

EPG Cohort 13 Leadership Roles and Responsibilities

Race Day Director – 2 people

Oversee of the “big picture” in putting an event together on race day. Most often involved from the first day of planning, the race director and the Race Day Director holds the master plan for the event and can then delegate detailed assignments to other volunteers and directors. The Race Director may want to have a Race Day Director or an Assistant Race Director who shares some responsibility or makes some of the big decisions. Completes as needed and provides the following reports to the Post Race USAT Reporting Coordinator: 1) Officials Evaluation (if applicable; 2) Post-Event Summary Form; 3) Incident Report Forms;

USAT Sanctioning Coordinator – 1 person

Oversee of the “big picture” in putting all the USAT files and USAT documents online for access to the Race Committee. Most often involved from the 90 day of planning with the race director and the Race Day Director is developing the master plan for the Splash and Dash event. Serves as a training director then delegate detailed assignments to other Race Committee members and volunteers. The Race Director, Race Day Director, USAT Sanctioning Coordinator and Swim Coordinator serve as the Executive Committee.

Swim Coordinator – 1 person

Oversee with Pricilla Bloom City of Berea Park and Recreational Director all details regarding the swim pool and swim course. This entails setting up the following equipment as needed: race lanes, buoys, markers, start line, finish line, and any other ancillary parts of the course including signs and banners. Additionally, the Swim Director should also ensure everything is in place and is safe prior to the race start.

Run Coordinator – 1 person

Oversee all aspects of the run course on the multi-use trail. This involves setting up cones, delineators, signs, banners, chalk, paint, stickers, and any other means of marking the run course. It also means maintenance of the course to ensure the course markings do not disappear or get moved. These coordinators will need to ensure the aid stations are setup if they choose to have one on the run course, as well as at the finish. Also, ensuring the course is clean of debris and roads are blocked appropriately (if applicable).

Splash and Dash Registration Coordinator – 2 persons

These persons are responsible for packet pickup and organizing athlete registrations. The registration director should also ensure that USAT Membership Cards and photo IDs are verified for each participant. If an athlete is buying a one-day membership or annual membership at the event, the fee should be collected and the athlete and/or parent signs the USAT Waiver. The athletes will also be given race numbers, a t-shirt, and other items at packet pickup. The coordinator will oversee setup, maintenance, and cleanup of the Registration area. The

following reports are provided to the Post Race USAT Reporting Coordinator: 1) Registration list with athlete's contact information; 2) Signed Waivers and Membership Applications; 3) Signed Use of Image Permission and Waiver and Release Forms.

Volunteer Coordinator – 2 persons

The bigger the race, the more volunteers needed to staff it. A Volunteer Coordinator can take much of the pressure off of the Race Director by recruiting, organizing, and instructing volunteers. This person will need to have experience in motivating and managing people as well as a comprehensive volunteer plan that outlines when and where each volunteer should be stationed.

Race Spotters – 2 persons

These persons will need to be spaced out over the course to ensure athlete safety and to monitor the race. They should be present outside of the pool as well as throughout the run course. Other areas they should be present are the start, finish to hand out medals, aid stations, and any other location where they are needed as instructed by the Race Director and/or Volunteer Coordinator.

Certified Lifeguards – to be filled by City of Berea Parks and Recreation Staff

In charge of ensuring safety both inside and around the pool area throughout the duration of the race. They should be equipped with all of their standard equipment, as well as a first aid kit.

Medical Personnel – to be fulfilled by St Joe Hospital or a doctor

These persons are in charge of all medical actions taken at the event, with the aid of certified lifeguards as needed. They will need to contact the Race Director at any time, and vice versa. Ambulance is not required on site, but recommended if possible.

Sponsor Coordinator – 1 persons

The Sponsor Coordinator, beginning in March 2016 will execute a campaign to secure additional local funds from the community to underwrite the drinks for the post-event athletes, and the insert into the athletes "goodie bag."

Sponsor Advocates – All EPG members

Post-Race Site Coordinator – 2 persons

Includes the design, execute and clean-up of all the refreshment and entertainment at the conclusion of the event.

