



VOLUNTEER SHIFT SCHEDULE & DUTIES 2014

Our volunteer schedule will be divided amongst 4 total shifts.

Please note: There are some roles that will be shorter in time and we may need you in a variety of places.

Please keep in touch with your team leader, which would be assigned to you in your package. Register before your shift at the volunteer desk as you must wear your t-shirt to identify yourself as a volunteer "Crew" member for the day.

**Contact Chair of Volunteers Brandy Van Gelder with any questions
705-774-4887**

Email: volunteerdockfest@gmail.com

SHIFT 1: Friday, July 4th from 4pm-7pm

DockFest Site Duties

Team Leader (s): Peter Redwood

- Using truck bring the course markers, weights, fencing , etc at Madill Church to park
- Bring Party in a Box from Ross' house and tents from Waterloo building to park
- Set up pancake area –setup party in a Box, run power to site (may involve placing wire on poles or buried) from band shell
- Set course along shoreline-placing markers with the correct amount of rope along the shoreline (both sides) so that these markers can be placed on Saturday morning
- Assist the sound installation by placing aerial wires on suspension cable-involves ladder work besides AO, speakers along docks and on the side of the pit. *Note: will require power at each speaker area.*
- Establish pit area-placement of barricades & snow fencing in parking lot, set up barricades for motors along with spill mitigation tarps, etc
- Mark out area for staging of boats-chalking of parking lot & signs on stakes
- Place and secure barricades along with dock closed sign on end of the finger dock being used for starting line
- Establish starting area-require tent, table and power from band shell,

- Ensure the bleachers are properly placed in park and at Cottage area-may require some shoring or digging to do this
- Work with vendors etc in ensuring they have their areas setup in location assigned to them
- Placement of chamber tents for-starting line, 2 sound system speakers, booth for sale of t-shirts, table set up for volunteer registration
- Place road closing signs on barricades and put in place at parking lots etc
- Spot garbage cans around both sides of river
- Place chairs (and tarp if rain is expected) in the meeting area for band use on Saturday morning
- Set up shelter Box

Total Volunteers for Friday: 7

SHIFT2: Saturday, July 5th from 8am-11am

SHIFT 3: Saturday, July 5th 11am-2pm

This shift includes Pancake breakfast (5), selling water and t-shirts (2), day prep/lunch (10), registration and course management (4), Parade (12)

Roles for Pancake Breakfast/Lunch

Team Leader: Debbie Knobelsdorf

- Turn on the griddles and BBQs & set out implements and oil for cooking
- Set out paper products (plates, napkins)
- Set up serving table with butter, syrup, cutlery, etc
- Set up coffee, juice & water station
- Set up hand washing facility
- Take breakfast orders and collect money
- Take beverage orders and collect money
- Cook and serve pancakes
- Heat and serve sausages
- Man the popcorn machine and collect money
- Sell t-shirts and collect money
- Sell water
- Set up Hamburger/Lunch station and sell meals
- Sell wax hands

Total Volunteers for Pancake/Lunch: 15

- Motor Exchanging 2 people -removing motors from boats and putting them either on service barricade or on ready to go boats
- Starting Dock 3-4 people -help stabilize boats on dock until horn goes
(note: wear sunblock)
1 -flag starter when boats have a clear to race
- Fence Security 2 people -help load trucks with finished tubs, keep people Out of Fenced area etc.
-drive truck and trailer to Madill and drop tubs off

Total volunteers for Pit Crew: 23

SHIFT 4: July 6th 1pm-6pm

Ongoing day maintenance and take down

Team Leader: Bob Gibson & Dave Van Gelder

- Course maintenance (2)
- Race Schedule/score keeping (2)
- Clean up and take down (8)

Total Volunteers for Take down and day Maintenance: 12

THANK YOU VOLUNTEERS!!!!

ROTARY DOCKFEST COMMITTEE