



DISPLAY FIELD CREW LEADER

1. Responsible for organizing the Display Field Crew and ensuring that vehicles and vendors are safely guided to their spots on the field.
2. Schedule and supervise the full-day activities of the Display Field Crew, consisting of:
 - a. Vendor Monitors
 - b. Direction Persons
 - c. Class Direction Persons
 - d. Parkers
 - e. Parking Assistant
3. Accomplish the requirements of the DISPLAY FIELD CREW LEADER RESPONSIBILITIES.
4. Ensure that all Crew Members are trained and prepared to accomplish their assigned duties and that they are familiar with and follow the established guides and field layout, specifically:
 - a. BBTS Display Field Crew Location Diagram
 - b. BBTS Display Field Crew Guide
 - c. Parking Guide Map (with class locations)
5. Reassign crew members among the crew positions as needed to balance shifting workloads.
6. Resolve any disputes arising from arrival of vendors, spectators and entrants.
7. Maintain an Attendance List of all Display Field Crew members.
8. Required to wear a safety vest while performing job duties.



Preparation Responsibilities: Pre-Sunday

1. Obtain the names of eighteen (18) or more available Display Field Crew volunteers from the Volunteer Committee. (Beginning by late January)
2. Assign a position and shift time for each Volunteer.
 - a. Ideally two shifts, or as otherwise determined for best deployment. (e.g., only one person is likely needed for Vendor Monitor because most vendors are situated by 9:00 AM.)
 - b. Account for the physical abilities of each individual.
3. Obtain the latest updated Parking Guide Map from the BBTS Chairperson.
4. Distribute and review the following documents with each member of the Display Field Crew:
 - a. Job Descriptions for each position.
 - i. Display Crew Direction Person
 - ii. Display Crew Vendor Monitor
 - iii. Display Crew Class Direction Person
 - iv. Display Crew Parker
 - v. Display Crew Parking Assistants (if assigned)
 - b. BBT BBTS Display Field Crew Guide
 - c. Display Field Crew Location Diagram
 - d. Parking Guide Map showing Car Class locations.

Preparation Responsibilities: Sunday Morning

1. Provide for early arrival of Crew Members at 7:30 AM.
 - a. Coordinate with Entrance Crew Leader.
2. Obtain and distribute safety vests to all crew members.
3. Confirm all Display Crew members have a copy of:
 - a. BBTS Display Field Crew Guide

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DISPLAY FIELD CREW LEADER RESPONSIBILITIES



- b. BBTS Display Field Crew Location Diagram
 - c. Parking Guide Map showing Car Class locations.
4. Have all Crew Positions staffed by 8:00 AM
- a. Note: Vendors arrive early, most at 8:00 AM.
 - b. Prioritize Vendor load in to deal with the initial vendor arrivals to get them settled as soon as possible.
 - c. Obtain and provide the Vendor Monitor with the list of pre-registered Vendors.



DISPLAY FIELD VENDOR MONITOR

1. This position is located generally along the West and East boundaries of the Display Field.
2. Direct incoming vendors to available marked locations.
3. Collect fees and registration forms from non-pre-registered vendors
 - a. Collect vendors' completed registration forms
 - b. Collect the required entrance fees for the number of requested spaces.
 - c. Deliver registration forms and collected fees to the Registration Tent by the end of the day.
4. Remain available to the vendors throughout the day to assist in any issues that may arise, including:
 - a. Late arrivals
 - b. Early exits.
5. Also collect the Registration Fee and Form from any **Food Vendor** who has not pre-paid.
6. Refer to the Vendors section of the Display Field Crew Guide for detailed instructions and guidance.
7. Required to wear a safety vest while performing job duties.



DISPLAY FIELD DIRECTION PERSON

1. This position is located west of the entrance lanes at the entry to the Display Field.
2. Responsible for directing incoming traffic of vendors and display cars to their appropriate locations according to:
 - a. The Display Field Crew Guide
 - b. The BBTS Display Filed Crew Location Diagram
 - c. Parking Guide Map showing Car Class locations
3. Control the movement of all traffic into the Display Field to avoid congestion.
4. Direct all Vendor traffic to Vendor Row and the Vendor Monitor.
5. Monitor the amount of wear on the grass as vehicles continue to enter. Move the traffic pattern to another class row if excessive wear is indicated.
6. Required to wear a safety vest while performing job duties.

