

# **Triathlon Event Management & Race Operations Manual**





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## 1.0 Introduction

This event operations and management manual has been created to provide new, current triathlon race directors and triathlon clubs a resource to help aid in the running of an effective and efficient triathlon event.

The manual enables event operators to set time frames, identify essential tasks and identify persons responsible for each task. The manual is divided into three sections;

- 2.0 Pre-Event
- 3.0 Race Day Management and Operations
- 4.0 Post-Event

Triathlon Queensland is providing this manual to help in the running and coordination of events. The initiative also aims to increase the holistic quality of events by making them safer and better delivered.



## 2.0 Pre Event Planning

### 2.1 Risk Management & Sanctioning

<u>Risk Management</u>	Comments	Deadline	Person	Done	Cost
Prepare Budget/Breakeven Analysis				<input type="checkbox"/>	
Complete Risk Management Plan				<input type="checkbox"/>	
Sanction Event				<input type="checkbox"/>	
Evaluate previous year's event				<input type="checkbox"/>	

#### 2.1.1 Risk Management Plan

This must be done for all events that are sanctioned through Triathlon Australia. An analysis of potential risks must be undertaken in conjunction with the Risk Matrix; the most commonly used table to assess risk.

*For more information on how to implement a Risk Management plan into the running of your event please go*

to; <http://www.triathlonqld.com.au/ClubsCoaches/ClubSupportDocuments.aspx>

#### 2.1.2 Sanctioning Procedure

The aims of sanctioning a race are to:

- a) Assist Race Organisations and Race Directors to stage safe and fair triathlon events.
- b) Maintain a positive image of the sport of triathlon by setting minimum standards for the staging of safe races which are accessible to all members of the community.
- c) Ensure that triathlon events are conducted in accordance with **minimum standards of safety and fairness** on a uniform basis throughout Australia, and in accordance with international standards and obligations as required by Triathlon Australia's membership of the International Triathlon Union.



Private race promoter/affiliated clubs: Cover \$20 million	Premium	Done
A. Sanctioned event that allows non-TA members to compete in full triathlon events (Swin, Bike, Run) and a field greater than 100 entrants	\$465.00	<input type="checkbox"/>
B. All other events (inc. Aquathlon, Duathlon and open Club Triathlon events with more than 100 entrants).	\$270.00	<input type="checkbox"/>
C. Club Sanctioned Events that allows own club members only AND maximum field 100 entrants (No sanctioning required from TQ, as Club insurance covers this event).	Nil	<input type="checkbox"/>

For more information on Sanctioning and the extra benefits that it brings your event please go to; <http://www.triathlonqld.com.au/Events/Howtorunanevent/SanctioningProcess.aspx>

## 2.2 Event Approvals/Permits

Event Approval	Comments	Deadline	Person	Done	Cost
Finalise Venue/Event Dates				<input type="checkbox"/>	
Traffic Management				<input type="checkbox"/>	
Council & Venue Approvals	Application forms found on website			<input type="checkbox"/>	
Department of Transport Application	Applicable if using state controlled roads			<input type="checkbox"/>	
Police Permits	Application forms found on website			<input type="checkbox"/>	
Aquatic Permit	Maritime Safety			<input type="checkbox"/>	

**Traffic Management** – A Traffic Guidance Scheme needs to be done up for any roads that need to be used for your event. After finalising dates and the venue this should be your first port of call.

**Council/Venue Approvals** – They will require a Traffic Management Plan of the event (if Triathlon/Duathlon) and site plan with this application. Later add on's to this will be Police Permits and Certificate of Currency.

**Department of Transport** – This is only required if your event will be on State Controlled Roads (SCR) or you need to put Variable Message Boards (VMS) on the side of SCR. Council should be able to inform you if this is the case.

