

DBMS Crew Waterside Café

Introduction

DBMS Crew regattas are typically all day events. Parents volunteer to provide meals, drinks, shelter & support for the team – aka the Waterside Cafe. Most regattas involve Boys & Girls Varsity, JV and Novice teams with upwards of 70+ rowers/coxswains plus their families to feed. Breakfast, lunch & snacks are usually required. For every regatta, the expectation is that each family will contribute food, time or money to the Waterside Cafe.

The information contained in the document is simply a guide meant to provide helpful information and things to consider when coordinating the Waterside Café.

A New Season

At the beginning of each season, the coaches or a returning parent will request 2 -3 volunteers via SignUp Genius (www.signupgenius.com) to coordinate transportation and the Waterside Café for each regatta of the season. The primary responsibilities for those volunteers are :

- Scheduling / paying for buses / securing a bus chaperone(s)
 - Note: Buses should be reserved by the Tuesday prior to the regatta. There will be a separate guide for coordinating team transportation posted to the DBMS crew website. <http://dbmscrew.weebly.com>
 - Checking and restocking the supply bins
 - Sending out the SignUp Genius requesting food/drinks/volunteers
 - Setting up the Waterside Café on race day
 - Coordinating volunteers on race day to monitor the tables
 - Coordinating volunteers on race day to break down & clean up
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SignUp Genius

SignUp Genius is an online tool used to create online sign-up sheets to organize food / supplies / bus chaperones / etc. for each regatta. www.signupgenius.com

New families to DBMS Crew should create a personal SignUp Account in order to sign up to bring requested items.

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Required Information & Timing

If you've volunteered to coordinate the Waterside Café, you'll need the following information to get started:

- Date and Location of the regatta
- Teams rowing in the regatta / # of kids
- Parent email list of the rowers/coxswains attending that week
- Approximate time of the races
- The grocery list for the week
- Weather forecast for race day (www.weather.com)

The coach will provide the information by the Wednesday prior to race day. Details may be posted to the DBMS crew website. <http://dbmscrew.weebly.com>

The Grocery List - What Food do I Request and How Much?

The coaches will provide a grocery list of healthy food options for the rowers, as well as, amounts to request for each regatta. These food items and amounts are based on what college rowers typically eat on race day. The volumes provided cover **ONLY** the rowers. Modify amounts as needed if there were leftovers or shortages from previous weeks.

When deciding what other food options to request for spectators, try to keep with healthier but tasty food options. Whole grain chips/breads, salsa, fruit, salads with lean protein, chili, soups, lean deli meats, whole grain pasta salads with lean protein, etc.

For volumes, take into consideration the number of spectators and increase the amounts accordingly. Multiplying the number of rowers by 1.3 and adding that to the rower total gives a good ball park of the number of people to feed.

Try to factor in the timing of the races and when parents may arrive. For example, if most races are in the afternoon, parents will typically arrive closer to lunch, so scale back volumes for breakfast but add more for lunch.

Also take into consideration the weather for race day. The rowers like hot food like chili, soup, hot chocolate, etc. on cold days. Plenty of cold water and Gatorade is a must on hot days.

Sugary snacks are ok but only after ALL rowers have raced.

Note: Reviewing previous SignUp lists to estimate volumes and see samples of items to request is helpful.

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Drinks

DBMS Crew has 4 – 5 gallon water jugs. Three orange ones will be filled with water and go up on the trailer. The 4th (blue) is for Gatorade. It can go up on the trailer empty and filled with Gatorade at the regatta.

4 additional 2.5 gallon jugs of water should be requested via the SignUp to refill the jugs and to boil water during the day if needed. Include as a breakfast item so it goes up on the buses or arrives early with a parent.

10 gallons of the same flavor of Gatorade should be requested via the SignUp. Include as a breakfast item. Gatorade powder is a good backup if the Gatorade runs out.

Take in to account the weather and number of people expected and modify if needed.

On cold days, hot chocolate is a big hit.

