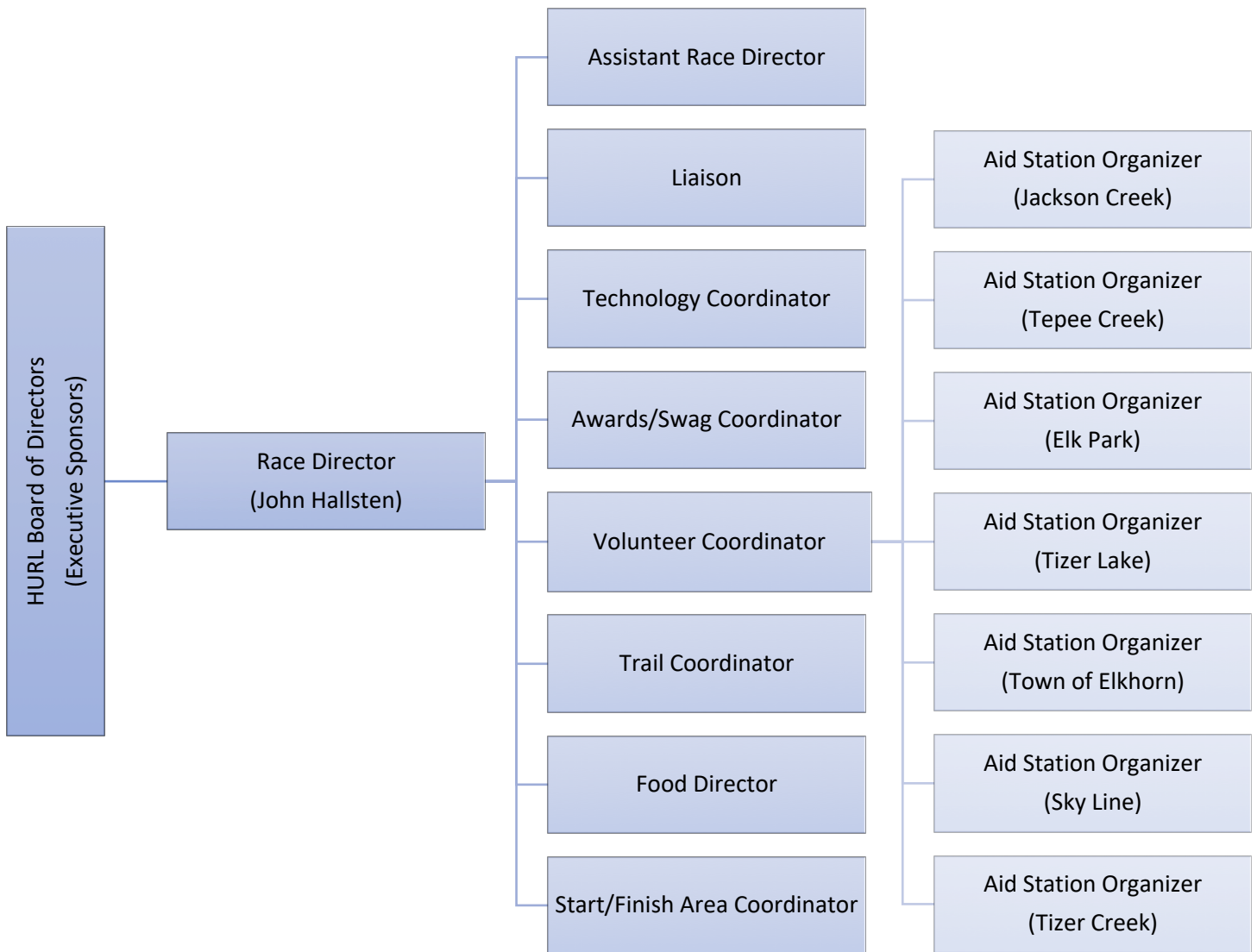


# HURL Elkhorn Endurance Races Organizational Chart



## Brief Positions Descriptions

- **Race Director (RD)** – provides leadership, coordination and is responsible for decisions that impact the event. The race director has the final word on race-day decisions. The race director is also responsible for providing the best race experience for the participants through planning of the budget, timeline of events and activities, and directs all activities leading up to and through race day. The race director will:
  - a. Secure insurance for the events (through USAT)
  - b. Update the first aid kits for each aid station
  - c. Provide course briefings at packet pickup and on race morning
  - d. Assist with runner check in on race morning
  - e. Start each race and greet finishers
  - f. Ensure runner safety and account for each runner (work with radio club)
  - g. Work with the BOD on financial matters and on refunds and roll-overs
  - h. Write thank you letters to the sponsors and other event supporters
  - i. Schedule race committee meetings

- **Assistant Race Director (ARD) (or two)** – the assistant race director will support and serve as a backup to the race director. The ARD is responsible for:
  - a. Pre-event coordinate with the timing company – reserve, communicate, etc.
  - b. Race day runner check-in
  - c. Race day timing company coordination
  - d. Advertising and social media
  - e. Responding to email inquiries
  