**Police Permits** – To use a road you will need a Police Permit and if you need police services you will need to apply for that as well. They again will require Traffic Management Plans upon consultation

**Aquatic Permit** – This will only be needed if the event swim leg is taking place where boat craft usually reside e.g. out from a boat ramp, in a boat passage etc.



## 2.3 Promotion/Sponsorship of Event

<u>Promotion of Event</u>	Comments	Deadline	Person	Done	Cost
Organise Sponsorship				<input type="checkbox"/>	
Advertise on Website				<input type="checkbox"/>	
E-Mail to previous athletes				<input type="checkbox"/>	
Brochure, Posters, Flyer, Newsletter				<input type="checkbox"/>	
Create Media Release & Distribute				<input type="checkbox"/>	
Road Closure Announcement in Papers				<input type="checkbox"/>	
Notify local Residents/Businesses				<input type="checkbox"/>	
Notify Bus lines that may be affected				<input type="checkbox"/>	
Register Forms / Online Entries				<input type="checkbox"/>	

**Sponsorship** – It is imperative that this is sourced at the very start of the process. It is not fun chasing around sponsors close to the event date.

**Local Business/Residents** – Local support of an event is integral to the eventual success and longevity of any event. Inform them early to gauge interest and try to smooth over any negativities. Ultimately local backlash can stop an event from taking place in future years.

**Road Closure Announcement** – When closing roads, council require you to put an advert in the general notices section of at least the local newspaper to inform the public of the event. If State Controlled roads are used regional papers may need to be utilised

**Bus Lines** – Clarify with council if your event affects any bus services and if so who will be informing them of the closures and ways in which they can continue picking up passengers along their affected route.

**Registration** – Online companies such as Register Now can be used to handle event registrations in addition to manual entries (if capability allows)



## 2.4 Organise Volunteers, Staff and Services

<b><u>Organise Volunteers &amp; Services</u></b>	<b>Comments</b>	<b>Deadline</b>	<b>Person</b>	<b>Done</b>	<b>Cost</b>
Motor Cycle				<input type="checkbox"/>	
MC/ Race Commentator				<input type="checkbox"/>	
Timing				<input type="checkbox"/>	
Sports Trainer/First Aid/Physio				<input type="checkbox"/>	
Police	Application forms for special services found on website.			<input type="checkbox"/>	
Photographer				<input type="checkbox"/>	
Sound Technician/PA system				<input type="checkbox"/>	
Life Savers				<input type="checkbox"/>	
Swim Caps				<input type="checkbox"/>	
Barrier Hire				<input type="checkbox"/>	
Marquees				<input type="checkbox"/>	
Medals/ Prizes				<input type="checkbox"/>	
Portable Toilets				<input type="checkbox"/>	
Security				<input type="checkbox"/>	
Volunteers				<input type="checkbox"/>	
Race Referee/TO's				<input type="checkbox"/>	
Portable Radio's				<input type="checkbox"/>	
Ambulance				<input type="checkbox"/>	
Fruit & Drink for recovery				<input type="checkbox"/>	
Finish Arch				<input type="checkbox"/>	
Bike Racking/Signs				<input type="checkbox"/>	
Lighting				<input type="checkbox"/>	
Generator				<input type="checkbox"/>	
Food Vendors				<input type="checkbox"/>	



**Motorcycle** – The hiring of motorcycles is required for Triathlon's and Duathlon's so that Technical Officials can monitor drafting during the race. These bikes will need to be able to seat driver and passenger

**Medical** – At least two first aid officers are required for the safe running of the event. One must be stationed at the finish and one can effectively utilise the ability to roam.

**Police** – Police will be required where there are implications to normal traffic due to the running of your event. They are typically required for the running of Triathlon's and Duathlon's.

**Photographer** – Determine what kind of things you want from your photographer, competitor photo's versus event photo's. This will determine who you will use.

**Life Savers** – Are required for the safe running of any water activity. Use of at least 1 IRB and personnel on boards around course will suffice. Donation to SLSC will be required.

