



NICA

NATIONAL
INTERSCHOLASTIC
CYCLING ASSOCIATION

Race/Event Director

Position Description

The Race Director is responsible for the overall production of League races. They will be the face of the race and direct the race weekend itself and may be involved in pre-race planning and post race follow-up. On the race weekend the Race Director is responsible for the entirety of the race focusing on riders and coaches and overseeing the ops manager. The Race Director is the official League contact for coaches at the race keeping them notified on any updates. Race Director is involved in any scoring petition decisions and/or other race day decisions governed by the rulebook. They are either the League Director or are recruited by and reports to the League Director.

RESPONSIBILITIES

- Oversee the overall production of each race
- Make calls on rule violations using League Handbook .
- Mediate petitions and, if necessary, convene Rules Committee for judgement (may have help from Head Referee)
- Know and understand all logistics and relationships involved in each race
- Attend meetings with League Director prior to, and post, races
- Manage all race weekend Staff with Operations Manager
- Manage all race weekend equipment or if available oversee Ops. Manager
- Manage and maintain a high level of safety among all attendees using best practices
- Communicate to Lead Course Setter and Coaches about venue-specific hazards on course
- Manage volunteer effort with assistance from Volunteer Coordinator
- Manage schedule on Friday, Sat. and Sun
- Survey the infield and course and make changes based on venue set-up guide and risk management
- Responsible for vendor and sponsor fulfillment onsite: banners, visiting sponsors, announcer script
- Work Directly with EMS and Course Marshal to ensure emergency response plan is carried out
- Manage pre-race staging and call-ups
- Conduct pre-race announcements and start all races
- Make calls on course closure/bonus lap cutoff to ensure riders race the appropriate time • Know course and change course for risk management
- Race Director is first one there and last one to leave
- Coordinate with Land Managers to ensure permit stipulations and League needs are met
- Hold and understand insurance, risk management, EMS and other important documents
- Conduct Course Inspection on Pre-ride day to ensure marking is complete • Coordinate with League Director and Operations Manager on Race Production Checklist (RPC)
- Manage and/or conduct awards ceremony
- Work with scoring to ensure timely and accurate results



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KEY QUALITIES

- Experience in risk management
- Personable - works well with a wide variety of people
- Managerial Experience
- Organized
- Attention to Detail
- Problem Solving
- Planning Logistics
- Event management experience
- Experience working with volunteers
- Public speaking experience
- Trainable
- Good at receiving feedback

COMMITMENT

- 2 or More Full Race Seasons
- Off-Season/Pre-Season:
 - Available to attend venue surveys
- In-Season:
 - 1-2 meetings per race during the week
 - Attend Every Race Weekend
 - Day prior to pre-ride: (preferred ½ day in afternoon)
 - Day prior to race/pre-ride day: Full Day
 - Race Day: Full Day

COMPENSATION

- This is a stipend position.