sandy Cove (N-Vancouver)

Number of volunteers needed: 3

Requirements: You can either be picked up at 5:30am at Kits beach with the lifeguard to be driven to Sandy cove or make your way over to Sandy Cove beach for 6:00am.

Duties: Body mark swimmers as they arrive at the beach. The swimmers are required to have their race number marked in LARGE on the backs of their hands, as well as shoulders if bare. Assist in the transport of the lifeguard paddleboard to and from the water. One volunteer will go with Jericho rescue to check each swimmer's boat for the following required items.

- VHF Radio tuned to Channel 80A
- Pleasure Crafter Operator License
- Life jackets for each member in the boat as well as a spare for the swimmer
- Safety equipment: One buoyant heaving line, one sound signaling device
- One Copy of VOWSA Safety Policy
- Boat numbers affixed to boat (bring duct tape to reinforce numbers)

2.2. Kits Site Setup

Time: 6:00 – 8:00am

Location: Kitsilano Beach

Number of volunteers needed: 2 - 3 volunteers work together to set up the tents and tables in the required location.

Requirements: None

Duties: Refer to the site plan for specific locations referenced in this section. Meet the Kits beach supervisor at the van in front of the lifeguard tower at 6:00am. The supervisor will unlock electrical power access from which cables must be pulled to the medical tent (for heaters) and the MC tent. Clean up any glass or garbage before setting up the tents and tables.

Once the site has been set up, locate and set up the finishers chute with two swimflugel's for swimmers to sight on at the end of each of the chute lines extending into the water. The two Flugels should not be over inflated (hard). Inflate them such that the bottom rests flat on the ground. The finish chute on shore is constructed by hammering the rebar into the sand and duck taping the wooden 1x2" boards across the top. Sponsors banners are then hung down from the wooden boards.



The MC tent PA system should be wired for power and sound checked prior to the MC arrival. Additionally the timing white board should be filled in with the following columns of information provided on the timing sheet: Place – Solo/Relay - Cap # - Finishing time. Pre fill in the place numbers and use a straight edge to divide rows.

Drop off the race packages for volunteers at the boutique table. These packages should contain race day information in a rewarding cincher bag with the volunteers name affixed to them.

Ensure food tent equipment is at the food tent. Affix food sponsor banners around the perimeter of the tables and hanging from the top of the tent.

Assemble the bag check behind the boutique table with pink tape to mark off sides so swimmers / beach goers can't access. Once all beach equipment has been set up bring the swimmers' dry bags from the van and organize by race number in the gear check; once these bags are in place a volunteer should be assigned to watch they don't get stolen until the boutique volunteer arrives at 8:30am

2.3. Boutique Table

Time: 8:30 – 12:00am

Location: Kitsilano Beach

Number of volunteers needed: 1 - 2

Requirements: None

Duties: Arrive at 8:30am and meet with the race director for briefing. Begin to setup boutique tent with provided gear, hangers should be present for shirts and to hang towel prices:

Item	Price (\$CAD)
2012 Microfiber Towel (No date on the towel)	\$25
2011 Microfiber Towel	\$20
Long Sleeve Tech Shirts	
Water Bottles	\$5
2011 T-Shirts	

As volunteers for timing, medical, and MC begin to arrive they will be directed to check in and receive their race package (information document & cincher bag) from you. Point out their station and who the race director is as well as answering any questions they might have.

As swimmers clear medical they will want to retrieve their gear from gear check. Ask swimmers to display their number and retrieve their items, if the swimmer is in medical and a support crew member asks to retrieve items, check the crew list to ensure that they are on it. Highlight or cross out swimmers that have picked up gear. If there is a rush of swimmers recruit a food prep volunteer!



2.4. Race Timers

Time: 9:00 – 12:00am

Location: Kitsilano Beach

Number of volunteers needed: 2

Requirements: None

Duties: Meet at the boutique table to receive race information and cincher bag. Liaise with MC helper to track and record swimmers times from the race clock as cross the finish line. Times are to be recorded on the whiteboard by the MC tent as well as on the provided timing sheet. Hand out water to swimmers exiting the water and direct all swimmers to check in at the medical tent if a nurse is not at the finish line to meet them. A second timing device should be present in case the official race clock dies, this time shall only be used in the event of the race clock failing.

2.5. Food Prep

Time: 9:00 – 12:00am

Location: Kitsilano Beach

Number of volunteers needed: 2 - 3

Requirements: None

Duties: Site setup crew will have stacked all food and equipment on and behind the 3 food tables. Tinfoil trays provided are to be used to hold all breads / bagels on the table closest to the ocean. Beverages are to be located on one of the side tables (whichever has greater access) **Gloves are provided and should be worn at all times while handling food.** If you happen to nick yourself with a knife please procure a band aid from first aid before continuing to handle food.

2.6. MC + Assistant

Time: 9:00 – 12:00am

Location: Kitsilano Beach

Number of volunteers needed: 2

Requirements: None

Duties: Prior to the event get a list of participants and where they from etc. from the events online liaison. Also get a list of sponsors including the prizes / goods they are providing from the sponsorship coordinator. Determine how prizes are to be distributed (bad joke contests, random draw, facts about VOWSA etc.) Create a play list of music to put on over the course of the event.

As swimmers enter the beach area have the MC assistant use binoculars to see if they can read the number either on the swimmers hands or on the support boat as it approaches the barrier of white markers. As the swimmers are emerging from the water announce information about them. Continue to



acknowledge sponsors throughout the event. At the 4 hour cut-off begin the awards and presentation of the bay trophy from the race director.

3. Post-race Roles

3.1. Unload Truck

Time: 12:00 – 1:00pm

Location: Reay's Storage

Number of volunteers needed: 3

Requirements: Gloves recommended

Duties: Drive with truck from race site or contact truck driver at 11am to confirm time to arrive at locker. Meet in the alley behind Reay's moving and storage by the loading dock. Jim or Chris will be there to open the door. Transfer all VOWSA equipment from the van to the storage locker ensuring that NO food gets stored. Stack bins neatly and give yourself a pat on the back