EVENT OPERATIONS MANUAL

Version: September 2021

This is a controlled document. Before using, check if it is the latest version on the website.

Contents

INTRODUCTION AND PURPOSE

The Triathlon Event Operations Manual (EOM) is a reference manual for the conduct of sanctioned multi-sport events staged in Australia. The EOM is designed to assist event organisers to produce high quality events that are safe, fair and fun.

Please be aware that any printed copy of this manual may not be the current version. Always check for the current version on the Triathlon Australia website.

Triathlon Australia (TA) is recognised by Sport Australia (SA) as the National Sporting Organisation (NSO), and similarly by World Triathlon (WT) as the National Federation (NF) for the multi-sports of triathlon, duathlon and aquathlon in Australia.

All sports are conducted in accordance with TA's Race Competition Rules (RCR), and the RCR are underpinned by World Triathlon's Competition Rules.

Triathlon Australia sanctions multi-sport events and enforces race rules. TA has delegated this authority to its affiliated state and territory associations for events conducted within their respective state/territory borders.

TRIATHLON AUSTRALIA OVERVIEW

Triathlon Australia Limited (TA)

Incorporated in 1986, Triathlon Australia Limited is a sporting federation constituted by a membership comprising state and territory triathlon associations (STTAs). TA has the responsibility for ensuring that all aspects of its sanctioned events are of a high quality, with particular emphasis on the safety of each competitor and the fairness of each event.
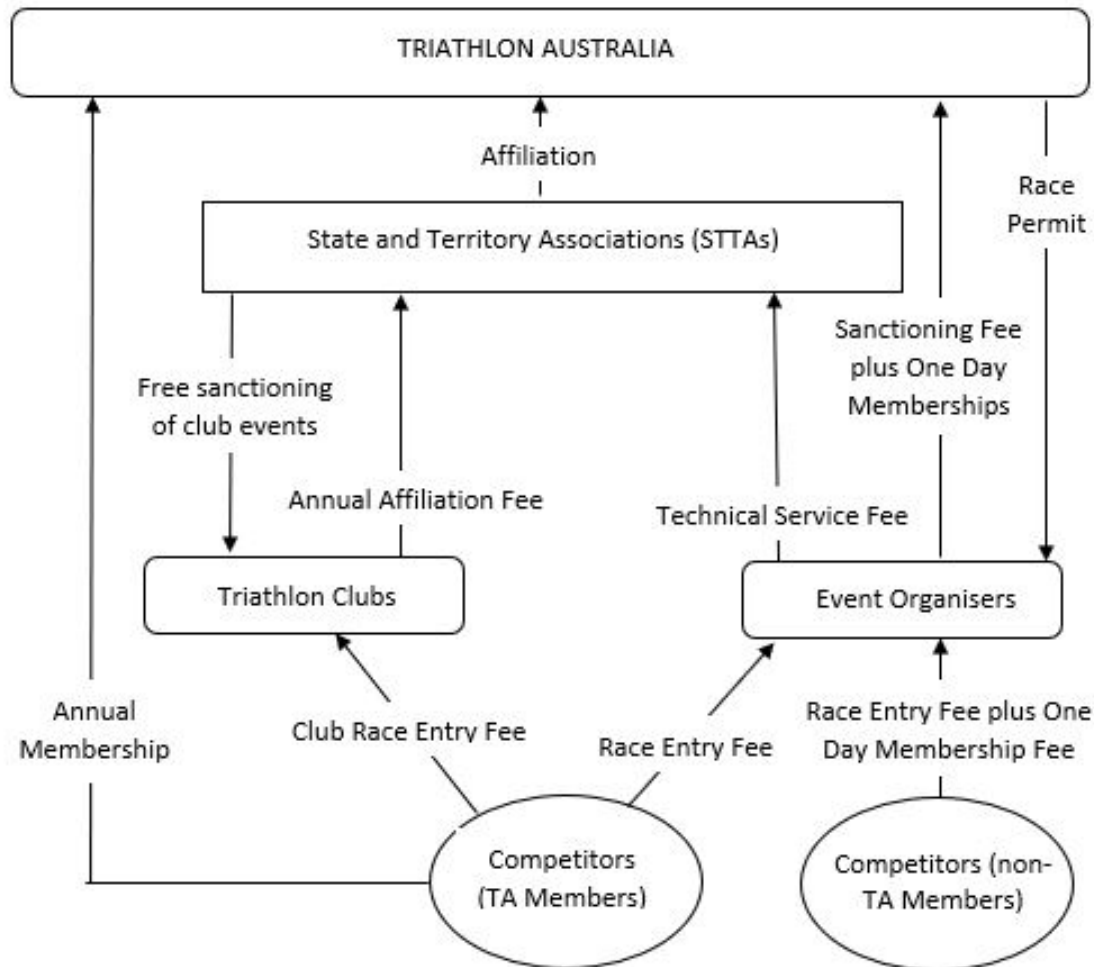
State and Territory Triathlon Associations (STTAs)

Each STTA is an incorporated body and has been delegated the authority to sanction triathlons held within their respective geographical borders by TA who retains the right to sanction national championship and national series events. International races such as WT endorsed events are sanctioned by both the WT and Triathlon Australia.

Affiliated Triathlon Clubs

Triathlon clubs play a vital role in providing training and competition opportunities for their members in a supportive environment that is often less formal than that encountered in an open event. Triathlon clubs are affiliated with their relevant STTA, and this affiliation is recognised by TA. Upon affiliation, clubs are provided with an insurance certificate of currency which covers the conduct of sanctioned events organised by the club.

Club events usually have a lower impact on a neighbourhood and require fewer resources to stage. Races staged by clubs have specific sanctioning requirements, namely:

- Only club members who are also "competing" members of TA are eligible to participate (see Note 1 below)

- No more than 150 bicycles on the bike course at any one time
- Local vehicle traffic movement is not controlled (however advisory signage in accordance with an approved Traffic Management Plan is required)
- Approval of local stakeholder authorities (council, police etc.) is obtained

Nonetheless, the general duty of care owed by a club to its members and the public is not diminished by the fact that club races are less formal, inexpensive or shorter in distance. Clubs must therefore obtain formal sanctioning approval for the conduct of their events.

Note 1: Clubs are permitted to allow a non-TA member to participate in a "Tri before you Buy" arrangement, to a maximum of two club events per non-member. In such case the club is required to purchase a One Day Licence (ODL) for that person.

Relationships with TA and your STTA

The relationship between an event organiser and each of its stakeholders is important; however the rapport between the event organiser and its association is of paramount importance to TA.

The success or otherwise of a single event can have implications far beyond those directly affecting local stakeholders. For example, an accident at an event may not only cause trauma for the parties directly involved, but it may also damage the reputation of the entire sport of triathlon.

A negative incident at a race can make it difficult for other event organisers to obtain approvals to stage future events, raise sponsorship, attract favourable media coverage or maintain a positive triathlon profile in the general community.

The sanctioning process should not just be seen as a risk management exercise focussing solely on the safety and fairness of a particular event. Rather, sanctioning also aims to preserve and enhance the reputation of the entire triathlon community, including TA and all its stakeholders.

There are a number of relationships that are critical to the success of a sanctioning process and a race:

Relationship with the Technical Delegate

The most important relationship is the one between the Race Director (RD), who is the representative of the event organiser, and the Technical Delegate (TD), who is appointed by the association to assess the race against the sanctioning criteria.

This manual contains the criteria that will form the basis of dialogue between a RD and TD during the period prior to an event. It is recognised that budgets or other constraints may limit the RD's ability to meet all of the guidelines of this manual. However, it may serve to highlight quality and safety aspects of the event which the event organiser can strive to achieve. A low-quality event may reduce the appeal of the race to competitors and the community generally. Nonetheless, all events must be conducted within a tolerable safety risk.

Relationship with the Race Referee

The Race Referee (RR) is responsible for determining how the triathlon rules will be interpreted by the technical officials. An example of this approach is that if the race is a "come and try" enticer, which is targeted to first timers, then the technical team will focus on education, rather than strict rule enforcement. Similarly, if the event is being held in a pristine ecological environment, then intentional littering might be deemed a Red Card offence, which would likely lead to disqualification. It's advisable for the RD and the RR to consult on this matter prior to the event, because both play a role in communicating with competitors. If an Athletes Information Guide is issued, the RR should be given an opportunity to contribute to the guide.

During and after the race the RR may seek information from the RD, such as timing information or competitor contact details, so it's important that both the RD and RR are contactable to each other and have a good working relationship.

Event staff and technical officials should be encouraged to adopt a courteous and respectful working relationship however it should be recognised that each group has specific roles and different reporting channels.

Technical officials should not be expected to carry out marshalling, security or other operational duties during a race. Similarly, technical officials must not take it upon themselves to alter the flow of a race unless they have been authorised to do so by the RD and are fully aware of the consequence of their actions e.g. moving a road barrier may jeopardise a medical contingency plan devised to create easy access to an injured competitor on the course.

