

**GDS CREW**  
**PARENT VOLUNTEERS**  
**MANUAL**

**2018**

# GDS CREW PARENT VOLUNTEER JOBS

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# GDS CREW PARENT VOLUNTEER JOBS

## I. PARENT VOLUNTEER JOBS OVERVIEW

### A. Introduction

Practically every crew team activity and logistic is planned and executed by parent volunteers -- with the singular, notable exception of coaching. Parents, your support is vital to team functioning. Each parent is expected to volunteer for a minimum of two jobs during the season.

***THANK YOU FOR CONTRIBUTING TO YOUR TEAM!***

### B. Regatta Jobs

TRANSPORT TENT & MORE: Pick up from shed at high school: tents, tarps, folding chairs and folding tables. Task includes transporting equipment back to the team shed. SUV or minivan required. You will depart for the regatta at the same time as the team bus.

*See detailed instructions in [Section II.A.](#)*

CRATE CARRIER: Pick up from shed at high school: crates with team supplies. Includes transporting crates back to shed. SUV or minivan required. You will depart for regatta at same time as team bus.

*See detailed instructions in [Section II.B.](#)*

TENT MANAGER: Arrive before, or at latest, when regatta starts. Remain at tent most of the day. Help set up tent and supplies. Replenish and clean food table, safeguard belongings, and generally be available to assist coaches, rowers, & other volunteers.

*See detailed instructions in [Section II.C.](#)*

BREAKFAST BRINGER: Early morning delivery of breakfast food and coffee for the team. The job may entail purchasing additional groceries. You may have to be at the regatta site as early as 7:00 am. Breakfast will have been pre-ordered and pre-paid at a designated store. Before leaving store, confirm the order has been filled correctly and completely.

*The Team Food Coordinator emails delivery time and instructions, so this manual does not provide detailed instructions.*

LUNCH LEADER: Lunch arrives at tent 11:00 am. Requires early arrival to designated store to pick up lunch and bring to tent. Lunch will have been pre-

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ordered and pre-paid. Before leaving store, confirm that order has been filled correctly and completely.

*The team Food Coordinator emails delivery time and instructions, so this manual does not provide detailed instructions.*

**REGATTA SUPPORT:** Help regatta organizers with event logistics. Tasks typically last a half day. Help direct traffic entering regatta grounds and parking lots, time races, etc. On the regatta morning, you will check in with a coach or a member of the crew board for your instructions.

*Because volunteers are briefed on their duties on regatta morning, this manual does not provide detailed instructions.*

**SIGNUP LINKS FOR REGATTA VOLUNTEER JOBS:** If you wish to sign up as a regatta day volunteer, you can do so using the following Sign Up Genius links:

*April 14 Occoquan*

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-darrell>

*April 21 Anacostia*

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-anacostia>

*April 29 State Championships*

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-maryland>

*May 5 Novice Only Regatta (Novice parents only)*

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-novice>

*May 12 WMIRA*

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-wmira>

### C. Other Jobs

**TEAM DINNER HOST:** Host team dinner on the Friday before a regatta. Novice and varsity rowers and parents attend. Hosts supply pizza, pasta, drinks, fruit, salad, and side dishes. It is helpful if host lives close to GDS, because prior to dinner, the team will be in Georgetown rigging boats.

*See detailed instructions in [Section III.A](#).*

*To sign up to be a Team Dinner Host, please use this link:*

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-2016>

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GAS CAN REFILLS: For team practices on the Potomac, coaches use motor boats which require regular gas refills. This job involves filling cans of gas from the GDS cabinet at Thompson's Boat House. Coaches require cans be filled on Mondays or Tuesdays.

See detailed instructions in [Section III.B](#).

To sign up for one or more Gas Can Refill slots, please use this link:

<http://www.signupgenius.com/go/30e0b4daaaf2aa7f49-2018>

## II. REGATTA JOBS: DETAILED INSTRUCTIONS

### A. Transport Tent & More

YOUR JOB: Bring tarps, tents, folding chairs and folding tables from the crew shed at GDS High School to the regatta. After the regatta, return these items back to the crew shed. YOU LEAVE WITH EQUIPMENT WHEN TEAM BUS DEPARTS FOR REGATTA

EQUIPMENT TRANSPORT REQUIREMENTS: (1) Driving an SUV or van with plenty of space for bulky items. (2) Being able to depart for regatta at same time as team bus. It's best to secure a tent site at the regatta by arriving well in advance of regatta start time. Note: Tent space is in great demand but scarce supply. Prime spots disappear hours before the races. Inevitably, the only tent spaces left are near the Port-A-John!

