

## Canadian Indoor Rowing Championships

Sunday, February 7, 2016

HERSHEY CENTRE 5500 Rose Cherry Road, Mississauga



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Thank-you for volunteering for CIRC 2016! We know many of you are returning volunteers and welcome to the new people who are helping out for the first time.

Please see contained some helpful information for CIRC Volunteers pertaining to the 2016 Race Set up and Race Day.

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**LOCATION:** Hershey Centre – Main Bowl, Centre Ice, 5500 Rose Cherry Road, Mississauga. For Driving Directions, check the CIRC website under the Location tab.

**PARKING:** It is free and widely available at the front door entrance (West side). There is limited and temporary parking at the Loading Dock H (East side) if you have equipment for the event to unload at the zamboni end of the arena .

**LUNCH:** We have a lunch that is being catered for those who are working at CIRC and served between 11:45 to 1:30 p.m. The lunch will be provided in a separate room on the upper level. To ensure there is enough lunch for all CIRC volunteers there will be a lunch ticket system issued by Luba Frastacky

<b>Saturday February 6, 2016 is Setup Day</b>
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What to Wear: Comfortable shoes and warm clothes as there is ice under the floor. Tools: box cutters

**10:00 a.m. to 12:00 noon**

- ERG un-packaging, build & test. There are 75 new ergs - 32 for the Race area, and 43 for the warm-up area. There are 20 grey coloured ergs to be used in the warmup area and 55 black. The grey ergs are destined for the Pan Am Games use in 2015.

**12:00 noon to 5:00 p.m.**

- Staging & Setup: Ergs in race area, chairs for officials, build podium and draping, signage, wiring and testing of ergs in race area, registration table.

<b>Sunday February 7 2016 is RACE Day</b>
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What to Wear: Wear comfortable shoes. All CIRC officials will be required to wear the black CIRC long-sleeve shirt. If you are returning from last year, please wear your black shirt. If you are new, report to Luba Frastacky for CIRC gear when you arrive.

Start times are as follows:

- Registration Desk:** 7:00 a.m. Note – need to be ready to start at 7:00 – competitors arrive early.  
Report to Front entrance (street level)  
Registration Desk Captain: Barb Schneider
- Weigh-Ins:** 7:00 a.m. Area near Warm up ergs – near Zamboni entrance.
- Lane Officials:** There are three shifts a.m. and p.m. as well as the need for floaters mid-day  
First Shift: **7:30 a.m. -12:00 noon** Officials meeting at 7:45 a.m.  
First race is at 8:45 a.m.  
Second Shift: **12:00 to 4:45 p.m.** Last race is scheduled to start at: 4:35 p.m.  
Chief Umpire: Lynda Dundas  
All Lane Officials must wear CIRC long sleeve T-shirt while in the Race Area.
- Race Control:** **7:45 a.m. to 4:45 p.m.** This station requires a dedicated commitment for the entire day to support the paper flow from Reg Desk to Results area.  
Race Control Captain: Barb Schneider
- Medals Presentation:** Report to podium at 9:30, 10:30, 11:30 etc. to: 4:30 p.m.  
Awards Ceremony Captain: Susan Kitchen
- Gophers and Floaters:** Various tasks working with announcers, in warm-up / exhibitor area.  
Gopher Captain: Debbie Wood
- Erg Sales:** Report for setup at **4:00 p.m.**  
Erg Sales Captain: Scott Allan
- Tear Down:** **4:45 p.m. to 6:00 p.m.** Pack up and disassemble AV, roll up carpets, take down signs, load vehicles.

Any additional questions, please email [volunteers@cdnindoorrowing.org](mailto:volunteers@cdnindoorrowing.org)

Lane Officials can email [officials@cdnindoorrowing.org](mailto:officials@cdnindoorrowing.org)