

TriPEI Race Director's Handbook

The Race Director's Handbook has been designed to provide existing and new race directors with the basic requirements for organizing a triathlon or duathlon. The document has been broken down into logical segments in order to make the process a little less daunting. With one person named as the actual Race Director, and adequate staff/ volunteer committees, the work can be broken down into manageable sections. If detailed records of the work done in setting up your race, there will be considerably less work required in subsequent years.

The course, transition and venue maps are the most important documentation of your event. The purpose of the maps is to provide, ideally on a single sheet of paper for each leg of the event, all the information a race director needs to set up the course. It should document exactly how the course is laid out and where the crucial start, finish, and turnaround points are located as well as the positions of volunteers, police, medical and aid stations.

TriPEI is the governing body for triathlon/duathlon in Prince Edward Island. We are available to offer our expertise and advice, equipment, and Liability Insurance for your race if you sanction it with us.

WHY SANCTION?

- To provide you with the information you need in order to organize a safe and enjoyable race for the athletes.
- To give you the opportunity to put your plan in writing. The benefits of having a written plan are that you will have thought through, in detail, all of the steps that you need to take in order to organize a safe race. You will have a document to refer to when carrying out each step, thereby reducing the chances that you will overlook something important.
- To communicate your plan to TriPEI and determine areas in which we can help you carry out your plan.
- To give TriPEI the opportunity to review your plan and to make recommendations in areas that may require some improvements. This builds an extra safeguard into your plan, further ensuring that something important does not get overlooked and that your race is the safest and most enjoyable that it can be.
- To become an officially sanctioned race along with its benefits:

- \$5,000,000 Liability Insurance (most municipalities require proof of insurance before permits are formally issued)
- A listing on the TriPEI Calendar
- Only sanctioned races can host Championship events
- Only sanctioned races can host an event with qualifying spots for World Championships. Triathlon Canada determines which races may have qualifying spots

SANCTIONING INSTRUCTIONS/INFORMATION

Sanction applications may be found on TriPEI's website:

<https://ccnbikes.com/#!/memberships/triathlon-pei-event-sanctioning>

Separate applications for Adult and Youth (Kids of Steel) are required. The application itself is designed to ensure that you will have all the necessary elements in place to make your race as safe and fair as possible.

Draft Legal races apply only to the following categories: Ages 14-15 & 16-19, U23 and Elite, but races for these categories may also be draft illegal. World Championship Qualifying races may also have an Age Group Draft Legal wave for Sprint distance.

Applications **must** be totally filled out and include the following maps: venue, transition zone, swim, bike and run

Sanctioning applications **must** be submitted electronically no later than 60 days prior to a formally unsanctioned event and 30 days prior to a previously sanctioned event as long as there are no significant changes from the previous year.

The Head Official/Technical Delegate has the responsibility to ensure the safety of participants and volunteers, and to ensure that the principles of fair play are respected.

The Head Official and/or TriPEI Technical Delegate have the authority to rule upon conditions that they deem to be hazardous or that fail to meet TriPEI's Race Sanctioning Criteria, Safety Standards, and Competitive Rules. As a sanctioned event, you are obligated to make the necessary adjustments in accordance with the ruling. If you disagree with the ruling of the Head Official/Technical Delegate, you are to comply with the ruling, and then to send a written report of the incident to TriPEI.

Failure to comply with a ruling by the Head Official or Technical Delegate will result in a review of the incident by the TriPEI Board of Directors.

HOW TO START

The first step is to find a suitable venue for the race(s). The site will need the following:

- A body of water (if hosting a triathlon event). There must be easy access in and out of the water for swimmers and the water for the swim course **should** be at least 1.5 metres deep. The water quality **must** be safe for swimming.
- A flat area for transition, close to the water, easily accessible from the swim exit
- Paved roads that are suitable for the bike route or trails suitable for an off-road bike route
- Roads or paths suitable for the run route. These **should not** be the same roads as the bike route and **must not** cross the bike route.
- An area for the registration, finish line, medical tent, timing, post-race food
- Adequate space for spectators, at the swim, transition, start of bike and run routes and the finish line
- A parking area for athletes and spectators.
- You will likely need permits for the venue, as well as the swim, bike and run courses.

Once a suitable venue has been located, you will need to plan out and measure your courses. Each leg of the race **must** be measured. Appropriate technology **should** be used for each leg.

