

Alaska Women's Gold Nugget Triathlon

Position Description: Race Director

Revision Date: September 2023

Background

The Alaska Women's Gold Nugget Triathlon (the GNT) is a not-for-profit organization that annually stages a USA Triathlon-sanctioned all-women's triathlon that includes a 400-yard swim, 12-mile bike and 3.25-mile run. The Gold Nugget Triathlon Board of Directors believes that our women's triathlon is more than just a one-day event. Women and girls train for this event year-round and many sign up as a way of kick-starting a brand-new training and fitness regime. They often find this to be a life changing experience. Mothers and daughters train for this event together, as do groups of friends and colleagues.

Mission

The Gold Nugget Triathlon mission is dedicated to empowering women and girls to improve their lives through athletics.

Position Summary

The Race Director is responsible for all event organization apart from Board of Directors responsibilities detailed below. The Race Director chairs a roughly 25-member Race Committee and oversees the coordination and management of over 500 volunteers who work together to make the Alaska Women's Gold Nugget Triathlon happen. The Race Committee meets monthly from January through May. Most of the Race Director activities take place between December and June, but some preliminary work is typically done prior, and some tasks run for several weeks/months past the race date in May. Race Director activities can be expected to be approximately 40 hours a month for the months of December through March. Hours could increase in April and until the event is complete.

The Race Director position can be held by one person, but the Board strongly encourages a two-person team given the number of tasks to complete. As such, the Board welcomes and encourages co-applicants for the Race Director position. The Race Director is an independent contractor for the race compensated by an annual fee and reports to a Board of Directors whose responsibilities are outlined below.

The Board of Directors is responsible for selection of the Race Director, and the Race Director reports to the Board.

Expectations

The Board requires the Race Director to commit to an initial minimum of two years: (1) shadowing the current Race Directors for the 2024 race year, including but not limited to attending all Race Committee meetings and training with the current Race Directors through the full event planning as outlined above; and (2) taking over as the new Race Director with full duties and responsibilities beginning the 2025 race year. The Board desires a long-term relationship with the Race Director following the first two years.

The Board will pay the new Race Director a modest stipend for the 2024 shadow year before assuming full duties.

Race Director Responsibilities and Requirements

The Race Director organizes and manages most of the key elements of the Race and is responsible for selecting the Race Committee, providing direction to the Committee, and overseeing their progress.

The current Race Committee is made up of the positions and individuals on the attached race wheel.

The Race Director has the discretion to add to or modify these positions as needed. The Race Committee has worked together as a successful, cohesive unit for several years, so exercise discretion when making replacements, if any.

With input from the Board, decisions are made regarding the race course, the event venue, and the overall production of the Triathlon. The Race Director is responsible for securing all permits, maintaining a budget developed and approved by the Board, coordinating vendor agreements and purchases, and adhering to appropriate event standards such as those outlined by USA Triathlon. The Race Director provides a report/update at monthly Board meetings.

The Race Director must have strong organizational and leadership/motivational skills, good communication skills, be comfortable speaking in public, can perform multiple tasks with tight deadlines and adapt to potentially dynamic situations. A good sense of humor and a passion for the Race Mission also are desirable.

It is essential the Race Director understand and promote the unique culture and mission of the Gold Nugget Triathlon. Preferably, the Race Director will have been a past participant of the Race or have other first-hand experience with the Race.

The new Race Director may not engage in any business that has a, or the appearance of a, conflict of interest, such as being affiliated with or owning a company that earns income by a means that directly relates to the Race, including but not limited to athletic or triathlon-specific coaching. Such conflicts of interest could interfere with sponsor relations or create perceptions that the GNT is endorsing a specific business beyond the normal amount of sponsor recognition.

The Race Director must have, or obtain, USA Triathlon Level 1 Race Director Certification. New Race Directors can complete certification during the 2024 race year. A portion of the 2024 stipend is designed to compensate fees and time associated with such certification.

List of Major Race Director Duties:

Below is a list of major duties; please see attached list of Race Director responsibilities for further detail.

