



DRAGON BOATING WA VOLUNTEER POSITION DESCRIPTIONS

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Welcome

DBWA appreciates your interest in volunteering at a dragon boat regatta and we

I hope it is an enjoyable, safe and fulfilling experience.

In this document you will discover what is involved in volunteering at a regatta, what the volunteer's roles are and what kind of duties and responsibilities they have.

Volunteering at regattas

Like many sports dragon boating heavily relies on the time and effort provided by volunteers. They play a vital role in the function of regattas for our clubs and the wider community.

Volunteering at regattas involves helping us operate a regatta through a variety of designated roles. Whether you end up as an official, boat loader, food runner, etc all of these tasks are essential to the success of an event.

Volunteers should be comfortable being around the water and enjoy working with the public.

What you can expect from DBWA

- Appreciation and recognition
- Advice and supervision
- Appraisal and feedback
- Politeness and respect
- Opportunities for further development
- A safe and pleasant environment

Expectation as a DBWA volunteer

- Commitment
- Enthusiasm
- Desire to learn
- Discretion
- Polite attitude and behaviour
- Constructive volunteer Feedback

At DBWA we are always looking to make things better for our dragon boat community. We welcome any constructive post-regatta feedback from volunteers on their experience and how our regattas are organised and operated.



Volunteer FAQ's

How old do I have to be to volunteer?

You can start volunteering at the age of 14.

What are the basic requirements to be a DBWA volunteer?

Most volunteer positions are physically demanding to some degree whether it be standing, sitting, walking, lifting or using tools for extended periods of time. All roles require some level of attention to detail.

I have a physical/mental disability. Is volunteering still accessible to me?

We are happy to have all volunteers join us! Please read the volunteer job descriptions carefully to select which job fits your skills best.

How many shifts do I need to do?

As many or as little as you want.

Can I volunteer in more than one section?

Yes! We can always use volunteers in different areas.

How long is each volunteer shift?

Most shifts are from 8.00am to 4.00pm, however we can be flexible.

Am I expected to show up for the shifts I volunteer for?

It takes a lot of people to ensure a fun and successful regatta for everyone involved, therefore we expect that you will be present for the shifts for which you have nominated. If there is an emergency situation please contact the Volunteer Coordinator or DBWA Administration.

I'd like to volunteer with my friends. Can we be scheduled to work together?

Upon registration simply ensure that you all register for the same area at the same shift times to ensure that your group is volunteering as a team.

Can my volunteer time count for student hours?

Yes! Your Volunteer Co-ordinator would be happy to sign your student volunteer form at the end of each shift.

Will the event continue regardless of weather?

Please come prepared for all types of weather as the event and volunteer requirements will continue rain or shine!

Top 10 reasons to volunteer!

- It's good for you! Research shows that those who volunteer have lower mortality rates, greater functional ability as they get older and report good health more often. What's more, the more you volunteer, the better the stats become.
- Get happy. Those who volunteer are less likely to be depressed. So, go for it—put on a happy face.
- Learn something new. Volunteering is a great way learn a new skill.
- Belong. No man or woman is an island. There is no better way to meet good people and connect with your community.
- It feels good. Yup—it's true. It just plain feels good to give back to your community—it's as good as eating ice cream. Why not do both?
- Be up on yourself. Volunteers consistently report a high feeling of self-worth, achievement and higher motivation.
- Move up the ladder. In a recent study more than 90% of employers feel that volunteering enhances job skills, and over 70% said they would hire someone with volunteer experience over someone without.
- Get out of a rut. Need a change of career? Volunteering is a great way to explore and get experience in a new field.
- Spend time with your family. Volunteering as a family is a great way to spend time together. Pick a family cause or passion and give back to yourselves and the community at the same time!
- Enrich your life. Volunteering adds meaning in many ways, through learning new skills, making new friendships, and by making our community a better place to live. Show yourself and people around you that you care—perhaps you can inspire them too!

On regatta day

Arrive at the regatta/event

Volunteers, upon arrival, must:

- Confirm attendance with the regatta organisers.
- Sign on at the registration office and collect volunteer uniform.
- Attend the volunteer briefing and ask any questions you may have.
- Introduce yourself to the designated Volunteer Co-ordinator.
- Attend to your assigned area and help setup any equipment.
- Fulfil your assigned role throughout the regatta.
- Assist in packing up, return volunteer uniform and sign off.

Volunteers Briefing

The Chief Official conducts a volunteers briefing first thing.

The Chief Official:

- Conducts a roll call to ensure all volunteers are present and know what jobs they are assigned for the day.
- Introduces each Department Head.
- Goes over any general information.

Each Department Head will then move off to their area for a briefing with their own team.



