



## **Oregon League Needs a Rad Race Crew**

If you're stoked about getting more kids on bikes and want to work the Oregon League race series, we want to hear from you! No previous experience necessary. All positions are volunteer with compensated travel, lodging, and meals. Contact the Oregon League Director, Heather Wolfgang ([heather@oregonmtb.org](mailto:heather@oregonmtb.org)) for more info.

Current positions:

1. Operations Manager
2. Chief of Scoring
3. Chief Course Marshal
4. Chief Course Setter
5. Registration Manager
6. Race Reporter
7. Merchandise Manager
8. Chief Race Official
9. Operations Assistant
10. Operations Set-Up Manager
11. Race Announcer
12. Course Surveyor

## 1. Operations Manager

The Operations Manager is responsible for the physical production of League races. Just as the Race Director is the face of the race and responsible overall, the Operations Manager is getting everything done. He or she will manage the race weekend itself and may be involved in pre-race planning and post-race follow-up. On the race weekend the Operations Manager supports the Race Director by managing race staff and volunteers as they set-up and run the race. He or she is recruited by and reports to the League Director. One possibility is to recruit 4 Operations Managers who fulfill different duties as a team (in lieu of having Operations Assistants and Infield Set-up Managers).

### RESPONSIBILITIES

- Know and understand all logistics and relationships involved in each race
- Attend meetings with League Director prior to, and post, races
- Organize and load/unload the Race Production vehicle (optional)
- Manage all Race Crew volunteers
- Manage all race weekend equipment
- Manage and maintain a high level of safety
- Manage volunteer effort with assistance of Volunteer Coordinator
- Manage timeline on Friday, Saturday, and Sunday
- Respond to unpredicted challenges
- Mentor staff and volunteers
- Survey the infield

### IDEAL QUALITIES

- Positive attitude
- 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

### COMMITMENT

- Available to attend every race weekend
- One to two planning meetings per race
- Ideal commitment is 3+ seasons

## 2. Chief of Scoring

The Chief of Scoring sets-up, runs, and troubleshoots the NICA Scoring Program. They are trained and supported by NICA Staff before and throughout the season. On race day, they manage two to five volunteers in the scoring tent running the scoring system. He or she runs the system and passes on preliminary results to be posted at registration. The Chief of Scoring then takes into account any protests and/or changes from the preliminary results and finalizes the preliminary results into the "Official Results." Some leagues have two people sharing the position: One person is technically inclined managing the equipment and software and the other is managing the scoring team.

### RESPONSIBILITIES

- Set-up the scoring system using the rider registration before the race season
- Set-up the scoring equipment including race results router, two computers, and printer at races
- Run the scoring system at races
- Manage the scoring volunteer team who are recruited by the Volunteer Coordinator
- Troubleshoot the scoring system
- Make adjustments to each race's scores based on result petitions and any consequences decided by the Race Director and Chief Official

### IDEAL QUALITIES

- Positive attitude
- Able to multitask
- Able to keep a level head and priorities at the finish line
- Able to communicate
- Should be able to be diplomatic with both teens and adults when dealing with result petitions.

### COMMITMENT

- Available to attend every race weekend
- Ideal commitment is 2+ seasons

### **3. Chief Course Marshal**

The Chief Course Marshal sets up and manages the on course response at each race. Before each race, he or she sets up the emergency medical services (EMS) plan by contacting local hospitals and other EMS agencies to plan for the best evacuation procedures. The Chief Course Marshal also coordinates with the League's EMS at the race letting them know each venue's needs and available local EMS support. Saturday at the race, the Chief Course Marshal determines eight to twelve "Marshal Points," places markers at those points, and creates a "Course Marshal Map." On Sunday, the Chief Course Marshal trains the Course Marshal volunteers and coordinates with them during the race. The Chief Course Marshal keeps track of injuries on incident report forms and also alerts the Chief Race Official of any rule violations and the scoring team of rider DNFs. Monday, the Chief Course Marshal follows up with any injured riders.