Definitions

Certificate of Currency (COC)	A document issued by TA on behalf of its insurers, which provides event insurance, subject to certain conditions. This document is uploaded to the Online Sanctioning Portal after the event organiser pays the applicable sanctioning fee.
Contingency Committee	A committee chaired by the Race Director that may meet pre-race, consisting of persons with expertise and experience that will consider whether to enact the Contingency Plan. Members of the Contingency Committee should also include the Medical Director and the Technical Delegate. Other persons who may join the committee as required include Swim Director, Police, etc.
Contingency Plan	A plan developed by the event organiser which identifies unlikely but uncontrollable hazards which will affect the safe staging of the race in its original planned format. The plan will develop alternate options in response to these hazards, such as redesigning, postponing or cancelling the race. The plan should be submitted as part of the sanctioning application.
Event Organiser (EO)	The entity with the principal concern of owning and staging a race.
Field of Play (FOP)	That part of the race venue comprising the competition area, such as transition, swim, bike and run courses. Access is restricted to competitors and race officials.
One Day Licence (ODL)	Temporary membership of TA, which is purchased by non-TA member competitors for the purpose of competing in a single event. ODL fees are collected by the event organiser, who enters ODL details in the FINANCE tab of the Online Sanctioning Portal, and then creates an ODL invoice at the completion of the event. Terms of One Day Licence
Online Sanctioning Portal (OSP)	This is the online sanctioning system that is used by TA, Race Directors and event organisers to facilitate the sanctioning process.
Race Official	A person authorised by the Race Organisation to perform a task at a race e.g. marshal, doctor, police, technical officials, authorised photographers etc.

Race	A sanctioned activity within the event, whether a triathlon, duathlon, aquathlon or other style of event that may be sanctioned.
Race Director (RD)	The principal organiser of a race or the person appointed by the Event Organiser to control the race on behalf of the event organiser.
Race Organisation	All the parties which contribute to the staging of a race, including the event organiser, technical officials, police and other authorities.
Race Permit	A document issued by the Sanctioning Officer on behalf of Triathlon Australia, which indicates that the event has met minimum sanctioning requirements, and is then sanctioned. This document is uploaded to the OSP when the event is sanctioned.
Race Referee (RR)	The RR is responsible to the Technical Delegate to hear and make final decisions on all rule violations reported by technical officials and on all protests, and to impose penalties that are consistent with the Race Competition Rules. For Events of National Significance (EONS), the RR is appointed by TA. For all other events the RR is appointed by the relevant STTA.
Race Venue	All land and physical structures used to stage a race including the race course, registration area, transition area, finish and spectator areas.
Risk Management Plan (RMP)	A plan developed by the event organiser that considers the inherent risks associated with staging the event and lists control measures to mitigate these risks to tolerable levels. The RMP should be submitted as part of the sanctioning application.
Rules	The Race Competition Rules adopted by Triathlon Australia governing the performance of competitors at sanctioned races.
Sanction	The endorsement by the STTA indicating that a race is capable of being staged in a safe and fair manner, in accordance with the conditions specified in the Race Permit.
Sanctioning Fee	A fee paid by the event organiser to obtain sanctioning approval for an open event. The fee is not payable if the event is a club event (organised and participated by club members). The value of the fee is determined by the expected number of participants.
Sanctioning Officer	The Sanctioning Officer is appointed by the STTA to liaise with the Race Director to determine if a race can be sanctioned.
Sanctioning Status in Online Sanctioning Portal	"Not submitted" – event has been created in the OSP but is not ready for sanctioning approval consideration "Awaiting Sanctioning" – RD has changed the status, indicating that the event is ready to be considered for sanctioning approval. This action also adds the event details to the TA calendar. At this point the sanctioning invoice is automatically generated. When the sanctioning fee is paid the Certificate of Currency is automatically uploaded to the ATTACHMENTS section. "Needs Alteration" – Sanctioning Officer has changed the status, indicating that the sanctioning submission does not yet meet the requirements for sanctioning approval. This is usually accompanied by an explanatory note in the COMMENTS section. "Sanctioned" – Sanctioning Officer has changed the status, indicating that the event has met the sanctioning requirements and may proceed,

		subject to any sanctioning conditions. This generates the issue of a Race Permit in the ATTACHMENTS section.
STTA		A state or territory triathlon association, which is a member of TA and is delegated the responsibility of sanctioning a race.
Technical Delegate (TD)		The TD is responsible for ensuring that all aspects of the TA race operations procedures (including all sanctioning requirements) are fulfilled in preparation for, during and after the event. For events of national significance, the TD is appointed by TA. For all other events the TD is appointed by the relevant STTA.
Technical Official (TO)		A race official who is a TA member and is accredited by TA to observe, assess, apply and report on the performance of competitors in relation to the Race Competition Rules.
Traffic Management Plan (TMP)		A plan developed by an accredited TMP designer that advises how traffic will be safely managed on the day(s) of the event. If the event is held on a public road then the TMP will require formal approval from the local traffic authority (police or council or traffic committee). The TMP should be submitted as part of the sanctioning application.
Technical Services Fee (TSF)		A fee for the provision of technical officials at an event. The invoice is created by the event organiser within the FINANCE tab of the OSP after the post-event technical report is completed by the Technical Delegate. Technical Services Fee Calculation

Multi-Sport Terminology

Triathlon Australia requires certain protocols to be observed when describing multi-sport races and distances. The protocols have been adopted for various reasons, including membership requirements of the WT and Australian Olympic Committee, government funding policy, copyright and contractual reasons.

The proper use of adopted terminology benefits everyone as it enables triathlon to be better understood by competitors, the media, triathlon enthusiasts and the general public. For these reasons, the sanctioning process requires Race Directors to apply the following definitions when promoting and describing their races.

Term	Name	Description
Triathlon	Enticer / Novice	Swim – Maximum of 300m
		Bike – 10km
		Run – 2km
	Sprint	Swim- 750m
		Cycle- 20km
		Run- 5km
	Standard	Swim- 1500m
		Bike- 40km
		Run- 10km
		Swim- between 1,500 and 2,000m

	Long Course	Bike- between 40 and 90km
		Run- between 10 and 21km
	Iron Distance	Swim- above 2000m
		Bike- above 90km
		Run- above 21km
Duathlon	Enticer / Novice	Run – less than 5km
		Bike – less than 30km
		Run – less than 5km
	Sprint	Run – 5km
		Bike – 30km
		Run – 5km
	Standard	Run – 10km
		Bike – 40km
		Run – 5km
	Long Course	Run – 10km
		Bike – 60km
		Run – 10km
Aquathlon	Various distances	Swim – Run or Swim – Run - Swim
Cross Triathlon	Sprint Distance	Swim – 500m
		Mountain Bike – 10 to 12km
		Cross country run – 3 to 4km
	Standard	Swim – 1000 to 1500m
		Mountain Bike – 20 to 30km
		Cross Country Run – 6 to 10km

Competition Categories

Category	Description
	High Performance Pathway Categories
Professional/Elite	An event with prize money that is is only available to appropriate licenced athletes under the TA Professional/Elite Licence Policy. This category must be defined as either "Professional" or "Elite". The total prize money pool must exceed $10,000.
Under23 Development	This category is reserved for triathletes who are turning 18, 19, 20, 21, 22 or 23 in the year of competition, and requires a TA Professional Membership.
WT Junior	This category is reserved for triathletes who are turning 16, 17, 18 or 19 in the WT competition year, and are endorsed by their STTA to compete in draft legal triathlon.
WT Youth	This category is reserved for athletes who are turning 13, 14 or 15 in the WT competion year and are endorsed by their STTA to compete in draft legal triathlon.
	Age Group Categories

Open	A category that has prizemoney below the "Professional/Elite" threshold of $10,000. This category is open to professional and age group athletes, but only if a Professional/Elite category is not offered.
Under 19	This category is reserved for triathletes in the 7 - 19 years age groups. See U19 triathlon, duathlon and aquathlon prescribed race distances.

Age Groups	a. 16 - 19 years	g. 45 – 49 years	m. 75 – 79 years
	b. 20 – 24 years	h. 50 – 54 years	n. 80 – 84 years
	c. 25 – 29 years	i. 55 – 59 years	o. 85 – 89 years
	d. 30 – 34 years	j. 60 – 64 years	p. 90 – 94 years
	e. 35 – 39 years	k. 65 – 69 years	q. 95 – 99 years
	f. 40 – 44 years	l. 70 – 74 years	

Age Determination Date

Age determination for all categories is determined by age on December 31st during the season of the triathlon competition. For example, if a competitor has a 30th birthday in December, 2021 and is competing in a race in September, 2021, then that competitor shall be categorised as a 30yo.

Maximum Allowable Race Distances

Triathlon Australia has determined maximum allowable distances for younger competitors, to ensure that health and safety are not compromised. Event organisers must ensure that they conform to this policy, when designing races and when considering applications from younger competitors. This information can be found in the Appendices of the Race Competition Rules. For a mature junior to race above the set distances they must obtain a medical certificate from a recognised sports physician. The medical certificate must be submitted to the STTA for record. The STTA shall consider the advice and may choose to reject the application.

