



ANNUAL ARIZONA DRAGON BOAT FESTIVAL

North Beach, Tempe Town Lake Marina

Paddles Up! Dragon Boat Festival Volunteers!



We thank you a thousand paddle strokes over for choosing to volunteer for the Annual Dragon Boat Festival in support of Arizona Disabled Sports' efforts towards recognizing the importance of recreation, leisure and competitive opportunities that contribute to quality of life for these special athletes.

This year's festival will offer cultural entertainment, food vendors, on-going music, a KIDZ Dragon Liar and the biggest out-of-state team turn out we've had since the 2004 Dragon Boat Inaugural. With close to 2,000 paddlers from all over the United States, we're expecting a large crowd of spectators and want the volunteers to help keep the madness to a minimum. We ask that all Volunteers act as representatives for Arizona Disabled Sports and the Arizona Dragon Boat Association (AZDBA), while being friendly and courteous to make your experience the most memorable and successful.

Volunteer Coordinators

Desiree Simmons 623-326-5954

Diane Escalante 480-212-3573

volunteers@azdba.org

Here's your Volunteer 411 Information / FAQs / Job Descriptions

- **PARKING:** Parking is free and could park at the marina on Friday only. Parking map of different locations to park will be provided close to the festival. The Parking Attendant can also direct you to offsite Parking/Shuttle lots when you arrive at the race site.
- **CHECK IN:** Upon arrival, report to the Volunteer Headquarters/Information Central Booth to receive your Volunteer T-Shirt, assignment and training instructions (if needed). If you're working with friends, please meet them at the Volunteer Headquarters Booth before you proceed.
- **DRESS:** Required uniform is yours Volunteer T-Shirt and it's yours to keep. Wear comfortable clothing and shoes since most shifts require you to be on your feet most of the shifts.
- **PERSONAL ITEMS:** There is no secure place for personal items (i.e., purses and other loose items that can interfere with your volunteer tasks), so we recommend wearing a fanny pack or carrying your valuables in your pockets.
- **WHAT TO BRING:** Water is available all day at the Volunteer Headquarters Booth. Sunscreen will be provided, but you may prefer your own brand if you have sensitive skin, etc.
- **FOOD AND BREAKS:** Refreshments and snacks will be available during your shift; however, feel free to bring your own snacks and/or purchase from the event food vendors. Lunch will be provided to those working more than 4 hours and/or ending their shift at lunch time 12pm.
- **CHECKOUT:** Once you've completed your shift, please make sure you sign out at Volunteer Headquarters Booth and get your certificate.

Volunteer FAQ's

How do I get there?

The North Beach Tempe Town Lake Marina is located on the North shore of the lake. The Marina is located on the North shore (west of Rural Road and south of the 202, or between Mill Avenue and Rural Road) Or from east and west bound of the 202, exit at Scottsdale Road and go north, then take first left on East Gilbert Drive. If you miss East Gilbert Drive, make left at major light which is Curry Road then turn left (south) on College Avenue. Then just follow the signs to the Marina. You can also check out the AZDBA.com website for details as well.

Where do I park?

Parking is free and could park at the marina. Parking map of different locations to park will be provided close to the festival. The Parking Attendant can also direct you to offsite Parking/Shuttle lots when you arrive at the race site.

Where do I check in?

Please check in at the Volunteer Headquarters/Information Central Booth.

Is there an age requirement?

Yes, volunteers that are 14 years of age must have parental consent and be accompanied by parent or adult. However, if you are 18 years old, you'll need parental consent but not have to be accompanied by an adult.

How many shifts do I have to work?

Shifts have been scheduled for 4 hours increments: 6-10am, 10-2pm, 2-6pm.

I need a more flexible schedule, can it be accommodated?

Because we so appreciate everyone's effort to come out and volunteer, just let us know and we'll try to accommodate your request.

What type of training is provided to a volunteer?