Post-Race USAT Reporting Coordinator – 2 persons

Includes completing reports submitted within 2 days of event: 1) Registration list with athlete's contact information; 2) Signed Waivers and Membership Applications; 3) Signed Use of Image Permission and Waiver and Release Forms; 4) Collected Annual Membership money 5) Accompanied by completed Post-Event Account Reporting Form; 6) Officials Evaluation (if applicable; 7) Post-Event Summary Form; 8) Incident Report Forms; 9) Attach pictures and videos (if applicable). All of the above items are sent to: Cody Crowther (cody.crowther@usatriathlon.org) or Kelsey Dolphin (Kelsey.dolphin@usatriathlon.org)

Finance and Budget Coordinator – 2 persons

Duties include: providing reports for the 1) Accounts for the Collected Annual Membership money; 2) Accompanied by completed Post-Event Account Reporting Form to the Post Race USAT Report Coordinators.

Photographer Coordinator – 1 person

Coordinates with the Official Race Photographer and provides Signed Use of Image Permission and Waiver and Release Forms obtained from the Registration Coordinator to the Post Race USAT Reporting Coordinator. Gathers and disseminates to the Post Race USAT Reporting Coordinator pictures and videos.

Donor Director

Duties to be written

Scholarship Coordinator – 1 person

The Holiday Inn Express, headed by General Manager Ahmad Reynolds, awarded Berea College's Entrepreneurship for the Public Good Program a community service acknowledgment with a \$500 check in December 2015 for the group's contribution to the community. Currently the Splash and Dash planning team anticipates using the \$500 and additional donations to provide scholarships to youth participants to off-set the Splash and Dash event entry fees. The currently concept includes designing an EPG screening committee (composed of EPG students) that will secure additional small business sponsorship funds and design methods for individual Splash and Dash participants to secure small business organizational sponsorship for the event. What this might means is that Sally could make a request to the EPG Scholarship Committee. The Scholarship Committee will have raised additional community small business sponsorship that provide a portion of the entry fee. On race day, Sally swims and runs under the brand of the local organizational sponsor. The organizational sponsor for each participant will be announced at the finish line and photos will be taken and made available to the organizational sponsor.

Training Director – 1 person

The Training Director serves to train all EPG 13 members in their roles and responsibilities. Initially, the roles and responsibilities will be designed and carried out by advance EPG members of Cohort 12, 11, 10 and 9. During the spring semester applications will be taken and interviews conducted for those Cohort 13 members applying for leadership positions. Volunteers will also need training to perform their tasks well. The best kind of training for volunteers is on-the-job and thus the opportunity to attend the Kids Legacy in Lexington. It is common practice for volunteers to be divided into committees or groups which will perform specific tasks on race day. Examples of these committees include a) aid stations, b) race course, c) packet pickup, d) medical tents, e) transition area and f) parking.

Deciding where to station volunteers will depend on a number of variables: number of volunteers, number of staff personnel available for the race, size of the race course, transition area and finish line, and how many security personnel are available. Details will follow.

For safety purposes, here are the vital areas at which you want to station volunteer:

- Turns on the run course. Directional support only-volunteers should not perform traffic control duties; allow police support to direct traffic.
- Transition area and finish line. Athletes and their personal belongings need to be protected. Volunteers can also help direct athletes on the proper path through the transition area.
- Aid stations. Help distribute food and fluids to athletes as they pass through the aid station on the course.
- Packet pickup. Insurance regulations require athletes to prove their identity in order to pick up their packets. Volunteers can help streamline the packet pickup by handing out goodie bags and race numbers to athletes after a photo ID and USAT membership card have been verified.
- Course volunteers. Assist by taking care of the course. These can include tracking swimmers in and out of the water, warning athletes of course obstructions, or watching the mount/dismount line.
- Lifeguard volunteers. Under the Direction of Pricilla Bloom, City of Berea Parks and Recreation Director. Includes tracking swimmers in and out of the water.