PREPLAN YOUR REGATTA STRATEGY: Plan ahead to (1) get key to the crew shed, (2) load equipment into your car and (3) allocate ample time to drive to the regatta. Details are below.

THE WEEK BEFORE REGATTA: PICK UP KEY TO CREW SHED: By Friday before the regatta, pick up the key to the crew shed from Andrew and Amy Dick. The earlier you pick up the key, the more time you have to load equipment in your car.

We suggest you pick up key from Andrew during the week at the 5:15 am bus stop. Set up your bus stop meet by texting his cell (202) 294-7726 or emailing him at [adick@crai.com](mailto:adick@crai.com).

Otherwise, the key is at Andrew and Amy Dick's house: 5126 Worthington Drive Bethesda MD 20816. It is less than one mile from GDS, near the intersection of

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Massachusetts Avenue and Western Avenue. Contact Andrew to arrange a time you'll come by to get key.

PICK UP EQUIPMENT FROM CREW SHED: You are to bring tarps, tents, folding chairs and folding tables from the crew shed. The crew shed at GDS HS is an outdoor shed at the back of the high school. It faces the paved sprinters' track and is next to the entry/exit for the underground parking garage.

Once you have the shed key, you can pick up the equipment at your convenience, as long as it arrives early to the regatta. Have you noticed yet how important is early arrival?

*WARNING: THE CREW SHED HAS TRIPPING HAZARDS: The cross-country team stores their equipment in the shed. Watch out for the sharp, hazardous items they leave strewn about the floor. And don't bump your head! Be careful!*

### LEAVE WITH EQUIPMENT WHEN TEAM DEPARTS FOR REGATTA

UNLOAD CAR AT TENT SITE: If rowers or other parents are available, recruit their help with unloading car and set up.

RELOAD EQUIPMENT AT THE END OF THE DAY: About an hour before the regatta ends, reload your car. Ask the rowers to assist; they expect to help. If you wait too long and the rowers have left, you'll be stuck loading the car yourself.

### RETURN EQUIPMENT TO THE CREW SHED

RETURN SHED KEY TO ANDREW AND AMY: It's easiest to use the 5:15 am bus stop to return the key directly to Andrew. As mentioned, set up your bus stop meet by texting his cell (202) 294-7726 or emailing him at [adick@crai.com](mailto:adick@crai.com). Otherwise, drop key in mailbox at the front door at 5126 Worthington Drive, Bethesda, 20186.

REGATTA DETAILS SUBJECT TO CHANGE. WITHOUT NOTICE: Your flexibility is appreciated. Information about regattas is fluid. Regatta organizers are volunteers, too. Without advance notice they may exercise their prerogative to make necessary changes. Any parameter may change: timing, structure, task requirements. We will do our best to keep you apprised.

WHAT IF YOU AREN'T FREE ON REGATTA DAY? Find a substitute using the parent roster.

## GDS CREW PARENT VOLUNTEER JOBS

QUESTIONS ON REGATTA DAY? Text or call Andrew Dick at (202) 294-7726 or Board President Lisa Kleine at (202) 904-4025.

### **B.       Crate Carrier**

YOUR JOB: Bring crates with team supplies from the crew shed at GDS High School to the regatta. After the regatta, return the crates back to the crew shed. **YOU LEAVE WITH CRATES WHEN TEAM BUS DEPARTS FOR REGATTA.**

PRIORITIES FOR CRATE TRANSPORT: (1) You have an SUV or van with plenty of space for team supply crates. (2) Being available to depart when team departs so their supplies are ready.

PREPLAN YOUR REGATTA STRATEGY: Plan ahead to (1) get key to the crew shed, (2) load crates into your car, and (3) allocate ample time to drive to the regatta. Details are below.

