

GDS CREW
PARENT VOLUNTEERS
MANUAL

Updated: February 2019

Calling all crew parents! Your support is vital to team functioning. Every single team activity and logistic is planned and executed by parent volunteers -- with the singular exception of coaching. **Each family is needed to volunteer for a minimum of two jobs during the season, and volunteering is part of the commitment your family makes to the GDS Crew Team.**

Each regatta slot counts as one job – with the exception of the James River regatta where each slot counts as two jobs. Hosting a Friday night team dinner counts as two jobs.

THANK YOU FOR CONTRIBUTING TO YOUR TEAM!

Table of Contents

I. Parent Volunteer Jobs Overview	1
A. Regatta Slots.....	1
B. Other Volunteer Jobs	2
II. Regatta Day Jobs: Detailed Instructions	2
A. Bring Crates and Grills from GDS Garage	2
B. Return Crates and Grills to GDS Garage	3
C. Bring Tents & Equipment from GDS Garage	3
D. Return Tents & Equipment to GDS Garage	4
E. Morning Tent Manager	5
F. Afternoon Tent Manager	6
G. Breakfast Bringers.....	7
H. Lunch Bringers	8
I. Regatta Support (WMIRA Championship)	9
III. Other Volunteer Jobs: Detailed Instructions.....	9
A. Team Dinner Host	9

I. PARENT VOLUNTEER JOBS OVERVIEW

A. Regatta Slots

Each regatta slot counts as one of the minimum of two family jobs (exception: double credit for the James River regatta.)

BRING CRATES AND GRILLS FROM GDS GARAGE: Take four crates (#1 through #4), two BBQ grills, and two propane tanks kept with crew equipment stored in back of GDS garage.

RETURN CRATES AND GRILLS TO GDS GARAGE: After races end, return four crates (#1 through #4), two BBQ grills, and two propane tanks where crew equipment stored in back of GDS garage.

BRING TENTS & EQUIPMENT FROM GDS GARAGE: Bring tents, tarps, folding chairs, folding tables and 5-gallon water jug, kept where crew equipment stored in back of GDS garage.

RETURN TENTS & EQUIPMENT TO GDS GARAGE: After races end, return tarps, folding chairs, folding tables and 5-gallon water jug where other crew equipment is stored in back of GDS garage. Please clean and dry inside of 5-gallon water jug before returning.

MORNING TENT MANAGER: Arrive with team bus. Set up tents, supplies, and food. Job finished after setting up lunch.

AFTERNOON TENT MANAGER: Help set up lunch (approx. 11:00 am) and stay until races end. Replenish food table, help with grilling, safeguard belongings, and be available to assist others.

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 regatta as early as 7:00 am

LUNCH BRINGER: Lunch must arrive at 11:00 am. Requires early arrival to designated store to pick up and deliver lunch. May also help with grilling.

REGATTA SUPPORT (WMIRA Championships only): Assist at regatta with duties such as dock master, directing parking, and other help as requested by WMIRA regatta officials. You may have to be at regatta as early as 7:00 am.

To sign up as a regatta day volunteer, please use this link:

<https://www.signupgenius.com/go/30e0b4daaaf2aa7f49-20191>

B. Other Volunteer Jobs

TEAM DINNER HOST: Host team dinner on the Friday before a regatta. Novice and varsity rowers and parents attend. Hosts supply chips, pizza, pasta, drinks, salad, and cookies. The team volunteer coordinators will email guidelines regarding the amount of food and reimbursement procedures. 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:

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

II. REGATTA DAY JOBS: DETAILED INSTRUCTIONS

A. Bring Crates and Grills from GDS Garage

YOUR JOB: Bring to regatta crates #1 - #4, two BBQ grills, and two propane tanks kept with crew equipment stored in back of GDS garage,

REQUIREMENTS: Leave at same time team bus departs. Need SUV or minivan. Load car during GDS garage hours M-F 6 to 9; SAT 9 to 4; SUN closed.

PLEASE NOTE: Since garage hours are limited, you may have to load equipment on a weekday.

