

**CHESTER REGATTA
VOLUNTEER INFORMATION**

VOLUNTEER ROTA

- All communication is via “2023 Chester Regatta Volunteers” WhatsApp Group
 - You to Me: eg Running late/ cant make it
 - Me to You: Latest Rota, requests to fill more slots etc
- More version updates to the Rota before the event, so please check roles and times
- Rota is colour-coordinated for **arrival times**; see Key on right hand side
- Guidance on what to wear based on role (e.g. wellies or wet shoes for Boating on /off water) and anticipated weather conditions

CHESTER REGATTA VOLUNTEER ROTA 2023									
ROLE DESCRIPTION	ROLE	LOCATION	SESSION START TIME*				ON-SITE ARRIVAL TIME		
			0800-1030h	1030-1300h	1300-1530h	1530-1800h			
			Session 1	Session 2	Session 3	Session 4			
Registers & assigns kit to volunteers; answers requests for launch service; informs launch drivers where to go.	Volunteer Registrar Asst VP/Launch Controller Planner	Marquee Marquee/Ferry Marquee	Neil Fildes Grace Roberts Annabel	Neil Fildes Grace Roberts Annabel	Neil Fildes Annabel	Neil Fildes Annabel	Andrew Thornley Jill Stephenson Nick Sheehan Felicie Lewis Clare Affies Liz Jones Viv A'Hearn		
Oversees trailer parking; stops the public parking on grass, direct competitors to overflow parking.	Car Park Warden Car Park Assistant Car Park Assistant	Car Park Car Park Car Park		Chester Univ Chester Univ Chester Univ	Chester Univ Chester Univ				
Supporting crews to get boats on or off the water in an efficient manner to prevent backlogs of waiting boats.	Boating Marshal Boating Marshal Boating Marshal	Embarkation Embarkation Disembarkation	Charlotte Gillies Jane Fellowes Jayne Shaw	Liz Morris Alex Gillies Alex Gillies	Uma Randall Alex Gillies Alex Gillies	Charlotte Gillies Matt O'Connor			
Directs boats to river and to boat Directs Eight and Octa onto river	Boating Marshal Boating Marshal Boating Marshal SL Slipway	Disembarkation Sailing Club SL Slipway	Simon Walker Rae Collins David Crick x8am	Steve Ellison Emma Walker David Crick	Ant Hunt Emma Walker Charlotte Gillies	Alex Gillies			
Keeps boats to agreed boating times at their location; member of rowing club	Satellite Boating Marshal Satellite Boating Marshal Satellite Boating Marshal Greenswain	Royals Kings OPRS	N/A Matt Jump?	N/A Matt Jump?	N/A Matt Jump?	N/A Matt Jump?	0530h 0600h 0715h 0745h		
Manage boat circulation and pairing of competitor boats at start from a launch	RCH Launch Marshal Driver 1 Launch Marshal 1 (circ. & pair) RCH Launch Marshal Driver 2 Launch Marshal 2 (circ. & pair)	Above Start Above Start Above Start Above Start	Will Sall Tom Lawrence Andrew Howard Stéph Page	Will Sall Charlotte Gillies Andrew Howard Alice Gillies	Luke Ashworth Alex Jones Martin Bailiff Alice Gillies	td td Martin Bailiff Sally Dillon	1015h 1045h 1115h 1145h		
Capturing boat numbers/order and entering data in Easy regatta	Start Assistant Finish Scribe Easy Regatta Operator	Regatta Start Regatta Finish Regatta Finish	Nick Miller Emma Ribson Michael McDonald Liz Crawford	Emma Ribson Dorin Heritage Michael McDonald Clare Walsh	Andrea Townson Dorin Heritage Clare Walsh	Alice Gillies			
From a launch, turning boats early to ensure no collisions with other river traffic or race boats	RCH Launch Driver 1 - Finish Circulation Marshal 1 - Finish Circulation Marshal 2 - Finish Circulation Marshal 2 - Finish RCH Launch Driver 2 - StuartG	Beyond Finish Beyond Finish Finish Pontoon Finish Pontoon Commuter Launch	Alice Gillies Tom Lawrence Emma Ribson Jo Hinton Stuart	Andrew Thornley Simon Morris Katie Mason Kim Evans Stuart	Karen Davies Alex Shields Will Vaughan Dave Evans Stuart	Andrew Thornley Liz Coody Mike Lang Dave Evans Stuart			
Crew Call - Finish boats at request of umpire to ensure they launch at similar time with their paired race partner	Crew Call Scribe Boat Pairing runner 1 Boat Pairing runner 2 Boat Spotter	td Regatta site Regatta site Dee Lane	Nick Miller Emma Ribson Avalon Pison Dee Lane	Emma Ribson Avalon Pison Ella/Daisy/Maisy	Andrea Townson Caroline Cotton Ella/Daisy/Maisy	Ant Hunt Ella			
Umpire service launch 3 & 4 becomes mobile service Launch 5 & 6 in sessions 2 & 4. Need 2 launch drivers each session from RCH&OPRS	RCH Launch Driver 3 (Umpire Service) OPRS Launch Driver 4 (Umpire Service) RCH Launch Driver 5 (Mobile Umpire) OPRS Launch Driver 6 (Mobile Umpire)	Ferry Stage Ferry Stage Ferry Stage Ferry Stage	Michael Paterson Tom Moran Coach 1 Richard Cain	Graham Miller* Tom Moran Michael Paterson Coach 2	td td td td	td td td td			
Event Committee Roles	Event Chairman Race Control Policies Secretary Safety Manager Welfare Officer Facilities Manager Trophy Manager	Sailing Club Sailing Club Sailing Club Sailing Club Sailing Club Marquee	Stuart Gillies Paul Coody Liz Coody Will Vaughan Will Vaughan Jeremy Lloyd	Stuart Gillies Paul Coody Liz Coody Will Vaughan Will Vaughan Jeremy Lloyd	Stuart Gillies Paul Coody Liz Coody Will Vaughan Will Vaughan Jeremy Lloyd	Stuart Gillies Paul Coody Liz Coody Will Vaughan Will Vaughan Jeremy Lloyd			
Commentates on race progress	Commentator	Sailing Club							
Backup roles to cover absence/extra demand	Beliefs Relief Launch	Marquee Ferry Stage							
CATERING - Sale of hot and cold drinks and cakes provided by volunteers. CONTACT ON THE DAY: PAOLA PRESCOTT 07742 68208	CATERING Volunteer 1 CATERING Volunteer 2 CATERING Volunteer 3 CATERING Volunteer 4	Marquee	Karen Evans Ruth McClean Sarah Watkins Anna Burman	Karen Evans Jo Longden Lusia Colagno Amelia Wills	Helen & Debbie Folshaw Ann Olan Amelia Wills	Clare Fagan Ann Olan Sharon Worthing			

EVENT DAY - 10 JUNE

Arrival and Shift Finish Protocols

- Please arrive 15 minutes before shift starts
- Come to volunteer desk in white marquee (catering, prize giving, volunteer coordination)
 - Sign-in (so we know if we have any gaps in shift cover)
 - Pick up equipment (hi-viz jacket, radio, etc)
 - Pick up instructions for your role (these will also be shared in the WhatsApp group before the event)
- Receive guidance on where on site you need to meet to start your shift
- At end of shift please return equipment and sign out