

2008 Placement Criteria for Swiftsure Volunteers



The 65th running of the annual Swiftsure International Yacht Race is quickly approaching; the race will take place May 24-26, 2008. Volunteers are vital to the continued success of the race. Volunteering at the race and the events leading up to the race is a great chance to meet new people and be a part of an important Victoria event. While the Royal Victoria Yacht Club hosts the race, volunteers need not be members of the club to participate.

The areas in which volunteers participate, a brief description of the duties they perform in each area, and the required and/or preferred skill requirements are outlined in this document. All volunteers are expected to have basic knowledge of Swiftsure, which will be provided during orientation.

RACE MANAGEMENT

Race Management includes many teams that are responsible for multi facets of “the race”. Registration Team, Start Boat Team, Start Line Vessels Afloat and Patrol Vessels Team, Communications Afloat Team, Mark Vessel Team, Race Operations Team (Finish Line Team and Finish Line Inspection Team). Most of these teams, but not all, require volunteers with racing management experience, knowledge of the race regulations and safe boat handling experience and knowledge. Most, but not all, of the volunteer positions in race management are recruited by the Principle Race Officer and his Race Officers/Watch Captains.

Race Registration Team

Duties

- Set up and man registration at Swiftsure Centre.
- Answer race related questions at Swiftsure Centre.
- Record competitor information for use by the Race Officers at the Race Operation Centre located at Ogden Point during the race.

Volunteer Requirements

- Some boating/racing knowledge helpful, but not required.
- 3-4 hour shifts on Thursday (May 22) and Friday (May 23) at the Swiftsure Centre – Ship Point.
- Recruitment by the Registrar and Coordinator of Volunteers

Start Boat Team

Duties

- Manages the start line and start procedures (e.g. setting of marks, postponements and general recalls).
- Times the start.
- Raises and lowers flags, sounds horns and guns.
- Communicates to competitors and patrol vessels.

Volunteer Requirements

- Racing Knowledge.
- Industry Canada Restricted (Marine VHF) Radiotelephone Operator’s Certificate.
- Availability for the morning of Saturday, May 24.

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- Recruitment by the Principle Race Officer.

Start Line Vessels Afloat Teams – Pin End Boat and Rigid Hull and Inflatable Boats

Duties

- Setting of start line pin and starboard end corner marks.
- Perform line judge duties at pin end of start line.
- Patrols start line for errant spectators.
- Provide safety support in starting area.
- Act as chase boats for over early competitors.

Volunteer Requirements

- Racing regulations and knowledge.
- Safe boat handling knowledge and experience.
- Canadian Coast Guard Boat Operator Certificate
- Canadian Lifesaving Society Boat Rescue Certificate an asset.
- Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate
- Availability for the morning of Saturday, May 24.
- Recruitment by the Principle Race Officer.

Mark Vessel Team

Duties

- Identify, record, and report the rounding times of all competitors as they round.

Volunteer Requirements

- Boating and safe boating experience.
- On the water from start of race until all boats in that particular race have rounded.
- Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate for at least one team member at Clallam Bay and Neah Bay.
- Industry Canada Amateur Radio Operator Certificate for at least one team member at Swiftsure Bank.
- Recruitment by Principle Race Officer and Skippers of Mark Vessel boats.

Race Operations Teams – Finish Line

Duties

- Obtain and record information/communications from various sources.
- Enters data into race database.
- Record and relay race status information from and to appropriate race management teams.
- Record sail numbers and finishing time for competitors as they finish.
- Verify database information to ensure accuracy of data entered.

Volunteer Requirements

- Teams organized into A, B, C watches reporting to the Duty Race Officer (Watch Captain).
- Each watch is 6-hour shifts in length, rotating from the start of the race on Saturday until the race ends and all competitors accounted for.
- Some racing and/or boating experience helpful, but not required for all members of the watches.
- Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate for at least one member of each watch.

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- Recruitment by the Race Officers (Watch Captains) in conjunction with the Volunteer Coordinator.

Finish Line Inspections Team – Ship Point

Duties

- Conducts on-the-water inspections.
- Collects reporting cards from all competitors.
- Inspects selected competitors' vessels for safety compliance.

Volunteer Requirements

- Teams organized into A, B, C watches reporting to the Duty Race Officer (Watch Captain).
- Each watch is 6-hour shifts in length, rotating from the start of the race on Saturday until the race ends and all competitors accounted for.
- Some boating and safe boat handling experience required, but not required for all members of the teams.
- For at least one member of each on-the-water team:
 - Canadian Coast Guard Boat Operator Certificate
 - Canadian Lifesaving Society Boat Rescue Certificate an asset
 - Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate
- Recruitment by the Race Officers (Watch Captains) in conjunction with the Volunteer Coordinator.