Non-Competitive Age Groups

In accordance with the Sport Australia guidelines, TA has determined that all kids' events up to and including the 11yo age group must be classified as non-competitive or novelty. This is to grow and encourage participation and inclusion amongst our youngest stakeholders. There should be no special treatment based on where a child finishes in the event. If medals or prizes are offered, then the same medal or prize must be given to every participant.

Australian Professional Triathlon Race Directors Association (APTRDA)

The APTRDA is acknowledged by Triathlon Australia as an important voice of triathlon race directors in Australia. Event organisers are encouraged to contact the APTRDA and consider joining this association.

WORLD AGE GROUP QUALIFYING EVENTS AND NATIONAL CHAMPIONSHIPS

All event organisers are invited to submit tenders to host world age group qualifying events (WQE) and National Championship events. These types of events are known as National Calendar Events. Tenders are usually called in September/October for any events in the next season. Appendix D provides information on the tendering process and minimum standards for the conduct of these events.

GUIDELINES FOR THE CONDUCT OF CLUB TRAINING EVENTS

It is recognised that certain activities can be conducted by clubs which have a minimal community impact and already have a tolerable inherent risk and therefore do not require formal review via the sanctioning process. For the purpose of distinction, these low-risk activities are considered to be training events.

Club training events do not require formal sanctioning approval from Triathlon Australia.

If a training event is promoted by an affiliated club then the following guidelines should be adhered to:

General Requirements

- should make reasonable efforts to ensure that all participants are current members of TA
- Any combination of swim / bike / run is allowed

Swim Requirements

- All activities in inland supervised pools are acceptable
- Open water swimming is acceptable in SLSA patrolled areas
- Open water swimming in SLSA non-patrolled areas is acceptable provided that the club has developed and implemented an appropriate risk management plan which, as a minimum, considers the risk of a swimmer requiring outside assistance

Bike Requirements

- Maximum of 20 participants per group or wave
- Aerobars / time trial bars are not to be utilised when riding within 5 meters of another bike
- Must be non-competitive
- No formal recording of times or publishing of results
- All participants must obey all traffic rules

Run Requirements

- Maximum of 20 participants per group or wave unless separate approval is given by the local stakeholder authority
- Must be entirely off-road (except for road crossings)
- All participants must obey all traffic rules

Stakeholder Authority Approval

TA does not require stakeholder authority approval for the conduct of training events, however the affected stakeholders, such as council, park management authority, Roads and Maritime, Surf Lifesaving Associations, Police etc, may specifically require an approval process to conduct the event. Clubs should determine the requirements of the stakeholders prior to conducting the training event.

SANCTIONING YOUR EVENT

Sanctioning Objectives

When designing a management and operational plan for a race, a Race Director or Race Committee should be aware of the following objectives highlighted by TA in its race competition rules:
- provide a safe Field of Play for competitors and event officials, and
- create an atmosphere of sportsmanship equality and fair play, and
- emphasise ingenuity and skill without unduly limiting the competitor's freedom of action

These objectives can be achieved by the following:
- designing and implementing an effective Risk Management Plan (RMP) and Traffic Management Plan (TMP)
- recruiting sufficient and skilled volunteers to meet the requirements of the RMP and TMP
- recruiting accredited traffic controllers and competent safety personnel, including medical staff
- engaging local stakeholder authorities, such as council and police, and obtaining their approval to conduct the event
- delivering a comprehensive race briefing to competitors which explains the hazards of the course
- working with TA Technical Officials to effectively manage the competition
- obtaining sanctioning approval from TA or the relevant STTA

What Types of Events can be Sanctioned

Almost any event that comprises one or more of the following disciplines can be sanctioned by TA, provided that the conduct of the event is tolerably safe and it is conducted in accordance with the Race Competition Rules:
- Swim
- Bike
- Run
- Paddle

Novelty events may be sanctioned, subject to review by the relevant TA sanctioning officer.

The Sanctioning Process

An STTA will sanction an event when it is satisfied that the event will meet the sanctioning objectives listed above. All events are sanctioned via Triathlon Australia's Online Sanctioning Portal (OSP). The flowchart below is a diagrammatic description of the sanctioning process.

Triathlon Australia's Online Sanctioning Portal (OSP)

The Online Sanctioning Portal is the platform for the sanctioning of all events. It provides the capability for event organisers to enter details on their upcoming events, which are then reviewed by a Triathlon Australia accredited sanctioning officer. When the sanctioning officer is satisfied that the event meets the minimum requirements for achieving a safe and fair event, then the event is sanctioned, and a Race Permit is uploaded to the sanctioning portal. The portal is also the platform for the event organiser to report on participant numbers and any pending insurance claims, and to provide feedback on the performance of the Technical Team and produce a Medical Report for the event. Invoices for sanctioning, insurance, technical services and one-day licences are created by the event organiser in the OSP and paid. Event Organisers and their Race Directors are required to register an account in the OSP here.

Information on how to create an event on the OSP, and how to carry out the mandatory post-event reporting, can be found on the TA web page here.

Flowchart of the Sanctioning Process for Events

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┌─────────────────────────────────────┐
│ Race Director (RD) creates the event │
│ in the OSP – Event Status is         │
│ "Unsubmitted"                        │
└─────────────────────────────────────┘

┌─────────────────────────────────────┐      ┌──────────────────────┐
│ (at least 30 days prior to the event)│      │ RD requests          │
│ RD enters event details, including   │      │ Stakeholder          │
│ races, course maps, RMP, TMP, etc.   │      │ Approvals (council,  │
│ RD changes Event Status to 'Awaiting │      │ police etc.)         │
│ Sanctioning". This uploads the event │      └──────────────────────┘
│ to the TA Calendar.                  │
└─────────────────────────────────────┘

┌─────────────────────────────────────┐      ┌──────────────────────┐
│ RD pays the sanctioning fee via the  │      │ RD uploads copies of │
│ FINANCE tab in the OSP. This         │      │ Stakeholder Approvals│
│ generates the issue of a COC in the  │      │ to OSP (recommended, │
│ ATTACHMENTS section (Note 1).        │      │ but not mandatory)   │
└─────────────────────────────────────┘      └──────────────────────┘

┌─────────────────────────────────────┐
│ Event is Sanctioned by the STTA.     │
│ Event Status becomes 'Sanctioned'    │
│ and a Race Permit is issued in the   │
│ ATTACHMENTS section of the OSP.      │
└─────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────┐
│                           RACE DAY                               │
└─────────────────────────────────────────────────────────────────┘

┌──────────────────────┐      ┌──────────────────────────────────┐
│ Technical Delegate    │      │ RD enter Insurance and Medical   │
│ completes Post Event  │      │ details in OSP through INSURANCE │
│ Report* The OSP       │      │ and MEDICAL tabs                 │
│ calculates the        │      └──────────────────────────────────┘
│ Technical Service Fee │
│ (TSF)                 │      ┌──────────────────────────────────┐
└──────────────────────┘      │ RD enters participation details  │
                              │ (including any One Day Members)  │
                              │ in OSP FINANCE tab. The OSP      │
                              │ calculates any One Day           │
                              │ Membership (ODM) Fees.           │
                              └──────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────┐
│ RD create TSF and ODM invoices in the FINANCE tab and pays them  │
└─────────────────────────────────────────────────────────────────┘
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Note: Club events utilise the COC which is issued upon annual affiliation. Club events typically do not have a Technical Delegate assigned to them, therefore there is no TSF to be paid.

Terms and conditions of sanctioning and use of the online sanctioning portal

The event organiser represents that the statement and facts submitted in this application are true and that no material facts have been suppressed or misstated.

Every event organiser that chooses to sanction an event with Triathlon Australia (TA) must complete all the requirements contained within the online sanctioning system. This includes but is not limited to:

- A complete set of maps detailing each leg of the course and the transition area showing all marshals, safety personnel, aid stations, finish line.
  - If the event takes place on public or private roads a traffic management plan.
  - A risk management plan for the entire event.

This application is to be completed and submitted by the Race Director on behalf of the event organiser at least 1 month prior to the even date. Events submitted after this date cannot be guaranteed to be assessed for sanctioning.

The application should comply with all relevant TA policies and procedures as made available on the TA website.

"Duty of Disclosure"

Before you enter into a contract of General Insurance with TA, you have a duty under the Insurance Contracts Act 1984 to disclose to us every matter you know or could reasonably be expected to know that is relevant to our decision whether to accept the risk of the Insurance and, if so, on what terms. You have the same duty to disclose those matters to us before you renew, extend, vary or reinstate your insurance.

Your duty, however, does not require disclosure of any matter.
- That diminishes the risk to be undertaken by us.
- That is of common knowledge.
- That we know, or, in the ordinary course of our business ought to know.
- As to which compliance with your duty is waived by us.

"Non-Disclosure"

If you fail to comply with your duty of disclosure, TA may be entitled to reduce their liability under the contract in respect of a claim or may cancel the contract if your non-disclosure is fraudulent; they may also have the option of voiding the contract from the beginning.

Sanctioning Agreement

In consideration of Triathlon Australia Limited (TA) considering this race sanction application, the event organiser and TA agree as follows:

- Sanctioning is neither automatic nor irrevocable. TA, as its absolute discretion, may conditionally or unconditionally sanction, refuse to sanction, or withdraw its sanction of the event. For example, TA might withhold or withdraw a sanction if it considers rules or policies, or to be detrimental to the promotional or regulatory interests of TA. The Event Organiser has no claim against the TA in respect of any determination made by it.

