



Harrison Dragon Boat Regatta

July 27th, 2019 Village of Harrison Hot Springs, BC

Presented By: The Fraser Valley Paddling Club



VOLUNTEER REGISTRATION FORM

Event Day: Saturday, July 27, 2019

We need your help to make our 15th Annual Harrison Dragon Boat Regatta a safe and successful event! Each volunteer will be provided lunch, snacks and water on the day of the event, as well as a shirt. Please select a 1st and 2nd choice position and shift below.

Name	
Address	
Postal Code	
Contact Phone #	
Email Address	

Area of Interest (indicate 1st and 2nd choice). Job descriptions are on the following page. Please email completed form to: hdbvolunteer@gmail.com

Set Up Crew (Club Members)

Starting 9:00am Friday before event.

Volunteer Tent (12)

Ensure volunteers receive instructions and are directed to their positions. Distribute water and snacks.

____ 6 Needed 8:00 a.m. – 12:30 a.m.
____ 6 Needed 12:30 p.m. – 5:00 p.m.

Team Registration (2)

Team check-in, assisting Registration Coordinator.

____ 2 Needed 6:30 a.m. – 8 a.m.

Boat Launch (24)

Loading/unloading teams. Cleanout boats.

____ 12 Needed 8:00 a.m. – 12:30 a.m.
____ 12 Needed 12:30 p.m. – 5:00 p.m.

Director's Assistant (2)

Assist Director during the event.

____ 1 Needed 8:00 a.m. – 12:30 a.m.
____ 1 Needed 12:30 p.m. – 5:00 p.m.

Paddlers Village(6)

Need to check wrist bands for authorization into Paddle Village

____ 3 Needed 8:00 a.m. - 12:30 a.m.
____ 3 Needed 12:30 p.m. - 5:00 p.m.

Marshall Assistant (2)

Assist the Marshall with paddles and PFD's

____ 1 Needed 8:00 a.m. – 12:30 p.m.
____ 1 Needed 12:30 p.m. – 5:00 p.m.

Results Runners (4)

Take race results to result areas

____ 2 Needed 8 a.m. – 12:30 a.m.
____ 2 Needed 12:30 p.m. – 5:00 p.m.

Start Line Assistant (2)

Assist Start Line Official. Hold equipment, run errands, etc.

____ 1 Needed 8 a.m. – 12:30 a.m.
____ 1 Needed 12:30 p.m. – 5:00 p.m.

Tear Down (All Hands On Deck)

As many people as possible to tear down all equipment

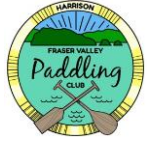




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VOLUNTEER JOB DESCRIPTIONS

Set Up Crew (Club Members) - Friday Only: These positions are crucial to getting the event off to a good start. You may be asked to help assist in setting up finish line, start line, paddlers village, tents, DJ area, etc. You may be asked to help move and setup equipment. You may be asked to help move, clean and ready dragon boats. Volunteers in this position must be physically able to do the above mentioned tasks.

Volunteer Tent (12): Help Volunteer Coordinator check-in all volunteers. Explain to new volunteers where they will be working, where the bathrooms are located, etc. Help distribute water and food to all volunteers throughout the day. Help relieve other volunteers on their breaks.

Team Registration (2): For this job, you need to be "early bird" type, ready to go at 6:30 a.m. as we check in the teams. You must be organized and have good administrative skills. You will match rosters with the legal release forms and hand out wristbands to team captains. You will work under the supervision of the Registration Coordinator.

Boat Launch (24): This job is to hold the boats and help the teams climb into and out of the boats. You will help bail water out of the boats when necessary. We will need 2 people working each boat (12 people per shift). This is good job for students. To be a Dock Marshall, you must be able-bodied, comfortable in water (and be able to swim). You must be prepared to deal with the weather – rain or shine.

Marshall Assistant (2): This job is to assist the Head Marshall Official with checking rosters, ID's and wristbands when teams line up to race. They will also assist in calling for teams to come to the Marshall area. You may be required to help sort life jackets and paddles over the course of the day. This job needs volunteers with a commanding voice and who are quick and efficient.

Start Line Assistant (2): You will assist the Start Line Official with their duties. This may include holding equipment, writing down information and collecting items the Start Line Official may need.

Results Runners (4): You will be stationed at the Finish Line Tent with the race officials. You will transfer the results from the finish line to the results area and then to the big screen at the end of the paddlers village. Need to be calm and cool under pressure. You may be asked to give the race announcer the results in person when needed.

Director's Assistant (2): You will help the Regatta Director with all his tasks throughout the day. This may include organizing and distributing medals after race results are tabulated, record notes of interest and help take photographs during the event (camera supplied).

Paddlers Village (6): You will help make sure all persons entering the Paddlers Village have the appropriate wrist bands or family passes. Clean-Up Crew (All hands): You'll help in the general clean-up of all event areas, including collecting tables and chairs, tents, etc. You may be asked to help collect life jackets and paddles and help load dragon boats on trailer. You may be asked to help clean up excess debris and litter, etc.

*****Minimum age requirement is 12 with a parent and 14 to volunteer independently.**

For any questions regarding volunteering please email hdbvolunteer@gmail.com
Or call Penny at 604-991-0115.

