

# Southern California / Nevada Cycling Association

## Contractor Positions - 2018

Members of the SCNCA community,

The SCNCA strives to provide the best service possible to the cycling community and forward the sport. We are now soliciting bids for a variety of contractor positions for the 2018 season in a way that mirrors what is being done in Northern California. Persons who serve the community will be paid as independent contractors and receive 1099's at the end of the year.

**To Apply:** Anyone is interested in applying should submit an application by email to [info@scnca.com](mailto:info@scnca.com). In the email title include the title of the position for which you are applying. In the body of the email provide a resume of the skills that are pertinent to the position which you are applying and provide contact information as well as references. The various positions and their descriptions are described in the remainder of this letter. Applications are due no later than December 15, 2018. Contractor positions will be decided by the current SCNCA Board of Directors by vote at the December BOD meeting.

If you have any questions, please email [info@scnca.com](mailto:info@scnca.com).

### **SCNCA OFFICIALS COORDINATOR**

The official's coordinator is responsible for overseeing the [usac-officials.org](http://usac-officials.org) website. The individual will enter races as indicated on the calendar, assign officials to races (well in advance), and delete cancelled races. The coordinator will also work with the SCNCA Officials Committee to determine the number of officials & assignments at each race. The official's coordinator prepares a monthly report of activities for the board of directors.

### **SCNCA MOTORCYCLE OFFICIALS COORDINATOR**

The Motorcycle official's coordinator is responsible for maintaining a database or spreadsheet of current licensed motorcycle officials (including their DMV & insurance information). The individual will work with the SCNCA Officials Coordinator & Chief Referees; submit motorcycle official's information to USA Cycling for the supplemental Non-owned/Hired motor vehicle insurance.

### **SCNCA EQUIPMENT COORDINATOR**

The Equipment Coordinator is responsible for the storage, maintenance and inventory of SCNCA race equipment. This includes communicating needed replacements, ordering and placing into use. In addition to these equipment maintenance responsibilities the Equipment Coordinator coordinates with event directors to determine requested equipment and coordinates both delivery of equipment prior to an event and the retrieval of equipment following an event. The Equipment Coordinator prepares an annual inventory of equipment with recommendations for required purchases.

### **UPGRADE COORDINATOR**

The Upgrade Coordinator is responsible for processing requests for category upgrades as well as downgrades through USA Cycling's online system. The individual will communicate directly with athletes

which often includes requests for clarification of requests and/or additional information when qualifications are unclear. The Upgrade Coordinator handles road, track and cyclocross upgrades and may seek out appropriate expertise in the decision making process. They coordinate with the USA Cycling Regional Coordinator for all Category 1 upgrades. The Upgrade Coordinator prepares a monthly report of requests, upgrades and downgrades (including denials) by discipline.

### **PERMIT COORDINATOR**

The Permit Coordinator processes and approves permit requests for all events that are permitted via USA Cycling for the SCNCA. This duty includes reviewing competitive and non-competitive permit applications, guiding race directors to comply with USA Cycling rules, SCNCA policies and best practices. The Permit Coordinator insures that post---event paperwork, including USA Cycling and SCNCA surcharges is properly delivered and complete. The permit Coordinator prepares a monthly report of permitting activities for the board of directors. Other responsibilities include license/insurance certification.

### **WEBMASTER**

The Webmaster maintains the SCNCA website and other online media communication resources such as Basecamp, Facebook, and Mailchimp. The individual will ensure that there are regular back-ups and other maintenance activities are performed. The Webmaster assists race directors, SCNCA personnel, and board members with website changes required such as data entry, adding event information, and uploading documents. The individual has primary responsibility for the functionality of [www.scnca.com](http://www.scnca.com) and its content.

### **RESULTS COORDINATOR**

The Results Coordinator updates all SCNCA series results on the website weekly, or as frequent as the availability of results, according to rules approved by the board of directors. The individual will assist race directors in entering their results into the USA Cycling system. In addition they will prepare a monthly report listing the results publishing dates and any delinquent results.

### **MENTORS AND SKILLS INSTRUCTOR COORDINATOR**

This Coordinator would schedule the Skills Instructors for Competition Clinics and mentors at events. They will work closely with Race Directors to schedule male and female instructors for the competition clinics throughout the region. They will also work to schedule male mentors who want to mentor in adult and Junior races thru the race season. Also, this Mentors Coordinator would schedule the Women mentors who want to mentor in Women's adult and Junior races thru the race season. This mentor coordinator will need to attend competition clinics and go through mentor training.

On behalf of the Board of Directors for the Southern California and Nevada Cycling Association,

Thank You,

Sean Wilson

President, Southern California and Nevada Cycling Association