



## Triumph Crew Member

### Purpose

The purpose of this role is to be a contributing member of a local team of volunteers that work collaboratively to deliver our mission at myTEAM TRIUMPH. Each region will have 1-2 Crew Leaders that will help keep the group organized.

### Role Requirements

The time commitment associated with the role includes an average of 1-2 hours weekly. When attending an event or training run and team meeting in the same week the hours may be greater depending on your level of involvement.

1. Sign Up as a crew member for a minimum of 10 training runs a year in your region
2. Sign up as a crew member for a minimum of 2 events a year in your region. This number may vary based on each region.
3. Serve as a crew for set up, execution and tear down region premier event.
4. Help recruit Angels, Captains and Volunteers for events by doing a minimum of 2 presentations a year at your place of work, a local service club, tri team, etc.
5. Provide excellent customer service to Angels, Captains, Volunteers and Donors
6. Attend our Annual Wisconsin or National Conference

### Crew Roles:

These responsibilities are specific for each role...

#### **Crew Leader (2 year term)**

- Schedule Crew meetings
- Ensure trainings and events are adequately staffed by Crew
- Participate in Crew Leader calls with mTT staff (monthly to quarterly)
- Co-Leader role also available
- Report directly to Director of Operations

#### **Race Manager**

- Organize rosters on a weekly basis based on sign ups
- Serve as race day leader

#### **Training Manager**

- Plan and coordinate weekly trainings (location, routes, disciplines)





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## **Social Manager**

- Plan and coordinate monthly to quarterly socials. These could include events like pub runs or even cookouts after training runs
- Plan and coordinate pre-season kick off and post-season celebration socials.

## **Fundraising Manager**

- Form local fundraising committee 3-5 people
- Plan and coordinate a regional fundraising event with a goal net revenue of \$3,000+
- Seek out and solicit regional and event sponsors in partnership with Director of Development.

## **Operation Guardian Angel Manager**

- Recruit local active or veteran service members to participate as a Captain or Angel
- Coordinate efforts with OGA Coordinator

## **General Responsibilities**

Along with attending team meetings, responsibilities below are inclusive for all Crew

## **Training Runs**

- Equipment Organization (Set Up & Take Down)
- Check in Angels, Captains, and Volunteers
- Distribute and record shirts handed out
- Determine routes
- Organize running groups of Captains and Angels
- Collect emergency contact information from each team
- Photography and social media shares
- Contribute local knowledge of participants for roster & equipment assignments

## **Race Day & Pre-Race Camp**

- Photography (team pictures, finish line, and course pictures)
- Equipment Organization (Set Up & Take Down)
- Pre-Race Camp (location, food, presentation)
- Communicate Race Day Item Needs (beverage & Food, zip ties, markers, name tents, shirts, additional chairs, etc.)
- Direct Race Day plan and keep everyone on task
- Supply Race Announcers with Team Names





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- Check In Tent (Attendance, Record Shirts Handed Out)
- Offline Donation Collection
- Course Support
- Team Emergency Contact Information (put in team chair and collect cell# of one Angel per team)
- Energizing Pep Talk to the team and prayer
- Cheer Zone along the course

## **Advocacy**

- Ambassador of our mission in the community
- Social Media posts in our region group pages
- Community Outreach
- Expos
- School Connections when applicable
- Positive contributor within the community
- Recruitment of Angels, Captains, Volunteers
- Special Events

## **Code of Conduct**

As a TRIUMPH Crew member, you will have visibility to several internal communications, changes, and information about our participants, process, and overall organization. As a crewmember it is understood that internal information is not to be shared publicly outside of myTEAM TRIUMPH Board, Staff, and crew.

As a TRIUMPH crew member, our participants look up to you for encouragement, support, and motivation. Our actions speak just as loud as our words. As a crewmember it is understood that we are ambassadors of myTEAM TRIUMPH's mission in the community.

Communication is an important piece to our success as a team. We encourage a team environment in all regions. Celebrate wins together and discuss opportunities when they arise. Although your primary point of contact is the TRIUMPH Leader, you also have access to myTEAM TRIUMPH Leadership.

Crew name and signature: \_\_\_\_\_

Leader name and signature: \_\_\_\_\_

Date: \_\_\_\_\_