Standard race distances (adult) are as follows:

	Swim	Bike	Run
Try a Tri	375	10	2.5
Sprint	750	20	5
Olympic	1500	40	10
Half Ironman/70.3	1900	90	21.1
Ironman	3800	180	42.2

Standard race distances (youths) are as follows:

Age	Maximum Distance Swim	Maximum Distance Bike	Maximum Distance Run
Under 6	Recommended half 6-7 distances	Recommended half 6-7 distances	Recommended half 6-7 distances
6-7	50m	1.5km	0.5km
8-9	100m	5km	1km
10-11	200m	5km	2km
12-13	300m	10km	3km
14-15	500m	10km	4km
16-17	750m	20km	5km

In adult races, the distance can vary from the standard, especially if it is necessary because of the roads available. Youth races may be shorter than standard, but **must** never be longer.

You **must** communicate the actual distance to your participants.

If you will have both adult and youth races, they **cannot** be occurring at the same time.

Cut off times for the swim **must** be adhered to. We **recommend** that you also have cut off times for the bike and run portions of the race. If instituting cut off times, the Race Director should appoint a designate who will communicate to the Head Official any athlete not meeting the specified times. This designate would look after all three disciplines pertaining to the cut off times. If you need help in determining suitable cut-off times, please contact the TriPEI office.

If available a form of electronic timing is **recommended**, giving, separate splits for each leg of the race and for the overall race time, by gender/age category – e.g. swim time, T1 (optional), bike time, T2 (optional), run time, total time. If you are not showing separate transition times, T1 and T2 times should be included with the bike. Results should also show any penalties or disqualifications given by the officials, as well as those who did not finish (DNF) and did not start (DNS).

You **must** ensure that there are washroom facilities in the vicinity of the transition zone (within 200 meters). Portable toilets are strongly **recommended** if permanent facilities are insufficient or not readily available. A minimum of 1 toilet for every 75 to 100 people (participants, volunteers, staff, officials, spectators) **should** be available.

You **must** have a public address system to provide clear announcements pre-race, at the swim start, finish and awards.

General

Medical

You **must** have Certified First (Aid) Responders at your race. A medical person may be a qualified first-aider/responder, licensed nurse, paramedic or physician. They **must** be present for the entire race. You will need a minimum of 1 medical person for the first 100 participants and another for every further 100. Please account for the possibility that your volunteers/spectators/bystanders may require medical attention. The Head Official **should** be notified of all medical situations. A medical tent, equipped with chairs, cots, blankets, bandages, water, ice, disinfectant etc. **should** be provided. A recommended list of supplies will be found under the Finish line/post-race section.

You **must** have a written Medical Emergency Plan. This should include a procedure to follow during a medical emergency, a list of key phone numbers, who is to take responsibility for each necessary step, an ambulance route, procedure for transportation to hospital, a list of supplies available, etc. All key people at your race should have a copy of this plan (Race Director, section coordinators, head lifeguard, police, officials, announcer, staff).

Ambulances/emergency vehicles **must** have direct access to the finish line and to the medical headquarters. If your event has in excess of 500 participants a notification letter **should** be sent to the Director of Emergency Services at the appropriate hospital explaining the date, time and nature of the event, that you will have first responders on site but that in the unlikely event of serious injury you may need to utilize their ambulance and emergency services. If you can have an ambulance at your race site, that is a plus.

Communications

You **must** have a communication plan for your race. This should include Race director and staff, medical, lifeguards, section coordinators, head official, lead and trail vehicles, and possibly aid stations and any other key personnel. Communications can be by walkie talkie, cell phone or a combination of the two. Note that walkie talkies have a limited range. A list of cell numbers should be distributed pre-race. If possible, a walkie-talkie should be provided to the Head Official.

Participant Information

Pre-race entry, whether done online, by phone, mail, email or on race day **must** include the following:

- Participant's full name, address and date of birth (race category is determined by the participant's age on December 31 of the year of the race)

- Participant's TriPEI membership number. If participant is not a member, he/she must pay the One Day Race Fee.
- Contact information – phone number and email address
- Emergency contact number
- If you are giving participants a t-shirt, you will need the entrant's size
- You **should** determine the maximum number of participants you can safely accommodate.
- It is up to you whether or not you will accept race day entries or will cut off registration at a pre-determined date.

There are minimum age requirements for sanctioned events. Age is determined as of December 31 of the current competition year.

Minimum Age Requirements

Try-a-tri	300m swim/ 10km cycle / 3km run	12 Years
Sprint Triathlon	750m swim / 20km cycle / 5km run	16 Years
Sprint Duathlon	2.5km run / 20km cycle / 5km run	16 Years
Olympic Triathlon	1500m swim / 40km cycle / 10km run	18 Years
International Duathlon	10km run / 40km cycle / 5km	18 Years
Ironman Event	1.9 km swim /90 k/ 21 km Run	18 Years
Relay	Up to Sprint distance	14+ years (1 segment only)

An information package, including course maps, **must** be sent to all registered racers, and/or post the information to a web site.