AT REGATTA: Drive car into regatta grounds and find spot rowers have occupied. Ask rowers and parents to help unload car and set up. Return car to parking lot. Help unpack equipment.

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 SOMETHING CHANGES AND YOU AREN'T FREE TO FULFILL YOUR VOLUNTEER ROLE ON REGATTA DAY? You are responsible for finding a substitute using the parent roster found in TeamSnap. It is easy to message all crew parents by logging into TeamSnap, going to Messages>Email>New Email, selecting "Non-Players" email tab, and selecting all "Non-Players".

QUESTIONS ON REGATTA DAY? Text or call Andrew Dick at (202) 294-7726 or Board President Tim Zimmermann at 703-850-0735.

B. Return Crates and Grills to GDS Garage

YOUR JOB: Return crates #1 - #4, two BBQ grills, and two propane tanks to the back of GDS garage.

REQUIREMENTS: Be present when team finishes racing. SUV or minivan required. Unload car during GDS garage hours: M-F 6 to 9; SAT 9 to 4; SUN closed.

AT END OF RACES: Drive car into regatta grounds to tent site. Ask rowers and parents to help load equipment into car. Return equipment to where crew equipment stored in back of GDS garage.

PLEASE NOTE: Since garage hours are limited, you may have to return equipment on a weekday.

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C. Bring Tents & Equipment from GDS Garage

YOUR JOB: Bring to regatta tents, tarps, folding chairs, folding tables and 5-gallon water jug, kept where crew equipment stored in back of GDS garage.

REQUIREMENTS: Leave at same time team bus departs. Need SUV or minivan. Load car during GDS garage hours M-F 6 to 9; SAT 9 to 4; SUN closed.

PLEASE NOTE: Since garage hours are limited, you may have to load equipment on a weekday.

AT REGATTA: Drive car into regatta grounds and find spot GDS has occupied. Ask rowers and parents to help unload car and set up. Return car to parking lot. Help set up tents, etc. Fill up the 5-gallon water jug with cold water on site.

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D. Return Tents & Equipment to GDS Garage

RETURN TENTS & EQUIPMENT TO GDS GARAGE. When races end, return tarps, folding chairs, folding tables and 5-gallon water jug to where crew equipment stored in back of GDS garage. Clean and dry inside of the water jug.

REQUIREMENTS: Be present when team finishes racing. SUV or minivan required. Unload car during GDS garage hours M-F 6 to 9; SAT 9 to 4; SUN closed.

PLEASE NOTE: Since garage hours are limited, you may have to return equipment on a weekday.

AT END OF RACES: Drive car into regatta grounds to tent site. Ask rowers and parents to help load equipment into car.

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E. Morning Tent Manager

YOUR JOB: Arrive with team bus. Help set up tents, supplies, and food. Replenish food table, safeguard belongings, and be available to assist others. Shift ends after setting up lunch. The afternoon tent manager will help with lunch.

RESPONSIBILITIES:

- Two parent volunteers will be transporting equipment to the regatta site such as plastic crates with supplies, folding tables, tarps, tents, chairs, etc.
- Assist those parent volunteers and athletes with unloading team equipment, including unpacking supply crates, and setting up tables, tarps, tents, and chairs.
- Help the breakfast bringer with setting up breakfast foods.
- Throughout the morning, keep tables of food replenished and neat.
- Keep an eye on equipment that belongs to the crew team: tents, chairs, tables, etc. Watch over personal items belonging to rowers and their families.
- Take stock of team supply crates. Are there any items that are missing, or need to be replenished? Please email your findings to volunteer coordinators Amy and Andrew Dick at andrewrdick@yahoo.com.
- Designate another adult to supervise the area when you need a break or to watch a race.

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.

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F. Afternoon Tent Manager

YOUR JOB: Your shift in tent begins around 11:00 am, to help set up lunch and potentially help the lunch bringer(s) with setting up and operating the grill. In the afternoon, replenish food table, safeguard belongings, and be available to assist others. Stay until races are over.