Reminder: The coaches do not want cases of individual water / Gatorade bottles. [The kids should bring their own reusable water bottle to each regatta.](#)

Supplies

The team will pack the following supplies on the truck/trailer for each regatta. When the kids arrive at the regatta, they will unload these items and bring them to the site of the Waterside Café.

Note: If you can bring the tables and bins up yourself and arrive before the buses, check in with the coach to see if it's an option. It's less chaotic trying to setup when the kids aren't hovering around looking for breakfast.

- 3 Tents
- 3 Filled water jugs/1 empty water jug
- 3-4 Folding Tables
- 3-4 Tarps
- 3 – 4 Supply Bins
 - Cleaning supplies/camp stove propane/lighters
 - Papergoods/serving trays, bowls, utensils, tea kettle
 - Non-perishable food left over from previous weeks

The kids should pack up and load these back on the truck/trailer after the regatta. These items are stored in the boat shed at DBMS.

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Restocking Supply Bin Contents

Each week, the supply bins should be inventoried, reorganized and restocked by Friday morning for the upcoming regatta. The trailer is packed Friday afternoon. The bins are currently labeled and organized for the most part, as follows:

Cleaning supplies – Large trash bags, hand sanitizer, all purpose spray cleaner, paper towels, disinfecting wipes, / camp stove propane / lighters / large reusable bag , scissors, sharp knife, rope

Paper goods / Serving items - trays, bowls, utensils, tea kettle, DBMS banner, blue plastic tablecloths, etc. Restock paper goods so that there are enough plates, cups, bowls, silverware, napkins for the crowd expected at that week's regatta. Consider what's being served. For example – extra bowls/spoons will be needed for chili or soup. Hot cups for hot chocolate if the forecast is for a cold day.

Non-Perishable Food - Hot chocolate, peanut butter, granola bars, tea, sugar packets, mustard, rice cakes, etc.

Keeping like items in specific bins facilitates locating needed items during setup.

If supplies are needed, either request cash in the Sign Up (along with a note of who to pay) and restock yourself or add the specific items to the SignUp.

Note: At the end of each regatta, it's helpful to bring home and wash the dirty serving items / utensils. There should be a large reusable shopping bag in the cleaning supply bin to carry them. Return them to the bins by Wednesday of the following week for the next volunteer.

Camp Stove & Grilling

If chili, soup, or tea/hot chocolate, hot items, will be part of the regatta menu, a camp stove will be needed. Request 1 or 2 camp stoves (depending on how many burners you'll need) & corresponding propane tanks in the SignUp.

Grilling - DBMS Crew does not typically grill unless you are willing to cover it from start to finish. Contact the head coach to propose grilling for a regatta.

Coolers with Ice

Request 3-4 large coolers filled with ice in the SignUp for each regatta. The ice is used to chill the water and also to keep food cold throughout the day.

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Creating Your Sign-Up

The steps on the website for creating the SignUp are easy to follow. There's also functionality to transfer and duplicate previous SignUps. Duplicating SignUps can save some time. Be sure to update the dates/times/locations & items specific to that regatta.

Creating Your Sign-Up, (continued)

To create a new SignUp, follow the steps on the website. They correspond to the steps in the table below:

1	Log into the DBMS crew SignUp Account at www.signupgenius.com Email : dbms.crew@yahoo.com PW: regatta123 (case sensitive)
2	Click on Groups – Edit an existing group if needed to add/delete email addresses based on the list provided by the coach or add a new group. A group containing all rowers for the fall 2014 season (DBMS Crew Fall 2014) is already set up and can be used for the 2 remaining full team races this season. If you need to add a new group – Enter a group name, select Manually Enter Emails & copy / paste the email list from the spreadsheet provided by the coach. Click on Add New Group
3	Click on the SignUpGenius main link at the top left of the screen and then click on <Create a SignUp>.
4	General Details – Add the requested information. <ul style="list-style-type: none"> • Name of Group – Select DBMS Crew Fall 2014 • Title of Sign Up – Name of Regatta & Date • Description – you can use the description from a previous signup as a guide. Modify the description as necessary with details (dates/time/venue/# of rowers/contact info) for the upcoming the regatta or create your own description. Click CONTINUE
5	Theme – Choose Category <ul style="list-style-type: none"> • Select Sports - On page 6, there are 2 rowing themes from which to chose • Select one Click CONTINUE

