



## Race Manager Job Description

- Research and compile a short list of regattas to attend and submit to the board of directors in accordance with the Festival Selection Procedures.
- Submit approved regatta list to team members and compile a list of preferred choices in accordance with the Festival Selection Procedures.
- Confirm adequate team member participation to enter event
- Register the team on line including payment. If payment is by cheque, the manager should obtain a cheque from the treasurer and submit to the festival by mail. Submit a team bio.
- If early bird pricing exists try to meet that deadline.
- Send paddler list to team captain for roster prep in accordance with the Festival Selection Procedures.
- Ensure race waivers signed by all attending paddlers & they are submitted as required
- Arrange accommodations as required (hold a block of hotel rooms in a hotel that is near the race sight and is reasonably priced), encourage car-pooling groups and book bus if long distance trip
- Arrange and pay for accommodations for coach(es). Submit the hotel receipt for the coach(es) to the treasurer for reimbursement.
- Keep team informed of information about the festival ie: water bottles needed for water station, meals provided by host team or vendors on site, race site parking etc.
- Communicate & distribute all information about practice, race regulations, team photos, merchandizing, fundraising etc
- Good computer and organizational skills is important for a race manager
- Obtain and distribute wristbands
- Liaise with equipment committee to ensure they are bringing and setting up the team tent if needed.
- Emails the alumni members to inform them of the festivals chosen for the year.

<b>History:</b>		
<b>Date of Original Policy:</b>		This is not a policy but is to be used as a checklist along with the Festival Selection Procedure and Race Managers timeline documents.
<b>Date of Amendment:</b>	May 2, 2017	Updated and approved by the board – May 2, 2017
<b>Date of Amendment:</b>	May 21, 2019	Updated and approved by the team May 21, 2019
<b>Date of Amendment:</b>	April 21, 2020	Updated and approved by the team April 21, 2020