- TA reserves the right to change or amend its sanctioning policies, procedures and requirements from time to time.

- TA will appoint a sanctioning officer or technical delegate to assess this application on its behalf.

- TA will provide a Certificate of Currency (COC) following submission event application for approval and payment of the applicable sanctioning fee.

- TA may withhold a COC if post-event reporting or other payments are outstanding more than 14 days.

- Once sanctioning is approved a valid race permit will be issued by TA. Without a valid race permit the access to a previously issued COC will be withdrawn.

- The person completing this application is authorised to do so on behalf of the event organiser.

- The event organiser will appoint a race director who will be responsible at the event for execution of the event in alignment with the details contained within this application.

- If sanctioned, the event organiser must comply with all rules and direction made by the TA in respect of the conduct of this event and all condition of any sanction conferred by TA. Failure to comply with any of these rules, directions or conditions entitles TA to (amongst other things) withdraw any sanction at any time.

- If TA declines to sanction the event or, having sanctioned the event, elects to withdraw its sanction for any reason, the Race Director irrevocably authorises TA to publish the fact, nature and reasons for its decision to decline or withdraw sanctioning to any person TA thinks fit, including (but not limited to) prospective competitors, local authorities and the general public.

- TA agrees that any participant data provided by the event organiser is for the use of TA in its reporting to the Australian Sports Commission and in development of the sport and will not be used for any promotion of events including those that are conducted by a State or Territory Association.

- It is the event organiser's responsibility to conduct a safe and fair event. Any standards and conditions imposed by TA for this event and events generally are minimal standards only.

The event organiser acknowledges that:
- An event is not necessarily safe or viable because it is sanctioned by TA
- Special or unusual conditions may require further precautions and actions in the interest of competitor or spectator safety
- It is the event organiser responsibility to ensure that they are suitably covered for risks associated with the event.

The event organiser must not advertise the event as sanctioned unless until the TA has sanctioned it and all conditions of sanctioning have been complied with. If TA withdraws any sanction, the event organiser must:
- Prior to the event, advise all competitors and prospective competitors of withdrawal of the sanction

- Remove any references to TA's sanction and the logo from advertising or promotional material for the event

The event organiser releases TA and its officers, directors, employees and agents in any way connected with the sanctioning process or the conduct of the event from and will indemnify them against all claims, loss and liabilities (including claims in negligence against them) made or incurred by the event organiser or any other person in respect of the conduct or sanctioning of the event, including (but not limited to) for example:
  - Personal or property damage to participants and spectators
  - Economic or other loss incurred by sponsors or others associated with the conduct or marketing of the event

Payments and Post-event Reporting

- The sanctioning fee must be paid when submitting an event for approval.
- All post event reporting must be completed within 14 days of an event taking place.
- The Technical Services Fee must be paid to TA within 14 days of the event taking place.
- One Day Licence Fees must be paid within 14 days after the event.
- Participant data must be uploaded in the appropriate format within 14 days of the event.
- If the event holds the status of National Qualifier or National Championship full results should be forwarded to TA in the required format within 7 days of the event.
- You must advise TA as soon as practicable after an event, and no later than 14 days following the event of any possible insurance claim arising from the event by completing the relevant section of the online sanctioning portal.

Agreement

I agree to all the terms and conditions in this application and will ensure that the above conditions will apply to our event unless previously agreed to by the Technical Delegate/Sanctioning Officer appointed to our event.

I have read and understood the safety guidelines outlined and recognise that it is my responsibility to conduct a fair and safe event.

I understand that the guidelines are a summary of the requirements of conducting a sanctioned event and certain circumstances may require further precautions and actions.

I acknowledge that the appointed Sanctioning Officer/Technical Delegate has the authority to withdraw sanctioning form in part or for the whole event or recommend cancellation of the event, if in his/her opinion these minimum safety requirements are not in place and may announce publicly before the commencement of the race the withdrawal of sanctioning and insurance cover if applicable.

I will notify the Sanctioning Officer/Technical Delegate of any changes submitted in this application as soon as practicable.

I will include waiver or release on my entry form that satisfies the TA's reasonable requirements.

The event organiser must disclose all information requested in order that TA, and its insurer can assess the risks associated with the event.

<u>Withdrawal of Sanctioning</u>

Sometimes, for reasons beyond the immediate control of the event organiser, a race is affected by an unlikely and uncontrollable hazard, such as a major storm, flood or lightning. Similarly, there may be insufficient event staff available to safely control the race in accordance with the original sanctioning agreement.

The first response to these situations should be to enact the Contingency Plan that was submitted with the sanctioning application, and any resultant decisions should be made in consultation with the Technical Delegate.

If the Race Director decides to proceed with the event in a modified format that is acceptable to the Technical Delegate, or to cancel the event, then all insurances will remain valid.

On rare occasions, despite ongoing consultation, there may disagreement between the Race Director and the Technical Delegate as to whether the event can proceed safely, even in a modified form. On these occasions, the following protocol shall apply:

A. <u>Event of National Significance</u> – set up immediate meeting with a Risk Committee. For this level of event the members invited are: Technical Delegate, Race Director, Triathlon Australia National Events Manager and/or Triathlon Australia CEO

B. <u>State Championship or State Series</u> - set up immediate meeting with a Risk Committee. For this level of event the members invited are: Technical Delegate, Race Director, Triathlon Australia National Events Manager and/or STTA Executive Director.

C. <u>Any other event</u> - set up immediate meeting with a Risk Committee. For this level of event the members invited are; Technical Delegate, Race Director, STTA Executive Director (or if uncontactable, the Triathlon Australia Events Manager)

The number of Risk Committee members required to achieve quorum shall be three. Both the Technical Delegate and the Race Director are required to attend the meeting. Advice should also be taken from the event's sanctioning officer, but that person shall not be included in the number of members required to achieve quorum. If the Race Director intends to proceed with the event not respecting decision of the risk committee then it may result in sanctioning withdrawal. If it is decided to withdraw sanctioning approval, then the Technical Delegate shall advise the Race Director that Triathlon Australia sanctioning has been withdrawn. The consequences of proceeding with an event after sanctioning approval has been withdrawn are:

- the event is no longer endorsed by Triathlon Australia
- the Triathlon Australia insurance and indemnities that formerly covered the Event Organiser, its officials, competitors and interested parties, will be null and void
- all Triathlon Australia Officials must remove themselves from the field of play and take no further part in the event
- prior to race start all competitors must be notified of the withdrawal of sanctioning decision and its consequences, to the satisfaction of the Technical Delegate.

STAKEHOLDERS IN YOUR EVENT

Obtaining Stakeholder Authority Approvals

The initial phase of any race plan involves obtaining the approval of all relevant statutory bodies and landowners e.g. local council, police etc. Without these approvals:

·   the race could be unlawful
·   the event organiser or Race Director may then be liable for fines, penalties, or other offences if a major accident occurs
·   the insurance underwriter may void the Triathlon Australia insurance policy covering the race
·   the event may clash with other races or public events in the same area.

It is the responsibility of the Race Committee to be aware of the approvals needed to stage a race; ignorance is not an excuse. The local council and other government departments can assist in advising what approvals are needed and, at the same time, provide specialised advice and local knowledge on how to stage the race successfully. In the absence of any advice from these groups, the Race Director should obtain professional advice from a consultant or lawyer.

Each STTA is governed by a different set of laws and government departments. The following table contains generic terms as a guide to approvals needed for a race.

Authority	Approval
Local Council (Parks Department)	Use a park or reserve or water way in some cases
Local Council (Traffic Committee)	Close a road
Police	Use a road (will require a TMP)
Water Authority	Swim in a lake, harbour or bay
National Parks & Wildlife Service	Use a national park
Public Works	Start from a marina or wharf
State Roads & Traffic Authority	Use a major road or freeway
Local Council (and others)	Use a cycleway
Local Council	Use traffic cones, barriers etc.
Local Council	Use a swimming pool
Rail Authority	Cross a railway line without stopping
Police	Turn off traffic lights

Other Triathlon Stakeholders

Triathlon events impact on many sections of a community, both directly and indirectly. The challenge for the Race Committee is to turn these impacts into positive effects, in so doing, making the entire community 'stakeholders' in the event. For example, residents living near the transition area or on the bike course may lose their freedom to come and go from their homes due to road closures etc.

This negative effect can be turned into a positive by consulting residents and encouraging them to become involved as spectators, marshals or aid station officials. Stakeholder planning can reduce

community objections, improve logistics and create longevity by ensuring the entire community prospers from the event.

An event organiser should acknowledge and formalise the positive contribution made by external organisations towards improving the standard of their race e.g. Police, councils, tourism bodies and Associations.

This manual acknowledges these external inputs and influences when referring to the 'Race Organisation', which is made up of the Race Committee and all other stakeholders involved in staging a race.