**Swim Caps** – For any event that has a swim leg, swim caps are usually provided as a part of the race competitor pack.

**Barrier Hire** – This is for areas such as transition, the finish and recovery area, and if budget allows for the run course to keep spectators off. Type of Barrier hire depends on budget, e.g. Crowd Control Barriers can be hired and sponsor banners can easily be attached to these at a higher cost to orange mesh fencing and star pickets. Also affected by what kind of surface is being used, concrete vs. grass.

**Security** – If setting up the night before the event, security will be required overnight to ensure the safety of expensive equipment.

**Recovery** – Fruit, water (and if budget allows nutritional drink) supplied in recovery area for all participating athletes.

**Food Vendors** – Food Vendors such as coffee vans, hot food, cold food, ice creams etc. for participants and spectators.

**Generator** – A Generator will need to be present to supply electricity to sound, timing, blow up finish arch, lighting (for early registrations) etc.

**Lighting** – For those cooler months, lighting may be required if registration and bike check-in is taking place early in the morning. Also look at the need for security to have sufficient lighting overnight.

**Bike Racking** – The accepted amount of bikes to a length of bike racking could be 8 bikes to 2m. This ratio can differ according to the race directors wants.



## 2.5 Operations (for race weekend)

<b><u>Operations</u></b>	<b>Comments</b>	<b>Deadline</b>	<b>Person</b>	<b>Done</b>	<b>Cost</b>
Course Visit (2-3 times)				<input type="checkbox"/>	
Finalise Course Layout				<input type="checkbox"/>	
Finalise Race Times				<input type="checkbox"/>	
Site Plan				<input type="checkbox"/>	
Create Information Boards				<input type="checkbox"/>	
Complete operational manual				<input type="checkbox"/>	
Road Closure Signage				<input type="checkbox"/>	
Competitor Information kits				<input type="checkbox"/>	
Finalise Event day run sheet				<input type="checkbox"/>	
Race Briefing Document				<input type="checkbox"/>	
Equipment Checklist complete				<input type="checkbox"/>	
Accommodation				<input type="checkbox"/>	
Water Quality Tests				<input type="checkbox"/>	
Volunteer Manual				<input type="checkbox"/>	
Technical Official Manual				<input type="checkbox"/>	
Race Bibs				<input type="checkbox"/>	
Athlete Competitor Information Correspondence pre event				<input type="checkbox"/>	
Photographer Manual				<input type="checkbox"/>	



**Course Visit** – This should be done a number of times so as to familiarise yourself with the course. Go over it with an athlete as well to get their view of it as competitors sometimes see a course in a different way to an organiser.

**Race Times** – Make sure there is as little overlap as possible if holding a number of events on the one day.

**Site Plan** – This should be one of the first operational aspects completed. It may well get refined after each course visit but the main logistics of the course should be sorted when applying for council, police and transport permits.

**Information Boards** – Information should be fixed to a notice board using large print that enables competitors to inspect the material prior to the event. The noticeboard should include the following information; decisions on wetsuit swim, wave starts and swim cap colours, a large map of transition and course, penalties notice board, disqualification & appeals and name of race director technical delegate race referee and senior delegates. This should be located near Registration Area.

**Operational Manual** – This will be a working document for the race director and staff. It will outline everything that needs to be done at the venue in the lead up to the event, on race-day and pack down. This document has all information in it so that any event leader can step up into another role if required.

**Road Closure Signage** – For events where roads are closed or partially closed then signage along this course to inform the public will be required. Road closure times, roads to be affected and times that the roads reopen to full traffic will need to be noted.

**Competitor Information Kit** – The quality of the information provided to competitors before a race is essential to the success of most aspects of an entire event. The mass participation nature of triathlon, combined with the numerous safety issues demands a low tolerance for error in regard to the accuracy of the information that must be conveyed to competitors. The information included in this mail out will include; info on parking, how to get there, presentation times, when and where results will be found, likelihood of wetsuit swim, wave start order and time between, hazards on the course. Athletes now expect to receive a document like this prior to every event.

