



# Handbook for New Race Directors

This Handbook is to provide you with the basic requirements for putting on a triathlon or duathlon. The steps have been broken down into (hopefully) logical segments in order to make the process a little less daunting. One person should be named as the actual Race Director, but with adequate staff/volunteer committees, the work can be broken down into manageable sections. If you keep very detailed records of the work done in setting up your race the first time, 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 turn-around points are located as well as the positions of volunteers, police, medical and aid stations.

Triathlon Ontario is the governing body for triathlon/duathlon in Ontario. We are available to offer our expertise and advice, provide Technical Officials 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 Triathlon Ontario and determine areas in which we can help you carry out your plan.
- To give Triathlon Ontario Technical Committee 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)
  - Trained Officials at your race to ensure that it is safe and fair
  - A listing on the Triathlon Ontario Calendar
  - Only sanctioned races can host Championship events
  - Only sanctioned races can host an event with qualifying spots for World Championships

## **SANCTIONING INSTRUCTIONS/INFORMATION**

Sanction applications may be found on Triathlon Ontario's website. There are separate applications for Adult, Youth (Kids of Steel), Draft Legal races and Indoor Triathlons. 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.

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 event date.

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 Triathlon Ontario Technical Delegate have the authority to rule upon conditions that they deem to be hazardous or that fail to meet Triathlon Ontario'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 Triathlon Ontario. Failure to comply with a ruling by the Head Official or Technical Delegate will result in a review of the incident by the Triathlon Ontario Board of Directors.

## STARTERS

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

- A body of water. 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
- Roads 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 should 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 should be measured accurately, using appropriate technology.

Standard race distances (adult) are as follows:

	<b>Swim</b>	<b>Bike</b>	<b>Run</b>
Try a Tri	375 m	10 km	2.5 km
Sprint	750 m	20 km	5 km
Olympic	1500 m	40 km	10 km
Half Iron/70.3	1900 m	90 km	21.1 km

Ironman	3800 m	180 km	42.2 km
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Distances for Youth races are as follows:

Age	Maximum Distance Swim	Maximum Distance Bike	Maximum Distance Run
Under 6	Recommend half 6-7 distances	Recommend half 6-7 distances	Recommend half 6-7 distances
6 - 7	50 m	1.5 km	.5 km
8 - 9	100 m	5 km	1 km
10 - 11	200 m	5 km	2 km
12 - 13	300 m	10 km	3 km
14 - 15	500 m	10 km	4 km
16 - 19	750 m	20 km	5 km

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 not 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.

Triathlon Ontario enforces cut off times for the swim. 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 Triathlon Ontario office.

You will need a form of electronic timing, giving, at minimum, separate splits for each leg of the race and for the overall race time, by gender/age category - e.g. Finish time, 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)

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. We recommend a minimum of 1 toilet for every 75 to 100 people (participants, volunteers, staff, officials, spectators)

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. You will need a Medical tent, equipped with chairs, cots, blankets, bandages, water, ice, disinfectant etc. A recommended list of supplies will be found under the Finish line/post race section.

You will need 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 should have direct access to the finish line and to the medical headquarters. A notification letter must 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 will need 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.

### Participants

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 Triathlon Ontario membership number. If participant is not a member, he/she must pay the Day of Race Fee.
- Contact information - phone number and email address
- Triathlon Ontario Waiver - this must be signed by all participants. It should be signed when the registration package is picked up. It should also be posted on your website so the participant has a chance to read it carefully before signing
- All applicants must be medically fit to participate in a triathlon/duathlon. If there are any significant medical issues, the participant should disclose this (i.e. The question must be asked). Triathlon Ontario can provide medical questionnaires. Please Note: Our insurer requires that all participants over age 70 provide a medical clearance certificate from their doctor. This requirement should be noted on the entry form.
- 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



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 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 categories of paratriathletes.

There are seven Categories as follows:

- TRI 1 - Wheelchair user: Handcycle on the bike course and racing wheelchair on the run
- TRI 2 - Severe leg impairment including above knee amputees
- TRI 3 - Les Autres: includes athletes with Multiple Sclerosis, Muscular Dystrophy, Cerebral Palsy, double leg amputee or paralysis in multiple limbs. Must ride a bicycle or tricycle and run.
- TRI 4 - Arm impairment: includes paralysis, above elbow amputees and below elbow amputees or impairment in both upper limbs.
- TRI 5 - Moderate leg impairment: includes below knee amputees. Must ride a bicycle
- TRI 6A - Total visual impairment: One guide from same gender is mandatory throughout the race.
- TRI 6B - Partial visual impairment. (less than 6/60 vision or visual field of less than 40 degrees with corrective lenses). One guide from same gender is mandatory throughout the race.

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

- Provide enough volunteers to ensure that safety concerns and event start times are not delayed.
- A volunteer must be located at all major intersections and course turns.
- All volunteers who are controlling traffic must be at least 18 years of age, hold a valid driver's license, and wear a bright safety vest.
- Volunteers must be located at aid stations.
- Volunteers should be clearly identifiable with bright colored T-shirts, vests, or hats.
- Please provide water and snacks to your volunteers.

