

Wasabi Lead Race Manager Summary

In the Wasabi team structure, the Club appoints a Race Lead Manager for each race the Club will participate in. The Lead Manager is usually a Team Manager from within the Club. Each Team Manager will normally serve as Lead Manager for one or more race events in each season. The Wasabi Race Lead Manager serves as a liaison between the Club and the race organizers.

The Race Lead Manager's primary responsibilities include:

- Coordinating the registration of all Wasabi team for the race including paying race fees and submitting registration forms. This requires liaising with the Coaches to ensure the correct teams are entered into the race as well as into the correct divisions. Some teams may race in several divisions if permitted (including specialty divisions).
- Be sure to set early deadlines to receive back this information (both fees and forms). Be firm with each Team Manager to make certain that the deadlines are being met. If you have trouble with this, inform the Coach Coordinator, who will then follow up with the Team Coach. The deadline should be at least a week before the early bird registration deadline.
- After registration, the Lead Manager determines the race fee for each paddler in coordination with the Treasury and President and announces this to Coaches and Managers.
- Ensuring that all team bios and photos are submitted for the race program if applicable.
- Make certain that each Team Manager is aware of the race rules, the race schedule, and has water and other supplies available. Inform the Team Manager of the tent assignments for the race site.
- Coordinate that someone is taking the Club banners and Club tents if needed.
- Coordinate providing food at the Portland race for our guest paddling club.
- Forwarding any race announcements from the organizers to all Coaches and Team Managers.
- Contacting the race organizers for any special requests from Wasabi coaches, including possible changes to bracketing due to double-rostering or other issues.
- If an out of town race, the Lead Manager may be responsible for organizing transportation such as a charter bus to and from the race and/or to and from the hotel to the race site if other convenient transportation is not available. In many

cases, buses are booked by the bus coordinator, but the lead manager needs to be aware of its availability, fees, etc. On occasion tents and or food must be arranged. Typically, the Lead Manager is not responsible for making flight or hotel arrangements.

Overall, the Lead Manager ensures that there is a clear channel of communication from the race organizers and the Club due to the large number of teams we support in each race. If a Lead Manager finds out a new idea, be sure to share it with all of the Team Managers.