**Event Day Run Sheet** – This document will have all race times, race finishes, registration opening/closing times, transition opening/closing times. Presentation expected times, and who will be required to do what task.

**Race Briefing Document** – This document will form the overall scope of what is spoken about in the pre-race briefing. Race rules, course features etc. will be featured in this document.

**Accommodation** – Ensure that if accommodation is required for staff that this is booked before announcing dates of the event. Many athletes like to stay the night before so as not to rush the morning of an event.

**Water Quality** – If using a water facility where water quality may be a concern, it would be advisable to get the water tested at the beginning of the event process to ensure that the location that you envisage using for the event is actually suitable.

**Volunteer Manual** – All events are reliant on volunteers, and volunteers that are aware of what is required of them are potentially beneficial to your event. This manual will outline where they have to meet and at what time, the roles that are required to be filled, detailed descriptions of what is required of each volunteer role, the amount of time that they are required in that role and what time they are expected to be finished.

**Technical Official Manual** – This document should have an outline of the timings of the day. Therefore what time your first swimmer finishes and what time your last runner starts. This will also include; wave start times, transition/registration open and closing times and first and last finish of all legs.

**Race Bibs** – These will need to be done before the event once number of athletes of the event are finalised. Also numbering for their bags (to be stored at a secure location during the event), and for their handle bars will be required. This should all be found in the race competitor packs on the day.

**Photographer Manual** – Ensure that the photographer you have hired knows exactly what kind of photo's required.



## 3.0 Race Day Management

### 3.1 Event Logistics/Operations

Registration	Comments	Deadline	Person	Done
Set up registration area				<input type="checkbox"/>
Race packs & checklist				<input type="checkbox"/>
Course maps on display				<input type="checkbox"/>
Start/Closing time				<input type="checkbox"/>
Products/Prize monies as per entry conditions presented				<input type="checkbox"/>

### Registration

#### Competitor Registrations

An efficient and orderly competitor registration process is essential if a race is to start on time, with competitors in a relatively relaxed state. Registrations should commence at least 90 minutes before the scheduled race start time, and earlier for larger races. It is normal for many competitors to arrive 30 to 60 minutes before the race starts. Registrations should close no later than 15 minutes before the race starts so that an official pre-race briefing can be given to all competitors, and to enable competitors to make their own final race preparations.

The registration process must be properly planned and resourced to ensure registrations occur without overcrowding, long queues and time delays. Registrations should take place in an indoor or sheltered outdoor area to ensure wet weather, high winds or darkness do not disrupt the process. Access to power and lighting should be considered.

Information and directional signs should be placed above head height, rather than at table level, to enable competitors to find their own way in a crowded area. The registration area should contain table areas for the following purposes:

- Late entry form completion area
- Late entry cashier
- Adequate number of category registration tables, each sharing approximately the same number of competitors
- Texta body marking areas.

#### Pre-Race Day Registrations

Additional optional registration times can be offered on race eve to help ease the registration time pressures that exist on race morning. This service could be provided for up to 2 hours anytime between 2.00pm and 6.00pm. This period may coincide with the arrival of out of town competitors and other competitors who wish to inspect the race venue, transition area or course before race day.



## Competitor Identification Numbers

Competitor identification numbers must be prominently displayed on and by competitors at all times during a race. The numbers are essential for timekeeping, responding to medical and other emergencies, race commentary, enforcing rules and for post-race identification by the media in photographs and video footage. Competitor identification numbers should include a letter and a number. Numbers should be displayed on competitor chest plates and texta body markings, eg 'D546'.

