



# DBV Volunteer CHECKLIST

## Welcome & Thank You

Congratulations on joining the volunteer network supporting the range of regattas and activities provided by Dragon Boat Victoria (DBV).

We require Volunteers to arrive 1 hour prior to the regatta start. The Volunteer briefing should be 45 minutes before the race starts.

### ESSENTIALS – WHAT TO BRING

- ☐ Hat
- ☐ Water
- ☐ Snacks
- ☐ Jumper / Jacket (layers for colder weather)
- ☐ Comfortable shoes
- ☐ A change of clothes

### WHAT WILL BE PROVIDED

- ☐ Sunscreen
- ☐ Water – Drinks
- ☐ Lunch will be provided, feel free to bring your snacks
- ☐ Items for your role – pens, paper, stopwatch etc.
- ☐ Emergency contact information
- ☐ Your role will be explained to you by the official in charge

### ON ARRIVAL AT THE REGATTA

- ☐ Locate DBV Administration area
- ☐ Sign in
- ☐ Ensure you receive a fluoro vest & wrist band for food & beverages for the day
- ☐ Stay in DBV administration area for Volunteer Briefing
- ☐ Make yourself known to the official in the area you are working in

- ☐ Make your way over to your designated area at the conclusion of the Volunteer briefing

### DURING THE REGATTA

- ☐ When a toilet/break is required please let the official in charge of your area know you are going.
- ☐ Often your lunch will be ordered for you and delivered to you
- ☐ If additional water is required, please let DBV know, and we can supply
- ☐ Ask questions if you are unsure about anything we are all here to help
- ☐ Have fun!

### COMPLETION OF THE REGATTA

- ☐ Clean up the area you were in
- ☐ Sign radio back into the administration area
- ☐ Sign off
- ☐ Give back your fluoro vest and any additional equipment you may have that was provided to you
- ☐ You will be asked to give feedback post regatta; all feedback helps us improve in the future

### THANK YOU – DBV