THE WEEK BEFORE REGATTA: PICK UP KEY TO CREW SHED: By Friday before the regatta, pick up the key to the crew shed from Andrew and Amy Dick. The earlier you pick up the key, the more time you have to load the crates in your car.

We suggest you pick up the shed key from Andrew during the week at the 5:15 am bus stop. Set up your bus stop meetup by texting his cell (202) 294-7726 or emailing him at [adick@crai.com](mailto:adick@crai.com).

Otherwise, key is at our house: 5126 Worthington Drive Bethesda MD 20816. It is less than one mile from GDS, near the intersection of Massachusetts Avenue and Western Avenue. Contact Andrew to arrange a time you'll come by to get the key.

PICK UP CRATES FROM CREW SHED: You are to bring team supply crates from the crew shed. The crew shed at GDS HS is an outdoor shed at the back of the high school. It faces the paved sprinters' track, next to the entry/exit for the underground parking garage.

Once you have the shed key, you can pick up the crates at your convenience, as long as they arrive on time to the regatta. *Have you noticed yet how important is early arrival?*

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WARNING: THE CREW SHED HAS TRIPPING HAZARDS: *The cross-country team stores their equipment in the shed. Watch out for the sharp, hazardous items they leave strewn about the floor. And don't bump your head! Be careful!*

### LEAVE WITH CRATES WHEN TEAM DEPARTS FOR REGATTA

UNLOAD YOUR CAR AT REGATTA TEAM TENT: If rowers or other parents are available, recruit their help with unloading crates and setting up supplies.

RELOAD CRATES AT THE END OF DAY: About an hour before the regatta ends, reload your car. Ask the rowers to assist; they expect to help. *If you wait too long and the rowers have left, you'll be stuck loading the car yourself.*

### RETURN CRATES TO THE CREW SHED

RETURN SHED KEY TO ANDREW AND AMY: It's easiest to use the 5:15 am bus stop to return the key directly to Andrew. As mentioned, set up your bus stop meetup by texting his cell (202) 294-7726 or emailing him at [adick@crai.com](mailto:adick@crai.com). Otherwise, drop key in the mailbox at the front door at 5126 Worthington Drive, Bethesda, 20186.

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WHAT IF YOU AREN'T FREE ON REGATTA DAY? Find a substitute using the parent roster.

QUESTIONS ON REGATTA DAY? Text or call Andrew Dick at (202) 294-7726 or Board President Lisa Kleine at (202) 904-4025.

### **C. Tent Manager**

YOUR JOB: Assist other regatta volunteers. Keep tent, supplies, and people safe and, ideally, in some semblance of order. Make sure no rower is left behind when the team departs.



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TENT MANAGER PRIORITIES: (1) Leave for regatta at same time as team bus departs. (2) Stay at regatta all day, monitoring tent and activity, until equipment, supplies, and team members have left.

RESPONSIBILITIES:

- Assist the volunteers who will bring team equipment and food. They may want help unpacking supply crates, setting up the tables, tarps, tents, and chairs, and setting out breakfast and lunch.
- Recruit rowers to help with any of tasks that will make the day flow smoothly.
- Throughout the day, keep tables of never-ending food replenished and neat
- Help with lunch delivery and setting out food.
- Keep an eye on equipment that belongs to the crew team: tents, chairs, tables, etc.
- Also watch over personal items belonging to rowers and their families.
- Look over the team supplies. Are there any items that are missing, or need to be replenished? Please email your findings to Amy and Andrew Dick at [andrewrdick@yahoo.com](mailto:andrewrdick@yahoo.com), volunteer coordinators.
- Designate another adult to supervise the area when you need a break or to watch a race.
- At close of the day, help pack up food, supplies, and equipment. Rowers may be brought in to help and are responsible for the heavy lifting of equipment back into cars.
- Before leaving, provide the final sweep of the site.

YOUR VERY SPECIAL ROLE: As the parent who will be present at the tent, you may be asked to serve as a contact point -- in the case of an emergency or for other reasons. Think of yourself as a shepherd who's tending the flock...of Hoppers and families. Not sheep. At the end of the regatta help ensure that No Rower is Left Behind.

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WHAT IF YOU AREN'T FREE ON REGATTA DAY? Find a substitute using the parent roster.