Familiarize yourself with the ITU and Triathlon Canada Competition Rules available on their website:

http://www.triathlon.org/about/downloads/category/competition_rules

Please indicate in the confirmation package to athletes that ITU rules will apply or if there are any exceptions in Prince Edward Island.

Registration

Equipment needed: Tent(s), tables, chairs, pens, bags, permanent markers, course maps and information, pins, race souvenir (e.g. T-shirt), race bibs, numbers for bike and helmet, if using, swim caps, wrist bands (optional), sponsor swag, if any. If you will be accepting race day registrations, you will need to accept cash and/or credit cards and safely store the proceeds.

Your registration package **should** include the following:

- numbered swim cap, in a different colour for each wave. The numbering **should** be on each side of the cap and may be done with permanent marker.
- Race bib – if used, **must** be printed on tear proof, water resistant paper
- Safety pins (4)
- Race route maps, wave start times and other race specific information
- Numbers for bike and helmets, if using.
- Wrist bands if using. (Wrist bands can be used for security purposes, to allow access to the transition zone, removal of equipment, access to post race food etc). They **must** be water proof
- Race souvenir, if giving one (e.g. T-shirt)
- On race day, all competitors **should** be body marked with their race numbers on the upper left arm and left calf to ensure visibility to officials. Markings, showing the age category may also be made on the right calf. These markings must be done with dark coloured permanent markers and be as large as possible. Numbers **should** be written up and down, not left to right

A security plan must be in effect to protect athletes and their equipment.

A plan to account for athletes that DO NOT FINISH must be in place for each leg of the event.

Paratriathletes - Not all races courses/venues are suitable for Paratriathletes. Some courses may only be suitable for certain classes of paratriathletes.

There are five Sport Classes as follows (2015 Competition Rules, 17.2):

PT1 - Wheelchair users: Athletes **must** use a recumbent handcycle on the bike course and a racing wheelchair on the run segment

PT2 - Severe impairments. In both bike and run segments, amputee athletes may use approved prosthesis or other supportive devices

PT3 - Moderate impairments. In both bike and run segments, the athlete may use approved prosthesis or other supportive devices

PT4 - Mild impairments. In both bike and run segments, the athlete may use approved prosthesis or other supportive devices

PT5 - Total or Partial visual impairment (IBSA/IPC defined sub-classes B1, B2 and B3): Included athletes who are totally blind, from no light perception in either eye, to some light perception (B1) and partially sighted athletes (B2-B3). One guide is mandatory throughout the race. **Must** ride a tandem during the bike segment.

Only Paratriathletes from sport classes PT2, PT3 and PT4 are allowed to compete in winter triathlon, cross triathlon and cross duathlon events.

Paratriathletes will require more room and a separate area in the Transition Zone in order to accommodate their equipment and handlers/guides.

If you cannot accommodate paratriathletes at all, or only certain categories, please state this on your race website.

Volunteers

- All volunteers **should** sign a volunteer sign-up sheet.
- Provide enough volunteers to ensure that safety concerns are not compromised and event start times are not delayed.
- A volunteer **must** be located at all major intersections and course turns.
- There **must** be at least one qualified flag persons or equivalent at all major intersections and turns. These volunteers **must** also be at least 18 years old, wear bright safety vests, and **should** hold a valid driver's licence
- Volunteers **must** be located at aid stations.
- Volunteers **should** be clearly identifiable with bright coloured T-shirts, vests, or hats.
- Please provide water and snacks to your volunteers.
- If you do not have enough volunteers, race staff **must** cover the above positions

RACE SPECIFICS

Swim

Equipment needed: air or electronic starting horn, large buoys (minimum 1m diameter x 2.5m high) for all turns and the exit, smaller buoys (.7m diameter x 1.2 m high) for sighting, motorboat(s), paddle boards and/or kayaks, (lifeguards may provide these) exit gantry, thermometer

- Provide swim caps, numbered on both sides, to competitors. Numbers can be written on the caps with permanent markers when the participant picks up his/her registration kit. Different coloured caps per wave are required. Light colours are preferred because they are much easier to see on the water
- Water quality **must** be tested prior to race day. If the water is not safe for swimming, your triathlon **must** become a duathlon
- Water temperature **must** be taken 1 hour before the first wave start, at a depth of 60 cm, at middle of the course and 2 other points on the course. The lowest temperature is used.
- The ruling on wetsuit use **must** be announced once the temperature has been taken. The Head Official will make this ruling
- The swim course **should** be measured with laser tangents, GPS, or other suitable method that will give an accurate reading
- The swim start area **should** be at least 30 m wide. The start may be from the beach, a pontoon or in the water.
- The turns on the swim course **should** not exceed 90 degrees and **must** be marked by large buoys. Turn buoys **must** be arranged so that they will always be on either the right or the left, but never in slalom combination. It is preferable to have the swim go in a counter clockwise direction.
- It is **recommended** that smaller buoys be used for sighting, positioned at least every 50m.
- In Standard or longer distance races, the 1st turn **must** be at least 150m from the start.
- A manual count for swimmers entering and exiting the water **must** be performed. All athletes **must** be out of the water before the manual count begins

We encourage the use of an enclosed check-in area, where check-off is done prior to athletes enter the water.