#### **RESPONSIBILITIES**

- Coordinate with local EMS for each race
- Coordinate with League's EMS for each race
- Mark and map Course Marshal Points
- Train Course Marshal volunteers
- Coordinate EMS response
- Communicate rule violations to Chief Race Official
- Communicate DNFs to Scoring
- Follow up with injured riders
- Fill out and submit incident report forms

#### **IDEAL QUALITIES**

- Positive attitude
- Clear communicator
- Good sense of risk management
- Good radio communication
- Understand EMS response

#### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 2+ seasons
- Pre-race coordination with League Director, race EMS and local EMS for each race (1-2 hours)
- Follow-up calls to injured riders the day after the race (30 minutes-1 hour)

#### **4. Chief Course Setter**

The Chief Course Setter oversees preparation of the course for the NICA race and works directly with the Race Director or Operations Manager. He or she will train and then lead the volunteer course setting team the day before the race. The Chief Course Setter oversees the use of course setting supplies to reduce danger on the course as well as making the course visually appealing to NICA student-athletes. The Chief Course Setter is also part of Course Selection Committee and is trained as a Certified NICA Course Surveyor.

##### **RESPONSIBILITIES**

- Set course to NICA risk management guidelines
- Train course setting team on NICA course setting techniques
- Lead course setting team on course set-up day
- Communicate any dirt work needs to Race Director
- Finalize course with Race Director
- Do final course check before the race day pre-ride

##### **IDEAL QUALITIES**

- Positive attitude
- Able to train and lead volunteer course setter team
- Able to distinguish various levels of risk in regards to trail features
- Fit to ride and set course for up to two 3 hour sessions on set-up day
- Fit to carry 20lbs of course setting supplies and tools in a backpack while riding and walking

##### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 2+ seasons

## 5. Registration Manager

The Registration Manager's role is to ensure race day registration runs smoothly. Registration is open Saturday and Sunday for the first race and only on Sundays for the rest of the season. Often student-athletes show up for their first race at a League event. The Registration Manager welcomes these athletes and introduces them to high school racing. After registration ends, the Registration Manager posts preliminary results, helps with result petitions and acts as the liaison to the scoring team.

### RESPONSIBILITIES

- Going into the race weekend, coordinate with League Director and NICA Registration Staff
- Keep rider registration log
- Issue race plates
- Handle on-site registration fees
- Confirm riders are in the right category
- Connect with Chief of Scoring and Chief Course Marshal to pass on day-of registration information
- Help riders and coaches fill-out results petitions
- Act as scoring liaison

### KEY QUALITIES

- Positive attitude
- Attention to detail
- Organized
- Friendly
- Trainable
- Able to handle pressure of a long line

### COMMITMENT

- Available to attend the full race weekend for the Season Opener, and then only race days (Sunday's) for the rest of the season
- Ideal commitment is 1+ seasons

## **6. Race Reporter**

The Race Reporter creates a race report for each League race. These reports consist of athlete interviews, general perspective or narrative on each event and some athlete results. The Race Reporter attends the races, conducts interviews and writes the report. The race reporter coordinates with the Race Photographer for photos and Chief of Scoring for results. It's essential the race reports go out in a timely fashion, so one to two-day turn-around is key.

### **RESPONSIBILITIES**

- Conduct racer interviews
- Gather material for race reports at race
- Write race report
- Format report with results received from Chief of Scoring
- Coordinate with photographers for photos
- Deliver to League Director by agreed deadline, usually 2-3 days after race

### **IDEAL QUALITIES**

- Positive attitude
- Good Interviewer
- Attention to detail
- Experienced writer

### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 1+ seasons

## **7. Merchandise Manager**

The Merchandise Manager (Merch Manager) oversees the sale of League and NICA branded merchandise at races. The Merch Manager trains race day volunteers on how to sell and receive money for all merchandise items. He or she leads the set-up, inventory, and take-down of the League's merchandise at each race. The Merch Manager also makes recommendations on ordering and re-ordering merch to sell at the races.

### **RESPONSIBILITIES**

- Set-up the Merchandise Tent
- Train race day volunteers on selling merchandise
- Keep track of merchandise money from transactions
- Maintains inventory of merchandise
- Advises League Director on merchandise purchasing decisions for League

### **IDEAL QUALITIES**

- Positive attitude
- Personable
- Organized
- Creative in setting up Merchandise Tent
- Good communicator

### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 1+ seasons



## **8. Chief Race Official**

The Chief Race Official is the race day rules committee representative. He or she explains, interprets and clarifies rules with coaches, riders, and parents. The Chief Race Official works with the Chief Course Marshal, Chief of Scoring, Race Director, and any participants and spectators involved in rules violations to determine the most fair way to officiate. The League Director and/or Race Director should be involved in the officiating process for at least the first season. The Chief Race Official is the face of rule officiating at NICA races.

