

British by the Sea

JOB DESCRIPTION:



ENTRANCE CREW LEADER

1. Schedule and supervise the Entrance Crew, consisting of:
 - a. Entrance Crew, Traffic Control (1 per shift)
 - b. Entrance Crew, Greeter (1 per shift)
 - c. Entrance Crew, Check In (4 per shift)
2. Accomplish the requirements of the ENTRANCE CREW LEADER RESPONSIBILITIES.
3. Direct the early access for Crew Members and other volunteers and opening of the BBTS main gate at 8:00 AM.
4. Ensure the Guidelines are followed throughout the day.
 - a. Entrance Crew Greeter Guide
 - b. Entrance Crew Check-in Guide
5. Perform the duties of any of the crew positions as necessary, with priority as an additional Check In position throughout the day as available.
6. Consolidate and collect registration fees for transfer to the Registration Tent.
7. Reassign crew members among the crew positions as needed.
8. Resolve any disputes arising from arrival of vendors, spectators and entrants.
9. Maintain an Attendance List of all Entrance Crew members.
10. Required to wear a safety vest while performing job duties.



Preparation Responsibilities: Pre-Sunday

1. Obtain the names of twelve (12) available Entrance 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.
 - b. Account for the physical abilities of each individual.
3. Distribute and review the following documents with each member of the Entrance Crew:
 - a. Job Descriptions for each position.
 - i. Entrance Crew Traffic Control
 - ii. Entrance Crew Greeter
 - iii. Entrance Crew Check In
 - b. BBTS Display Field Crew Location Diagram
 - c. BBTS Entrance Crew Location Diagram
 - d. ENTRANCE CREW CHECK IN GUIDE
 - e. ENTRANCE CREW GREETER GUIDE
4. Obtain the Pre-Registered lists for the Entrance Crew Check In.
 - a. 4 copies of the pre-registered vendors
 - b. 4 copies of the pre-registered food vendors
 - c. 4 copies of the pre-registered Display Car entrants

5. Obtain a supply of Registration Forms

Preparation Responsibilities: Sunday Morning

1. Provide for early arrival of Crew Members at 7:30 AM.
 - a. This may require securing key access to the grounds.
 - b. May include the responsibility to open the main BBTS entrance at 8:00 AM.

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ENTRANCE CREW LEADER RESPONSIBILITIES



- c. Coordinate with Display Crew Leader.
2. Obtain and distribute safety vests to all crew members.
3. Distribute the pre-registered lists to the Check In crew.
4. Provide registration forms to the Check In crew.
5. Secure and set up a Pop Up Tent, table, and chairs from the Garage Storage room. (Jeff Van Arsdale will have his truck and will assist.)
6. Have all Crew Positions staffed by 8:00 AM
 - a. Note: Vendors arrive early, most at 8:00 AM.
 - b. Prioritize Traffic Control, the Greeter and Vendor Registration to deal with the initial vendor arrivals.



ENTRANCE CREW TRAFFIC CONTROL

1. This position is located at the intersection of the BBTS grounds and Beach Road.
2. Direct incoming Camp Harkness traffic to proceed on Beach Road.
3. Direct all incoming BBTS traffic from Beach Road to the BBTS entrance.
4. Maintain an orderly traffic flow to prevent or minimize or prevent backups on Beach Road.
5. Instruct drivers as necessary to proceed to the Greeter.
6. Assist the Greeter as necessary following the Entrance Crew Greeter Guide.
7. Properly direct all BBTS and Camp Harkness exiting traffic to avoid congestion while maintaining a controlled traffic flow.
8. Required to wear a safety vest while performing job duties.

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JOB DESCRIPTION:



ENTRANCE CREW GREETER

1. This position is located at the top of the entrance hill between Beach Road and the registration lanes.
2. Direct all incoming traffic from Beach Road to maintain an orderly traffic flow and keep the lanes clear to prevent backups to Beach Road.
3. Direct and instruct drivers of BBTS display vehicles on how to proceed into the grounds.
4. Refer to the Entrance Crew Greeter Guide to determine how to direct incoming BBTS traffic.
5. Required to wear a safety vest while performing job duties.