Volunteers are expected to arrive 15-minutes before your scheduled shift at which time you be instructed on what to do for your assigned shift.

What if a volunteer cannot attend his/her assigned event shift?

Volunteers will be given a schedule indicating where and when they are to report to their assignments. It is very important that volunteers keep their assignments; however, none of us have control over unforeseen circumstances. So, if a volunteer must cancel due to illness or family, please contact the volunteer coordinator.

What are my responsibilities as a Volunteer?

Maintain strict confidentiality on all matters relating to their volunteer activities except in the case of child abuse or safety issues for the person or the volunteer; provide feedback, suggestions and recommendations regarding their activities to the appropriate people; treat the people with whom they are working with respect; be themselves and have tons of fun.

I'll be there volunteering with friends, can we work together?

We aim to please and will make every effort to accommodate your request, so please just let us know and we'll try to accommodate as best we can.

Will food and beverages be provided for volunteers?

Refreshments and snacks will be available during your shift, but feel free to bring your own snacks, or you're welcome to purchase from food vendors. Lunch is provided to those who work more than five hours and/or all day (for those with special dietary needs, please note on sign-up sheet, so we can have something appropriate for you to eat).

Can family members and friends join me on my shift?

No, family members or friends are not allowed while volunteers are on duty, unless they are scheduled to work at the same time.

What do we need to do prior to event?

We will email confirmed Volunteer Schedule a couple of days before the races. Then please review and advise if there are any discrepancies and/or changes for when we are expecting you or your group.

Will I be able to get documentation for the volunteer hours that I put in?

Yes, if you need verification for school or other service organization, please note when checking in at the Volunteer Headquarters tent after you've completed your assignment and/or please see the Volunteer Coordinator. Either way, we can provide for you.

I'm vegetarian; will there be something for me to eat? Absolutely! Just let us know at the time you check in, or if you know in advance.

Are there jobs that are not physically strenuous?

Absolutely! We can find you the appropriate job; just let us know when you check in.

Volunteer Event Job Descriptions

Pre Set-Up (Friday prior to Festival)

Volunteers help Festival Staff with early morning race and dragon boat preparation, equipment setup, clean up, etc.

Pre Set-Up (Saturday/Sunday)

Volunteers assist Festival Staff and vendors with early morning equipment set up, stage Marina parking lots with traffic cones and signage, offsite event signage, timing booth, setting up tents, etc.

General Volunteer Crew

Volunteers assist with miscellaneous tasks which may include:

- ✓ interacting with teams and spectators at On-Land/Volunteer Coordinator's request
- ✓ replacing volunteers during breaks
- ✓ assigning/scheduling shifts
- ✓ helping serve lunch to volunteers and/or deliver food to other volunteers on duty
- ✓ help vendors, make runs, repair and set up miscellaneous items
- ✓ picking up trash, emptying and relining trash bins and keeping festival site clean
- ✓ clean-up festival site and secure tents/equipment for the night
- ✓ set-up and remove 8' x8' x 2' drum riser from stage (require heavy lifting) ✓ act as alternates and generally assist where needed

Volunteer Headquarters/Information Booth

Volunteers will assist with all operations based out of the booth that may include:

- ✓ check volunteers in and out at beginning or end of shifts
- ✓ issue Volunteer T-Shirts and additional information to volunteers
- ✓ assist visiting dragon boat teams
- ✓ greet media, special guests and visitors
- ✓ distribute water, snacks and lunches to volunteers
- ✓ maintain an organized booth area
- ✓ make sure toilet paper for port a potties

- ✓ keep booth area clean and safe
- ✓ provide/hand out festival information and goodie bags
- ✓ direct teams and public to specific event areas
- ✓ handle lost and found

AZDBA Information Booth

Volunteers (preferable covered by AZDBA Volunteers) assist with all operations regarding AZDBA that may include:

- ✓ AZDBA membership, getting involved
- ✓ joining an AZDBA team
- ✓ promote Open Paddle
- ✓ handling out information
- ✓ answering questions

KIDZ Dragon Lair

Volunteers work and encourage children to get involved with face painting, playing games, and completing arts and crafts.