Transition Area	Comments	Deadline	Person	Done
Set up Transition Area				<input type="checkbox"/>
Compound size				<input type="checkbox"/>
Race Briefing, audible/content				<input type="checkbox"/>
Race marshals, quantity				<input type="checkbox"/>
TQ Officials, quantity				<input type="checkbox"/>
Open/closing times				<input type="checkbox"/>
Competitor flow				<input type="checkbox"/>
Security				<input type="checkbox"/>
Baggage Area				<input type="checkbox"/>
Race marshals Checkout/quantity				<input type="checkbox"/>
Public address system				<input type="checkbox"/>

## The Transition Area

### General

The transition area is the area partitioned for the racking of competitors' bikes and the storage of clothing, shoes and equipment required for each leg of the race. This acts as the point from which spectators, media and competitors watch and judge the overall appeal of the race. The general principles to be observed when designing a transition area are:

- Competitors aim to spend as little time as possible 'in transition'
- Competitor movements should be capable of being swift yet orderly
- Entry and exit points should be created so that the positioning of bikes anywhere in the transition area does not create transition time (dis)advantages
- The transition area is a place for competitors only.



## **Bike Rack Design**

Bike racks should consist of horizontal numbers onto which bikes are hooked. Bikes can be hooked to a rack by the handlebars or seat. The racks should be constructed of strong material such as steel or wood. Horizontal numbers should be attached by 'A' framed supports placed at 3 metre intervals to reduce sagging or collapse under the weight of bikes. The racks should be about 1.2 metres high to ensure only 1 wheel is off the ground when a bike is hooked on the rack. Dangling bikes are an annoyance to adjacent competitors if their storage area is encroached by other bikes twisting in mid air.

## **Bike Rack Spacing**

Bike racks should be placed in parallel rows spread 5 metres apart to create an orderly flow of competitors in and out of the transition area. The gap should be 7 metres for elite draft legal races as they tend to start and finish the bike leg together and converge on transition area in large groups.

Sufficient bike racks should be provided so that each competitor has a storage area 550mm wide to contain shoes and equipment directly beneath their bike. A smaller width will create overcrowding and make it difficult for competitors to rack their bike at the end of the bike leg.

## **Competitor Access to Transition Area**

At all times, only competitors should be permitted in the transition area. Before the registration commences, entry and exit points should be blocked until officials arrive to conduct helmet checks and bike security measures.

Competitors should be informed that they may not remove their bike once they enter the transition area. This means a competitor cannot subsequently do a cycling warm up on roads outside the transition area. The Race Referee may relax this restriction at smaller races, provided the competitor submits to another helmet check on re-entering the transition area. This will not usually be permitted, as it is unreasonable for officials to carry out an excessive number of inspections and risk causing a delay in the start of the race. Competitors may do warm-ups using wind trainers erected next to their bike storage area.

## **Non Competitors in Transition Area**

The transition area should be a place reserved for competitors before, during and after a race. Access by non-competing parties is not permitted.

Access to the transition area should be consistently and strictly enforced by all officials, particularly at large races where overcrowding can have serious consequences. It is important that the Race Director and Race Referee liaise before the race to agree and communicate the approach to be taken on this issue. The rule may be relaxed at smaller and less formal races, but not during the race



Swim Course	Comments	Deadline	Person	Done
Set up Swim Course				<input type="checkbox"/>
Water Safety				<input type="checkbox"/>
Start/Exit Zone				<input type="checkbox"/>
Accurate distance/measure				<input type="checkbox"/>
Passage from exit to transition				<input type="checkbox"/>
Water quality/temperature				<input type="checkbox"/>
Time Start				<input type="checkbox"/>
Wave starts				<input type="checkbox"/>

Cycling Course	Comments	Deadline	Person	Done
Mount/Dismount Area/Line				<input type="checkbox"/>
Race marshals				<input type="checkbox"/>
Course direction/clean corners				<input type="checkbox"/>
TQ Officials				<input type="checkbox"/>
Draft Officials				<input type="checkbox"/>
Police				<input type="checkbox"/>
Communications				<input type="checkbox"/>
				<input type="checkbox"/>

