



**Triathlon**  
**ONTARIO**



# Official's Race Day Duties

2015 Edition

## Race Day Duties - Ontario races

### Head Official:

- Sanction papers, maps and the previous year's Head Official's report should be sent to you the week of the race. If you desire to receive them earlier, please contact the TriOnt office and make the request. If you have any questions about the race please contact the TriOnt office. Please do not contact the Race Director unless authorized by TriOnt.
- You will be informed of the other officials assigned to the race and given their email addresses.
- Water quality reports can be found on the relevant municipalities' websites. A simple Google search of the beach name and the phrase "water quality" should yield the result. The Race Director should also have the most recent test on race day.
- Check the race website for any pertinent information you should have. Often pre-race information, wave starts etc. are put on the website within a day or two before the race.
- Do at least a rough run sheet so you will not be unprepared for the 1<sup>st</sup> arrival in T1 and T2 and finish.
- If there are changes made before race day you should be informed by the TriOnt office and/or the Race Director possibly on race day.
- Arrive at venue two hours before race start and be sure to bring the sanction papers and maps with you. Come prepared with notepad and pens, sun block, water, snacks, extra clothing for wet or cold weather.
- Bring multiple copies of the following forms to the race: Violation Report, Incident Report, Appeal Form, and Protest Form. It is also a good idea to at least read the Head Officials Report form before the race so you will know what questions you will be expected to answer.
- Wear your TriOnt Official's shirt, ID badge, a desired, hat/visor and vest
- Introduce yourself to relevant race staff and Race Directors and as best as possible, check that the race conforms to sanctioning papers. If changes have to be made on race day, keep in mind that safety and fairness are the paramount considerations.
- Introduce yourself to the race announcer and medical personnel. Give the announcer a list of instructions/rules you would like him/her to broadcast (see sample on page
- Ask the Medical head to inform you of any injuries and ask that Medical personnel be present at the swim.
- If you do not already have one, ask the RD for a list of wave starts/times
- Ask the Race Director for the water temperature. Officially it must be checked 1 hour before the race start at three points on the course at a depth of two feet. This temperature should be announced and is used to determine the use/non-use of wetsuits

- Check that mount/dismount line is set, marked with signage and marked on the road with duct tape, chalk or spray paint
- Familiarize yourself with race layout & routes
- Exchange cell phone numbers with other officials
- Assign duties and positions to other officials
- Check that body marking is being done properly: Race number on upper left arm and preferably also on left calf, race category (age) on right calf
- Have basic rules/instructions announced before race. Insist on having a moment to speak to athletes during pre-race briefing and highlight infractions you anticipate seeing and safety concerns you want highlighted. This gives everyone a chance to meet you and ask questions.
- Events that do not have a pre-race meeting usually send out a newsletter to all who are registered and also put the newsletter on the website. If you wish to have input, please send your input to the TriOnt office.
- Supervise in transition area before race - check that bikes are racked properly, answer questions, instruct transition and mount/dismount volunteers as to their duties, see that athletes only take up their allotted transition space, do not interfere with another athlete's equipment etc.
- Clear transition before race start
- Open transition to finished competitors once the last bike is in, or the bike cut-off time (if RD has one), whichever comes first
- After race check, with Medical regarding any injuries. Any major injuries should be written up in an Incident Report \*
- Check with the other officials regarding violations and record details
- Write up any necessary Violation Reports - one copy goes to the timer, one copy should be posted with results, and one sent in with your post-race report. Please mark the time of posting on the Violation Report
- You must remain at race site (and visible) until 15 minutes after violations/results are posted or the last violator has crossed the finish line, whichever is later
- If there are any protests or appeals, give the athlete the necessary form. Please note the time limits for protests and appeals (ITU Rule book, sections 12 and 13). If you cannot diplomatically settle the appeal/protest, you will have to form a Competition Jury (ITU rule book, section 11.4)
- Write up the Head Official's Report and email to [technical@triathlonontario.com](mailto:technical@triathlonontario.com)
- Email expense report to [technical@triathlonontario.com](mailto:technical@triathlonontario.com)