- You **should** have a minimum of 4 watercraft, one of those **should** also be motorized and someone on board **must** have CPR training. This may be a lifeguard. All boats **must** have lifejackets on board. Kayaks, paddle boards and canoes count as watercraft. Boats and lifeguards **must** be able to communicate with medical, race director and officials on shore.
- You **must** have a minimum of 2 certified lifeguards for up to the first 50 athletes in the water and at least 1 more for every additional 50 in the water. The **recommended** distance between lifeguards is 100m or less. The guards **should** be positioned on watercrafts so as to quickly lend assistance to swimmers.
- Lifeguards/boats **must** have flutter boards or buoys to throw to someone if assistance is needed.
- Unless your swim is in a pool, lifeguards **should** have open water certification. The race director **should** have copy of lifeguards' certificates on hand on race day.
- The **maximum** number of athletes per wave is 150 for Tri, Sprint and Olympic distance and 500 for Long Distance races
- There **must** be at least 2 minutes between waves
- If you are allowing a swim warm-up, it **must** be in an area separate from the swim course.
- If there are Paratriathletes in your race, they may require special consideration.

Paratriathletes may be started in the first wave as they usually require more time to complete the race course, also racing chairs will not cause as much clutter on the run course.

- The swim exit **must** be well marked and easily visible from the swim course (i.e. Use an exit gantry if possible). If the exit is not onto a beach, you **must** use a ramp or steps, both of which **should** start at least .6m under water. The ramp angle must be less than 25%. Volunteers **should** be at the ramp/steps to help athletes out of the water.
- Medical personnel **must** be at the water for the duration of the swim.
- You **must** have a rescue plan, including where the rescue boat will bring the athlete to shore.
- Start procedure: “On your Mark”, short pause, then starting horn
- You **must** have a contingency plan for bad weather, e.g. Thunderstorm, fog, high winds, strong currents, cold water or air.

b.) If other weather conditions dictate, i.e., high winds, heavy rain, changing temperature, current, etc. the Technical Delegate in consultation with the Medical Delegate (if applicable) may adapt limits of the swim length or adopt provisions about the use of wetsuits. The final decision will be made one hour before the start and will be clearly communicated to the athletes by the Technical Delegate;

c.) For aquathlon events (normally run-swim-run), the race director should plan for a swim-run where the water temperature is expected to be below 22 °C.

d.) Water temperature **must** be taken one hour prior to the start of the event on race day. It **must** be taken at the middle of the course and in two other areas on the swim course, at a depth of 60 cm. The lowest measured temperature will be considered as the official water temperature

Transition Zone

Equipment Needed: Fencing, gantry and/or signage for the swim entrance, bike exit and entrance, run exit, bike racks, signs for the racks, garbage cans, signs for bike mount and dismount, duct tape for the mount/dismount lines, power source for the announcer and timers, caution tape, traffic cones to mark path to/from mount/dismount line, port a potties, table for aid (water) station, water, cups

- The transition area **should** be surrounded by fencing or natural barrier. This is both to help secure the athletes' equipment and to keep spectators out. The transition zone **should** only be accessible to athletes, certified TriNL Officials and transition volunteers.

We strongly **recommend** that you put in place a security check system to prevent loss of equipment due to theft.

- The design of the transition area **should** ensure that all competitors travel an equal distance.

- Transition **should** be set up so that there is no crossover between swim and bike and bike and run. Traffic **should** flow in and out in separate entry/exit zones.

- Rows of bicycle racks **should** be placed at least 5 metres apart (from bike support bar).

- Each athlete **should** have a minimum of .75m of rack space. Bikes **should** be racked on alternated sides of the support bar.

- Paratriathletes **must** have a separate area in Transition, with a minimum of 2m of rack space. Extra space will be required for wheelchairs (at least 3 bike spaces) and tandem bikes. Setting them up close to a fence usually works well and keeps them out of the flow of traffic. Paratriathletes **should** be provided with a chair, if needed.