QUESTIONS ON REGATTA DAY? Text or call Andrew Dick at (202) 294-7726 or Board President Lisa Kleine at (202) 904-4025.

### III. OTHER VOLUNTEER JOBS: DETAILED INSTRUCTIONS

#### A. Team Dinner Host

MENU FOR DINNERS WITH THE ENTIRE TEAM:

*Entire Team Dinners: About 30 rowers and 12 parents.*

*Novice-Only Dinners: About 15 rowers and 6 parents. Reduce quantities in below menu by 50%.*

- Tortilla Chips: 6 bags. 1 large jar mild salsa. 5 pints guacamole
- Pizza: 8 Large Pizzas. 7 cheese; 1 vegetarian; 1 tiniest gluten free.
- Pasta: 36 servings: Make or buy 2 large pasta dishes, like macaroni and cheese or lasagna. Also make two boxes of plain pasta. Serve with one jar of vegetarian tomato sauce on the side (suggested brand: Victoria's).
- Other main and side dishes: At least 2, each 12 servings. You can make or buy ready-made. If other parents offer food, even their leftovers, accept with alacrity.
- Fruit, 20 servings. Fruit salad or a single fruit. Grapes are popular and easy. Your choice.
- Salad, 6 servings: You can make it or buy it ready made from pizza joint. Regular green salad. You don't need much.

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- Dessert, 30 servings: cookies, ice cream, brownies, etc. Give yourself a break and buy something. It's a lot of servings to bake in your private kitchen. Unless you are Martha Stewart, in which case, we salute you!
- Non-Carbonated Beverage: How about tap water? The kids can go to the sink to get water, for goodness sakes! This isn't nursery school where we must pour apple juice in their cups.
- Soda: All bottles should be 2 liter size. One bottle of Diet Coke. Three bottles of regular old, sugary Coke. Two bottles of Sprite. (Soda appears to be a Team Dinner Entitlement.)
- Flavored Sparkling Water: Two bottles that each are 2 liters, or 12-18 individual cans of LaCroix flavored sparkling water. Nice alternative to soda.

IMPORTANT NOTE ABOUT FOOD ALLERGIES: Don't serve anything with nuts. And much as we can, we try to offer options that work for vegetarians and gluten free and/or non-dairy folks. We get a gluten free pizza, a vegetable pizza, and none of the cheese pizzas have meat. (Quantities listed above.) For non-dairy folks, it's nice to have a side dish, like pasta with non-cream sauce, egg salad, tuna salad, or anything else that has no dairy.

### WHEN TO SERVE:

- Appetizers out at 6:00 pm: tortilla chips, guacamole, and salsa should be out, ready and waiting because rowers will start to arrive. The rowers are ravenous when they arrive and it's hard for them to wait.
- Serve Dinner 6:15 pm. Or earlier. Have pizza picked up or delivered and other dishes laid out so that at people may commence eating at 6:15 pm.
- Seriously, it is very hard for rowers to wait for dinner! If you want, set out dinner even earlier than 6:15 pm, but try not to serve it later.

WINE AND BEER FOR PARENTS: Stock up on a couple of bottles of white wine and a bottle or two of red wine. Others may appreciate beer. Drinky-poops are a traditional part of the parents' dinner party. You'll be reimbursed and you probably will have some leftovers to enjoy.

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YOU WILL BE REIMBURSED FOR YOUR EXPENSES: Save your receipts and submit them to the team treasurer. Even for the drinky-poops and plates, utensils, etc.

### A FEW TIPS FROM EXPERIENCE:

- Even though you can buy almost everything you serve, it still takes time to stock up on all the food, drinks, etc. It takes time to set up your serving system, prep some of the food, and maybe rearrange your house a bit. For your own sanity, don't try to shop on the same day as the dinner. Start early and pace yourself. It's a large group of people!
- It would be nice to have name tag stickers and pens out for parents. We don't see each other that often and there's always the new freshman parents.
- Ahead of time, use a Sharpie to mark each rower's name on a cup. Don't count on them doing this themselves. Once they arrive, all bets are off and it's hard to make any announcements. If you want them to leave, start vacuuming under their feet.
- When each person had a cup with their name, they actually could find their cups and reuse them. Cups still were left all over the house, even with liquid in them, but that can't be helped. Put a few blank cups with a Sharpie out so parents may follow suit.
- Get the nice thick heavy plates for the greasy pizza, salad, etc. The plates also will be piled up all over the house. So it'll be extra special not to have abandoned plates drooping and dripping all over your cherished home.
- You don't have to bother with ice, just get your soda and wine early enough to stick them in the fridge.
- We recommend using real silverware forks since it makes eating a heck of a lot easier. They are easy to load in dishwasher and clean. Other items were disposable. Just watch out because people will throw away forks with their plates.