## **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, paddleboards 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 must be measured with laser tangents, GPS, or other suitable method that will give an accurate reading
- The swim start area must 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 must 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.
- There should be smaller buoys for sighting, at least every 50m.
- In Olympic or longer distance races, the 1st turn must be at least 350 m from the start.
- A check off system for swimmers entering and exiting the water must be in place. This may be done as part of the race day check-in and body numbering and/or as swimmers enter the water. We encourage the use of an enclosed check-in area, where check-off is done prior to athletes enter the water.
- You must have a minimum of 4 watercraft. One must be motorized and someone on board must have CPR training. This may be a lifeguard. All boats must have lifejackets on board. Kayaks, paddleboards and canoes count as watercraft. Boats and lifeguards should 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 must 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 200 for Try a 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 written 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, cold.
- If you do not have a duathlon in place at your event, you should plan a first run in case the swim must be cancelled.

For safety reasons, Triathlon Ontario enforces swim cut off times as follows:

Swim Length	Maximum stay in water
375 m	20 minutes
750 m	30 minutes
1500 m	1 hour, 10 minutes
3000 m	1 hour, 40 minutes
4000 m	2 hours, 15 minutes

## 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 must be surrounded by fencing. This is both to help secure the athletes' equipment and to keep spectators out. The transition zone should only be accessible to athletes, certified Triathlon Ontario 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 must 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 must 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 must be at least 3 metres wide.
- There should be an aid station in transition. The minimum requirement for water in Transition is 400 ml and 4 cups per athlete, official and transition volunteer. During very hot weather, the minimum should be much higher
- There should be at least 1 port a pottie in or near transition.
- There must be clear signage at the end of each rack (i.e. Age and gender or number.) The racks should be assigned to follow the order of the start waves - i.e. The racks closest to the bike exit should be assigned to those in the first wave, next racks for the second wave and so on.
- 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) should be clearly marked on the road with tape, chalk or paint. There should also be signs and volunteers at the line(s)
- The path between Transition and mount/dismount line(s) should 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.

## **Bike**

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
- Please ensure that you have all necessary road permits
- We recommend you 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. Bike course closure time should 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.
- If you are using a lap course, no more than 4 laps are permitted.
- We recommend distance markers every 5 kms
- Turns must be clearly marked.

- There should be “Race in Progress” signs warning drivers about the race and urging caution. Signs should be at every point where cars could enter the cycle course.
- All corners should be swept on race morning.
- If possible, the course should avoid bridges, or railroad tracks.
- If there are sharp turns, straw bales or other safety devices should be used.
- There must be a volunteer at all major intersections and turns. These volunteers must be at least 18 years old and must wear bright safety vests.
- Intersections with stoplights or stop signs must be controlled by Police. All points at which athletes are turning left off of a major highway, are to be manned by volunteers or police
- If possible, we recommend having medical personnel patrolling the course.
- There must be lead and sweep vehicles and these vehicles should be equipped with cell phone or other method of communication.
- For Long Course races (bike over 40 kms) 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. Volunteers should hold the bottles by the bottom so the athletes can easily grasp the whole bottle. At a minimum, you will need 500ml water/ sports drinks per athlete and volunteer, per aid station, per lap. Consider having 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 should 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.
- The minimum course width is 3 m.
- 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.
- If you are using a lap course, no more than 2 laps are permitted.
- There must be distance markers every km
- All turns are to be marked with signs and arrows leading into and out of the turn.
- 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 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 a volunteer at all major intersections and turns. These volunteers must be at least 18 years old and must wear bright safety vests.
- Intersections with stoplights or stop signs must be controlled by Police.
- If possible, we recommend having medical personnel patrolling the course.
- There must be lead and sweep vehicles. These vehicles may be bicycles. The cyclists must wear helmets.
- Aid stations should be on straightaways, a maximum of 1.25 kms apart. The minimum requirements are 200ml and 3 cups (water or sport drink) per athlete and volunteer, per aid station. Volunteers are to wear plastic gloves and hold the cup between the thumb and forefinger (thumb at the bottom of the cup). The cup should be tilted away from the athlete's direction of travel so the athlete can grab the cup and avoid spilling. In very hot weather consider having wet sponges at the aid stations.

### **Finish/Post Race area**

Equipment Needed: 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 should be in line with the outer edge of the gantry.
- 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 duathlete
- 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 Triathlon Ontario 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 1000ml 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 must 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 must be an Awards ceremony. Awards should be 3 deep for each category and at least 1 deep for relays

### Officiating Requirements

- Sanctioned events must use certified Triathlon Ontario Officials
- 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 Head Official with the number of athletes in each distance category.
- The 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 Triathlon Ontario # \_\_\_\_\_
- If not a member, collect Day of Race fee \_\_\_\_\_
- Include Triathlon Ontario Waiver \_\_\_\_\_
- 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\* \_\_\_\_\_  
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 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

\_\_\_\_\_