Other triathlon stakeholders may include:

Associations	Police and councils
Sponsors	Competitors
Media	Family and friends
Motorists	Residents
Land owners	Technical officials
Public transport	Service and community groups
Other Race Directors	Triathlon Australia
Insurers	Other sports and public events
Triathlon clubs	Local businesses and hotels

LEGAL COMPLIANCE

Although races are staged with the consent of local authorities and the support of the community, all aspects of a race must comply with the law. The onus rests with each person associated with a race to ensure they act within the law and, where possible, ensure the overall race is legally compliant. Whilst there are race rules in each event, the normal road rules must take precedence over these rules if directed by either a police officer or a race official.

A Race Organisation should aim to create a physical cultural environment that reduces tendencies for people to break the law. The implications of illegal conduct may result in criminal charges, fines, civil action, physical and emotional trauma, property damage, financial losses, bad publicity, damage to reputations and loss of sponsors. The following table is a guide to the legal issues governing the way races must be staged throughout Australia and its states and territories. This may not be a complete list.

Types of Laws Governing Triathlon	
Consumer and Trade Practice	Negligence
Contracts	Noise Control
Defamation	Work Health and Safety
Discrimination	Pollution
Environmental	Public Health
Insurance	Taxation
Local Government and Planning	Theft and crime
Road Rules	Traffic and Roads
Maritime	Trespass

WORK HEALTH AND SAFETY

Safety legislation requires employers to provide safe workplaces for their employees, volunteers and all persons who enter their work site. Event organisers have the same responsibility. Similarly, employees are obliged to work safely and to not endanger themselves or others.

These obligations can be largely achieved by the adoption of a safety first culture, via the following initiatives:

- a documented safety policy that has the support of the event organiser and the Race Director
- formal site induction of all site staff, contractors, officials and volunteers
- clearly explaining the field of play to competitors and any hazards on the field of play
- requiring all participants to sign a 'Participants Agreement" prior to participating, which provides them with general safety and insurance information about competing in a multi-sport event
- having an emergency management procedure that key stakeholders are familiar with
- ensuring that the approved Traffic Management Plan is followed
- delivering safety awareness training to all employees and volunteers
- developing job descriptions for all roles that include safety responsibilities
- having a safety incident reporting and review procedure

Event organisers should make themselves aware of their safety responsibilities as required by the WHS legislation in their state or territory.

RISK MANAGEMENT

Risk Management is an important tool that is used by event organisers to make events safe for competitors, race officials and the general public. Without any risk management it is likely that accidents will occur. Every event should have a documented Risk Management Plan.

The objectives of event risk management are to:
- reduce the incidence of injury to participants, volunteers and other persons associated with the event;
- minimise potential liability of the event organiser; and hence
- enhance the reputation of the event

What is Risk?

"Risk is the effect of uncertainty on objectives."

The International Standard on Risk Management defines a risk as the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

Exposure to risk is inherent in everything that we do and a completely risk-free environment and/or perfect safety is not attainable. The level of risk is the combination of the likelihood of a risk occurring and the consequences if it does occur. Action taken to manage or treat the risk, and therefore change the level of risk, needs to address the likelihood of an event occurring, or the consequences if it does occur, or both.

What is Risk Management?

"Risk management process is the systematic application of management policies, procedures and practices to the tasks [and activities] of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk." International Standard on Risk Management – Principles and Guidelines ISO/FDIS31000:2009.

Risks which can be covered by a risk management plan include:

· **legal risks** – losses and costs arising from legal actions for breach of a common law or statutory duty of care or breach of contract;
· **activity risks** – occurrences arising that may prevent activities being staged as planned;
· **physical risks** – injuries to participants, volunteers or others involved in the event;
· **financial risks** – costs associated with injuries, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs; and
· **moral and ethical risks** – loss of quality participant experience and confidence, adverse publicity and damage to image or reputation.

Duty of care

Every event organiser owes a duty of care to persons participating in activities associated with the event, where there is a reasonably foreseeable risk of harm or injury to them as a result of the event organiser's actions. In exercising this duty of care, the organiser must take reasonable steps to reduce the likelihood of injury and damage to those involved in its activities as a result of those risks which are foreseeable. This is the rationale which underpins any risk management process – in this case, the process of identifying risks involved in the event's activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

Which Risks MUST be Managed?

The event organiser is not required to provide a completely risk-free environment. Indeed, by persons agreeing to participate in the event, they will be taken to have consented to those risks which form an inherent aspect of the activity. The organizer is not required to take steps to counter risks where it would be unreasonable to expect the organiser to do so in the circumstances. The organiser will however be expected to adopt reasonable precautions against risk which might result in adverse impacts on objectives which are reasonably foreseeable.

The Event's Risk Management Plan (RMP) – scope and limitations

The RMP is not a "be-all-and-end-all" resource, which will make the event organiser litigation proof or completely fail safe, however if developed, implemented and followed, it may serve as a useful defence to claims for breach of duty of care and ensure that the organiser meets its compliance and other legal obligations.

Who should be involved in the risk management process?

It is important that all key personnel (from the RD, to the Medical Director, to Swim Safety, to marshals and volunteers) are involved in each step of the risk management process. These people

should have the training and knowledge that is required to develop effective control measures. If key personnel are not involved, this may result in the controls being flawed.

Summary of risk management process

The risk management process involves the following steps:

i) **Identifying risks** to which the organiser, participants and other stakeholders are exposed (what things can arise, how and why).

ii) **Assessing and evaluating risks** by considering sources of risk, existing controls, likelihood, and consequences, to determine the levels of risk that exists and whether the level of risk is acceptable or unacceptable.

iii) **Treating risks** to determine whether the level of risk is acceptable or unacceptable and if unacceptable, to reduce, avoid, transfer or finance the risk.

iv) **Communication and consultation, monitoring and review**. The above steps of the risk management process are supported by the ongoing activities of communication and consultation and monitoring and review.

Risk identification

It is important that key personnel are involved in identifying risk areas. There is no substitute for actual practical experience in working out why accidents occur, or what presents a potential problem.

There are a number of things that must be considered in identifying risks:

· the type of activities conducted
· injury and/or occurrence history (including type of and cause)
· how activities are carried out and whether there have been any previous problems

Risk assessment and evaluation

Having identified the risks in relation to its activities, the event organiser will assess the risks in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk should be rated. These ratings describe:

· <u>inherent likelihood</u> - likelihood of the risk occurring without any preventative controls in place

· <u>inherent consequence</u> - loss or damage impact if the risk occurred without any corrective controls in place

· <u>inherent risk rating</u> - degree of risk based on the inherent likelihood and the inherent consequence

· <u>residual likelihood</u> - likelihood of the risk occurring with preventative controls are in place

· <u>residual consequence</u> - loss or damage impact if the risk occurred with corrective controls in place

· <u>residual risk rating</u> – the degree of risk which remains after control measures have been implemented.

Risk Treatment

If the inherent risk rating is unacceptable then control measures should be implemented to reduce or eliminate the risk. Treatment options may include:

- accepting the risk (e.g. The road surface is rough but it's not dangerous)
- avoiding the risk (e.g. Rerouting the bike course to avoid a large pothole)
- reducing the risk (e.g. Placing traffic cones around the pothole and advising competitors about the pothole)

Ideally, personnel involved in the process will work together to brainstorm a variety of treatment options and then consider each option in terms of its effectiveness and implementation.

Preventative and Corrective Controls

If the inherent risk of an activity is unacceptable, it will be necessary to implement preventative controls (to reduce the likelihood) or corrective controls (to reduce the consequence), or a combination of both.

Ownership of Controls

Once the inherent risk has been deemed to be unacceptable and various control measures have been agreed upon, it's then necessary to allocate ownership to each control so that the owner is accountable to ensure that the control is implemented in a timely manner.

Monitor and review

Leading up to the event it is very important to revisit the RMP to check that the risks and controls are still valid, and that the implementation of the control measures is on track for completion prior to the event.

Likewise, after the completion of the event it is important to review the success and relevance of the various controls, particularly in light of any learnings or incidents from the event. This will provide an opportunity to refine and improve the RMP in preparation for the next event.

Communication and consultation

It is essential that all key personnel are aware of the RMP and are consulted in its development, implementation and evaluation. Some of the key personnel may be required to train event staff to be aware of certain risks and control measures. A Risk Management Plan is worthless if it is not adopted and implemented!