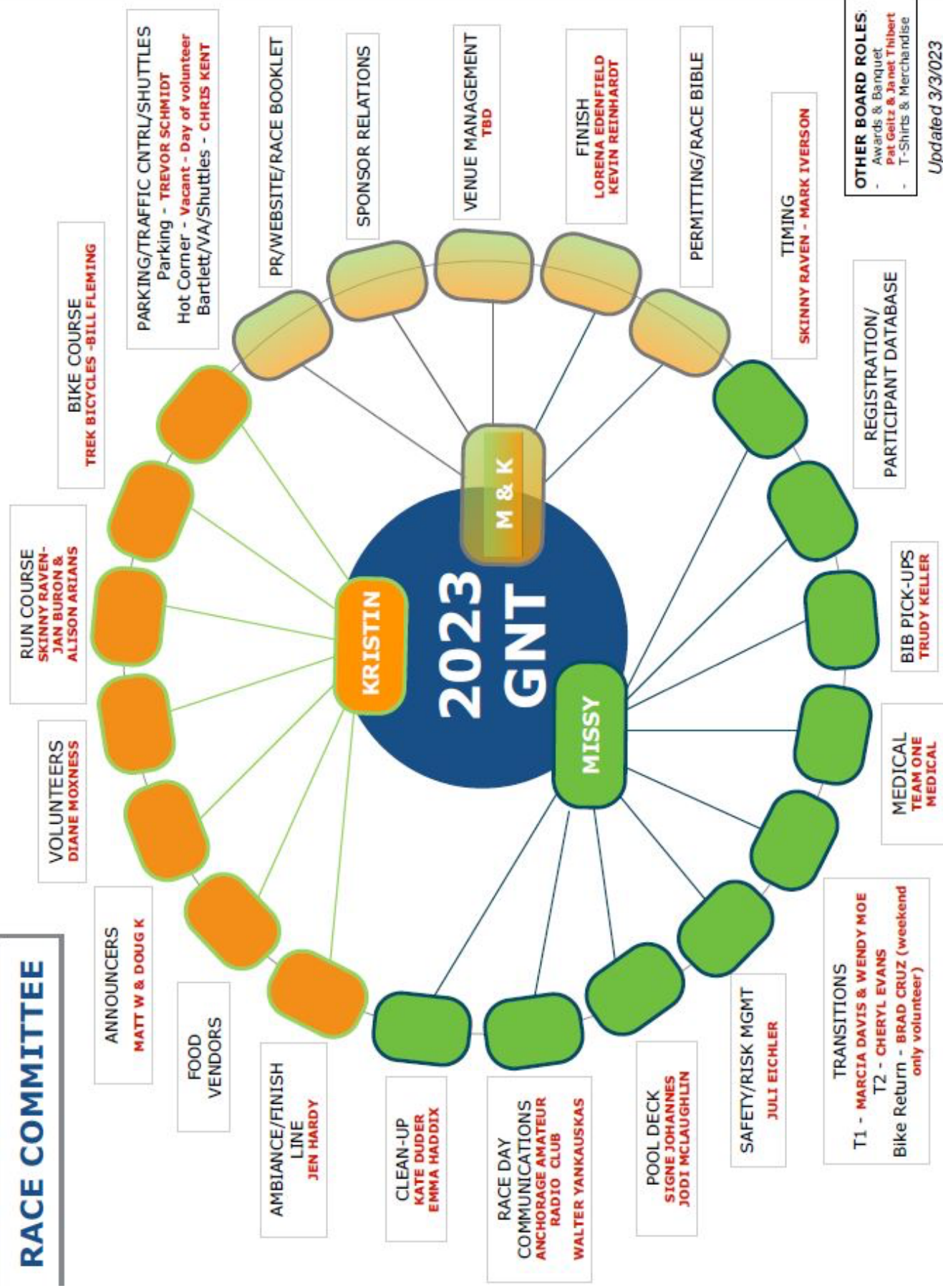
- Preparation of comprehensive plans covering all phases of race logistics.
- Set up all details and timetables for the event.
- Work with Race Committee to create and manage event timelines.
- Collaborate on website updates and information.
- Promote and recruit race participation with goal of annual growth.
- Coordinate all print/collateral material for the event.
- Manage online registration.
- General communications with the community.