ENTRANCE CREW CHECK IN

1. This position is located at the Entrance Lanes
2. Manage the intake of all vehicles according to the Check In Guide.
3. Check in all incoming vehicles requiring a paid entry fee. These include:
 - a. Vendors
 - b. Food Vendors
 - c. Display Vehicles
4. Confirm pre-paid entries using supplied lists.
5. For all incoming drivers who have not pre-paid:
 - a. Collect the fees as described in the Entrance Crew Check In Guide.
 - b. Keep collected fees separated by Vendors, Food Vendors and Display Vehicles.
 - c. Distribute registration forms to all incoming drivers who have not pre-paid
6. Direct all entering vehicles forward from the check in lines according to the Entrance Crew Check In Guide.
7. Responsible for the safeguarding of all money collected.
8. Expedite all entry operations to minimize backups.
9. Required to wear a safety vest while performing job duties.



1. Vendors

- a. Direct vendors to que up at the left side entrance lane to be admitted at 8:00 AM.
- b. After 8:00 AM direct vendors to a registration line as appropriate to maintain even traffic flow.

2. Food Vendors.

- a. Confirm the food vendor is on the approved list.
- b. No food vendor is allowed unless pre-approved or confirmed by the Entrance Crew Leader.
- c. Refer any dispute to the Entrance Crew Leader.
- d. Direct approved vendor to the right hand Entrance Lane.

3. Spectators

- a. Direct spectators to the spectator parking area.
- b. Direct spectators in vehicles displaying a handicap placard to the designated handicap parking area.

4. Display Vehicles

- a. Direct incoming show vehicles to one of the three registration lanes to maintain even traffic flow.

5. Trailers with show vehicles

- a. Direct trailers to the right most registration lane.
- b. Advise the driver that trailer parking will be to the right of the right-hand registration lane.

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ENTRANCE CREW CHECK IN GUIDE



DISPLAY FIELD ENTRANTS

1. If Pre-registered
 - a. Check off on pre-registered list
 - b. Remind the entrant to report to the white Registration Tent after parking on the show field to pick up the entry packet.
2. If NOT pre registered:
 - a. Collect the \$25 Entrance Fee.
 - b. Provide the driver with a registration form.
 - c. Instruct the driver to turn in the completed registration form at the white Registration Tent.
3. Confirm the class they are entering.
4. Advise drivers to follow instruction from the parking crew to get to their assigned class.
5. If driven in, instruct the driver to move forward and turn left to enter the show field.
6. If trailered in, instruct the driver
 - a. to move forward and turn right for trailer parking and unloading, and;
 - b. after unloading to then drive the display vehicle on to the field.
7. For all entrants, if asked:
 - a. “For Sale” signs may be displayed in vehicles on the show field.
 - b. No tents, chairs or displays can exceed the space allocated for one vehicle.
 - c. No trailers are permitted on the show field unless prior arrangement has been made with the Show Chairman.



VENDORS

1. All vendors (except Food Vendors) are required to que up at the left side entrance lane and will not be admitted until 8:00 AM.
2. **Pre-registered vendors.**
 - a) Check off the vendor on the Pre Registered Vendor List.
 - b) Confirm the number of spaces required. All displays must be confined to the 20x20 space or additional space purchased.
 - i) Note: a full-size pickup truck will fit in a 20 x 20 space.
 - ii) Larger vehicles or vehicles with trailers will require multiple spaces unless the oversize vehicle is removed and parked in the spectator lot.
 - c) Apply a “Stick-um” dot on the left headlight of the vendor’s vehicle for each spot purchased.
 - i) If additional space is requested, advise the vendor to purchase the additional space from the VENDOR MONITOR.
 - d) Inform vendors that a VENDOR MONITOR will direct them to a vendor space.
 - e) Direct the vendor to the DISPLAY FIELD DIRECTION PERSON for the next instruction.
3. **New Vendors (not pre-registered)**
 - a) Confirm the number of spaces required. All displays must be confined to the 20x20 space or additional space purchased.
 - i) Note: a full-size pickup truck will fit in a 20 x 20 space.
 - ii) Larger vehicles or vehicles with trailers will require multiple spaces unless the oversize vehicle is removed and parked in the spectator lot.
 - b) Apply a “Stick-um” dot on the left headlight of the vendor’s vehicle for each spot purchased.
 - c) Give the vendor a registration form to be completed after getting in position.
 - d) Inform the vendors that a VENDOR MONITOR:
 - i) will direct them to a vendor space, and;
 - ii) will collect the entry payment and the completed registration form.
 - e) Direct the vendor to the DISPLAY FIELD DIRECTION PERSON for the next instruction.
4. **Food Vendors**
 - a) Food vendors must be pre-approved per the supplied list.
 - b) The Vendor Monitor will collect fees and registration forms after they set up.
 - c) Direct the vendor to the Food Court area.