Determining the Level of Likelihood

LIKELIHOOD	A	Almost certain	Virtually guaranteed to occur during the event (>80% probability)
	B	Likely	Common occurrence (50-80% probability)
	C	Possible	Some history of occurrence (25 – 49% probability)
	D	Unlikely	Remote chance of occurrence (<25% probability)

Determining the Level of Consequence

CONSEQUENCE	1	Catastrophic	Serious injury / illness resulting in permanent impairment		National and international adverse media coverage
	2	Major	Serious injury / illness resulting in hospitalization or long term effects	O R	Adverse national publicity, temporary damage to stakeholder relationships
	3	Moderate	Medical attention off site, short term effect		Adverse regional publicity, temporary community impact
	4	Minor	First aid injury, on site attention		Minor adverse regional publicity

EVENT RISK RANKING MATRIX				
	Almost Certain A	Likely B	Possible C	Unlikely D
Catastrophic 1	Extreme	Extreme	High	Medium
Major 2	Extreme	High	Medium	Low
Moderate 3	High	Medium	Low	Very Low
Minor 4	Medium	Low	Very Low	Very Low

Sample Risk Assessment Form

RISK ASSESSMENT FORM							
XYZ Triathlon – 1st December							
Risk Area: **3.0 BIKE COURSE**				Assessor: Reviewer:	(initials) (initials)	(date) (date)	
No.	Risk	Consequences	Inherent Risk Ranking	Controls / Actions (P = Preventative, C = Corrective)	Owner	Due By	Residual Risk Ranking
3.1	Injury caused by uncontrolled car on bike course	Hospitalization, possible loss of income, adverse media coverage, reputational damage	C2 = Medium	P – Approved Traffic Management Plan P – Accredited traffic control company P – pre-race letterbox drop C – Mobile medics engaged, hospital advised C – Communications Plan tested C – Event is insured	RD RD RD Medical Dir. Comms RD	15 Aug 1 Nov 15 Nov 20 Nov 15 Nov 15 Nov	D2 = Low
3.2	Competitor injury caused by potholes or loose gravel	Hospitalization, possible loss of income, adverse media coverage, reputational damage	C3 = Low	P – Joint pre-race inspection with Council, and potholes filled P – Roads inspected and swept on race morning C – Mobile medics engaged, hospital advised C – Communications Plan tested C – Event is insured	RD Bike Dir. Medical Dir. Comms RD	15 Nov 1 Dec 20 Nov 15 Nov 15 Nov	D3 = Very Low

DRUGS AND BANNED SUBSTANCES

Triathlon Australia, together with the WT, supports the World Anti-Doping Agency's (WADA) Anti-Doping Code. TA's Anti-Doping Policy and the WT's anti-doping rules are available on TA's web page. For further information contact Australian Sports Anti-Doping Authority (ASADA) or World Anti-Doping Agency (WADA) to discuss drug related enquiries.

INSURANCE

The information in the graphic below is a summary of the insurances offered by TA to its various stakeholders. For more information on insurance, you should contact www.vinsurancegroup.com/triathlon.

It is a sanctioning requirement that the event organiser takes out adequate insurance coverage for the event. This includes up to $20M liability coverage for public and products liability insurance. The event organiser can obtain their own insurance package or alternatively purchase insurance through TA's insurance provider. Details on the TA package can be viewed HERE. The insurance package includes personal accident insurance for all of the event organiser's staff and volunteers.

It's important to note that this insurance does not cover all possible risks, so therefore the event organiser must be familiar with the extent of insurance offered and consider the need to purchase additional insurance.

If the event organiser insurance is obtained through TA's provider, then the Certificate of Currency (COC) will be uploaded by TA to the ATTACHMENTS section of the sanctioning portal. If the event organiser is sourcing the insurance elsewhere, then the event organiser should upload the COC to the ATTACHMENTS section as proof of purchase.

It is also a sanctioning requirement that all competitors are members of Triathlon Australia, either by annual membership, or One Day Licence, which provides coverage only for the duration of the event. The event organiser must check the membership status of all competitors and if necessary, collect One Day Licence fees from those competitors who are not annual members of Triathlon Australia.

Annual Membership of Triathlon Australia

Triathlon Australia recommends that all triathletes hold an annual membership. The annual membership is also known as an annual race licence. Annual membership can be purchased directly from the TA website.

Importantly, annual members are covered by 24-hour personal injury insurance while participating in club races, club training and personal training. However, this coverage excludes participation in unsanctioned triathlon events or non-triathlon sporting disciplines.

An annual membership is valid for the year 1 July to the next 30 June and can be used to compete in all sanctioned races held in Australia.

One Day Race Licence (ODLs)

An ODL provides race day insurance for persons who are not annual members of Triathlon Australia. Competitors who don't hold an annual triathlon membership must purchase an ODL as a condition of entering a sanctioned race, because an ODL is a race licence for that particular event. Relay teams pay a single ODL fee if one or more of their members are not members of TA. A single fee is all that's required because only one member of the team is competing on the field of play at any one time.

One Day Licences Fees

One day licence fees are calculated relative to the length of the race. For the purpose of determining which ODL rate to pay, the ODL fee structure is explained HERE.

Professional Race Licences

A competitor must hold a professional race licence to compete in a "professional/elite" category. To be eligible for a professional race licence, a competitor must first purchase an annual membership from TA. They must then apply directly to TA for a professional licence.

If an athlete holds a professional license they are not eligible to compete as an age group athlete in that year.

Overseas Competitor Licensing

Race licences issued by foreign triathlon governing bodies are not valid in Australia. Foreign competitors must purchase an annual Triathlon Australia membership or an ODL to compete in Australia. Foreign competitors are not covered under the Australian government health system, cannot claim Medicare expenses or take out private health insurance. They should therefore take out sufficient overseas travel and medical insurance from their home country before they leave home.

Foreign competitors are eligible to claim under the TA personal injury insurance cover provided with an ODL. However, all personal injury insurance excludes payment for expenses that are covered by Medicare and private health insurance. The TA insurance broker should be contacted to clarify all insurance related enquiries.

Obligations of Event Organisers

Event organisers must ensure that all competitors are personally insured, either by being an annual member of TA or by purchasing an ODL from the event organiser. The procedures are:

· the entry form should request the annual member to state their TA membership number

· the entry form should provide details of the applicable ODL charge for non-TA members

· at registration, annual members should provide proof by either showing their TA membership card or providing proof of payment, otherwise they must purchase a One Day Licence from the event organiser

· at the completion of the event, the event organiser enters overall numbers of annual members, one day licences and international competitors into the sanctioning portal, and generates an ODL invoice, which is payable to Triathlon Australia

· The event organiser shall keep records of all ODL purchases, as this procedure can be subject to audit by Triathlon Australia

Insurance for Service Providers

Event organisers should ensure that all service providers are adequately insured, before allowing them onto the event site.

Insurance for Motorcyclists

Event organisers should ensure that all motorcyclists are licensed and third party insured, at least to the level required by the local state or territory, and that the motorcycle is registered to travel on public roads, and is safe to ride on a public road. Prior to the event, it's important that the event organiser and the motorcyclist agree on each other's liabilities if an accident were to occur. It is not uncommon for the event organiser to agree to pay the excess on the motorcyclist's insurance claim

for a third-party property damage, however this must be agreed upon prior to the event. It may take the form of an Agreement that is signed by both the event organiser and the motorcyclist.

Reporting Pending Insurance Claims

In the post-event reporting obligations, the Race Director is required to either:

· confirm that there are no pending insurance claims, or

· provide advice and details on any pending insurance claims arising out of the conduct of the event. This is carried out within the online sanctioning portal.

THE EVENT LIFECYCLE

TWELVE MONTHS TO GO

In the twelve months leading up to the event, the Organising Committee should recruit personnel who will deliver a quality event. Key activities should be identified and included in a planning schedule, which would also identify task owners and deadlines for completion. Regular planning meetings should be held to ensure that the planning is proceeding smoothly.

In the 12 months preceding an event, some of the key activities might include:

Activity	Responsibility	When (months)
Approach potential sponsors	Organising Committee	-12
Seek agreement in principle to hold the event, from Statutory Authorities (Council, Police etc.)	Race Director	-11
Develop Traffic Management Plan, make formal submissions to Statutory Authorities	Race Director	-10
Develop event website	Organising Committee	-10
Preliminary discussions with prospective resource providers, such as SLSA, volunteer groups, medical	Race Director	-10
Create the event in the Triathlon Australia Online Sanctioning Portal	Race Director	-10
Develop the Risk Management Plan	Race Director plus other key stakeholders	-9
Create the Event Organisation Chart, write job descriptions for the Team Leaders, and recruit them	Race Director	-8
Identify the total resources required to deliver the event	Race Director plus Team Leaders	-6
Write job descriptions for all volunteers	Race Director plus Team Leaders	-6
Develop check-sheets to be used in the final month of planning, bump in, race day and bump out	Race Director plus Team Leaders	-4
Engage traffic management company	Race Director	-4
Finalise resource requirements, including manpower and infrastructure	Team Leaders	-3
Field of Play inspection with Council staff	Race Director	-3
Notifications to affected persons and businesses	Race Director	-3
Ramp up advertising	Race Director	-3
Arrange accommodation for Technical Officials (if required)	Race Director	-1

The last couple of months before the event should be spent revisiting the plans, check-sheets, job descriptions, risk management control measures to ensure that they are all still relevant and on track. It will be important to check that resources that have been promised are still on track to arrive, such as volunteer manpower and infrastructure.

