



Start Line – Parking Captain Job Description

OVERVIEW

Your job is to oversee the parking crew to make sure that:

- Parking spaces at the front of the Cisco lot are reserved for special needs
- No one is allowed into the south Cisco lot unless pre-approved
- Every drive-up participant is greeted in a warm and helpful manner
- Clear instructions are given on where to drop swimmers, kayaks, and where to park
- Information is provided on shuttles, bag check, and the finish line location if needed

TEAM

- 1 Parking Captain; 1-2 Parking Assistants

SUPPLIES

- See separate “Start Line Parking - Equipment List”

SCHEDULE/PROCESS

- 4:45am - Upon arrival, Captain places parking cones to block access to the south Cisco parking lot, mark kayak drop off parking, and mark street crossing. Direct volunteers to park on streets nearby. Let BBC staff in to drop off supplies as needed, then remove cars.
- The handful of parking spaces in front of Cisco are for: 1 ASE timing van, 2 BBC trucks, 3 spaces left open for accessible/handicap parking if needed
- 5am, permit these vehicles only into the south Cisco parking lot:
 - Any MEP and Police/Fire authorities
 - ASE timers to drop equipment near start chute
- 5:30am, Check in Opens, Participants begin arriving
 - Greet every car that pulls up in a warm and friendly manner, thank them for swimming/kayaking. Inform cars traveling south to continue south and turn around to safely unload vessels and people
 - Just parking? Go to north Cisco lot or auxiliary if the lot is full
 - Dropping swimmers off? Direct them to check in and parking
 - Dropping kayaks off? Direct them to Vessel unloading and parking
 - Direct cars to park as far forward as possible in the Vessel drop off area leaving enough space to work/unload
 - Direct Safety Squad participants to the kayak launch area, to Stuart Downie
- At 7am the Timing Company will need to make a quick exit to get to the finish line.
- The swimmers start at 7:15am and are all gone by 7:40am. The start line will be done and fully packed up by 8:30am.

MISC.

- We have permission to use the beach - it belongs to Cisco
- Bag check is available at the parking lot entrance if participants would rather not paddle their bags across
- A First Aid tent is available near the PA tent – sunscreen and bug spray will be available there, in addition to help for bee or jellyfish stings and small cuts and scrapes.

Any problems or questions? See your Start Line Captain, Sara Quintal.
Thank you!