- Responsible to ensure course certification and event permits are fully approved and in place prior to the event. Liaison with necessary agencies (Anchorage Police Department, Municipality of Anchorage, Parks and Recreation, Anchorage School District, JBER) to ensure key contacts are updated regarding all aspects of the event and coordinating site visits as necessary.
- Oversee ordering of materials from outside vendors.
- Work closely with logistics personnel and develop material delivery schedules. Ultimately responsible for delivery, placement and return of all event elements.
- Work with Race Committee to ensure that adequate parking and transportation is available on race day and is communicated to race participants.
- Oversee staffing plans to ensure correct number and placement of volunteers is met.
- Work with Race Committee to develop plans to evaluate and upgrade/change look and presentation of standard onsite elements (e.g., water stations, pre-/post-race activities, start area, transition area), coordinating efforts with vendors and donors to finalize signage, tenting and other infrastructure installation plans.
- Develop and maintain appropriate risk management (including obtaining USAT insurance certificates).
- At a minimum, complete Race Director continuing education requirements from USA Triathlon and incorporate any appropriate associated resources.
- Routine correspondence with Race Committee and Board on upcoming deadlines, needs and concerns.

Board of Directors

The Board of Directors of the Alaska Women's Gold Nugget Triathlon is a 12-member volunteer board that holds legal and fiscal responsibility for the non-profit organization. They are responsible for stewarding the event and any money raised through the event. The Board provides guidance to the Race Director, sets policy, recruits event sponsors, oversees public relations, finisher t-shirts, merchandise, finisher food selection and purchase, awards banquet, beer garden, assist with racer clinics, social media support, and food trucks. The Board also develops and approves the budget and oversees any GNT charitable donation opportunities.

RACE COMMITTEE



2023 GNT RACE DIRECTOR RESPONSIBILITIES

The following is based on a traditional in-person event format with a virtual event option(s).

REGISTRATION SERVICES

Race Directors (RDs) will be responsible for all parts of the online registration process for all racers. Regular updates on the status of registrations, waitlists and sponsor/partner registrations will be presented to the GNT Board. Race Directors will monitor and work the full event registration process including waitlists (if applicable) until registration closes completely. Prior to registration opening, RDs will solicit input from the GNT Board to improve the process and be sure all necessary data is included.

Race Directors will:

- Manage the deliverables of the contract with the Timing Contractor (“Timer”).
 - Timer contract will be prepared and contracted between the Board and the Timer.
 - Race Directors will have opportunity to provide input before the contract is signed, to ensure all necessary items for successful results are specified.
 - Once contract is signed, Race Directors will manage the execution and services provided by the Timer.
- Manage participant database and field all participant communications until June 30, 2023* (*excluding all post-race timing and results questions, which will be fielded by the Timer*).
**Under the assumption that the services into future years, Race Director will continue to monitor the participant email communications throughout the year, unless otherwise directed by the Board President.*
- Lead the planning and testing of the registration process.
- Compose and distribute all email communications:
 - If desired, the GNT Board will designate one (1) Board member to review all mass-communication racer emails prior to distribution, 24 – 48-hour review times will be given.
- Manage participant database gathering all information required by:
 - USAT and race partners (i.e., ASD, MOA, military base, etc.)
 - Insurers
 - Information that may be required for the management of the event (i.e., team designations)
 - Other information as requested by the GNT Board of Directors
- Manage waitlist registration (if applicable) to allow racers to fill race slots that become available after the initial race registration closes. Racer Directors will work with the Board to manage the policies, guidelines, and procedures to manage this aspect of registration.
- Attend and manage bib/packet pick-ups in conjunction with the Timing contractor and a representative from the Board of Directors.
- Develop and implement, in conjunction and with support from the Board, a management plan for racer packet/swag distribution (in-person and mailing).
- Race Directors will be responsible for arranging but GNT will pay for:
 - Table and chair rentals for all pre-race bib-pickups.
 - Parking meter bags for bib pick-up location(s) as required.
 - Coordinating with an organization/club to sell bike stands at bib pick-ups.
 - Ordering race paraphernalia (i.e., bibs, racer envelopes, swim caps, etc.) Note: this will develop over time with close coordination with the sponsor representative from the Board and the Board President.
 - Cargo van rental and fuel for up to 2-week period spanning from prior to the start of bib/packet pick-ups until just after the event(s).
 - Mailchimp email platform use for sending mass communications.
 - Virtual meeting platform for holding virtual racer information sessions (if applicable).