- **Liaison** – reports to the race director. This position is responsible for coordinating activities with the many organizations that support the event. For example: Elkhorn Search and Rescue, MT City Fire, Amateur Radio Club, the Trail Riders (ATV club) and the horse packers. This position works closely with the volunteer coordinator(s) to ensure that the aid stations have adequate medical coverage and that transportation needs are met to ferry in supplies and transport out participants that drop. The Liaison will need to:
  - a. Secure USFS permits for the events
  - b. Secure medical staffing
  - c. Work with the RD on thank you letters
  - d. Work with the ARD on advertising and social media
  - e. Work with the Sponsor/Volunteer Coordinator
  
- **Technology Coordinator (or two)** – primary responsible for the website, social media and most importantly the registration site for participants and volunteers. This position reports to the race director and is responsible for ensuring that all event information is accessible as well as providing the race director with participant and volunteer information collected through the registration site.
  - a. Manage online registration
  - b. Online (website & social media) updates – prior to and after the race (photos, results, race reports)
  - c. Posts the events on other race calendars (Active, etc.)
  - d. On course photographer – research cost, etc.
  - e. Work with the RD and ARD to respond to email inquiries and other questions
  - f. Manage the registration waitlist
  - g. Keeps the RD informed and updated on the status of volunteers – leading up to race day
  - h. Manage the volunteer contact list.
  
- **Awards/Swag Coordinator** – This position reports to the race director and is responsible for all things to do with packets and participant goodies:
  - a. Secure sponsorship – HAMMER, the Base Camp, Special Hotel Rates, etc.
  - b. Secure packet pickup location
  - c. Order shirts and other items for participants
  - d. Order finisher awards (discuss coordination with Beaverhead race)
  - e. Order race bibs
  - f. Pickup SWAG
  - g. Coordinate packet pickup
  - h. Ensure finisher and winner awards are handed out on race day

- **Volunteer Coordinator (or two)** - Dave – this position reports to the race director. The responsibilities include securing aid station organizers and aid station workers. This position coordinates with the other positions to ensure that there are adequate people and supplies at each aid station. This position works with the liaison to ensure that each aid station has the additional persons needed from Search and Rescue, Radio Communications, etc. They work with the other race positions to relay information to the aid station organizers related to aid station needs, staffing and other requirements. This position is responsible for ensuring that each aid station organizer understands and fulfills their responsibilities. Additionally:
  - a. Recruit volunteers for package pickup, aid stations, start/finish area, parking, and any other volunteer positions
  - b. Train each aid station organizer and keep follow up to ensure that each volunteer at the aid station is trained
  - c. Separate the aid station supplies and hand out to aid station organizers.
  - d. Line up race day volunteers (aid station organizers)
  - e. Line up sponsors for each aid station (aid station organizers)
  - f. Communications with the RD – make sure any gaps/issues are raised and solved
  
- **Aid Station Organizer/Organizations** – this position is responsible for their assigned aid station. Duties may be fulfilled by an organization so long as the organization assumes responsibility for all aid station needs and appoints a point person for race day activities. The aid station organizer works with the volunteer coordinator on securing personnel, supplies, and transportation needs for their aid station prior to race day. On race day this position is accountable for ensuring that each race participant adheres to the rules and that the aid station is welcoming for the participants. The aid station organizer is responsible for ensuring that there is no trace of the aid station after the aid station closes for the day. The aid station organizer or their designee is the primary point of contact for the RD on race day regarding enforcement of rules and other runner-related decisions.
  
- **Trail Coordinator** – Mike – this position reports to the race director and is responsible for working with the USFS and volunteers to coordinate and schedule trail clearing efforts, and ensure the safety of those participating in the trail work days. This position is responsible for communicating with the liaison and race director on trail related issues pertaining to with the USFS, PPLT, HOLMAC and others. Additionally, the Trail Coordinator or their designees are responsible for:
  - a. Course flagging/de-flagging and signage
  - b. Parking area preparation
  - c. Securing course sweepers
  - d. Course clean up
  
- **Food Director** – responsible for all things related to feeding the volunteers and participants:
  - a. Plan and organize the volunteer picnic
  - b. Plan, purchase and organize the finish area food/drink needs
  - c. In conjunction with the Volunteer Coordinator and/or aid station organizers, plan, purchase and organize the aid station food/drink needs

- d. Work with Volunteer Coordinator(s) and Aid Station Organizers to ensure each aid station is stocked
- **Start/Finish Area Coordinator** – will work with the other volunteers to make sure that the start/finish area is welcoming, well organized and safe.
  - a. Order port-a-potties
  - b. Setup start/finish area
  - c. Coordinate parking – by finding a volunteer(s) to work the parking
  - d. Tear down start/finish area
  - e. Organize the cleaning and storage of supplies for the next year.
  - f. After the race work with RD to return any left behind lost and found items