RESPONSIBILITIES:

- Check in with the morning tent manager.
- Help the lunch bringer volunteer set up food for lunch. Depending on the regatta, this may involve helping set up and operate the grill.
- Throughout the afternoon, keep tables of food replenished and neat.
- Keep an eye on equipment that belongs to the crew team: tents, chairs, tables, etc. Watch over personal items belonging to rowers and their families.
- Take stock of team supply crates. Are there any items that are missing, or need to be replenished? Please email your findings to volunteer coordinators Amy and Andrew Dick at andrewrdick@yahoo.com.
- Designate another adult to supervise the area when you need a break or to watch a race.
- Two parent volunteers will be transporting equipment from the regatta site back to the GDS garage. Assist those parent volunteers and athletes with packing up team equipment, including packing supply crates, and knocking down tables and chairs, and folding up tarps and tents.
- Confirm with coaches that all GDS rowers are on team bus before departure.

YOUR VERY SPECIAL ROLE: You may be asked to serve as a contact point -- in the case of an emergency or for other reasons. When site is packed up, please double check that no supplies are left behind. Also, confirm that all GDS rowers make it to the bus.

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QUESTIONS ON REGATTA DAY? Text or call Andrew Dick at (202) 294-7726 or Board President Tim Zimmermann at 703-850-0735.

G. Breakfast Bringers

YOUR JOB: Early morning delivery to team of pre-ordered breakfast food and coffee. Pick up orders as soon as stores open. The job may entail purchasing additional groceries (please keep your receipts for reimbursement).

FOOD COORDINATORS WILL GET IN TOUCH WITH YOU BEFORE REGATTA: The team's food coordinators are Jill Schwartz jillschwartz34@icloud.com (240-731-0600) and Leon Rodriguez leonpitt@comcast.net (240-731-7310). They will reach out to you in advance of the regatta. They will pre-order and pre-pay for breakfast and coffee. They will provide you with specific instructions: what the order is, where and when to pick it up, and whether they need additional groceries.

ON REGATTA MORNING: Get to the designated store/restaurant when it opens. Check carefully and confirm that the vendor has filled the order correctly and completely. Please be sure to get a receipt when you pick up the order and submit to Leon via email at eonpitt@comcast.net. Then, high-tail it to the regatta. Help set up breakfast at the team tent, with the help of the morning tent manager.

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message all crew parents by logging into TeamSnap, going to Messages>Email>New Email, selecting "Non-Players" email tab, and selecting all "Non-Players".

Important: Please notify food coordinators of the switch: Jill Schwartz 240-731-0600 and Leon Rodriguez 240-731-7310.

QUESTIONS ON REGATTA DAY? Text or call Jill Schwartz jillschwartz34@icloud.com (240-731-0600) and Leon Rodriguez leonpitt@comcast.net (240-731-7310).

H. Lunch Bringers

YOUR JOB: Deliver lunch to regatta. Pick up pre-ordered, pre-paid food and coffee in time to be at tent as close to 11:00 am as possible. The job may also entail purchasing additional groceries (please keep your receipts for reimbursement). Depending on the regatta, you may also be expected to set up and operate the grill. You can draw on the afternoon tent manager for assistance.

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ON REGATTA MORNING: Allow extra time to get to the store/restaurant. Check carefully and confirm that the vendor has filled the order correctly and completely. Please be sure to get a receipt when you pick up the order and submit to Leon via email at leonpitt@comcast.net. Then, high-tail it to the regatta. The goal is to get food to tent as close as possible to 11 am. Help set up lunch at tent. Depending on the regatta, you may also be expected to set up and operate the grill. You can draw on the afternoon tent manager for assistance.

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QUESTIONS ON REGATTA DAY? Text or call Jill Schwartz jillschwartz34@icloud.com (240-731-0600) and Leon Rodriguez leonpitt@comcast.net (240-731-7310).