- Set and manage timeline for assigning bib numbers, communicating bib assignments to racers, and providing electronic start list to GNT participants and timing contractor. This also includes seeded racer and lane bid assignments.
- Coordinate with Timer to confirm resolution of all post-race timing inquiries to ensure, as best as possible, accurate delivery of results. Timer is tasked with creating a communication plan to facilitate this; accurate results are the responsibility of the Timer. GNT Board to be involved as necessary.
- Prepare post-race USAT sanctioning paperwork. Race Directors will be responsible for sending post-race results and paperwork to USAT in a timely manner.
- Prepare and send post-race results to the Triple Patch program coordinator.

COURSE MANAGEMENT & PERMITTING

GNT shall be responsible for selecting the course (in consultation with Race Directors) and the Race Directors and Board will share permitting responsibilities as noted below. Race Directors will have the opportunity to review all permits submitted by GNT prior to their submission. All permitting fees are the responsibility of the GNT Board.

Permit Responsibilities:

Race Directors:

- USAT: RDs will complete all USAT permitting and sanctioning paperwork pre- and post-race and ensure that insurance certificates are sent to entities that need them for permitting and other property use or services provided (i.e., city, state, property owners, etc.).
- Municipality of Anchorage
 - Special Activities Permit
 - Parks and Recreation (i.e., Pena Park, Bartlett pool)
- Anchorage School District (i.e., parking, theater, locker rooms, etc.)
- VA parking
- JBER (Note: Board involvement will be requested if/as needed)

GNT Board of Directors:

- Tikahtnu parking (through sponsorship agreement)
- Any special events (i.e., pre-race special events, clinics, etc.) permitting will be the responsibility of the Board unless otherwise mutually agreed upon by the Board and RDs (note: any clinics or other events that are permitted through USAT will be the responsibility of the RDs to permit in coordination with the Board member leading the planning for the event(s)).

Race Directors will:

- Work with key volunteers (in and outside of race committee), vendors, and partners to ensure all course details and services are managed.
- Race Directors will be responsible for arranging and managing however GNT will pay for or solicit sponsorship/donations for:
 - Traffic control barricades, signs, professional flaggers and police personnel.
 - Medical services.
 - Generator rentals.
 - Delivery/set-up/return of fencing, cones, barricades, and other items.
 - Carpeting for transition(s).
 - Delivery of all items to/from GNT storage facility.

- U-haul rental(s) and fuel for rentals needed as determined by locations of T1 and T2, the finish area, and a passenger van for volunteer shuttling to T2 and other remote course locations if RDs deem necessary. Race Directors will arrange for all rentals, but will coordinate with GNT sponsor committee and Board for any potential donations or cost savings before moving ahead with an independent order.
- Port-A-Potties and services.
- Rental of all tents and tables needed and other supplies and infrastructure as deemed necessary by Race Directors and Board for the event production (i.e., picnic tables, heaters, games, tents, signs, etc.).
- Sound, music, and announcing equipment services
- Finisher and volunteer food (including anticipated assembly of finisher food packs).
- Security at T1 and the finish areas the night before the event.
- Receptacles and services for garbage, recycling, and waste management.
- Up to \$4,000 for school or booster groups for assistance with set-up and tear-down of T1 and finish line area, parking and other areas deemed necessary by Race Directors (anticipate need for parking Saturday and Sunday, event set-up, tear-down and clean-up, digital sign in pool, remote finish, and possibly recycling/garbage in venue on race day).
- Secure additional equipment on loan from Eagle River Tri (ERT), or other events (i.e., drink coolers, pennant flagging, garbage cans, etc.).
- Set-up, mark, and break down all parts of the course(s).
- Coordinate all ambiance at main event venue and on course.
- Manage packet pick-up and mandatory bike drop off on day before race.
- Arrange for course marshals and radio communications on course.
- Manage all aspects of the race on race day.
- Manage all aspects of the virtual events, if applicable.
- Select any race committee coordinators (respecting roles/persons that have historically been involved and roles taken on by GNT Board members).
- Manage all volunteers.
- Manage and coordinate with traffic control personnel.
- Coordinate appropriately with the Timer.
- Develop and execute a safety plan.

