

# **1 Job Descriptions :: EQUIPMENT**

## **1.1 Job Description : Equipment Officer**

- 1.1.1 Before the event you are responsible for locating every item of kit. This should be started early in January. During the week before the event you should assemble the majority of items and place them in the bag for each team to collect.
- 1.1.2 On the day you will be based in the clubhouse.
- 1.1.3 You should have copies of the Helpers Rota.
- 1.1.4 Your task is to assemble and distribute all the equipment and paperwork to individual job holders. Some need to be handed out individually but others can be given to the "team leader" e.g. Starter copes with all his team and asks you for more people if necessary. The same applies to the finish time keeping team.
- 1.1.5 A written record should be kept of the issue and return of all expensive items such as radios, megaphones and watches which are all numbered.
- 1.1.6 Remind them to pass all the kit on to their successor or return it to you or your assistant. Please do not leave anything unattended in the boathouse. There should be somebody in the clubhouse between each division who is responsible for ensuring the hand overs are carried out correctly and at the end of the day a record is kept of the items returned so that missing items can be tracked down.
- 1.1.7 You will have an Equipment assistant to help you (See below).
- 1.1.8 You will also have 3 other assistants and should ensure that all their jobs are completed well before the crews start boating:
  - a. **i/c Shore fixtures team leader**
  - b. **i/c Signage deployment**
  - c. **i/c Course preparation team**

## **1.2 Job Description : Equipment assistant**

- 1.2.1 Your task is help the Equipment Officer to assemble and distribute all the equipment and paperwork to individual job holders. Some need to be handed out individually but others can be given to the "Team Leader" e.g. Starter copes with all his team and asks you for more people if necessary. The same applies to the finish time keeping team.
- 1.2.2 See above for the full task description.

## **1.3 Job Description : Shore Fixtures Team Leader**

- 1.3.1 Your task is to oversee the team responsible for putting out the following items of equipment and taking them down at the end of the day.
- 1.3.2 The toilets should already be in place in the top field near the road to the club.
- 1.3.3 Tents require a team of eight to erect. If windy they must be tied down to something heavy.
- 1.3.4 The order of priority for jobs to be done is:
  - a. Remove kissing gate into Darrell's field and replace at end of day.
  - b. Put up the tent (or tents) required by the catering team. Use the Avon County tent first and the WAGS tents if needed. There is a separate tent for the BBQ?.
  - c. Hang the notice board below the Avon County balcony.
  - d. Check the oar racks have been put up for resting oars between divisions and that they are secure. There are four frames to be spaced out around the raft area as best possible.
  - e. Put out trestles for the crews to use whilst waiting for boat checking and raft availability.
  - f. Tables & chairs may need to be moved from the club room to the catering tent, Bay 1 of the Avon County boathouse boathouse, & to the Avon County balcony stairwell. Number required in each venue to be specified.
  - g. The gazebo is the finish shelter and goes on the hard standing near the finish with sides if weather inclement.
  - h. Radio aerial to be erected by a specialist.
  - i. Several black sacks should be secured to posts in the car park field. Some should be near the catering area and one on the fence near the finish.  
Please check during the day and replace when full. Gather them up at the end of the day.

j. During the day inspect the toilets occasionally to ensure there is sufficient paper in each.

#### 1.4 Job Description : Shore Fixtures Team

1.4.1 Your task is to assist the Shore fixtures team leader – see above.

#### 1.5 Job Description : Signage deployment

1.5.1 Your task is to put up the following signs at the start of the day and to take them down again after the last division.

1.5.2 Regatta signs on the road to be taken down after most vehicles have left.

1.5.3 Car park signs near the Riverside and Saltford Farm field car parks.

1.5.4 Signs are obtained from and should be returned to the Equipment Officer.

Sign	NB: This list is awaiting an update	Location
Maps of site (2 or more)		On walls beside catering tent and notice board
Pairs and sculls this way plus > arrow		On a chair at pond end of boat checking area To guide boats to upstream rafts
Eights and fours this way plus < arrow		On a chair at pond end of boat checking area To guide boats to downstream rafts
First Aid		On Club room door
Boats and Oars only		On Darrell's field gate by railway bridge
Private Land x4		On all gates into river frontage gardens
Rowing Race in Progress x2		On tow path either side of SRC site
Keep to public footpath x2		On tow path fencing at either end of Darrell's field
Secretary & Registration		On door to Avon County balcony.
Spectators keep right		As they come through the tunnel
No entry for spectators x2		On chairs at upstream end of Monkton boathouse
Members only x2		Permanent signs to be fixed to both club room doors

#### CAR PARK SIGNS NB: This list is awaiting an update

Stern First At top of slope from top field

#### Wording of following signs needs to be checked

Car Park sign with right arrow	On Bath side of garage car park entrance facing Bath
Car Park sign with left arrow	Opposite entrance or on entrance gate facing Bristol
Two cross road with care signs	On either side of road by Garage Car Park gate
Boat trailers only with right arrow	Tie to bus shelter on Bath side of gate facing Bath
Boat trailers only with left arrow	Tie to lamp post between Shallows and ACRC gate

#### 1.6 Job Description : Course Preparation Team

1.6.1 This team uses Launch E.

1.6.2 Please report to the Launch Manager on arrival and he will inform you which launch to use.

1.6.3 Your task is to check the course before racing begins, marking any obstructions, that cannot be moved and you think require it, with buoys.

1.6.4 Look out for any large floating logs and remove to the bank.

1.6.5 On the way upstream you need to fix a finish sign on the Minerva side opposite the finish and take the umpire sign to the bottom bridge and the start signs up to the start pontoon. Regatta ahead signs go above the start and on the bend below the rafts.

1.6.6 If you need an assistant please ask the Personnel Manager.

1.6.7 On completing the inspection please report any findings and action taken to the Safety Adviser.

After the final division remove all signs and the sign from Minerva that was put up earlier in the week to notify pleasure craft that the race will be taking place.