Parking Attendants (Marina main entrance)

Works directly with On-Land Coordinator to communicate status of Marina parking lots and Team Overflow parking locations at all times. Responsible for controlling and issuing Parking Passes for authorized vendors, entertainers, VIPs, dignitaries, festival staff and volunteers to park on Marina parking lots; directs/redirects traffic to other offsite parking/shutting locations; and monitors open/closed Marina spaces via radio with Parking Assistants staged at different Marina parking areas.

Parking Attendants (Entrance to Reserved Parking)

Works directly with On-Land Coordinator to communicate status of Marina parking lots and Team Overflow parking locations at all times. Responsible for controlling and issuing Parking Passes for authorized vendors, entertainers, VIPs, dignitaries, festival staff and volunteers to park on Marina parking lots; directs/redirects traffic to other offsite parking/shutting locations; and monitors open/closed Marina spaces via radio with Parking Assistants staged at different Marina parking areas.

Parking Attendants (Wilson Electric)

Works directly with On-Land Coordinator to communicate status of Lot 3 designated for Team Overflow parking only at all times. Responsible for allowing only Teams to park in Clear Channel Communications parking; directs/redirects traffic to other offsite festival parking/shuttle locations and monitors open/closed spaces via radio with Parking Attendant Lead at Marina main entrance.

Parking/Shuttle Assistants

Works and takes direction from Parking Attendant Lead; greets and ensures passengers board shuttle safely, communicates any suspicious activity to Parking Attendant Lead.

Team Shuttle Drivers

Volunteer drivers greet and help teams load their gear and are shuttled to the festival Marina Teams Drop Off area.

Timing Assistants

Volunteers sit in tent and assist with recording finishes by pushing timer buttons.

Timing Runner

Volunteers support Timing Tent and post race results at scoring area.

Boat Ramp Volunteers

Two volunteers needed to act as traffic police to stage and assist those with private boats launch and get off the lake during the festival races.

Dock Master (Kerry Chow (aka Puppy))

Manages, directs and instructs Marshal/Staging and Dock Management and is responsible for ensuring the safety of everyone within the dock loading and unloading areas. Since there is a 30-minute overlap between 1st and 2nd shift start times, volunteers have an opportunity to get hands on training. Dock Master will train the 1st shift scheduled to arrive at 6:30am on what is expected of Marshal/Staging and Dock Management. Then the 1st shift will train the 2nd shift that arrives at 9:00am.

Marshal / Staging Lead

Volunteer dedicated to assist Dock Master and On-Land Coordinator. Volunteer Assistant will assist in supportive role and go-between person to communicate back and forth with On-Land Coordinator via radio. Also acts as Start/Finish Cheerleader encouraging, clapping and cheering on our teams and spectator participation to get excited about the races.

Marshal / Staging Crew

Four volunteers work and take instructions directly from the Dock Master regarding marshal staging activity which would include: tracking down teams after announcement over PA system to get to the marshal staging area, assembling teams in the designated area to be ready to board fifteen minutes before the time of its race and marshal team to dock to board the boat.

Dock Crew Hands

Load and unload teams from the boats. There are two dock crew volunteers per boat each responsible for loading and unloading teams safely from the boat and make sure boats are tied securely to the dock before loading or unloading paddlers. Dock crew hands must remain on the dock at all times unless instructed by Dock Master to do differently. All Dock Crew must wear PFD (Personal Flotation Device) at all time.

Survey Greeters

Volunteers distribute and collect Event Survey Questionnaire by walking throughout the festival interacting with spectators and teams to gather their opinions regarding festival setup, likes and dislikes.

Crowd Control

Volunteers patrol festival, walk along path next to the lake wall to remind parents to keep an eye on their children sitting on wall, answering questions and report potential safety issues and/or incidents.