### **All Other officials**

- You will be assigned to the race by the TriOnt office, based on your availability and the nearest qualified official. You should be sent the sanction papers and maps. Please familiarize yourself with the race details and maps
- Arrive 90 minutes before race start. Come prepared with notepad and pens, sun block, water, snacks, extra clothing for poor wet or cold weather
- Wear Official's shirt, ID badge and if desired, hat/visor
- Identify yourself to the Head Official for your assignments for the day

- Familiarize yourself with race layout & routes.
- Exchange cell phone numbers with other officials
- Perform assigned duties
- Meet with Head Official at end of race to report any violations or incidents
- Remain at race site until released by Head Official
- Email expense report to [technical@triathlonontario.com](mailto:technical@triathlonontario.com). If claiming a "Long Day" expense, you must indicate the time you arrived and left.

## Swim

- Note number of lifeguards, boats, kayaks etc. - do they conform to sanction papers (inform HO before race start if lifeguards have not arrived or if there are not enough lifeguards)
- Start - medical should be in close proximity to water front
- Swim cut-off time begins with the start of last wave
- Keep watch on the entire swim, especially the location of the last few swimmers as they are the most likely to get into trouble. Also watch that no swimmers cut the buoys. If you can absolutely identify any who do, either send them back or DQ them
- Remove timing chips from any competitors who receive assistance or do not finish within time limit
- Once the cut-off time is reached, ask the lifeguards to bring in any remaining swimmers
- Explain to any competitor who has not met the cut-off time that he/she cannot go out on the bike, but may "unofficially" do the run. These competitors are marked "DNF" unless they do not comply or are abusive. In that case, they are DQ'd. Check to see if any competitors brought in from swim require medical assistance confirm to HO that last swimmer is safely out of water.

## Transition

- Pre-race - check that bikes are racked properly, answer questions, see that athletes only take up their allotted transition space, do not interfere with another athlete's equipment etc.
- Once the timing mats are turned on pre-race, make sure athletes do not cross the mats
- While swim is in progress, unclip any helmets that are done up
- Remove any markings from bike racks and any oversized bags that could impede the progress of other athletes
- Watch that all competitors put on and securely fasten helmet before unracking bike
- Stop any competitors whose helmets are dangerously loose and have them

- tighten the strap
- Look for earphones, cell phones and shoes (T2)
- Direct athletes to mount line or run exit
- Remove anything hung on or tied to bike racks, make sure pathways are clear for returning athletes.
- All athletes must rack bikes before unfastening helmet
- Bikes must be securely racked (not hanging by one handlebar) and racked in athlete's own spot
- Watch that all athletes appear to be physically capable of continuing the race (i.e. look for injuries, signs of heat stroke, disorientation, breathing difficulties etc. Call for medical assistance, if necessary)
- Keep relay athletes from wandering around transition and watch that the hand off is done properly
- At the mount/dismount line, stop any athlete who mounts early or dismounts late and have them amend, if it is safe to do so, otherwise take their number so that they can be given a time penalty.
- No one enters transition until transition is re-opened by the Head Official
- Break up any draft packs, penalize if necessary. Please note, you must watch cyclists for a reasonable amount of time to assess whether they are drafting as well as whether they are *intending* to draft. If it appears to be unintentional, a warning may be more suitable than a penalty. Generally, climbing hills is not an ideal place to spot for drafting. Flats and downhill's are better areas to focus on.
- Warn/penalize any athletes who are blocking. Again, look for intent. Most blocking occurs with the last half of the cyclists who do not realize what they are doing.
- Warning and educating is more appropriate then penalizing in these cases
- DQ any who cross centreline. This is a clear safety issue and has no flexibility.
- Watch for intentional littering
- Watch for athletes with earphones, or bare torsos, undone helmets or no helmet.

## Run/Finish

- If you are assigned to the run course, watch for any athletes wearing earbuds, course cutting, bare torso or receiving outside assistance.
- Ensure that the finish area is kept clear of spectators note numbers and times of top finishers as backup for timers send any finishers who look unwell directly to the medical tent.