EVENT ORGANISATION CHART

In planning and implementing your event it's very important to ensure that key roles are delegated to responsible people. A common mistake is when an enthusiastic Race Director tries to take on too much work. The biggest contribution to the success or failure of your event is the skills and commitment of your Team Leaders. Obviously, the number of event staff and the workload of each role is somewhat dependent on the number of competitors, but the roles themselves are common across all events. A typical event organisational chart would look something like this:
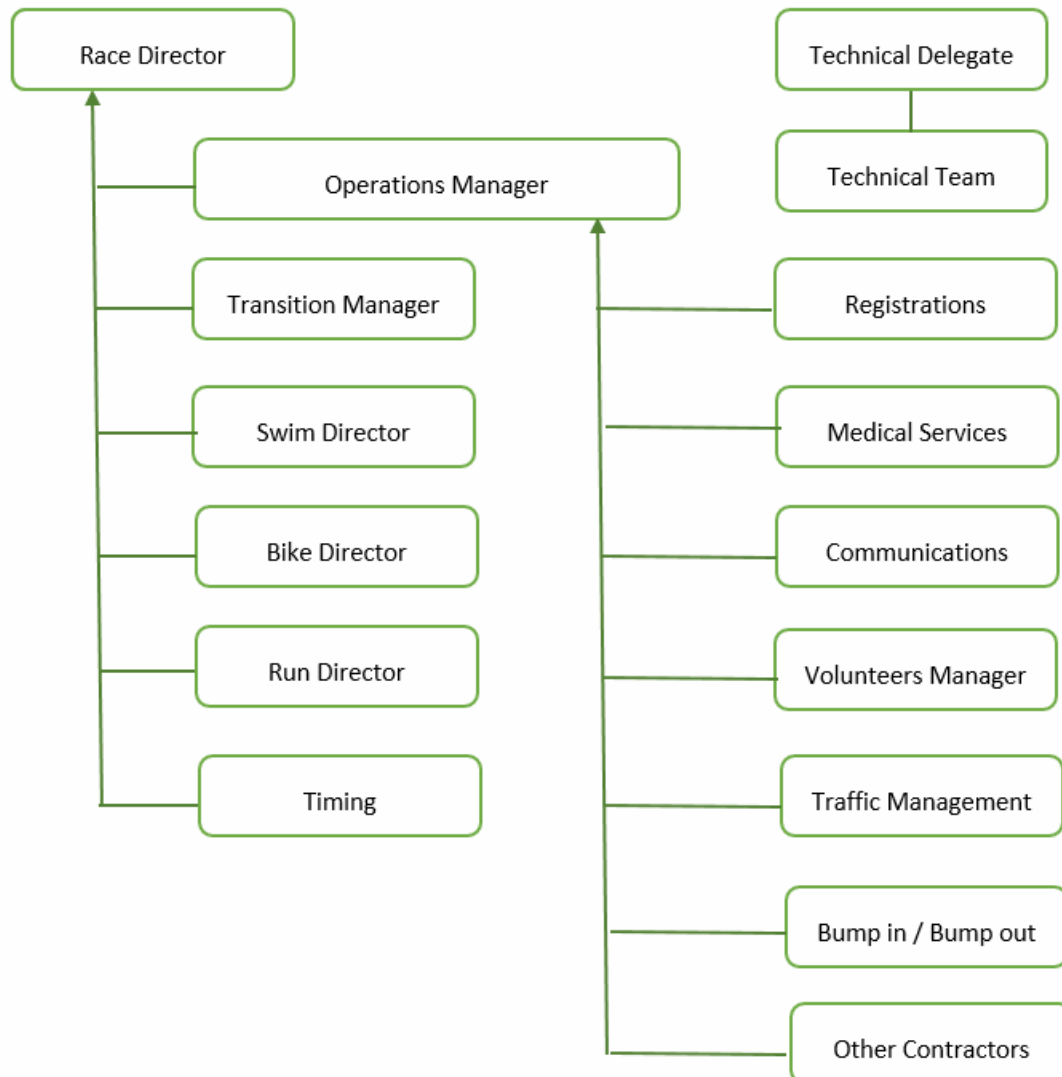
MEDICAL SERVICES

Medical Plan

No matter what size the event is, the event should have a Medical Plan, which has the following characteristics:

· Identifies the medical service providers, including location of nearest hospital

· Lists the most common injuries expected, including injuries sustained by non-competitors such as volunteers and the general public (the event organiser has a legislated WHS responsibility for the safety of everyone on the site)

· List of medical resources on site, name of Medical Director, and the structure and size of the medical team

· Location of on-site medical facilities, including stationary or patrolling medics

· Procedure for identifying and attending injuries or illnesses on each of the swim (including water quality issues), bike and run legs. It is strongly recommended that the Plan makes reference to the internationally recognised CODE BLUE protocols for responding to serious medical incidents

· Chain of command and radio protocol for medical incidents

· Access and retrieval paths for rescue vehicles

· A statement that during the registration process competitors are given the opportunity to declare any pre-existing medical conditions that may be aggravated by intense exercise

· Notification of next of kin protocols

The Medical Plan should be endorsed by the Medical Director, via his/her signature on the title page.

Providers of Medical Services

If a company is contracted to provide medical services, the event organiser should treat the provider just like any other contractor, in that there should be a formal contractor site induction (see Appendix C for a suggested template). At this induction the event organiser should check that the company has appropriate insurances, including current Professional Indemnity and Public Liability insurances. Every member of the medical team must have a current Working With Children check number, or equivalent, and these numbers must be registered with the event organiser prior to the event.

For events where it has been determined that there is a low medical risk (such as most club events), then the nominated Medical Director may be a person with limited medical skills, and performs the role of facilitator of the first response to an incident, provided that the Medical Plan clearly establishes the response protocols and the Medical Director's responsibilities. Protocols would include the identification of emergency vehicle access paths and contacts of various local medical services. If a club chooses not to engage formal medical services at its club race, then this decision should be supported by a risk assessment which concludes that the event has a low medical risk.

Provided that this arrangement adequately meets the club's WHS obligation to provide a "safe workplace", the terms and conditions of the affiliated club's Certificate of Currency will apply.

The Medical Director

Every event must have a Medical Director, who shall lead the Medical Team, whose responsibilities shall include:

· A knowledge of the competencies of each member of the Medical Team

· To coordinate duties within the medical team and assign roles that do not exceed individuals' competencies

· Management (or delegation) of the first response to all injuries and illnesses

· Endorsement of the Medical Plan

· Implementation of the Medical Plan

· The Medical Director must have a current Working With Children Check, or equivalent, and this must be registered with the event organiser.

Competencies of Medical Team Members

Depending on the medical risk of the event, at least one member of the Medical Team should have some or all of the following competencies or qualifications:

· Working With Children Check number (or equivalent) – mandatory for all members of the Medical Team
· Current CPE certification
· Use first aid kits that are compliant with the Therapeutic Goods Administration
· At least 12 months working experience in the Event Medic, Industrial Medic or Extreme Sports Medic fields
· Have completed the requirements for continuing professional education of their professional association
· Have qualifications to manage options relating to transporting casualties
· Compliance with the Professional Association of Event and Industrial Medics Australia Incorporated (PAEIMA) Code of Conduct
· Advanced Life Support qualifications
· Work under Protocols and Pharmacology
· Qualified to use emergency S2, S3 and S4 drugs for advanced pain management

Related Units of Medical Competency

Training and nationally recognised qualifications are contained in the following units of competency:
· HLTAID004 – Provide an emergency first aid response in an education and care setting
· HLTAID005 – Provide first aid in remote situations
· HLTAID006 – Provide advanced first aid
· HLTAID007 – Provide advanced resuscitation
· HLTAID008 – Manage first aid services and resources
· PUAEME005A – Provide pain management
· PUAEME004A – provide emergency care for suspected spinal injury
· Bachelor of Clinical Practice (paramedic) plus Bronze Medallion
· Emergency Medical Technician B (AREMT) plus Bronze Medallion
· Bronze Medallion – RLS or SLS Life Saver qualification
· Advanced Life Support

The skill set, the size of the medical team, and the amount of on-site medical facilities, should be determined after consideration of the type of injuries and conditions that could arise from the event.

Length of Race	Injury or Condition	Resource Guidelines (Note 1) (assuming benign atmospheric conditions)
Club Sanctioned Race (Less than 50 competitors – extremely low risk)	- Drowning - Water aspiration - Stings - Cardiac - Fall injuries, including spinal injury - Cuts and abrasions - Concussion - Hypothermia (low T) - Hyperthermia (high T) - Asthma - Respiratory distress / bronchospasm - Diabetes - Gastro - Immuno-suppression - Haemolysis	A person with advanced first aid training is desirable. Must have a full understanding of the role of Medical Director and its responsibilities
Club Sanctioned Race (50 to 150 competitors – low risk)		As above, plus additional medical staff as competitor numbers increase
Up to Standard Distance (500 to 1000 competitors)		- Manned medical tent, plus 1-2 mobile medics, typically patrolling the course with communications, and capable of a quick response to an incident anywhere on the field of play. - Oxy resuscitation and airway management equipment - Adrenalin and acute pain management medicine - Salbutamol (asthma) - Glucagon intra muscular and gel (diabetes) - Glyceryl trinitrate and salicylic acid (angina and AMI) - Aspirin and antihistamine - High risk remote area trauma kit - Stretcher special loop type - Treatment table, folding bed, examination equipment - GPS for off-road events
Up to Standard Distance (more than 1000 competitors)		*All of the above, plus*: - Additional medic(s) in medical tent - Additional mobile medics - Cardiac monitor ECG defibrillation equipment - private treatment facility at or near swim exit

Longer than Standard Distance	All of the above, plus: - Diluting hyponatremia (low sodium levels)	_All of the above, plus_: - Doctor(s) (1 per 200 competitors recommended) - Medic(s) with advanced life support training - IV treatment facilities

Large competitor numbers will also increase the likelihood of risks eventuating, and hence there is a need for additional resources at these events.