Run Course	Comments	Deadline	Person	Done
Race marshals				<input type="checkbox"/>
TQ officials				<input type="checkbox"/>
Communications				<input type="checkbox"/>
Water stations				<input type="checkbox"/>
Course layout, size, efficiency				<input type="checkbox"/>
First Bike				<input type="checkbox"/>
Last Competitor Bike				<input type="checkbox"/>
				<input type="checkbox"/>



First Aid Area	Comments	Deadline	Person	Done
Medical Tent position/visibility				<input type="checkbox"/>
Medical Staff/quantity				<input type="checkbox"/>
Secure Area				<input type="checkbox"/>
Ease of access				<input type="checkbox"/>
				<input type="checkbox"/>

### Medical Area

The medical area is the base from which medical personnel issue first aid to injured competitors and other patrons at the race venue. The medical area should be:

- Located where there is a direct and clear path for distressed competitors to be escorted from the finish line to the medical area.
- Accessible by an ambulance so that seriously injured competitors can be evacuated to a hospital.
- Enclosed and partitioned so that first aid can be provided in relative privacy and protected from adverse weather ie. a tent, medical van, building or ambulance.

Penalty Box	Comments	Deadline	Person	Done
Technical Official				<input type="checkbox"/>
Signage				<input type="checkbox"/>

Water Station	Comments	Deadline	Person	Done
Volunteers				<input type="checkbox"/>
Location				<input type="checkbox"/>

Volunteers	Comments	Deadline	Person	Done
Information				<input type="checkbox"/>
Task allocation				<input type="checkbox"/>
Briefing				<input type="checkbox"/>



### 3.2 Event Equipment

Transition Area	Comments	Deadline	Person	Done
Entry/Exit gates				<input type="checkbox"/>
Bike racks				<input type="checkbox"/>
Signage-gates/entry/exit				<input type="checkbox"/>
Barrier legs				<input type="checkbox"/>
Brooms				<input type="checkbox"/>
Cable ties				<input type="checkbox"/>
Electricity supply				<input type="checkbox"/>
Flag Bunting				<input type="checkbox"/>
Microphone handsets				<input type="checkbox"/>
Rope				<input type="checkbox"/>
Star pickets				<input type="checkbox"/>
Star pickets caps				<input type="checkbox"/>
Traffic cones				<input type="checkbox"/>
Vests for marshals/volunteers				<input type="checkbox"/>
Gaffa Tape				<input type="checkbox"/>
Barrier netting or fencing				<input type="checkbox"/>
Sponsorship Signage				<input type="checkbox"/>
Numbering for Racks				<input type="checkbox"/>

Recovery Area	Comments	Deadline	Person	Done
Chairs				<input type="checkbox"/>
Cutting board				<input type="checkbox"/>
Extension lead				<input type="checkbox"/>
Toilets				<input type="checkbox"/>
Knives/Cutters				<input type="checkbox"/>
Garbage bins				<input type="checkbox"/>
Ice – Medical				<input type="checkbox"/>
Tables				<input type="checkbox"/>
Fruit				<input type="checkbox"/>
Water/Nutritional Drink				<input type="checkbox"/>
Gloves				<input type="checkbox"/>



## Recovery Area

### Post-Race Food and Drink

Once competitors have passed the timing area and have been medically assessed, they should be directed to a recovery area containing refreshments. This area should be partitioned, however, friends and family may enter the area if sufficient space and refreshments are available. Where possible, the recovery area should be shaded and located within close proximity to water taps and other amenities. Massage therapists may erect tables in the recovery area and treat competitors free of charge.

Plain tap water must be supplied in paper or plastic cups. Drink sponsor product must not be the sole or exclusive drink supplied after or during a race, as many competitors prefer plain water. All drinks should be dispensed in to cups from plastic vessels containing lids and taps. Clean plastic garbage bins may be used provided they are lined with disposable plastic bags.

