



## Race HQ Director

**In charge of registration, ensuring everyone has race packs, and knows where to be for race brief.**

### **Specification:**

**A person with good organisational and communication skills is needed here.**

The race HQ director is in charge of registration, and must ensure that all competitors are registered at least 15 minutes before the start of the race, and that they have their race packs and chip timing bracelets. They will also have maps of the routes and maps of where the marshals should be in case of any confusion. The Race HQ director will have 2 – 3 marshals to help depending on the scale of the event.

### **Duties are to ensure:**

- All competitors are registered at least 15 minutes before the race brief
- Each registered competitor has received their appropriate race pack with correct race number
- All competitors are aware of what time and where they need to go for their race briefing
- All competitors are aware of where transition is and when they need to rack their bikes.
- Ensuring all marshals know where to be – as on marshal map

### **Team:**

2 – 3 marshals depending on scale of event

### **Timings;**

Race HQ director needs to be at Race HQ 45 mins before start of event to register all competitors.