



## **Major Event Responsibilities Profiles**

### **Event Director Responsibilities**

- Oversee event day proceedings including food, volunteers, trailer transit
- Secure sites
- Inform Major Event Coordinator (MEC) of Certificate of Insurance (COL) needed
- Determine number of non-member participants who actually rode in event
- Submit non-member participant total to Treasurer for insurance policy payment
- Approve wording for BikeReg registration and pre-event message
- Approve route
- Inform MEC to proceed with Ride With GPS (RWGPS)
- Procure DelDot approvals
- Mark route

### **Major Event Coordinator Responsibilities**

- Own BikeReg and RWGPS for events
- Act as first-line-of-contact for Event Ride Directors
- Create BikeReg registration pages for major events
- Enter Major Events in America Specialty Insurance (ASI) program site (<https://appsrv4.amerspec.com/dbweb/f?p=144:2>) for insurance purposes
- Issue COLs as needed
- Make routes in RWGPS based on Event Director's input
- Send pre-event message from BikeReg
- Purchase route arrows using discount program

### **Vice President Responsibilities**

- Create BikeReg membership-only registration page
- Follow up accidents and insurance claims