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JOB DESCRIPTION:



DISPLAY FIELD CLASS DIRECTION PERSON

1. This position is located in the center of the Display Field.
2. Responsible for directing Display Cars to the section that includes their car class according to:
 - a. The BBTS Display Field Crew Location Diagram
 - b. The BBTS Display Field Crew Guide
 - c. Parking Guide Map showing Car Class locations.
3. Maintain an orderly traffic flow to prevent or minimize or prevent backups to the Display Field entrance.
4. Instruct drivers as necessary to proceed to the appropriate Parker.
5. Required to wear a safety vest while performing job duties

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JOB DESCRIPTION:



DISPLAY FIELD PARKER

1. This position is located on the Display Field in one of the six (6) designated sections as indicated in the Display Field Crew Location diagram as assigned.
2. Receive incoming Display Vehicle traffic from the Class Direction Person and guide the driver to the correct class location.
3. Quickly assist each driver in parking in the correct location in accordance with:
 - a. The BBTS Display Field Crew Location Diagram
 - b. The BBTS Display Field Crew Guide
 - c. Parking Guide Map showing Car Class locations.
4. Requires a familiarity of British car makes and models.
5. Required to wear a safety vest while performing job duties.

PARKING PROCEDURES *(from the BBTS Display Field Crew Guide)*

1. If necessary, confirm the car's entry class with the driver.
2. Direct the driver to the proper class row.
3. All parking is headed in from behind the class row driving forward only.
4. Maintain a 5-foot separation between cars.
5. Direct the driver to park aligning the car's front wheels on the white line.
6. NEVER allow drivers to back in to the spaces.
7. If a Class has two rows, fill both rows evenly and allow space for Vendors to enter.
8. All vehicles will be parked facing west. (except for Rovers facing north)
9. Remind drivers to fill out their registration forms and take them to the Registration Tent to register and receive their entry packets.

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JOB DESCRIPTION:



DISPLAY FIELD PARKING ASSISTANT

1. This position is located on the Display Field in one of the six (6) designated sections as indicated in the Display Field Crew Location diagram as assigned.
2. Assist the Display Field Parker by guiding Display Car drivers into final parking locations.
3. All parking is headed in from behind the class row driving forward only.
4. Maintain a 5 foot separation between cars.
5. Direct the driver to park aligning the car's front wheels on the white line.
6. NEVER allow drivers to back in to the spaces.
7. Required to wear a safety vest while performing job duties.

Note: This position is intended for volunteers without familiarity with British car makes, including the Waterford High School Key Club students.



Display Cars

1. Direction Person:

- a. Keep Display Vehicles moving towards the Class Direction Person at the Center of the Display Field
- b. No trailers, except for Vendors on Vendor Row, are allowed on the Display Field.
- c. Display vehicles entering the grounds in or on trailers must park in the trailer parking area to unload.
- d. Except for vendors, only British vehicles are allowed on the Display Field.
- e. Prevent drivers from cutting across the Display Field.
- f. Monitor the wear on the grass where the cars enter the field.
 - i. Move traffic to the next Class row if the grass is being worn excessively.

2. Class Direction Person

- a. Directs the driver to go to a Parker at one of 6 sections according to the vehicle's class.
- b. If uncertain of the car's make and model, ask the driver.
- c. If necessary, confirm the car's entry class with the driver.

3. Parker

- a. If necessary, confirm the car's entry class with the driver.
- b. Direct the driver to the proper class row.
- c. All parking is headed in from behind the class row driving forward only.
- d. Maintain a 5-foot separation between cars.
- e. Direct the driver to park aligning the car's front wheels on the white line.
- f. NEVER allow drivers to back in to the spaces.
- g. If a Class has two rows, fill both rows evenly and allow space for Vendors to enter.
- h. All vehicles will be parked facing west. (except for Rovers facing north)
- i. Remind drivers to fill out their registration forms and take them to the Registration Tent to register and receive their entry packets.

4. All Display Field Volunteers and General Information

- a. Please stay alert to ensure that cars are not wandering aimlessly through the Field.
- b. MORGAN 3/4 Group will probably have a hospitality/picnic at the end of the MORGAN CLASS near the east entrance to the display field.
- c. CAR FOR SALE signs are allowed on the Display field. They will only be allowed the normal Display Field Space in their Class. No extra space for tables, or tents.

