

## AM & PM Team Race Day Coordinators:

**IMPORTANT INFO: Questions or concerns should be directed to: **\*\*Please see hospitality sign up email for most up to date contact information for the RBCC and RGCC hospitality chairs.****

**Team Lead Shifts- AM shift (7:00AM to 12:30PM) PM shift (12:00PM to 5:30PM).**

Job Tasks:

- The Regatta event Race Day Coordinators (RBCC & RGCC leads) should exchange cell phone numbers with each other to stay connected throughout their race week. They should work with Hospitality Chairs to decide what food they would like to have for the upcoming race. They are welcome to stick with the basics or change things up.
- Position yourself as a point of contact for the Hospitality Committee Members & the volunteers for your race week. Consider creating a group text with the set up team & AM Tow Person or clean up team & PM Tow Person depending on whether you're AM or PM Lead.
- Leads should decide amongst themselves who will be responsible for contact with the various volunteers throughout the week.
- Remind food prep volunteers to text with confirmation that they have delivered their items to the chuckwagon.
- The RBCC & RGCC Team Race Day Coordinators will partner with each other to manage the Hospitality tent on Race Day. This includes monitoring/maintaining food quantities under the tent, posting scheduled race times & possibly answering ad hoc Race Day questions.
- AM Lead could consider carpooling with the AM Tow Person to provide assistance with parking, uncoupling, etc of the chuckwagon at the river.
- AM Lead will assist the set up team with getting the Hospitality site set up for the day.
- AM Lead should unlock our port-a-potty. Code is 0102.
- AM Lead will provide PM Lead with an update on the status of things under the tent. It is imperative that the leads monitor & manage the food throughout the day to make sure there is enough food for rowers in late boats.
- PM Lead should plan to arrive to the river by 12PM & stay until the Hospitality site has been packed up.
- PM Lead will assist the Clean Up team with getting the Hospitality site cleared up at the end of the day.
- PM Lead will complete the final walk through of the site to make sure all trash is bagged, all equipment is returned to the chuckwagon & it is locked up for the return to Radnor.
- PM Lead should make sure port-a-potty is locked when they leave.

## Set Up Team **\*\*place tent in assigned tent location**

- Once the chuckwagon is secured, unload and erect the tents at our site. **Since we are on a hill, make the tent legs in front taller than the ones in the back. None of the tent sides should touch the ground because the zippers will get ruined if stepped on. Stake the tents down- Stakes are in a toolbox on the trailer.** Put up the banners, located in shelving above the grill.
- Put up the second smaller tent located on shelf in army green bag behind the main tent. This is to be set up over the rack of supplies and coolers with grilling food. **Do not remove the grilling food coolers from the trailer.**
- Bring out stove and place behind tent near walkway. Attach one propane tank to the stove. Return carrying bag back to trailer so clean up can locate. Please start boiling water in a large stock pot on the stove to fill large thermos for hot chocolate, etc.
- Spread straw on the ground in our hospitality area.
- Setup tables and spread tablecloths on them. Look for supplies on rolling shelves that should go on tables, like condiments, food, drinks, plates, cups, and flatware. Move drinks, fruit/vegetables coolers from the trailer under the main food tables.
- Assemble the chafer stands and chafing dishes by setting up the stands first. For most regattas, a 3-chafer set-up is all we'll need. Look for the picture showing how the stands are set up in the "How to Set Up" book. Please put Hot Breakfast out as soon as possible.

- Set up the pop-up containers for trash. Line the containers with black plastic trash bags and clip bags onto cans so they don't fall down; put one near the grill and the other two under the tents.
- Unhook the rolling shelves with food and supplies. Position either under the pop up tent behind the main tent
- Set up food on the tables. Put out some food, reserving some for later in the day. **Review the posted race times & use your best judgment for the initial amounts being set out. Be sure to set out breakfast type foods first**
- Set up 5 gallon water jugs with pump. Start coffee for morning volunteers.

## Clean Up Team

- **Clean Up should start no later than 5:15PM**
- Determine what leftovers are available to give away to anyone who wants them or what food can be saved for the next event. **No perishable food may be left on the trailer.**
- Put staples and non-perishables away in their labeled places on the storage cart in the chuckwagon.
- Clear all items off of the table. Clean chafing pans & sides go in felt storage bags found in the trailer. Dirty items should be placed in the reusable shopping bags & left in a visible place for Hospitality Host team member to take home
- Clean coolers with disinfectant wipes & dry with paper towels; place coolers on shelves in trailer & secure with bungees..
- Clean & fold down tables. Stack cleaned tables in designated place on trailer & bungee into place.
- Take down tent & put in trailer where designated. Bungee in place. Put tent sides in the labeled bin.
- Break down stove & grill to put back in carrying case & stow in the trailer next to the tents
- **The propane tank should be given to the PM Trailer Tower for transport in the towing vehicle.**  
**Propane cannot travel or be stored in the chuckwagon.**
- Walk through trailer to ensure all items are properly stowed & securely fastened. Close & lock both the rear ramp & side door. The combination for the trailer door locks is 0102. You will need to push the lock & then pull it open.
- Please note that the Hospitality Host team family that takes home the dirty linen & dishes should aim to have the clean items back on the chuckwagon by Tuesday of the following week to be used by the next week's team