## Cancelling a race/swim

**\*\*\* This must be done in consultation with the Race Director, but ultimately it is the Head Official's decision**

### When to cancel or alter a swim:

- Water temperature below 13°C (cancel - safety issue) or low air/water

temperature combined give a useable reading of 13°C. Please see chart in ITU Competition Rules

- High winds/waves (play by ear - cancel if it's absolutely impossible - another option may be to bring the swim closer to the shore line and make it multiple loops or shorten the swim, if the location can accommodate such a change
- Listen to the advice of the lifeguards. If lifeguards cannot hold their positions, best to cancel.
- No lifeguards/fewer lifeguards than promised on sanction papers. If possible, adjust the plan to make it work.
- Water quality report is very poor. This will likely be assessed by TriOnt office prior to race day or the Race Director on site
- Undertow

#### **When to cancel a race:**

- Race does not significantly conform to sanction papers - change to date, location or major change to course. Course changes are acceptable if you are confident in your ability to assess the risk.
- Additional races or distances added which were not sanctioned - if these races are cancelled, the sanctioned race may continue or have it announced very clearly that those races are neither sanctioned nor insured by TriOnt. If you discover these additional races before the start, you may be able to sanction them on the spot. You must include these additions and note the situation in your race report.
- No medical personnel
- Dangerous weather conditions (severe winds, hail, flooding, repeated lightning etc.)
- If the volunteers or police leave

#### **When to delay a race:**

- Thunderstorm – minimum 30 minutes after last lightning strike
- In order to wait for medical to arrive
- In order to wait for police to arrive
- If there is a major accident in the first race of the day, second race will like have to be delayed.

#### **Procedure for cancelling a race:**

- Meet with the Race Director and express your concerns and see if safe solution can be worked out.
- If a solution cannot be worked out with the RD and he/she agrees, cancel the event.
- If RD does not agree, call the TriOnt Executive Director immediately for assistance.
- Ask the announcer to announce the cancellation of the event.

- If the Race Director does not agree and you cancel the Sanctioning for reason of safety – make the call, inform the participants that the event is no longer sanctioned or insured by Triathlon Ontario. All officials must leave the venue immediately.

**Penalties:** (Also see Appendix K in ITU Rule book)

Drafting	<b>Sprint or TAT:</b> 1 minute for 1 <sup>st</sup> offence, DQ for 2 <sup>nd</sup> offence <b>Olympic:</b> 2 minutes for 1 <sup>st</sup> offence, DQ for 2 <sup>nd</sup> offence <b>Long distance:</b> 5 minutes for 1 <sup>st</sup> and 2 <sup>nd</sup> offences, DQ for 3 <sup>rd</sup> offence.
Blocking	Time penalty, as above
Crossing the centreline (real or imagined)	DQ
Helmet undone in transition	Stop and amend – if not DQ
Helmet undone while off bike	Stop them and have them do it up – if they refuse DQ
Helmet undone while on a bike	DQ
Cutting course	DQ
Unsportsmanlike conduct	DQ
Interfering with another competitor's equipment	DQ
Abusing official/volunteer/race worker	DQ
Wearing earphones in transition (during race)	Warning and remove phones
Wearing earphones on course	DQ
Refusing to follow instruction of official	DQ
Mounting bike before mount line	Call back if safe to do so, otherwise time penalty
Dismounting bike after dismount line	Call back if safe to do so, otherwise time penalty
Improperly racked bike	Call them back to amend, if they refuse DQ
Back racked in someone else's spot	Call them back to amend, if they refuse DQ
Discarding items on course	If intentional DQ
Not wearing a shirt on bike or run	DQ