- The racks **should** be at least 1.2 m high
- Lanes within transition **should** be at least 3 m wide
- Athlete exit/entry areas **should** be at least 3 metres wide.
- There **must** be at least 1 port-a-pottie in or near transition.
- There **must** be clear signage at the end of each rack if grouping athletes by age and gender or number.
- Racks for Relay Teams **should** be in an area of the Transition where wandering team members will not be in the way of athletes actively racing.
- The mount/dismount line(s) **must** be clearly marked on the road with tape, chalk or paint. There **should** also be signs and volunteers at the line(s) with whistles
- The path between Transition and mount/dismount line(s) **must** be kept clear of spectators and if necessary, marked off by cones or fencing.
- If spectators cannot cross from one part of the course to another without crossing the field of play, there **must** be a controlled intersection, manned with volunteers.
- If you do not have medical personnel in or near transition, Officials **must** have the ability to contact medical if help is needed.
- In adult races, transition will remain closed to finished athletes until the last cyclist has returned or the bike cut-off time, whichever is first. In youth races, once one age's race is completed, they may be allowed to remove their equipment before the next age's race begins.
- It is **recommended** that a secure bag area be made available just outside of transition where athletes have access to post-race supplies without having to access the transition area.

Bike

If at all possible the bike course **should** be fully closed to all traffic

Equipment needed: mileage signs, turn signs, "race in progress" signs, traffic cones, brooms to sweep corners, lead vehicle, sweep vehicle, safety vests for marshals and volunteers, water, tables, garbage cans/bags and plastic gloves for aid stations, if necessary (long course), motorbikes for officials,

- The course **should** be measured with a GPS or Jones Counter. Measurements by car odometer or bike computers are not recommended.
- Keep the course as simple as possible. A simple course is easier for the participants to follow, and will require fewer volunteers, police, marshals, signage etc than a complicated course
- If required, you **must** have all necessary road permits. Check with municipality regarding required permits
- You **should** have a cut off time for the bike course. This may be helpful in securing road permits and will aid you in knowing when volunteers can be brought in from the course. It will also simplify your security check as you will know exactly when the athletes can begin removing their equipment from Transition. If applicable the bike course closure time **must** be included on your website and in information given to participants.
- The cycle course begins at the mount line and ends at the dismount line.
- There **must** not be any crossovers between the cyclists and the runners.
- If possible, cyclists and runners **should** not share any part of the course.
- Spectators **should** be prevented from crossing the course at inappropriate times.
- The course may be out and back, a loop or a combination of the two.
- We **recommend** distance markers every 5 kms
- Sharp turns, turn arounds, and intersections **must** be clearly marked.
- There **should** be “Race in Progress” signs warning drivers about the race and urging caution. Signs and/or volunteers **should** be at every point where cars could enter the cycle course. If possible, notify local residents 1-2 weeks prior to the race.
- All corners **should** be swept on race morning.
- If there are sharp turns, straw bales or other safety devices **should** be used.
- There **must** be at least one qualified flag persons or equivalent at all major intersections and turns. These volunteers **must** also be at least 18 years old, wear bright safety vests, and **should** hold a valid driver’s licence. It is recommended however, that these intersections, especially those with stoplights, be controlled by police.

- If possible, we **recommend** having medical personnel patrolling the course and have cell phone communication with the bike director and/or race director.
- There **should** be lead and sweep vehicles and these vehicles **must** be equipped with a cell phone or other method of communication.
- For Long Course races, 70.3 distance or greater, there **must** be aid stations on the bike course: Aid stations **should** be on straightaways, a maximum of 40 kms apart and **should** extend 40 m in length. Volunteers **should** use plastic gloves. All liquids **must** be in non-breakable bottles. At a minimum, you will need 500ml water/sports drinks per athlete and volunteer, per aid station, per lap. It is **recommended** to have a port a potty at each aid station.

Run

Equipment needed: mileage signs, turn signs, “race in progress” signs, traffic cones, brooms to sweep corners, lead vehicle, sweep vehicle, safety vests for marshals and volunteers, water, cups, tables, garbage cans/bags and plastic gloves for aid stations

- The course **should** be measured with a GPS or Jones Counter. Measurements by car odometer or bike computers are not recommended.
- Keep the course as simple as possible. A simple course is easier for the participants to follow, and will require fewer volunteers, police, marshals, signage etc than a complicated course
- Please ensure that you have all necessary road permits.
- We **recommend** that you have a cut-off time for the run course. Run course closure time **must** be included on your website and in information given to participants.
- There **must** not be any crossovers between the cyclists and the runners.
- Spectators **should** be prevented from crossing the course at inappropriate times.
- The road surface **should** be hard and smooth ie pavement or groomed trails, unless it is an off-road triathlon.
- If you will have Paratriathletes (wheelchair) the run course **must** be wide enough to accommodate wheelchairs passing each other.
- The course may be out and back, a loop or a combination of the two.
- There **should** be distance markers every km