I. Regatta Support (WMIRA Championship)

YOUR JOB: Help WMIRA Championship regatta organizers with event logistics. Tasks typically last a half day but may start at 7:00 am. Help direct traffic entering regatta grounds and parking lots, time races, etc. Volunteers will be briefed on duties on regatta morning. Check in with coaches or a GDS Crew Board member for instructions and details.

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QUESTIONS ON REGATTA DAY? Text or call Andrew Dick at (202) 294-7726 or Board President Tim Zimmermann at 703-850-0735.

III. OTHER VOLUNTEER JOBS: DETAILED INSTRUCTIONS

A. Team Dinner Host

<p>Note: Hosting a team dinner counts as two jobs towards the family minimum of two jobs.</p>
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MAXIMUM REIMBURSEMENT FOR DINNER IS \$200: The team operates on a tight budget, for everyone's benefit. The Board has allotted a maximum reimbursement of \$200 per team dinner. Experience has shown this should be enough to cover most if not all expenses.

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. For non-dairy folks, pasta with red sauce offers a good option.

PLEASE TRY TO MINIMIZE PLASTICS: It is an aim of the GDS Crew Team to reduce plastic and waste. Please consider using either your own plates and utensils or biodegradable paper plates. The Board will encourage athletes and parents to bring their reusable sports water bottles for beverages, but you should plan to have some paper cups available. To cut down on the number of cups, leave a few sharpies next to paper cups so that athletes can mark their name on their cup.

SUGGESTED MENU FOR DINNERS (fine to improvise or adapt as you prefer; this menu is targeted to the \$200 budget):

The number of guests for the Friday dinners (rowers and parents) changes for each dinner. Rowers and parents will be asked to RSVP through TeamSnap for the Friday dinners, so we know how much food to buy. Numbers will be updated and communicated to hosts in the days leading to the dinner. The main aim of the dinner hosts, and the guidelines below, is to provide sufficient food for the rowers and coaches. Parents attending the dinner will be asked to contribute something potluck style.

- Tortilla Chips: 1 bag per 6 rowers/coaches. 1 large jar mild salsa per 12 rowers/coaches.
- Pizza: 1 Large or (ideally) X-Large Cheese Pizza per 4 rowers/coaches. Feel free to choose your pizza vendor. If you would like a suggestion, [Angelico Pizza](#) has easy online ordering for targeted delivery times, and very reasonable prices.
- Pasta: 1 pound of (non-linguine/spaghetti) pasta per 10 rowers/coaches. 1 jar of your preferred marinara sauce per 15 rowers/coaches.
- Veggies: Assortment of cut carrots and celery.
- Salad: One large green salad. Italian dressing or vinaigrette (bottled dressing is fine, but please make sure it is nut-free).
- Dessert: Safeway or store-bought cookies.
- Extras: Attending parents will be asked to bring fruit or some sort of side-dish.
- Drinks: Tap water is fine (and guests will be encouraged to bring their own water bottles). Juices and adult beverages are also fine if you care to offer

them, and parent guests can also be asked to bring these. As noted above, it is helpful to provide some paper cups (and a sharpie) for anyone who needs a cup.

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.

YOU WILL BE REIMBURSED FOR YOUR EXPENSES UP TO \$200: Save your receipts and submit them to the team treasurer, Christina An (gds.crew.club@gmail.com).

A FEW TIPS FROM EXPERIENCE:

- 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, to help integrate freshman parents.
- We recommend using real silverware forks since it makes eating a heck of a lot easier and cuts down on plastic waste.
- Reuse leftovers! Find a parent who is going to the regatta the next day and can take any leftovers. Or a rower or coach (they love cold pizza for breakfast!).

IN THE END, YOU'LL BE GLAD YOU DID IT! It's a fun evening where you'll get to know people better. Everyone will appreciate your hospitality.

WHAT IF YOU CAN'T HOST DINNER, AFTER ALL? Please contact Board President Tim Zimmermann to arrange a replacement (timzimmdc@gmail.com).

QUESTIONS ABOUT INSTRUCTIONS? Contact Amy Dick at andrewrdick@yahoo.com or text 301 787-7082.