** It is our understanding that on the day of the race for 2023 the bike course will be managed by Trek Bicycle Store of Alaska and the run course managed by Skinny Raven Sports. Any fees or sponsor recognition these businesses receive is the responsibility of GNT. Should this not be the case or should either organization back out, GNT will assist in replacing these roles logistically and financially.*

MEETING SERVICES

- Attend a maximum of nine Board meetings of length up to two hours each. Race Directors understand that their presence may not need to be at full length of all meetings but would like to provide a race update at each Board meeting and will stay for length of meeting if desired and beneficial.
- Manage a minimum of five two-hour meetings with the Race Committee and meet with committee members on individual or small group basis as needed.
- Attend as needed ancillary meetings for parking, traffic control, sponsors, logistics, timing, and other meetings as needed (i.e., community council, permitting, sponsors, vendors, etc.).

VOLUNTEER & RACE COMMITTEE

Race Directors will:

- Organize and staff the Race Committee by area of responsibility, while also distributing the responsibilities amongst the Race Directors, and distinguish a clear line of responsibility to whom each race committee member will work with on an ongoing basis.
- Serve as volunteer coordinators (or will hire at Race Director's cost and responsibility to retain) for all volunteer needs.
- It is currently planned that the RunSignUp volunteer platform will be used, which currently has no additional fees when using their registration services. If necessary to use a different platform, GNT will pay subscription cost for web-based volunteer software and Race Directors and committee chair will manage it (GNT Board approval will be confirmed before subscription is renewed).
- While the banquet coordinator works directly with the board member responsible for organizing the banquet, we will include volunteer Banquet Director in the Race Committee meetings to receive reports of any volunteer or other needs this person needs, and relay information from the Board.
- Determine volunteer needs, including placement of people, staffing needs, and duty times.
- Assign volunteers to all positions to meet determined needs. Coordinate racer/volunteers with their assigned start times and volunteer times.
- Conduct all communications with volunteers via email and will work with race committee chairs on their communication with volunteers and fulfillment of positions.
- Communicate and thank all volunteers post-race.
- Secure volunteer groups such as booster clubs, radio club, medical, Alaska Military Youth Academy, etc. to fill group volunteer race roles (*at minimum GNT to pay for medical services and booster groups as noted in Course Management section of this agreement*).
- Communicate with GNT Board on any shortfalls in volunteers and consult on potential recruiting methods to fill gaps.
- Conduct a post-race survey of volunteers to gather information for future race planning and improvements for volunteer and overall race experience.
- Arrange and manage one post-race "de-brief" meeting with Race Committee and GNT Board members.

SPONSOR, VENDOR, & OTHER ADMINISTRATIVE SERVICES

Race Directors will:

- Once secured by the GNT Board, Race Directors will manage communications and relations with sponsors to ensure that all deliverables as part of sponsorship are met. This includes but is not limited to procuring logos, ads, sponsor information, banners and other items needed to fulfill GNT's commitment to sponsors. Race Directors will work closely with Board sponsor committee to ensure all sponsor obligations are met and done professionally and in a timely manner.
- Vendor approval guidelines and timeline will be mutually agreed upon by the Board and RDs. Once vendors are secured by the GNT Board, Race Directors will manage communications and relations with vendors to ensure that the benefits of their vendor relationship are met. This includes, but is not limited to communications regarding set-up, race day information, and policies of being a vendor. If mutually agreed upon, Race Directors may secure additional vendors that meet the GNT vendor guidelines. No vendors will be permitted without the consent of the GNT Board representative for vendors.