- A typical selection of refreshments provided free of charge after a race includes plain tap water, apples, bananas and oranges. Subject to finances, additional refreshments such as watermelon, rockmelon, grapes and energy drinks may be provided.
- The quantity of fruit needed will depend on the taste or how ripe the fruit is, how hot the weather is and the availability of other free refreshments. A typical provision may comprise 3 orange quarters and 2 banana halves per competitor.
- Fruit should be cut into small portions to economise, minimise waste and for ease of consumption.
- Fruit may be cut the evening before a race, provided it is kept in a cool storage area overnight. Otherwise a team of cutters with sharp knives and cutting boards should complete the task on the race day before the first individual competitor completes the race.
- Relay team swimmers and cyclists should have access to refreshments as soon as they complete their leg.
- One must ensure the availability of refreshments to all competitors. One's race time should not impinge on the availability of providences.

Swim Course	Comments	Deadline	Person	Done
Swim Caps				<input type="checkbox"/>
Buoys				<input type="checkbox"/>
Traffic cones				<input type="checkbox"/>
Star pickets				<input type="checkbox"/>
Star pickets cap				<input type="checkbox"/>
Vests for marshals/volunteers				<input type="checkbox"/>
Barrier netting or fencing				<input type="checkbox"/>
Water Safety Gear (inflatable, surf rescue)				<input type="checkbox"/>
Signage				



Cycling Course	Comments	Deadline	Person	Done
Signage				<input type="checkbox"/>
Sweep vehicle				<input type="checkbox"/>
Crowd controls, barricades				<input type="checkbox"/>
Motor Bike Riders				<input type="checkbox"/>
Chalk				<input type="checkbox"/>
Carpet (for railway lines)				<input type="checkbox"/>
Vests for marshals/volunteers				<input type="checkbox"/>
Signage				<input type="checkbox"/>

Run Course	Comments	Deadline	Person	Done
Vests for marshals/volunteers				<input type="checkbox"/>
Brooms				<input type="checkbox"/>
Signage				<input type="checkbox"/>
Radios				<input type="checkbox"/>
Traffic cones				<input type="checkbox"/>
Chalk/Spray				<input type="checkbox"/>
Fencing				<input type="checkbox"/>
Hammer				<input type="checkbox"/>

First Aid Area	Comments	Deadline	Person	Done
Medical Tent				<input type="checkbox"/>
First Aid Kids				<input type="checkbox"/>
Stretcher				<input type="checkbox"/>

Penalty Box	Comments	Deadline	Person	Done
Traffic Cones/Barricades				<input type="checkbox"/>
Vest for Technical Official				<input type="checkbox"/>
Violation List				<input type="checkbox"/>



Water Station	Comments	Deadline	Person	Done
Cups				<input type="checkbox"/>
Water				<input type="checkbox"/>
Gloves				<input type="checkbox"/>
Water Container				<input type="checkbox"/>

Event Staff	Comments	Deadline	Person	Done
Water				<input type="checkbox"/>
Food Packs				<input type="checkbox"/>
Event Shirts				<input type="checkbox"/>
Volunteer Packs				<input type="checkbox"/>
Sunscreen				<input type="checkbox"/>
Event Operation Manuals				<input type="checkbox"/>

Registration	Comments	Deadline	Person	Done
Table/Chairs				<input type="checkbox"/>
Marquee				<input type="checkbox"/>
Banners/Flags				<input type="checkbox"/>
Paper, Pencils & Pens				<input type="checkbox"/>
Sharpener				<input type="checkbox"/>
Clipboard				<input type="checkbox"/>
Permanent Marker				<input type="checkbox"/>
Duct/Sticky Tape				<input type="checkbox"/>
Blue Tac				<input type="checkbox"/>
Highlighter				<input type="checkbox"/>
Cable Ties & Safety Pins				<input type="checkbox"/>
White Out				<input type="checkbox"/>
Scissors				<input type="checkbox"/>
Petty Cash tin & Key				<input type="checkbox"/>
Rubber Bands				<input type="checkbox"/>
Pencil Case				<input type="checkbox"/>



