



## The William & Sarah Cooper Cup

Cooper River, Camden County, NJ

April 29, 2007

Hosted by South Jersey Rowing Club

[www.southjerseyrowing.org](http://www.southjerseyrowing.org)

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### **Stakeboat Holder**

**Duties:** At the starting platform you will help align the shells to be in proper position for the start. You will also need to help prevent damage to the shells when they back up to your lane. You will remain on the starting platform throughout your shift. Before the start of each race, you will lie down on the plank that extends out from the platform and reach out your arms to catch the stern of the shell coming into your lane. DO NOT try to stop the stern from hitting the platform by putting your hand between the shell and platform... there may be too much momentum and may cause injury. When instructed, you will pull back or push out the shell a number of inches for alignment. These instructions, given just before each start, will come from the official at the side of the racecourse whose job it is to get all the bow balls in a straight line. He/she will use megaphone. Be careful with your grip and make sure nothing is in the way when the starter says "Go!" and the boat explodes out of your hands. MAKE SURE TO LET GO OF THE SHELL IMMEDIATELY UPON THE START. Do not try to entertain the crews all conversation with the crews should be focused on getting their shell ready for the start of the race. They are nervous enough already and needn't be disturbed.

**Instructions:** Report to Regatta sign-in location and sign the attendance sheet. Then ride to the Starting Platform via a Shuttle Launch. Shift changes take place at the finish line exchange dock. If necessary, you may be reassigned to another job

**Dress:** Anticipate inclement weather. You will be very close to the water for extended periods. Wear waterproof clothing, hat and sunscreen. Don't wear red, it could be confused with a referee's red flag (which stops a race).

### **Launch Driver**

**Duties:** During the regatta you will be assigned to a Regatta Marshal (usually a Judge/Referee) as his/her launch driver. You are under his/her control. Hand signals will most likely be used.

**Instructions:** At the Regatta sign-in location, sign attendance sheet. Then pick up a life vest and report to the Launch Master on the dock who will assign you to a launch and the Official. Make certain that your launch has a full complement of life preservers, an oar, and sufficient fuel. If necessary, you may be reassigned to another job. Shift changes will take place at the finish line exchange dock.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing. Consider a hat, sunscreen, and gloves.

*The Cooper Cup Regatta Committee:* Joe Sullivan, Regatta Director • Anne Cutler • Ron Bell • Fred Bor • Renee Bergmann • Steve Dove • Paul King • Charles Lange • Paula Luborsky • Joyce Mitchell • Eileen Normoyle • Fathom Rotzko • Rick Shapiro • Fran Skovran • Dennis Smith • Jamie Stack



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### **Dock / Launching Area Volunteers**

#### **Dockmasters**

**Duties:** The Dockmasters make sure that the crews are checked in, launched, and landed safely, and at the correct times. Dockmasters will verify that all shells have a proper bow-ball attached to the bow and that all heel ties and quick release mechanisms are in place on the foot stretchers of each shell. Dockmasters are to keep docks clear of unnecessary gear, and they will wash or supervise the washing of the docks prior to start of regatta.

**Instructions:** At the Regatta sign-in location, sign attendance sheet. You then report to the dock area. You may be reassigned to another job.

**Dress:** Anticipate inclement weather and the likelihood of getting wet. Wear layered clothing and, perhaps, waterproof footwear

#### **Monitor-River Bank/Launch Area**

**Duties:** Stand by river bank/launch area and keep people from interfering with launching. Suggest other locations for watching races and give other needed information. Caution Crews that appear to be heading onto the course instead of proceeding to the start in lane 0 (zero).

**Instructions:** At the Regatta sign-in location, sign the attendance sheet. Then report to the Dock / Launching area. If necessary, you may be reassigned to another job.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider a hat and sunscreen.

### **Finish Line Volunteers**

#### **Finish Line Assistant**

**Duties:** This person assists the Finish Line Officials in the smooth operation of all finish line area responsibilities.

**Instructions:** At the Regatta sign-in location, sign attendance sheet. Report to Finish Line Coordinator. If necessary, you may be reassigned another job.

**Dress:** Anticipate inclement weather. Wear layered clothing and a hat.

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### **Finish Line Timer**

**Duties:** You will work at the finish line to help determine shell timing and placement. The Finish Line Judge will make lane assignments. You will need to be able to operate a stopwatch effectively in order to time the split time for the shell in your assigned lane.

**Instructions:** At the Regatta sign-in location, sign attendance sheet. You will then report to the Finish line Coordinator and work under the direction of the Finish Line Judge. If necessary, you may be reassigned to another job.

