

Norwalk River Rowing

Parent's Hospitality Tent/Regatta Volunteer Descriptions

Chair Persons

Usually two people, Chairpersons have the overall responsibility for leading, organizing and managing the organization for a specific regatta. A week or so before the regatta send e-mails to all volunteers reminding them of their responsibilities and providing as much instructions as possible such as what time to report to the tent/site. Provide all your regatta volunteers, and the coaches, with the Chair Persons cell phone numbers, or any easy way to be reached at all times. Work with the coaches on tent location, designing the menu, timing of the different meals, consult the inventory list of the trailer and give the lead shopper a detailed shopping list.

Bus Chaperones

Ideally, there'll be two parents on the boys bus and two parents on the girls bus; get the binder (of medical releases) and the roster list from the coaches the morning of departure; take attendance on the bus before leaving; keep the athletes calm and happy. Take attendance whenever you reload the bus; once back, ensure the athletes clean out the bus before leaving; wait until all athletes are picked up. You may be asked to assist in accompanying sick athlete to emergency care, in the event that the parent is not available, at which time you must inform the regatta chairs of your need to be relieved from your bus chaperone's responsibility. All chaperones and coaches should have working cell phones with them at all times so that they can communicate with each other whenever necessary. Be sure you have the cell phone numbers of the coaches and other chaperones, and that they have yours. Communicate with the coaches in as timely a manner as possible if you see anything that you feel is out-of-line, or questionable. Any punitive discipline for improper activity is the responsibility of the coach, if a coach is not present when an activity occurs that you deem inappropriate, do what you feel is necessary to manage the situation, then report it to the coach and let the coach impose the discipline.

Hotel Chaperones

Get the athletes into their assigned rooms - the coaches make the assignments and set lights out time. Ensure the athletes remain in their rooms through the night by placing tape across the doors. In the AM make sure they are all up and awake when needed; assemble the athletes back onto the bus/or to the race location. Be available to participate and assist in any group meals during the stay. Your hotel and meals cost will be covered by NRR.

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Tow Trailer to the Regatta/Tow Trailer from Regatta

Coordinate with the Chairperson or the Lead Shopper as to when you need to take the trailer from the boathouse to the regatta site. Discuss location and the timing with the Chairperson or coaches. On the return be at the regatta towards the end, and tow back to the boathouse (Moody's Lane).

Regatta set up

All hands on deck! Set up the tent early AM. Be prepared to carry boxes and tables; the trailer sometimes needs to be unloaded a short distance from the tent location. Put out the tables; set up grill; put paper goods out on table; set up bread, peanut butter, jelly, and fruit and put everything in place.

Breakfast duty/ Lunch duty

The preparation of the meals are usually very easy, you don't need to be a chef to help. The Chair persons are there to help and give instructions. It is mainly about grilling, heating, chopping, mixing, and put out for the taking. You may be asked to pick up any perishable supplies if needed (cold breakfast/coffee/bagels)

Tent breakdown

Clean up, take out trash, handle the items for recycling, break everything down and re-pack the trailer. Take home pots, pans, and other kitchen utensils that we are not able to clean on location, and bring back to the trailer the next day.

Food shoppers

Work with the Chairperson on the menu. The Lead Food shopper will assign items for each shopper to purchase; buy the items needed; get the perishable items into coolers; any non-perishable items should get into the trailer BEFORE it leaves the day/night before; submit receipts to the NRRRA Parent Treasurer for reimbursement.

Inventory Trailer

The day AFTER the regatta: straighten out all the stuff in the trailer; follow the latest inventory list and make all necessary updates and forward (via e-mail) the list to Inventory/Trailer Lead or chair of the next regatta.