- All forks or 90 turns **must** be marked with signs and arrows leading into and out of the turn or have a volunteer on hand to direct runners.
- Course **must** be clearly marked by cones or fencing every 10 to 15 metres when it traverses an undefined area such as a trail or parking lot. If your course is not always the shortest possible route that a runner could run using any part of the street or road, then traffic barricades or cones **must** be set up to insure that all runners cover the same route.
- There **should** be “Race in Progress” signs warning drivers about the race and urging caution. Signs and/or volunteers **should** be at every point where cars could enter the cycle course.
- All corners **should** be swept on race morning. The entire course **must** be checked the morning of the race, and cleared of hazards e.g. broken glass.
- There **must** be at least one qualified flag persons or equivalent at all major intersections and turns. These volunteers **must** also be at least 18 years old, wear bright safety vests, and **should** hold a valid driver’s licence. It is recommended however, that these intersections, especially those with stoplights, be controlled by police.
- If possible, we **recommend** having medical personnel patrolling the course.
- There **should** be lead and sweep vehicles. These vehicles may be bicycles. The cyclists **must** wear helmets and be equipped with a cell or other method of communication.
- Aid stations **should** be on straightaways, and **should** be no more than 2 kms apart. The minimum requirements are 200 ml and 2 drinking cups (water or sport drink) per athlete and volunteer, per aid station. Volunteers **should** wear plastic gloves. In very hot weather consider having wet sponges at the aid stations.

Finish/Post Race area

Equipment **Recommended**: Fencing, gantry, finish tape, plastic gloves for volunteers, bottled water, chairs for volunteers (chiming chip removal), baskets for timing chips, tents for medical, timing, announcer, massage (if available), food, misting tent, if possible or shaded area; a results/notice board.

Emergency blankets **should** be available in cold weather

- The finish chute and post finish areas **should** be completely secured by fencing

- The finish gantry **should** be 5m wide and 2.75m high in clear space. The clock **should** be above the 2.75m height.
- The finish line **must** be clearly marked on the ground. The line **should** be at least 10 cm in width and be in line with the outer edge of the gantry.
- In the case of a video/photo finish, for timing purposes, a competitor will be judged as "finished" the moment any part of the torso, not including the head, neck, shoulders, arms, hips, or legs, reaches the perpendicular line extending from the leading edge of the finish-line.
- Finish tape **should** be held up for the first male and female triathlete and the first male and female athlete
- Medical spotters **should** stand at the finish line to identify affected athletes and to escort them to the medical headquarters.
- Only medical personnel, timers, finish line volunteers and TriNL Officials and official race photographers **should** be allowed in the post finish area
- Finish area volunteers **should** remove timing chips from finished athletes. Volunteers **should** be wearing plastic gloves.
- There **should** be at least one 1000 ml sealed bottle of cold water per athlete at the finish line.
- The finish area **must** be kept clear of spectators.
- There **should** be a board/area for posting race results and notices.
- There **should** be tents for medical, timing, announcer, post-race food and massage if available)
- The medical tent **should** be located as close to the finish area as possible. The medical tent **should** be equipped according to the following recommendations:

Cots for 5% of competitors

Bandage & splint materials to care for 5% of competitors

Enough blankets and towels to care for 15% of competitors

One litre of water per 5 athletes, plus whatever other fluids the race physician chooses

Medication for acute cardiac care

Care for respiratory and other acute problems should be available

Disinfectants

Intravenous set-ups for 10% of competitors, with one litre of fluid per set-up.

Recommended fluid is 5% dextrose, 1/2 normal saline solution, or a similar solution

One kg of ice per 4 competitors or cold packs

Defibrillator, if possible.

Anything else medical personnel recommend.

Medical personnel should have at least 1 operational phone

- Post race food **should** be provided to athletes, volunteers and officials. This **should** include additional fluids and fruit. Please follow proper food handling procedures.
- For Adult races, there **should** be an Awards ceremony. Awards **should** be 3 deep for each category and at least 1 deep for relays

Officiating Requirements

- Sanctioned events may be officiated by a TrPEI Race Official. Race Directors will have notice if a TrPEI Head Official will be attending their race.
- The Race Director and Swim/Cycle/Run/Transition/Medical Coordinators **should** meet with the Head Official before the event.
- Race coordinators, the Race Director or medical personnel may be required to sit on a Competition Jury, if one is necessary.
- You **must** supply a boat and driver so that the officials can check the water temperature the day of the race, a minimum of 1 hr prior to the athletes' pre-race meeting.
- You may need to provide motorcycle(s)/driver and extra helmets for the cycle officials
- Race Directors **must** provide the TriPEI Head Official with the number of athletes in each distance category.
- The TrPEI Head Official **must** be permitted to speak to the competitors at the pre-race meeting.
- Assistance with officials' accommodations or home stays would be appreciated.

