



**The New England Bicycle Racing Association (NEBRA) is a supporting organization for bicycle racing in the 6 New England states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. We serve as a designated Local Association for USA Cycling, the governing body of bicycle racing in the United States.**

---

<b>Job title:</b>	<b>Officials Coordinator</b>
<b>Reporting to:</b>	<b>President of the NEBRA Board of Directors</b>
<b>Salary:</b>	<b>\$1,000/year</b>
<b>Hours:</b>	<b>Approx. 4-6 hours per week during the racing season. Occasional off-hours availability may be needed for solving issues.</b>
<b>Location:</b>	<b>Remote/Home-based</b>

---

## Purpose of the Position

This position will be responsible for assigning and maintaining a staff of USA Cycling (USAC) licensed officials to work USAC sanctioned competitive road, mountain, track, and cyclocross cycling events.

---

## Key Responsibilities & Duties

1. Assigning USA Cycling (USAC) licensed officials per requests made through a web-based computer application; assigning the appropriate number and level of ground and motor officials to each race based on NEBRA and USA Cycling guidelines.
2. Maintain direct contact with officials to handle re-assignments due to availability, alleviate shortages in event crews, and serve as a resource for officials that would like to upgrade the level of their officials license with USA Cycling.
3. Work with USA Cycling Event Staff on local Chief Referee assignments, additional official assignments for national & regional level events in New England, and processing motor official insurance information to submit to USA Cycling.
4. Work with Race Directors on assignments, requests for certain officials, and be a resource for general questions.
5. Monitor license status of working officials to make sure they are fully valid and in compliance with NEBRA and USAC guidelines.

---

## Qualifications

Candidates must actively hold a valid USA Cycling Officials license for at least 3 years. A general understanding of USA Cycling road, mountain, track, and cyclocross racing is needed. A preferred candidate will have a B level USA Cycling Officials License and will be able to commit to at least 2 years of service holding this position.

---

## Work Experience & Skills

Candidates must have strong organizational, problem solving, negotiating, and people skills. Good computer skills are necessary. Even though this position is remote, the candidate must have a primary residence in the 6 New England States.