**What to do when:**

Swimmer will not get out of water after cut-off	DQ
DQ'd athlete will not surrender timing chip	DQ and inform the athlete that he/she is no longer part of the race and is not covered by race insurance. Inform RD and Timer
Athlete goes on course after cut-off	DQ and inform the athlete that he/she is no longer part of the race and is not covered by race insurance. Inform RD and Timer
Athlete uses a disc wheel in high wind	DQ - unsafe equipment, but decision must be made by Head Official and announced prior to race start ***
Helmet without buckle, but knotted tightly	DQ, unless buckle broke during bike and athlete did not have any other choice
Athlete will not show race number	Identify athlete by equipment, clothing etc. Note numbers of surrounding competitors. Move to finish line - identify athlete to timer as they cross the finish line. Take photo if possible - DQ

**Notes:**

\* In the event of a serious accident or illness: Collect all the information you can from medical personnel, witnesses, police, race staff, anyone who provided first aid, including their full names and contact information. Give little or no information to other athletes, spectators etc. to protect the privacy of the individual. If necessary, call the Executive Director Phil Dale **416-274-8806** to inform him of the situation, otherwise write-up all the information on an Incident Report form and email to the TriOnt office –

[ed@triathlonontario.com](mailto:ed@triathlonontario.com) and [technical@triathlonontario.com](mailto:technical@triathlonontario.com)





- Torso must be covered on the bike and run
- Transition will be closed until all the bikes are in. please do not leave anything in transition that you will need immediately following your finish.
- Race numbers must be worn during the run portion of the race and may be worn during the bike segments. If you are using a race belt, please wear the number at the back for the bike and the front for the run. If you are pinning the race bib on, please pin it on the front.
- **Relay instructions:** the timing chip is to be passed from swimmer to cyclist and cyclist to runner while the bike is on the rack. Cyclists may have their helmets on and fastened while waiting for the swimmer. Relay team members must stay at the bike rack while not doing their segment of the race. Once you have finished your segment of the race, please leave transition. If you are done, you may not re-enter transition until all runners are out on the course.
- No outside assistance of any kind, or pacing by family, friends, coaches etc.

## Health Concerns in Triathlons

*Hypothermia: low body temperature results in shivering becoming more violent. Muscle mis-coordination becomes apparent. Movements are slow and laboured, accompanied by a stumbling pace and mild confusion, although the person may appear alert. Surface blood vessels contract further as the body focuses its remaining resources on keeping the vital organs warm. The victim becomes pale. Lips, ears, fingers and toes may become blue.*

**Heat Exhaustion: The symptoms of heat exhaustion can develop rapidly. They include:**

- Very hot skin that feels 'flushed'
- Heavy sweating
- Dizziness
- Extreme tiredness (fatigue)
- Feeling sick (nausea)
- Being sick (vomiting)
- A rapid heartbeat
- Mental confusion
- Urinating less often and much darker urine than usual

*Heat stroke: The symptoms of heatstroke develop more quickly when associated with physical activity. This type of heatstroke is referred to as exertional heatstroke. It usually affects young, active people.*

**Symptoms of heatstroke include:**

- High body temperature - a temperature of 40°C (104°F) or above is often a major sign of heatstroke, although it can be diagnosed at lower temperatures and some people can reach these temperatures during physical exercise without developing heat exhaustion or heatstroke.
- Heavy sweating that suddenly stops – if the body is unable to produce anymore sweat it's a major warning sign that it has become over heated and

dehydrated.

- A rapid heartbeat
- Rapid breathing (hyperventilation)
- Muscle cramps

The extreme heat that causes heatstroke also affects the nervous system, which can cause other symptoms such as:

- Mental confusion
- Lack of co-ordination
- Fits (seizures)
- Restlessness or anxiety
- Problems understanding or speaking to others
- Seeing or hearing things that aren't real (hallucinations)
- Loss of consciousness

*Dehydration: athletes may suffer a loss of performance of up to 30% and experience flushing low endurance, rapid heart rates, elevated body temperatures, and rapid onset of fatigue.*

- Dry mouth
- The eyes stop making tears
- Sweating may stop
- Muscle cramps
- Nausea and vomiting
- Heart palpitations
- Light headedness (especially when standing)
- Weakness