Radio Team – Ship Point

Duties

- Assist the Radio Coordinator in setting up the station on Friday, May 23.
- Handle the following traffic by telephone, marine VHF, amateur VHF, and amateur UHF:
 - Emergency traffic between the Principal Race Officer or the Duty Race Officer and competitors.
 - Compulsory traffic required of competitors in the race instructions, i.e. crew changes, position reports, withdrawal reports.
 - Race management traffic, e.g. rounding times, from Neah Bay and Clallam Bay.
 - Discretionary traffic generated by competitors, the Duty Race Officer, Victoria Traffic, Canadian Coast Guard or US Coast Guard.
- Assist the Radio Coordinator in dismantling the station on Sunday, May 25, or Monday, May 26.

Volunteer Requirements

- Teams organized into three rotations 1, 2 and 3 (on a different schedule than those for race management watches A, B and C) reporting to the Duty Race Officer (Watch Captain).
- Rotations begin at 0700 on Saturday and end when the race ends and all competitors accounted for.
- Recruitment by the Radio Coordinator
- Each rotation will have one supervisor, who must complete race management training to the satisfaction of the Principal Race Officer.
- For at least one member in each rotation must have:
 - Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate; and
 - Industry Canada Amateur Radio Operator's Certificate.

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- All team members shall complete a basic orientation to yacht race management “race management for dummies”.

Radio Team – Sombrio

Duties

- Assist the Saanich Emergency Municipal Amateur Coordinator (SEP MAC) in setting up the station on the morning of Saturday, May 24.
- Handle the following traffic by marine VHF, amateur VHF, and amateur UHF if the Ship Point Station is unable to establish contact:
 - Emergency traffic between the Principal Race Officer or the Duty Race Officer and competitors if the Ship Point Station.
 - Compulsory traffic required of competitors in the race instructions, i.e. crew changes, position reports, withdrawal reports.
 - Discretionary traffic generated by competitors, the Duty Race Officer, Victoria Traffic, Canadian Coast Guard or US Coast Guard.
- Handle race management traffic, e.g. rounding times from Swiftsure Bank.
- Assist the Radio Coordinator in dismantling the station on Sunday, May 25, or Monday, May 26.

Volunteer Requirements

- Teams organized into rotations by the SEP MAC.
- Rotations begin at 1000 on Saturday and on Sunday afternoon.
- Recruitment by the SEP MAC and the Radio Coordinator
- For at least one member of the Sombrio Team must have:
 - Industry Canada Restricted (Marine VHF) Radiotelephone Operator’s Certificate; and
 - Industry Canada Amateur Radio Operator’s Certificate.
 - Each vehicle operator must have a Provincial Emergency Program (PEP) communications registration.
- All team members shall complete a basic orientation to yacht race management “race management for dummies”.

Radio Team – Mt. Matheson

Duties

- Assist the Radio Coordinator in the setting up of the marine VHF repeater.
- Emergency response to service the repeater as necessary.
- Assist the Radio Coordinator in dismantling the repeater.

Volunteer Requirements

- Live within 20 minutes of Mt. Matheson.
- Available to respond to a repeater failure ‘round-the-clock’ for the duration of the race.
- Recruited by the Radio Coordinator and the Juan de Fuca Emergency Municipal Amateur Coordinator (JDF MAC)
- Complete an orientation to the operation of the repeater, antennae arrays and antennae filters to the satisfaction of the Radio Coordinator.
- Industry Canada Amateur Radio Operator’s Certificate.
- Provincial Emergency Program (PEP) communications registration an asset

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ENTERTAINMENT

Entertainment includes the Volunteer and Sponsorship BBQ after the race and the “Bimini” parties at Ship Point.

BBQ

Duties

- Set up food preparation.
- Meet and greet guests.
- Monitoring of food line.
- Clean up.

Volunteer Requirements

- No specific skills required. Bring a pleasant and positive attitude.
- An approximate 4-hour shift.
- Recruitment by the Entertainment Committee leaders in conjunction with the Volunteer Coordinator.

“Bimini” Parties

Duties

- Set up.
- Ticket sales.
- Bartending.
- Security and crowd control.
- Clean up and take down.

Volunteer Requirements

- Pouring It Right course and/or bartending experience.
- Physical strength required for some of the duties.
- Pleasant and positive attitude.
- Recruitment by the function leaders in conjunction with Volunteer Coordinator.

PUBLICITY AND PROMOTION

Many of the activities of Publicity and Promotion occur in the months and weeks leading up to the race and are carried out by a specialized team ensuring that the competitors, the media and the public receive accurate information about the race in order to promote its success. The work of this group continues from the time competitors arrive in our city until the race is officially over by providing information to the media and public through it News Update Team and the managing of the Swiftsure Centre.

News Update Team (NUTs)

Duties

- Assist with the arranging of media interviews with race boat skippers and/or crewmembers.
- Collect information, pre-race and during the race, from a variety of sources – race boat skippers, crews, race management teams, general population, etc.
- Prepare and write news updates that are posted on television and Swiftsure Website.

