

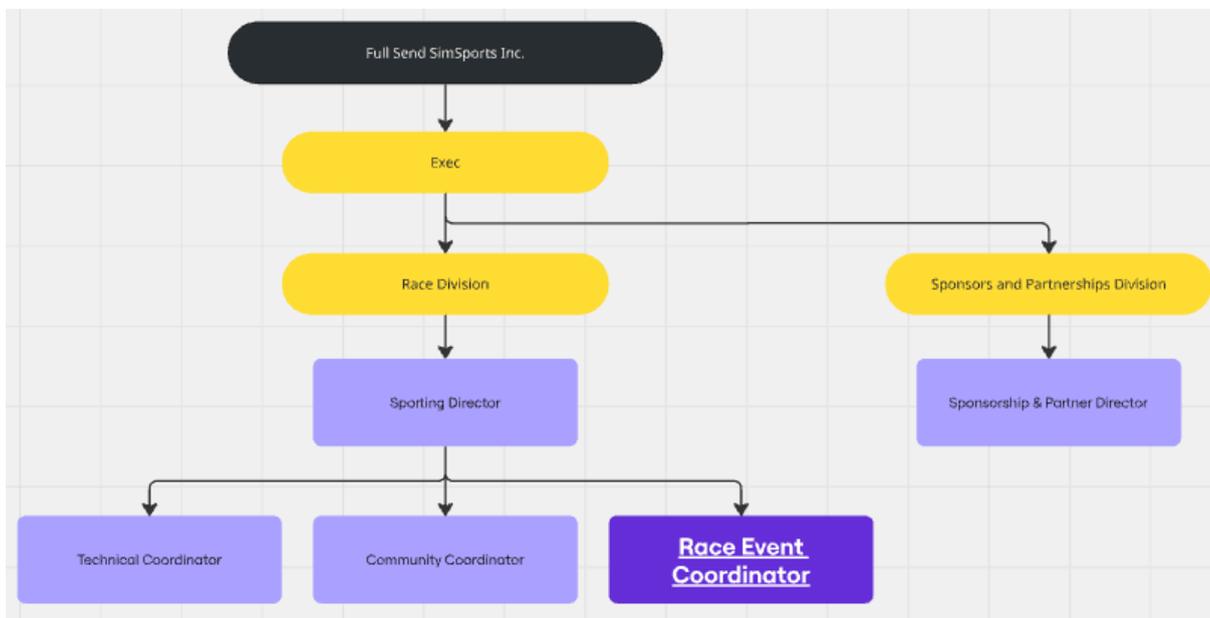


Race Event Coordinator

Role Purpose:

To manage the "Where, When, and Who" of the team's racing activities, ensuring all administrative requirements for race entries are met. They make sure everyone shows up registered, with assigned roles and ready to compete. They are responsible for understanding event regulations and requirements and making sure those needs get communicated to the right people.

Organisation Chart View



Key Responsibilities:

- **Calendar Management:** Maintains the team's official schedule and ensures drivers are aware of upcoming events.
- **Registration & Entry:** Manages the sign-up process for leagues and special events across various sim platforms.
- **Event Rosters and Strategy:** Coordinates driver rosters for endurance events and ensures stint rotations are planned. Manages race strategies and picks team leaders for events.
- **Event Requirements:** Responsible for event regulations and livery requirements. Ensures that any livery and preparation needs for upcoming events are communicated to the rest of management.

Reporting & Collaboration:

- Reports to the Sporting Director
 - Ensure the racing schedule aligns with the team's seasonal goals.
 - Work together to find event and league opportunities
- Collaborate with the Technical Coordinator, so practice, setup and coaching needs match upcoming events.
- Collaborate with the Sponsorship & Partnership Director to ensure event liveries needs are communicated

Supervises/Manages:

- Race Strategists
- Race Event Team Leaders
- Spotters