- Race Directors will coordinate content, advertisements, design, and production for the digital race booklet (or will hire person to perform these duties at Race Director's cost and responsibility to retain):
 - Gather and draft content, including text, graphics, maps, other images, and advertisements.
 - Produce the final publish-ready files for the race booklet.
 - Schedule and coordinate pricing and publication of the race booklet and arrange for final production of digital booklet on a schedule approved by Board President.
 - GNT Board will have opportunity for input into race booklet, proofing, and final sign-off on booklet before it is published.
 - All costs associated with publishing of the race booklet, print or digital, other than design are the responsibility of GNT. All costs associated with printing will be approved by the GNT Board or identified in the 2023 race budget.
- Compile and distribute the Race Bible to include: Board and Race Committee contact numbers and locations on race day, course maps, permits, parking maps and plan, certificates of insurance and additional insured, safety plan, race weekend timeline, vendor list and map, sponsor list, race booklet, racer listings, and emergency contact information. Additional items may be added to the Race Bible as mutually agreed upon by the Race Directors and GNT Board.
- Solicit and select race announcers.
- Compile and distribute the announcer's booklet. To include generating race facts, sponsor information, charity information, Board and Race Committee lists, race day tips and information, maps, participant list with interesting facts and other information to add to overall quality of race day announcements.
- Research and purchase any capital improvement items as directed by or mutually agreed upon with GNT Board.

OTHER PROFESSIONAL SERVICES

Continual Improvement: Race Directors will continue to provide services and consultation for continual improvement and management of the event. Including but not limited to assistance with course considerations based on venue and availability, development of and execution of race enhancements, collaboration with Board on grant opportunities, collaboration with other event directors for idea exchanges, and other opportunities as they arise.

Racer and Volunteer Survey: Race directors will design, administer, and compile results for an annual racer survey. An additional survey of volunteers will also be conducted. The intent being to survey all racers and volunteers annually to establish feedback and ratings on key race performance indicators to guide future race planning and communications.

Website Management: Race Directors will manage all website updates to ensure website meets the needs of the participants and communicating event details in a timely manner as they are executed by the Race Directors, race committee, and Board. RDs will participate as appropriate in social media forums to support the communications by the Board and use these channels to distribute key race information.

Budget Development: Race Directors will work with the GNT Board Treasurer to develop the 2023 race budget and communicate on items related to budget updates, invoices and other financial matters related to the race production.

Racer Information Sessions: If desired by the GNT Board, the Race Directors will hold at minimum one and maximum three online information sessions for racers. GNT is responsible for the costs associated with the Zoom large meeting fees for these meetings (approximately \$50/month for 1-3 months).

OTHER NOTATIONS

Other race duties and items that are the responsibility of the GNT Board of Directors are detailed below, but not limited to:

- Items as specified in the agreement above.
- Management of the GNT website hosting with support from the Race Directors.
- Management of GNTs social media accounts (Race Directors will comment/post as appropriate for communicating important event information).
- Management of sponsor procurement.
- Lost chip fees, if applicable.
- USAT insurance (please ask the Race Directors or USAT to see a copy of the insurance policy if you have any questions about the scope of coverage; the Race Directors are responsible for obtaining at the Race Director's sole cost and expense of any additional insurance the Race Directors seek beyond the coverage that exists in the GNT's USAT policy). * Race Directors to provide GNT with final billing from USAT on sanctioning payment obligations post-race
- Facility rentals and permitting (RDs to review prior to submitting).
- Printing
- Food
- Advertising
- Awards
- Organizing and managing the awards banquet.

The Board of Directors will identify members of the Board to serve as leads for the following areas and coordinate with the RDs as appropriate as they pertain to the planning and execution of the event:

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| • Awards | • Merchandise - Online Store |
| • Banquet | • Merchandise Sales |
| • Beer Garden | • Merchandise Selection |
| • Board Member Race Day Scheduling | • Racer Clinics |
| • Finisher Food | • Social Media Support |
| • Finisher T-shirts | • Sponsorship |
| • Logo Design Oversight | • Vendors / Food Trucks |

Additional costs and fees associated with the race production that the Race Directors may deem necessary will be presented for approval to the GNT President or other authorized representative(s). With approval, GNT will pay for these approved costs.