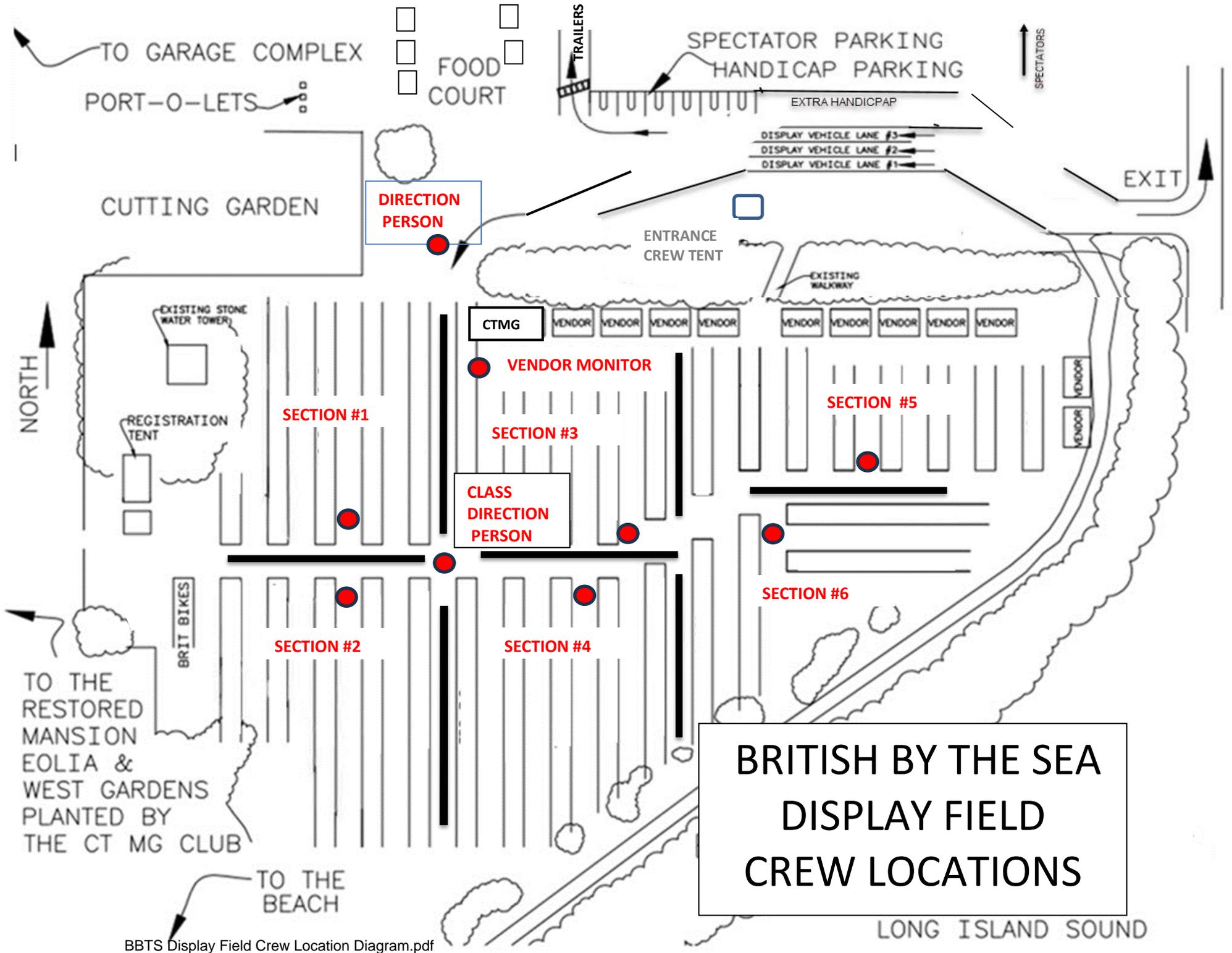
British by the Sea
2025 Approved Food Vendors



As of March 7, 2025

The only Food Vendors we have for 2025 are:

1. NEW ENGLAND SOFT SERVE
2. ROLLING TOMATO PIZZA
3. TEDS STEAMED HAMBURGERS
4. ROGUE COFFEE
5. THE CODFATHER (Seafood)
6. SKYSCRAPER SANDWICHES



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