

Spectator Area Captain Job Description

Vision:

What you deliver: Safe, efficiently run spectator areas with great viewing opportunities.

How you deliver: Give Spectator Area workers a successful experience. Create a professional but friendly atmosphere for both workers and spectators.

Responsibilities:

- Staff Coordination
- Spectator Area Set Up
- Spectator Area Operations
- Spectator Area Tear Down and Clean Up

Check List:

Pre Event (chronological order):

- ◇ Review this job description with Chairperson and revise as needed
- ◇ Go over proposed schedule, area assignments and spectator area plans with the Chief of Spectator Areas
- ◇ Review your equipment needs with Clerk of the Course and Equipment Manager.
- ◇ Contact previous workers, develop initial staffing list and needs list
- ◇ Coordinate returning workers and staffing shortages with Staffing Officer
- ◇ Have a field survey of each spectator area with the Chief of Spectator Areas to go over where every thing will go and how things will work.
- ◇ Review spectator area set up (including sponsor's banners), tear down and clean up plan with the Clerk of the Course
- ◇ Coordinate with the Control-Captain appropriate for each of your areas.
- ◇ Touch bases with your EMT and Law Enforcement staff for your areas. Let them know your plans and schedule. Determine if they need to go out with your team or if they will arrive on their own.
- ◇ Go over all team meeting times and places.
- ◇ Review general emergency procedures plan and determine how this would be implemented at this area if needed.
- ◇ Determine who is coming to the worker meeting and RSVP with Chief of Staff.
- ◇ Get T shirt sizes (forward to Staffing Officer) and confirm all workers
- ◇ Coordinate meeting times and places with all workers on your team

Day of Event:

- ◇ Meet with all the Spectator Areas marshal and captains to go over any last minute details
 - Get all equipment (family radios, bibs, pennant ribboning, stakes etc)
 - Get Sponsor's banners and "special" signs to be placed at each spectator area
 - Get T-Shirts and room rebates for for any of your team that can not get them for themselves.
- ◇ Meet with workers, EMT and (Law Enforcement if applicable).
- ◇ Confirm workers have supplies (water, food, flashlights etc)

Spectator Area Set Up and Operation

- ◇ Place parking staff for early bird spectators. We recommend swapping parking staff with marshals on a day by day basis – Fri parking does marshal on Sat and visa versa.
- ◇ Place pennant ribbon (and any stakes needed to hold it). Start with the pennant ribbon that defines the end of the area and leave a marshal there to keep early bird spectators contained.
- ◇ Place EMT and (Law Enforcement if applicable).
- ◇ Set up sponsor's banners at the planned locations. Metal stakes will already be in place.
- ◇ Place remaining spectator marshals
- ◇ Test your communications net
- ◇ Keep in communication with your marshals during the running of the stage. Look for potential trouble areas and try to get there yourself before small problems become larger.
- ◇ Retrieve all stakes, signs, sponsor's banners and ribbon in the vicinity of the parking and spectator area.
- ◇ Retrieve waivers and return to worker room
- ◇ Return all materials, equipment and banners to Equipment Manager or Chief of Spectator Areas. Be particularly careful with sponsors banners (so someone does not walk off with them – and we have to pay for them).

Post Event

- ◇ Mail any bagged shirts that didn't get distributed for whatever reason
- ◇ Revise this check off list
- ◇ Email Chairperson any feedback.