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DISPLAY FIELD CREW GUIDE

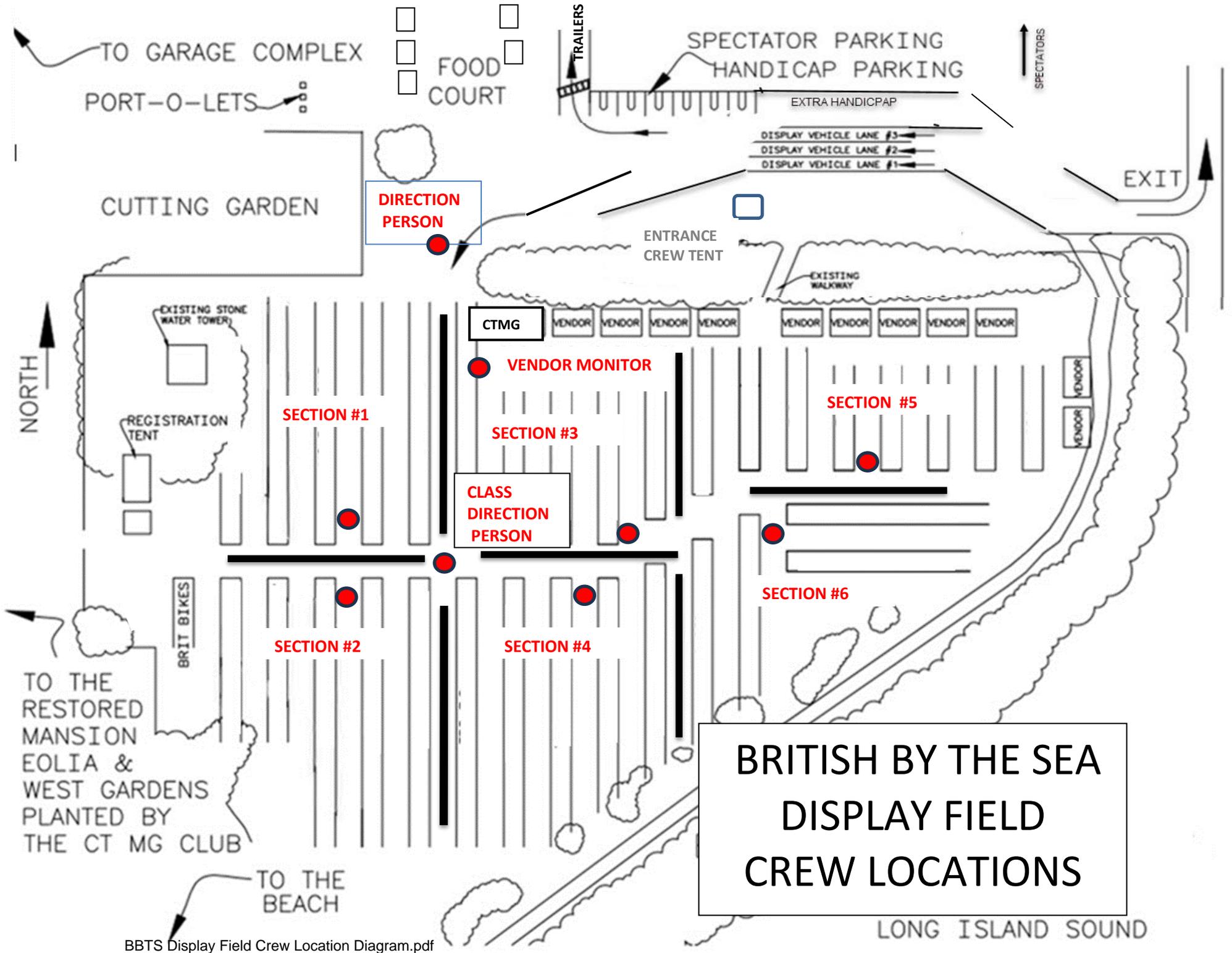


Vendors

1. The Display Field Direction Person directs the entering vendors down Vendor Row to the Vendor Monitor.
2. The Vendor Monitor should arrive by 7:30AM and must be in position by 8:00 AM.
3. Vendor Spaces are advertised as 20' x 20' but are actually laid out at 23' x 23' spaces.
4. The first four (4) Vendor spaces are reserved for:
 - a. Membership (at the corner)
 - b. Club Silent Auction Tent (2 spaces)
 - c. Club Regalia
5. The Vendor Monitor will be provided a list of **Reserved** Vendors. Their locations will be marked with white spray paint.
6. Vendors are to be guided to the next open space or spaces according to "Stick-um" dots that were placed on their Headlight by the Entrance Crew
 - a. One dot = one space, two dots = two spaces etc.
 - b. Show the Vendor their space limit.
7. Vendors spaces will extend around the east side of the Display field towards the Beach.
8. The Vendor Monitor collects fees and registration forms from non-pre-registered vendors
 - a. Collect vendors' completed registration forms
 - b. Collect the required entrance fees for the number of requested spaces.
 - c. Deliver registration forms and collected fees to the Registration Tent by the end of the day.

Food Vendors

1. The Vendor Monitor collects the \$75 fee and registration forms:
 - a. From any food vendor who has not pre-paid;
 - b. Before the end of the day;
 - c. After the Display Field vendors have settled in.



DIRECTION PERSON

CTMG

VENDOR MONITOR

CLASS DIRECTION PERSON

**BRITISH BY THE SEA
DISPLAY FIELD
CREW LOCATIONS**