**Dress:** Anticipate inclement weather and wear layered clothing and a hat.

### **Flag Holder**

**Duties:** You will stand at the Finish Line with a large orange flag and follow the instructions of the Finish Line Judge, to indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc places.

**Instructions:** At the Regatta sign-in location, sign attendance sheet. Report to the Finish Line Coordinator and work under the direction of the Chief Judge. If necessary, you may be reassigned to another job.

**Dress:** Anticipate inclement weather and wear layered clothing and a hat.

### **Set-up Helpers**

**Duties:** This job is to prepare the race site for regatta day. A person is needed to assure that tents are set up, trash containers prepared, other equipment is in place.

**Instructions:** Report to Regatta sign-in location and sign attendance. If necessary, you may be reassigned to another job

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider sunscreen, hat and gloves.

### **Take down Helpers**

**Duties:** At the conclusion of the regatta, this person is needed to assure that the tents are taken down, trash bins parking barricades etc. are stored, and signage is removed as required. And all other takedown tasks as needed by the regatta director. These jobs often include helping to unload, and disassemble launches used in support of the regatta. This often includes some heavy lifting and dirty work.

**Instructions:** Report to Regatta sign-in location and sign attendance sheet. Then report to the Headquarters Coordinator. If necessary, you may be reassigned.

**Dress:** Anticipate inclement weather. Wear layered clothing. Consider sunscreen, hat and gloves.

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### **Awards Assistant**

**Duties:** Working with the HQ Coordinator as they obtain results of specific races, organize labeled award ribbons by 1st, 2nd, 3rd places for presentation, and record the distribution of awards. Pass results to Results Poster and prepare for awards pickup by Coaches only. If there is a formal award ceremony, work with the Regatta Director in the presentations of medals & ribbons to the recipients following each race or at the end of the regatta.

**Instructions:** Report to Regatta sign in to sign attendance sheets. At the regatta site, you then report to and work under the direction of the Trophy Coordinator. If necessary you may be reassigned to another job.

**Dress:** you will be outdoors. Layered clothing is advisable.

### **Announcer Finish Line**

**Duties:** You will work at the finish line, behind or near the Finish Line Judge, and announce the official results of each event as they are provided to you. You will also make other miscellaneous announcements as directed by the Finish Line Judge, the Coordinator, or the Regatta Director.

**Instructions:** Report to Regatta sign-in location and sign attendance sheets. You will then report to the Finish Line. If necessary you may be reassigned to another job.

**Dress:** Anticipate inclement weather and wear layered clothing.

### **Concessions** (T-Shirt Sales)

**Duties:** The first shift volunteers will set up concession stand supplies and prepare and sell food or T-shirts. Separate change boxes will be used for each type of product being sold, so please do not mix money with other products. The afternoon shift is responsible for cleaning up the area and putting the supplies away.

**Instructions:** At the Regatta sign-in location, sign attendance sheets. You will then be directed to your work station.

**Dress:** Anticipate inclement weather. Wear layered clothing.

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### **Registration**

**Duties:** You will be responsible for checking in teams and individual competitors. Check-in includes verifying that each member of a team or individual competitors has signed their waivers. If an individual has not signed a waiver you will be responsible for obtaining and securing any missing waivers. Registration workers will also allow crews to enter events with open lanes. Registration workers are responsible for collecting appropriate fees for these entries.

**Instructions:** At Regatta sign-in location, sign attendance sheets. Report to the registration area.

**Dress:** Anticipate inclement weather. Wear layered clothing and a hat.

### **Computer Operators**

**Duties:** You We will use "Race Day" computer software. It is excel based software requiring Windows 2k or XP. It will be downloaded onto 2 laptops. The laptops will be hooked together with cross over cable. The software will be provided by Race Day via e-mail and downloaded to the laptops about 2 weeks before the regatta. About 1 week before the regatta "Race Day" staff will train our operators how to use it, via conference call at night ("Go To Meeting" type thing). We can also sit in the timing booth at the regatta the day before and observe the process in action.

There will be 2 operators in the timing booth - one to press the buttons and one dedicated to handling problems. The first part is easy (I did it last year). Boats are assigned to events and lanes in advance. The operator basically just presses the enter key as they cross the finish line. The harder part is handling any problems caused by scratches, lane changes, late entries, etc..... That requires someone with knowledge of excel and computer literate.

**Instructions:** Operate a laptop to record race times.

**Dress:** Anticipate inclement weather. Wear layered clothing and a hat.

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