Volunteer positions' descriptions and responsibilities

Job title	Job description	Report to
Volunteer Co-ordinator and Assistants	<p>The Volunteer Co-ordinator will manage volunteer operations throughout the event.</p> <p>Responsibilities include:</p> <p>Prior to event</p> <ul style="list-style-type: none"> ▪ Liaise with DBWA in regards to volunteers. ▪ Contact clubs to confirm their volunteer for each regatta. ▪ Complete the roster for regatta and allocate the roles. <p>On the day</p> <ul style="list-style-type: none"> ▪ Sign-in/out all volunteers as they arrive/leave for their shifts. ▪ Sign-in sheets are divided by location and time of shift. ▪ Assign volunteers roles for the day. ▪ Hand out t-shirts to volunteers on their first shift. ▪ Remind volunteers about meal and sign-in/out procedures. ▪ Give break-down of lunch and break schedules for the day. ▪ Ensure volunteers attend briefing by Chief Official. ▪ Handle lost and found items and organise for retrieval from owner. ▪ Answer general inquiries from volunteers, participants, and general public. ▪ Check in with the volunteers through each regatta, distribute welfare packs and ensure they have food and are hydrated. ▪ Report to the chief marshal if there are any issues. 	Chief Official
General volunteer	<p>May be assigned to any of the listed positions, or work in other areas as needed.</p> <p>Responsibilities will vary depending on position assigned.</p>	Volunteer Co-ordinator
Green volunteer	<p>We need to ensure that our site is clean of all trash by the end of the day as well as doing our best to keep things tidy throughout the day. We want to leave the site just as clean as it was when we arrived!</p> <p>Responsibilities include picking up trash, recycling items that can be recycled and general cleaning of the event site.</p>	Volunteer Co-ordinator
Presentation area volunteer	<p>Set up trophies and medals for presentations and greet any dignitaries.</p>	Volunteer Co-ordinator

Job title	Job description	Report to
Boat loaders	<p>Boat loading area are one of the busiest and most important sites at an event. Boat loaders will be interacting with all of our teams. Assisting the paddlers, keeping things moving, and cheering on the teams will help ensure that the races are on time, and everyone is having a great experience.</p> <p>Boats are loaded either on the shore or from a pontoon.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Supervise the crews in the Boat Loading Area and ensure that all boats and equipment conform to the IDBF Boat Regulations and are compatible with all others in use at the Competition. ▪ Check all boats and equipment are in good racing order before and after each race. When paddles are provided by the event organiser, the Boat Loaders will ensure that a full set remains with each boat. ▪ Allocate crews to the boats according to the Race Program and ensure that the right crews are in the right boats before crews leave the loading area. ▪ Check competitors do not strap or fix themselves into the boat in any way, unless prior authority has been given by the Chief Officials. ▪ Ensure that each crew is loaded safely and buoyancy aids are available and worn by those that require them. ▪ Direct the paddlers off the loading area after their race as safely and quickly as possible. 	Chief of Boat Loading
Marshalls	<p>The marshalling area is where the teams go to wait for their upcoming race. Marshalls will be interacting with all of teams to ensure they are ready to paddle.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Ensure the correct teams are in the marshalling area for the upcoming race. ▪ Assist teams to organize their paddlers to ensure they load the boat in the correct order. ▪ Record the number of competitors in each boat against the appropriate crew list ▪ Ensure that the composition of each crew is correct, per age division and category. ▪ Ensure all paddles and seat pads being used comply with current regulations and specifications. ▪ Check that crews are in their correct racing colours ▪ Move crews through from marshalling to boat loading in sufficient time to ensure all crews reach the Starting Area in time for their race. 	Chief Marshall

Job title	Job description	Report to
Time Keepers (TK)	<p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Where possible, one TK for each lane in the race. ▪ Before each race, TKs ensure that all stop watches are working and ready to go. ▪ The TKs decide amongst themselves who is timing which lanes. ▪ TKs will record the times of the boats as they cross the Finish Line. ▪ The timing will start on a signal from the Starter. ▪ At the end of each race the Chief Judge will compare the times recorded against electronic timing (if being used). Manual times are used as backup in the event of any issues arising from electronic timing. 	Chief Judge
Site volunteers	<p>Site Volunteers help implement the logistics of the site. Events require a large amount of effort to arrange and set up equipment before it starts. Tasks could be physically demanding and will require teamwork.</p> <p>Responsibilities of the Site Volunteers:</p> <ul style="list-style-type: none"> ▪ Set-up and/or tear-down of fencing and other items. ▪ Set-up tables/chairs, move tables/chairs. ▪ Set-up and or take down tents. ▪ Hang up and take down signage. ▪ Deliver resources to different event areas. ▪ Take inventory of paddles, life jackets, tools, etc. 	Volunteer co-ordinator
Boat Aligners and Start pontoon holders	<p>Responsibilities of boat aligners:</p> <ul style="list-style-type: none"> ▪ Utilise boat holder equipment including knee pads, hat and shade area ▪ Once crews have aligned their boats according to the Chief Starter's instruction, you may assist crews by physically holding the boat in place until the race start. 	Chief Starter
Parking volunteer	<p>There is a lot going on at during events, with everyone wanting to gain access to parking. However, only certain authorized vehicles will be allowed into the secure parking area.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Secure parking area - allow authorized entry only. A list will be provided ▪ Move the gates when cars need to leave the lot. ▪ Direct teams and participants to alternate parking lots and answer questions. 	Volunteer Co-ordinator

Job title	Job description	Report to
Runner	Responsibilities include: <ul style="list-style-type: none"> Assist Race Administration to post info regarding race results and teams who are next to line up at the marshalling area. Collecting and distributing volunteer food/water. Relieving volunteers for breaks when necessary. Other duties as required. 	Race Administration
Merchandise tent volunteer	The Merchandise Tent Volunteers will be working along side the producer of merchandise sold at the venue. Responsibilities include: <ul style="list-style-type: none"> Take merchandise requests from customers. Process the payment for any sales. Oversee restocking of merchandise. 	Volunteer Co-ordinator

Lines of communication

Below is a diagram showing the lines of communication between the various roles at a regatta.