RACE DIRECTOR'S ORGANIZING CRITERIA CHECKLIST

(* = optional)

Pre Sanctioning:

Secure suitable venue and date _____

Secure necessary permits _____

Contact Police Department to determine policing needs _____

Design and measure swim course _____

Design and measure bike course _____

Design and measure run course _____

Design Transition area _____

Design Finish Area _____

Determine maximum # of participants _____

Appoint Section Coordinators _____

Prepare maps for venue, transition, swim, bike & run _____

Prepare Emergency Medical Plan _____

Prepare Security Plan _____

Prepare Communication Plan _____

Prepare plan to account for all swimmers _____

Prepare contingency plan in case swim must be shortened or cancelled _____

Determine start times _____

Hire timing company _____

Determine # of lifeguards needed _____

Set up website _____

Secure sponsors, if possible _____

Fill out and submit Sanction Application _____

Create Race Entry Application:

Determine race fee & how you will receive payment _____

Ask for name, birth date and gender _____

Ask for contact information _____

Ask for emergency contact # _____

Ask for TrPEI # _____

Ask if there are any medical issues _____

Put registration application on website _____

Remember to confirm entries _____

General:

Arrange for port-a-potties, if necessary _____

Arrange for fencing, traffic cones etc _____

Arrange for bike racks _____

Arrange for announcer & PA system _____

Arrange for communication devices _____

Arrange for Medical personnel and supplies _____

Written list of cell phone #'s for key personnel and officials _____

Written Communication plan for key personnel and officials _____

Written Emergency Medical Plan for key personnel and officials _____

Race day – provide participation number to Head Official _____

Race day – provide wave start list to Head Official _____

Determine minimum # of volunteers needed _____

Purchase T-shirts or vests for volunteers _____

Find volunteers! _____

Train volunteers _____

Purchase award plaques/medals, prizes _____

Arrange for official race photographer* _____

Purchase swim caps, race bibs and t-shirts* _____

Purchase plastic gloves for volunteers _____

Tent and supplies for registration area _____

Race kits prepared _____

Swim:

Arrange for required # of watercraft _____

Hire lifeguards _____

Secure required # buoys _____

Swim exit gantry or markers _____

Cones to mark path from swim to transition _____

Verify water quality pre-race _____

Race day water temperature check _____

Secure starting horn _____

Transition:

Prepare signs for bike racks, bike out, run out etc. _____

Prepare signs for mount/dismount _____

Gantries for swim in, bike in/out, run out _____

Secure an adequate number of bike racks _____

Secure supplies for aid station _____

Have enough cones to mark route from bike exit to mount line _____

Electrical hook up for announcer & timing _____

Bike:

Finalize Police and volunteer positions _____

Prepare all necessary signs (distance, turns, hazards, turnarounds, race in progress, etc) _____

Pre-race - check entire route for hazards and correct or mark with cones _____

Arrange for lead and sweep vehicles/drivers _____

Arrange for motorcycles and drivers, if needed _____

Signs for Race vehicles (cars and motorcycles) _____

Bottle exchange for long distances races _____

Run:

Finalize Police and volunteer positions _____

Prepare all necessary signs (distance, turns, hazards, turnarounds, race in progress, etc) _____

Pre-race - check entire route for hazards and correct or mark with cones _____

Arrange for lead and sweep vehicles (bikes) _____

Secure adequate supplies for aid stations _____

Traffic cones for open areas _____

Finish Line and Post Race:

Finish line gantry _____

Finish line tape _____

Duct tape or chalk to mark finish line _____

Fencing for finish chute and post finish corral _____

Tubs for ice/water bottles _____

Chairs for volunteers removing timing chips _____

Results board/area _____

Tents for medical, food, timing, announcer misting*, massage* _____

Post-race food and fluids _____

Set up area for post-race awards _____

MUST DO

Sanctioning Applications

- ∞ Must be complete
- ∞ Be submitted electronically no later than 60 days prior to a formally unsanctioned event and 30 days prior to a previously sanctioned event as long as there are no significant changes from the previous year.

