

75th Anniversary Celebration – Air Cadet de L’Air

Fun Raiser / Levee de Fun - 3k/5k Walk – Run

National Air Cadet League

National Event Chair – TBD -Will be the contact to the National Body Air Cadet League and National Running Room Event Coordinator as necessary.

Will provide overall functional guidance and support for the event (which includes Training) and coordinate with the National Event Coordinator and when necessary the PC Race Coordinators. Will hold the National monthly Count down to the vent teleconference.

National Event Coordinator - Wendy Hough - Will be the primary contact to the National Running Room web / Registration contacts and with the PC Race Directors. Will be responsible for Marketing of the event from a National Perspective as well as procure and manage the T shirts / Ribbons and medals that will be part of the final day celebrations “Race Day “.

Provincial Committee

PC Race Director – Person who will have access to the Running Room website - Will do initial set up and with the running room – and maintenance as required. Will Supply bank account # for on line donations to the running room with all the Squadron numbers for the pull down list on registration page and all relevant information.

PC Race Coordinator - Be the contact for Event Chair - Person to who is responsible for the overall event in their PC – will initiate the recruiting of Race Site Supervisors (1 per site). Initiate and ensure the securing of the race sites for your PC area. Average number of Race sites per PC will be 6, PEI for instance will be 2 and others maybe more or less than 6. Will be the contact for the Race Site Supervisors. Will also coordinate “Signage for the Site” See explanation in that section of the Event Procedures Manual for the excellent fund generation potential for the PC.

PC Signage at the Site Leader (Optional) – This position can be assigned to anyone who can help promote – delegate and or action the soliciting of local businesses at the Race site locations to donate 200.00 for a 3 ft. X 3 ft. Thank you Corporate logo sign displayed at the race site in the same fashion that corporate signage is displayed at Golf Tournament tees offs. Estimated number of signs per site is 10 with moderate effort. **Average** number of Race sites per PC is six. Six multiplied by ten equals 60. So therefore 60 X 200.00 = \$12,000.00 Revenue per PC (cost of signage is minimal). Likelihood of repeat business future events is very likely.

Race Site Supervisor – This person has the overall duty of Leading and managing the race site. This person will be reporting to and working the **Race Coordinator from the PC**. Duties will be further explained in the Event Procedures Manual. But as a note, if you have 6 race sites in your PC, then you will then have 6 Race site Supervisors. Remember – This event will only be a portion of the day. Onsite registration starts at 8:00 -930 am – Race is at 10:00 am and by 11:00 am it’s the Ribbon ceremony / Medals and Barbeque. By noon to 12:30 hrs you are done and by 13:00 Hrs you are cleaned up and leaving the site. ☺

Squadron Team Lead – This person will be the motivator for the Squadron at all levels. This person will have to register on the Running Room Website with the running room in advance as the **Team Leader for that Squadron**. This person will be given a pass word which will be shared with the **Cadets only for their REGISTRATION**.

Running Room Race & Registration Website

Managed by **PC Race Director** – Direct contact with **National Event Coordinator** (Wendy Hough) and Running Room as required.

Consistency - Mandatory questions on Running Room website **MUST** be the same across country
For each PC.