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Creating Your Sign-Up, (continued)

6	<p>Dates/Times – Select One-Time</p> <ul style="list-style-type: none">• Enter Date of Event• Enter Start Time – typically shortly before the buses will arrive at that week’s venue• End Time – typically an hour after the last race finishes• Location – Address of the venue provided by the coaches <p>Click CONTINUE</p>
7	<p>Slots – Slot by slot, enter each items to be requested, # wanted & helpful comments. Include 2 bus chaperones, setup & clean up times/volunteers, and table shift times/volunteers.</p> <ul style="list-style-type: none">• Click the box – <I need to enter more sign up slots in addition to the ones above> to add additional slots.• Layout Settings – Select Standard volunteer sign up• Optional Advanced Settings - Skip <p>Slots can be dragged and dropped to display in a specific order – typically by breakfast, lunch, snacks.</p> <p><u>Add ‘ Breakfast’ to the comments for all breakfast items. This will indicate the items that will need to be sent up on the bus or with parents setting up.</u></p> <p>Click CONTINUE</p> <p>Note: When creating the slots, try to make them as clear and equitable as possible. If several smaller or lower cost items are needed, request multiples in the slot or combine them. For example – Title the slot ‘2 bags of pita chips’ – number wanted 1 versus ‘1 bag of pita chips’ number wanted 2. Chips & Salsa versus 2 separate items – one for chips / one for salsa. Be specific in the size of the item if you want a certain size. For example – 1 large tub of cream cheese versus a tub of cream cheese. Also indicating ‘Number of people to serve’ is helpful.</p>

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Creating Your Sign-Up, (continued)

8	<p>Edit or Delete Your Slots: Here you can edit or delete items, rearrange the order by dragging and add new slots.</p> <p><u>Caution:</u> To edit a slot, check the box and then click Edit Selected at the top of the page. Be careful when editing multiple items at once. It will apply your change to all items selected.</p> <p>Once all items have been added and are in order, click UPDATE</p>
9	<p>Settings</p> <ul style="list-style-type: none">• Contact Info – Email – Yes, Phone & Address – No• Public Sign Up Comment – Required – No• Miscellaneous Preferences<ul style="list-style-type: none">▪ Notify me by email when someone signs up – up to you. Emails will go to the Yahoo account. (PW Regatta123 – case sensitive)▪ Send reminders to people <u>2</u> days before▪ Allow members to ‘swap’ slots with another member – uncheck▪ Encourage members to share about sign up on FB and Twitter – uncheck <p>Click CONTINUE</p>
10	<p>Preview - Proof read Go back and edit each section as needed.</p>
11	<p>Proceed to Invite & Publish – If needed, edit your group. Preview the email.</p> <p>If all looks good, the SignUp is ready to be sent, click on TAKE MY SIGN UP LIVE AND SEND MY INVITES</p> <p>This will send your emails. A confirmation will be sent to the Yahoo email account. A link to the SignUp will display.</p>

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Creating Your Sign-Up, (continued)

12	<p>Check the SignUp periodically prior to race day to confirm items are selected. Send a gentle reminder email if slots aren't filling up by Friday night. Food and drinks for the kids are the priority.</p> <p>Bus chaperones are critical. Work with the parent organizing transportation if you see that no one has signed up by Friday night.</p> <p>At least 4 early morning volunteers are needed to setup. The café should be setup and breakfast set out as soon as possible on race day. This can be a bit hectic.</p> <p>If no one signs up for table shifts or to clean up, there are usually plenty of parents there on race day who will step up even if they haven't signed up.</p>
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Day Prior to Race Day

Helpful Hints:

- Confirm all required items have been selected from the Sign Up.
 - Confirm the supply bins are stocked with needed items.
 - Add the coach's cell and your morning setup crew's cell numbers to your phone.
 - Check in with the coaches to see if they have a certain location in which they want you to setup.
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Race Day – Morning Setup

Below are some guidelines for setting up and managing the Waterside Café on race day:

Step	Action
1	Arrive shortly before the buses are scheduled to arrive and secure a spot to setup.
2	Notify the setup crew of the location.
3	Find the truck/trailer and unload the tables, tents & bins (or if the kids are there, they can unload).