IN THE END, YOU'LL BE GLAD YOU DID IT!: Seriously, you will be glad. It's a great group of kids and supportive, sociable parents. It will be a fun evening and you'll get to know people better. Everyone will appreciate your hospitality.

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See if a parent at dinner may bring leftovers to the regatta the next day. Unfortunately, rowers are not allowed to eat on the bus. Too bad :(

WHAT IF YOU CAN'T HOST DINNER, AFTER ALL? Find a substitute ASAP, using the parent roster

QUESTIONS? Contact Amy Dick at [andrewrdick@yahoo.com](mailto:andrewrdick@yahoo.com) or text 301 787-7082. Don't bother phoning, we'll just end up playing phone tag.

### **B. Gas Can Refills**

BACKGROUND: For team practices on the Potomac, coaches use motor boats, aka launches, which require weekly gas refills. This job involves filling cans of gas from the GDS storage cabinet at Thompson's Boat House. Coaches require cans be filled on Mondays or Tuesdays.

JOB LOCATION AND OVERVIEW: The team gas cans are on the property of Thompson's Boat Center at 2900 Virginia Avenue, NW Washington DC, 20037. The boat center parking lot entrance is off Rock Creek Parkway at Virginia Avenue. Allow an hour at the Boat Center to complete the task. The Boat Center closes at 7:00 pm.

The cans are stored in a yellow metal cabinet in the yard on the far side of the boathouse. With your back to the river, there is a row of cabinets that face the river. The GDS cabinet is on the far right corner, labeled number 5. The key to the cabinet is in a shed located about 20 feet to the left of the gas cabinet. The shed is labeled "GDS" and has a pink/purple padlock on the door.

Getting the cans out and ready to fill involves three steps. (1) Unlock the GDS shed to get the key to the GDS cabinet. (2) Unlock the cabinet where gas cans are stored. (3) Unlock the gas cans from the storage shelf. After each step, please relock the shed and/or cabinet to prevent theft.

#### DETAILED STEPS: PLEASE READ AND FOLLOW CAREFULLY:

1. Unlock the GDS shed. The padlock combination is 34-4-22. Retrieve the cabinet key hanging on a red cord on the left, labeled "GDS". The cord also has the key to the launch. **RELOCK THE SHED.**
2. Using the key from the shed, unlock the storage cabinet. There are a number of gas cans in the cabinet, but only three belong to GDS: the two on the top shelf, plus one on the shelf just below, on the right. The shelf

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underneath our cans are labeled “GDS 1” “GDS 2” and “GDS 3”. The cans are held in place by two bicycle locks, which have the same combination: 3-2-2-6.

3. Once the cans are out of the cabinet, LOCK THE CABINET.
4. Look for a wheelbarrow nearby that you can use to load in the cans and wheel to the Valero gas station across the street:  
<https://goo.gl/maps/s7PypZJjQxM2>
5. Choose **premium grade** gasoline, the highest octane.
6. Before filling with gas, locate the maximum fill line on the cans. The line may be hard to see. Keep below that maximum as you fill with gasoline. Once full, remember to close cans tightly for the bumpy ride back to the boat center.
7. Get a receipt when you pay.
8. Once cans are back in the storage cabinet, relock them in place with the bicycle locks.
9. *Don't leave the cabinet just yet!* After cans are placed on the shelves, loosen the screw tops to break the seal -- so a little air can get into the cans.
10. LOCK THE GAS STORAGE CABINET.
11. RETURN KEY TO SHED AND LOCK SHED with padlock.
12. Submit your receipt to the GDS business office, with a note indicating whether you wish to be reimbursed or to receive a donation letter for a tax deduction.