### 3.3. Other Important Race Operational Items

#### Competitor Rules and Violations

All incidents involving questionable competitor behaviour and rule violations must be referred to the Race Referee to decide on a penalty, if any e.g. Disqualification or warning. The rules require strict procedures to be followed by the Race Referee to effect a valid disqualification. Similarly, some rule violations can only be dealt with by accredited Technical officials who are trained in the proper procedures.

#### Officials - Assistance to Competitors

Marshals and other officials not only assist with safety, but also play a critical role in ensuring the race is fair. Consequently, the way in which officials and marshals help competitors can result in a competitor being disqualified, even if the competitor did not ask for the assistance given. An official must not provide assistance in the following circumstances:

- Assistance which is not given to provide for the welfare of all competitors or the public e.g. Verbally advising a competitor of the size of a lead (time or distance) held by another competitor.
- Assistance that constitutes an unfair advantage e.g. A drink station marshal cannot save a limited supply of food or drink for a favoured competitor, in so doing denying other competitors who would have otherwise received the sustenance.
- Assistance which is not consistent with an official's area of responsibility e.g. A marshal whose job it is to indicate a direction of a course must not provide sustenance, massage or help change a tyre.

#### Spectator Areas and Routes

Triathlon is an exciting sport, particularly when watched from close range. Like most public events, triathlon spectators tend to gather where they choose, unless physically prevented from doing so. Spectators should be controlled to minimise their risk of interfering with the race e.g. colliding with or blocking the passage of competitors. A Race Committee also has the duty to care for the safety and comfort of spectators, particularly near start, finish and transition area.

The extent to which spectators can and should be controlled must be balanced against the following constraints:

- Limited supply of crowd control equipment available to a Race Committee
- General layout of the course, roads and residences that may make it impossible to physically partition spectators from competitors
- Many kilometres of roads and paths that comprise a course, on which spectators can gather
- The need to allow spectators the ability to move freely in and around a race venue
- The right of non triathlon public to access the race venue and adjacent properties
- The effect of road closures and partitions on surrounding businesses
- The desire of spectators to move around a race venue to watch different stages of the race e.g. swim shoreline to transition area, to run course
- The unpredictable tendency for people to put themselves at risk by entering onto the course e.g. young children



A Race Director must prioritise the use of crowd control equipment and marshals to ensure:

- The progress of competitors is not unduly impeded by crowds of spectators
- The size of a crowd does not create an imminent risk of spectators being forced into the path of moving competitors.

Crowd Control Equipment and Measures	
Free standing grated steel barriers	Signage
Road barriers and legs	Traffic cones
Single strand flagged bunting or tape	Marshals (with loud hailers)
Parra-webbing and star pickets	Frequent warning from the race announcer
Reusable fencing wire eg. 7 strand fencing	

**Note:** If spectator areas are bisected by the course, a single pedestrian crossing, controlled by marshals, should be created to concentrate spectator movement and risks at one location.

## 4.0 Post Event

Post Event Tasks	Comments	Deadline	Person	Done	Cost
Presentation of awards				<input type="checkbox"/>	
Site Pull Down				<input type="checkbox"/>	
Announce the results on the website				<input type="checkbox"/>	
Volunteer Officials – reward and recognition				<input type="checkbox"/>	
Media Release				<input type="checkbox"/>	
Survey Competitors				<input type="checkbox"/>	
Event Evaluation				<input type="checkbox"/>	
Final Report				<input type="checkbox"/>	
Compare Budget to Actual Cost				<input type="checkbox"/>	
Start Again!!!					