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Race Day – Morning Setup, (continued)

Step	Action
4	Setup the tables – 3 for food & the camp stove, the 4 th for the water/Gatorade jugs & cups. Table clothes, paper goods, hand sanitizer and serving trays/bowls, etc will be in the supply bins.
5	Setup the tents. 4 people are needed for each tent. Place 1 tent over the food tables. The remaining 2 tents can be setup close by for the kids to hang out and store their bags. Have the kids lay out the tarps under their 2 tents.
6	Kids will bring breakfast items on the bus (hopefully). Unpack and set out as it arrives.
7	Store any lunch food in the coolers with ice.
8	Put away any cookies/brownies until after all rowers race.
9	Fill the Gatorade jug with Gatorade.
10	Tie a couple of trash bags to the food tent and one to the rower's tent.
11	Monitor, replenish food and clean up the tables as needed.
12	Refill the water and Gatorade jugs as needed.

Lunch

Below are some guidelines for setting up lunch on race day:

Step	Action
1	Around 11:00 start the transition to lunch. Hopefully some other volunteers will have signed up to assist.
2	Check the race schedule and stagger when food is set out so all racers can eat after they race. Some may eat before depending on the schedule.
3	Start heating up any soup/chili if applicable.
4	Toss any salads as needed.
5	Clean up and store breakfast items.
6	Monitor, replenish food and clean up the tables as needed.
7	Refill the water and Gatorade jugs as needed.
8	Once all racers are off the water, set out the cookies/bars, etc. Save some for the last racers.

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Clean & Pack Up

Below are some guidelines for cleaning & packing up on race day.

Step	Action
1	Once the last race ends, start cleaning up.
2	Leave some food out for the rowers from the last race.
3	Have the kids pick up any trash left on the tarps or in the general area. Have them fold up the tarps, take down the tents, fold up the tables. The captains can facilitate this.
4	Start to pack up the bins. Once all the kids have eaten, discard any trash/food, clean and fold up the remaining table.
5	Collect the dirty utensils/serving trays/bowls and store in the large reusable bag. Bring them home to wash/return to the supply bin.
6	Empty the water/Gatorade jugs.
7	For any perishable food that can be used next week (i.e. jelly, mayo, salad dressing, etc.) try to send it home with next week's volunteer to refrigerate and bring to the next race.
8	Have the kids bring the tents, tarps, tables, bins, water jugs, to the trailer and load them.
9	Tie up all trash bags and bring to the designated area.
10	Pick up any clothing or personal items left behind. Email the list to try to find the owner or bring to the DBMS lost and found.
11	If there's left over food, see if anyone will take it home.
12	Leave the area as you found it.

Lessons Learned

It's helpful to share what worked well and what could be improved with the volunteers for the upcoming week, especially in regards to food volumes and choices.

For example – based on the regatta from 10/6/14:

- There are plenty of Granola bars, peanut butter and jelly in the bins.
 - Yogurt volumes were good this week.
 - Fruit kabobs were a hit. Increase the volumes / maybe include as a breakfast item.
 - Ran out of chili, Gatorade, chicken Caesar salad, pasta salad, cookies.
 - A few turkey/chicken sandwiches were left over. Need more variety.
 - Cream cheese arrived closer to lunch than breakfast – lots of unhappy kids.
 - Both tubs of hummus were left over.
 - Other items worked pretty well.
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Questions

Please don't hesitate to ask questions. Contact any of the parents who have experience with the Waterside Café or ask the coach who to contact.

Everyone is very willing to help and share what they've learned.

Good Luck!!