### **RESPONSIBILITIES:**

- Know, understand, and stay up to date on NICA Rulebook
- Make suggestions on rules changes and clarifications
- Sit on Rules Committee

### **IDEAL QUALITIES**

- Friendly
- Level-headed
- Good verbal communicator

### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 2+ seasons

## **9. Operations Assistant**

The Operations Assistants work with the Operations Manager to set-up, run, and take-down Oregon League races. The Ops Assistants will have areas of the race they are responsible for setting up and running such as the Feed Zone, finish truss, and other areas. The Operations Assistants are also available to take on various projects and tasks as directed by the Operations Manager. They will also have periods where they're leading volunteers on setting up infield items such as snow fencing. The Operations Assistants are the dedicated physical force in making Oregon League races happen.

### **RESPONSIBILITIES**

- Set-up specific areas of the infield to specification
- Train and lead volunteers on various tasks
- Take on various projects and tasks on the spot
- Work on set-up and take-down until the job is completed
- Fill in where needed to support race

### **IDEAL QUALITIES**

- Positive attitude
- Personable
- Good communicator and able to ask for help and/or clarification
- Attention to detail
- Physically fit to pound stakes and carry up to forty pounds

### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 2+ seasons

## **10. Operations Set-up Manager**

The Infield Manager works with the Operations Manager to manage certain areas of Infield set-up and take down as well as have a large role on race day. Infield Managers sometimes start in the Operations Assistant role before progressing to this role with more responsibility. Infield Managers have a similar role to Operations Assistants, but with more responsibility and experience.

### **RESPONSIBILITIES**

- Set-up specific areas of the infield to specification
- Train and lead volunteers on various tasks
- Train and help manage Operations Assistants
- Take on various projects and tasks on the spot
- Work on set-up and take-down until the job is completed
- Fill in where needed to support race

### **IDEAL QUALITIES**

- Positive attitude
- Personable
- Good communicator and able to ask for help and/or clarification
- Attention to detail
- Physically fit to pound stakes and carry up to forty pounds

### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 2+ seasons

## **11. Race Announcer**

The Race Announcer is the voice of a NICA race as he or she announces to spectators around the finish line to the Pit Zone. His or her primary role is to announce racer names as they cross the finish line each lap. To accomplish this, they have a roster with rider numbers, categories, and teams. In larger leagues there may be one or more announcing assistants helping reference riders from their number plates. He or she also may coordinate with the race reporter to interview top finishers in the announcing tent. The Race Announcer also works with race staff to make public announcements. The Race Announcer also recognizes League sponsors throughout the day. The Race Announcer keeps the energy level high throughout the day.

### **RESPONSIBILITIES**

- Announce rider names as they cross the finish line each lap
- Make public announcements
- Recognize sponsors
- Coordinate with race reporter for interviews
- Interview top finishing riders
- Keep energy level high

### **IDEAL QUALITIES**

- Positive attitude
- Experience in speaking publicly
- Outgoing
- Organized
- Excited

### **COMMITMENT**

- Available to attend every race weekend
- Ideal commitment is 2+ seasons

## **12. Course Surveyor**

High School races require specific infield and course elements to ensure safety and inclusion. The Venue Surveyor uses NICA's Venue Selection and Surveying Guide to address items from parking to risk management. He or she coordinates with the League Director and/or a NICA Venue Surveyor Trainer. The Venue Surveyor starts working about a year before the first race by reaching out to regional mountain bike leaders to create a list of possible venues. He or she follows up by making site visits to meet with local land managers and survey the venue. The Venue Surveyor becomes "NICA Certified" after selecting and being signed off on four NICA Certified Venues.

### **RESPONSIBILITIES**

- Identify six to twelve possible venues
- Coordinate with land managers to do site visits on each venue
- Use NICA Venue Selection and Surveying Guide to address all aspects of each venue
- Map courses and infields (The two parts of a venue)
- Communicate with League Director and Venue Surveyor Trainer on questions and concerns
- Address risk management concerns with land managers
- Coordinate with Venue Surveyor Trainer to visit and certify venues

### **IDEAL QUALITIES**

- Positive attitude
- Great eye for risk management
- Great communicator
- Experience meeting and working with land managers
- Attention to detail
- Good spatial reasoning
- Technically skilled mountain biker

### **COMMITMENT**

- Two to three meetings with Venue Surveyor Trainer and League Director
- Six to twelve site visits to prepare for trainer visit and certification
- Five to eight site visits with visiting Venue Surveyor Trainer
- Ideal commitment is 3+ seasons