How to Start

- ∞ The quality of water must be safe for swimming
- ∞ The bike route and run route must not cross each other
- ∞ Measure each leg of the race
- ∞ Youth races must not exceed the standard race distances
- ∞ Cut off times for the swim must be adhered to
- ∞ Ensure that washroom facilities are available within 200m of transition
- ∞ Have a public address system to provide clear pre-race announcements

General

Medical

- ∞ Have certified First-Aid responders that are present for the entire race
- ∞ Have a written medical emergency plan
- ∞ Ambulances/emergency vehicles must have direct access to the finish line and medical headquarters

Communications

- ∞ Have a communications plan. This should include Race director and staff, medical, lifeguards, section coordinators, head official, lead and trail vehicles, and possibly aid stations and any other key personnel

Participant Information

- ∞ Participant entry information must include: Participant's full name, address and date of birth, TrPEI membership number, contact information, and emergency contact number.
- ∞ An information package, including course maps, must be sent to all registered racers, and/or post the information to a web site

Registration

- ∞ Race bibs (if used) must be printed on tear proof, water resistant paper
- ∞ Wheelchair users: Athletes must use a recumbent handcycle on the bike course and a racing wheelchair on the run segment
- ∞ Total or Partial visual impaired athletes require one guide throughout the race. This guide must ride a tandem during the bike segment

Volunteers

- ∞ Are to be located at all major intersections and course turns
- ∞ There must be at least one qualified flag persons or equivalent at all major intersections and turns. These volunteers must also be at least 18 years old and wear bright safety vests
- ∞ Are to be located at aid stations
- ∞ If there are not enough volunteers, race staff must cover the above positions

Race Specifics

Swim

- ∞ Water quality must be tested prior to race day, if the water is not safe for swimming the triathlon must become a duathlon
- ∞ Water temperature is to be taken 1 hour before the start of the race and a ruling must be made on wetsuit use
- ∞ Turns on the swim course are to be marked with large buoys and are arranged so that athletes will always be on either the left or the right, and never slalom
- ∞ Olympic or longer distance races, the 1st turn must be at least 150m from the start
- ∞ Manual count for swimmers entering and exiting the water. All athletes must be out of the water before a manual count begins
- ∞ All boats must have lifejackets and flutter boards or buoys. Boats must be able to communicate with medical, race director and officials on shore.
- ∞ At least one person on a boat must have CPR training
- ∞ At least 2 minutes between waves
- ∞ Swim warm up for multiple waves must be in an area separate from the swim course
- ∞ Swim exit must be clearly marked and if not exiting to a beach area a ramp or steps must be used
- ∞ Medical personnel must be at the water for the duration of the swim
- ∞ Have a rescue plan
- ∞ Have a contingency plan for bad weather
- ∞ Water temperature is to be taken one hour prior to the start of the event and taken at the middle of the course and in two other areas on the course at a depth of 60cm

Transition

- ∞ Paratriathletes must have a separate area in transition
- ∞ Must be at least 1 port-a-pottie in or near transition
- ∞ There must be clear signage at the end of each rack IF grouping athletes by age, gender, or number.
- ∞ Mount/Dismount line must be clearly marked
- ∞ The path between the mount/dismount line and transition must be kept clear
- ∞ Officials must have the ability to contact medical help

Bike

- ∞ If required, all road permits must be obtained
- ∞ Sharp turns, turn arounds, and intersections must be clearly marked
- ∞ There must be at least one qualified flag persons or equivalent at all major intersections and turns. These volunteers must also be at least 18 years old and wear bright safety vests.
- ∞ Lead and sweep vehicles must be equipped with a cell phone or other method of communication.
- ∞ For long course races all liquids at aid stations must be in non-breakable bottles.

Run

- ∞ Run course closure time must be communicated to participants
- ∞ Must not be any crossover between cyclists and runners
- ∞ If you will have Paratriathletes (wheelchair), the run course must be wide enough to accommodate wheelchairs passing each other
- ∞ All forks or 90 turns must be marked with signs and arrows leading into and out of the turn or have a volunteer on hand to direct runners
- ∞ Course must be clearly marked by cones or fencing every 10 to 15 metres when it traverses an undefined area such as a trail or parking lot. If your course is not always the shortest possible route that a runner could run using any part of the street or road, then traffic barricades or cones must be set up to insure that all runners cover the same route.
- ∞ The entire course must be checked the morning of the race, and cleared of hazards e.g. broken glass
- ∞ There must be at least one qualified flag persons or equivalent at all major intersections and turns. These volunteers must also be at least 18 years old and wear bright safety vests.
- ∞ If the lead and sweep vehicles are bicycles, the cyclists must wear helmets and be equipped with a cell phone or other method of communication.
- ∞ The minimum requirements are 200 ml and 2 drinking cups (water or sport drink) per athlete and volunteer, per aid station.

Finish/Post Race area

- ∞ The finish line must be clearly marked
- ∞ The finish area must be kept clear of spectators

Officiating Requirements

- ∞ Supply a boat and driver so that the water temperature can be checked the day of the race, a minimum of 1hr prior to the athletes pre-race meeting
- ∞ Provide the TriPEI Head Official with the number of athletes in each distance category
- ∞ Permit the TriPEI Head Official to speak at the pre-race meeting