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Volunteer Requirements

- Public relations skills.
- Computer knowledge.
- Writing skills.
- Shifts of 4-6 hours Friday, Saturday and Sunday.
- Recruitment by the News Update Leader in conjunction with the Volunteer Coordinator.

Swiftsure Centre Team – Ship Point

Duties

- Supplies information and support to the racers and public.
- Fields requests from the general public, racers, and media seeking information about the race, weather, etc.
- Directs requests for information to appropriate race officials, etc., as required.
- Receives and re-directs information about the race to racers and public.

Volunteer Requirements

- Enjoys working with the public – pleasant and positive attitude.
- Computer knowledge helpful.
- Shifts of 4-6 hours from start of the race through to the end of the race.
- Recruitment by Swiftsure Centre leader in conjunction with Volunteer Coordinator.

LOGISTICS

Logistics is responsible for placement and setting up of facilities and equipment at Ogden Point and Ship Point, storage and control of equipment and coordinating transportation needs.

Logistics Team

Duties

- Assist with transportation of equipment to facilities at Ogden Point and Ship Point.
- Assist with set up of equipment at these facilities.
- Assist with taking down of venues and transportation of equipment to storage areas.

Volunteer Requirements

- Physically strong (there is moving of some heavy equipment). Physical strength is required for some, but not all duties.
- Wednesday, Thursday, and Friday – pre-race; Sunday and Monday – post-race.
- Recruitment by Logistics leader in conjunction with Volunteer Coordinator.

PARTNERSHIP

Tasks that come under Partnership include organizing the Silent Auction that occurs during the Swiftsure Volunteer and Partner Barbecue, and coordinating hosts for the VIP boats during the race start.

Silent Auction Team

Duties

- Assist with contacting local businesses for auction items.
- Assist with organizing the Silent Auction during the barbecue.

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Volunteer Requirements

- Willingness to contact local businesses.
- Use of a vehicle, if possible, to pick up auction items.
- Recruitment by Partnership leader in conjunction with Volunteer Coordinator.

VIP Boat Hosts

Duties

- Be present on the VIP boat.
- Mingle with guests on the boat and make them feel welcome.

Volunteer Requirements

- Willingness to socialize.
- Recruitment by Partnership leader in conjunction with Volunteer Coordinator.

TECHNOLOGY

The Swiftsure Technology Committee undertakes many tasks throughout the race, including working with the transponders, the race management team, and the logistics team. Technology volunteers need to be very knowledgeable about computer programming and related technology. These volunteers may appear as members of the Technology Committee or as technology support during the race.

SUPPORT SERVICES

Support services are a variety of services that support the various teams prior to the start of the race.

Customs Team – HMCS Malahat

Duties

- Meets race boats from the United States as they enter Victoria Harbour.
- Assist these boats with telephone clearing of Canadian Customs.

Volunteer Requirements

- Boat handling knowledge required.
- For at least one member of each on-the-water team:
 - Canadian Coast Guard Boat Operator Certificate
 - Canadian Lifesaving Society Boat Rescue Certificate an asset.
 - Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate
- Thursday and Friday pre-race.
- Recruitment by Volunteer Coordinator.

Docking – Victoria Inner Harbour

Duties

- Directs and assists boats entered in the race as they arrive in Inner Harbour.
- Monitors public access to floats.

Volunteer Requirements

- Knowledge of handling of boats and lines helpful.
- 4-hour shifts pre-race Wednesday, Thursday and Friday.
- For at least one member of each on-the-water team:
 - Canadian Coast Guard Boat Operator Certificate for at least

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- Canadian Lifesaving Society Boat Rescue Certificate an asset.
- Industry Canada Restricted (Marine VHF) Radiotelephone Operator's Certificate
- Recruitment by Dock Master in conjunction with Volunteer Coordinator.

ADMINISTRATION – Swiftsure Office (Royal Victoria Yacht Club)

The Event Coordinator and Assistant Coordinator throughout the entire year carry out the administration and race coordination activities for the event. In spite of this, in the weeks leading up to the race, and especially the week prior to the race, there are often odd jobs that can be done by volunteers, leaving the office staff time to devote to coordination activities.

Swiftsure Office Team

Duties

- Assist with preparing skipper and media packages.
- Assist with general office tasks.

Volunteer Requirements

- Willing, pleasant, positive attitude.
- Prepared to take direction from office staff.
- Short notice for varying lengths of time in the week prior to race.
- Recruitment by Volunteer Coordinator.

INTERESTED VOLUNTEERS

It is our hope that this provides you with enough information about the opportunities for volunteers for the Swiftsure International Yacht Race and that we have sparked your interest.

The volunteer placement is completed in April. To have your name placed on our Volunteer list or for more information, please view our website at www.swiftsure.org, or contact:

Swiftsure Office: (250) 592-9098; or email swiftsure.info@ryvc.bc.ca

Ellie Conconi: (250) 652-1634; or email econconi@shaw.ca