Acknowledgments

Some of the information in this section has been obtained from various sources, namely:

NSW WorkCover https://www.workcover.nsw.gov.au/, https://www.workcover.nsw.gov.au/__data/assets/pdf_file/0011/19577/first-aid-in-the-workplace-code-of-practice-July-2015-3834.pdf

Safe work Australia http://www.safeworkaustralia.gov.au/sites/SWA

NSW Ambulance Protocol http://www.ambo.com.au/download/protocol_2011.pdf

CARPA Standard Treatment Manual https://www.crh.org.au/the-manuals/carpa-standard-treatment-manual-6th-edition

Professional Association of Event and Industrial Medics Australia Incorporated (PAEIMA) http://www.professionalmedicsassociation.org/

Bureau of Meteorology http://www.bom.gov.au/info/thermal_stress/

Sports Medicine Australia http://sma.org.au/wp-content/uploads/2009/05/hot-weather-guidelines-web-download-doc-2007.pdf

Clinical Journal of Sports Medicine 2012 – "A Temporal Model for Nonelite Triathlon Race Injuries" (Rimmer et al.)

American Journal of Sports Medicine 2010 – "A Profile of Injuries in Athletes Seeking Treatment During a Triathlon Race Series" (Gosling et al.)

Sports Medicine 2005 – "Medical Considerations in Triathlon Competition: Recommendations for Triathlon Organisers, Competitors and Coaches" (Dallam et al)

HOT WEATHER GUIDELINES

Sports Medicine Australia (SMA) has provided Hot Weather Guidelines that are supported by Triathlon Australia. The SMA guidelines can be found on the Triathlon Australia website here:

The guidelines are to be used by event organisers, Medical Directors and Technical Delegates to make informed decisions on the suitability for competition. Included in the guidelines is the chart below, which nominates appropriate wet bulb globe temperatures (WBGT) and the related risks of thermal injury.

WBGT	Risk of thermal injury	Possible modifying action for vigorous sustained activity
< 20	Low	Heat illness can occur in distance running. Caution over-motivation.
21 - 25	Moderate to high	Increase vigilance. Caution over-motivation. Moderate early pre-season training intensity and duration. Take more breaks.
26 - 29	High - Very high	Limit intensity. Limit duration to less than 60 minutes per session.
30 and above	Extreme	Consider postponement to a cooler part of the day or cancellation (allow swimming).

Wet Bulb Globe Temperature (WBGT) Approximation

The following table is a wet bulb globe temperature approximation that can be used in circumstances where a WBGT thermometer is not available. It is a good approximation for a sunny, windless day. In early mornings, cloud cover or windy conditions, the approximation becomes very conservative; i.e. the approximate WBGT is higher than the actual WBGT.

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity
Temperature (°C)

Relative Humidity (%)	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
0	15	16	16	17	18	18	19	19	20	20	21	22	22	23	23	24	24	25	25	26	27	27	28	28	29	29	30	31	31	32	32
5	16	16	17	18	18	19	19	20	21	21	22	22	23	24	24	25	26	26	27	27	28	29	29	30	31	31	32	33	33	34	35
10	16	17	17	18	19	19	20	21	21	22	23	23	24	25	25	26	27	27	28	29	30	30	31	32	32	33	34	35	36	36	37
15	17	17	18	19	19	20	21	21	22	23	23	24	25	26	26	27	28	29	29	30	31	32	33	33	34	35	36	37	38	39	
20	17	18	18	19	20	21	21	22	23	24	24	25	26	27	27	28	29	30	31	32	32	33	34	35	36	37	38	39			
25	18	18	19	20	20	21	22	23	24	24	25	26	27	28	28	29	30	31	32	33	34	35	36	37	38	39					
30	18	19	20	20	21	22	23	23	24	25	26	27	28	29	29	30	31	32	33	34	35	36	37	39							
35	18	19	20	21	22	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39								
40	19	20	21	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
45	19	20	21	22	23	24	25	26	27	27	28	29	30	32	33	34	35	36	37	38											
50	20	21	22	23	23	24	25	26	27	28	29	30	31	33	34	35	36	37	39												
55	20	21	22	23	24	25	26	27	28	29	30	31	32	34	35	36	37	38													
60	21	22	23	24	25	26	27	28	29	30	31	32	33	35	36	37	38														
65	21	22	23	24	25	26	27	29	31	32	33	34	36	37	38																
70	22	23	24	25	26	27	28	29	30	31	33	34	35	36	38	39															
75	22	23	24	25	26	27	29	30	31	32	33	35	36	37	39																
80	23	24	25	26	27	28	29	30	32	33	34	36	37	38																	
85	23	24	25	26	28	29	30	31	32	34	35	37	38	39																	
90	24	25	26	27	28	29	31	32	33	35	36	37	39																		
95	24	25	26	27	29	30	31	33	34	35	37	38																			
100	24	26	27	28	29	31	32	33	35	36	38	39																			

WBGT > 40

Note: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind

About the approximation to the WBGT used by the Bureau of Meteorology
The approximation used by the Bureau of Meteorology does not take into account variations in the intensity of solar radiation or of windspeed, and assumes a moderately high radiation level in light wind conditions.

Use of this approximation may lead to incorrect estimates of thermal stress, particularly in cloudy and windy conditions. Under these conditions the approximation is likely to lead to an overestimate of the stress. The approximation will also overestimate night-time and early morning conditions when the sun is low or below the horizon.

FRESH WATER AVAILABILITY AT REMOTE EVENTS

Each season a number of sanctioned events are conducted in locations that do not have access to fresh drinking water. In this situation the event organiser is responsible for ensuring that there is sufficient drinking water freely available to all stakeholders, including competitors, event staff and spectators.

For expected maximum temperatures less than 30 degrees, the following guidelines shall apply:

- For up to four hours on site, a minimum of 2 litres per person for all non-competitors

- For 4-8 hours on site, a minimum of 4 litres per person for all non-competitors

- For competitors, a minimum of 1 litre per person for every hour of competition

For expected maximum temperatures greater than 30 degrees, the minimum water quantities should be multiplied by a heat factor of 1.5.

Additionally, all pre-event communications should include advice that the event location does not normally have drinking water available, and only limited quantities shall be provided by the event organiser.

TRAFFIC MANAGEMENT PLAN (TMP)

The TMP is a key document that is prepared by a person who is licensed to design traffic management plans. The TMP will generally consist of a number of traffic control plans (TCPs), together with supporting documents such as event description and duration, impact on the community, and a Community Consultation Plan. As a minimum, a TMP will include a TCP for every affected traffic intersection. Your TMP should be submitted to your local traffic approval authority (Council, Police, or Traffic Committee) for approval well before the event start date.

It is typical for an event organiser to engage a professional traffic management company to prepare the TMP, bump in and bump out the TMP infrastructure and provide traffic controllers, as each of these activities requires trained and licensed persons. Traffic management is one of the principle costs in conducting a multi- sports event. The Event Traffic Management Plan should be uploaded to the event's sanctioning portal.

The combination of mass participation, bike speed, motor vehicles and the expanse of roads usually requires a detailed traffic management plan that requires approval by the relevant consent authority (Council and/or Police or Local Traffic Committee). The consent authority will likely also impose their own conditions, such as:

·   Requirement to advise local residents prior to the race,

·   Requirement to advertise road closures prior to the race,

·   All event staff to wear high visibility vests, and

·   Road closure and reopening times

Below is an example of what a typical Traffic Control Plan (TCP) looks like (source: Elite Energy):

Types of Road Restrictions

There are three types of road restrictions. Each has different community impacts, safety levels and costs. Here are the characteristics of each type of road restriction:

	No Restrictions – Shared Road	Partial Road Closures – Shared Road	Full Road Closures
Interaction with vehicles	Vehicles and competitors share the same road space	Separate lanes of the same road, divided by cones or barriers	No vehicle access to course (emergency and event vehicles excepted)
TMP Approval Required?	Yes	Yes	Yes
Signage and Control	Advisory signage at course entry points. Sometimes controlled entry onto course.	Usually just advisory signage. Controlled crossing points.	Full traffic control at course entry points. Controlled crossing points.
Pedestrian crossings, stop signs and traffic lights	Should be mentioned in the TMP. Competitors must obey all rules of the road	Should be mentioned in the TMP. Competitors have right of way. Controlled crossing points for pedestrians, stop signs and traffic lights either made inactive or under the control of traffic controllers.	Should be mentioned in the TMP. Competitors have right of way. Controlled crossing points for pedestrians, stop signs and traffic lights either made inactive or under the control of traffic controllers.

Relative Implementation Costs	Lowest	Medium	Highest
Relative Competitor Safety Levels	Lowest	Medium	Highest
Type of Event	Typical of all Club Sanctioned events	Typical of most Open Sanctioned events	Typical of High Quality, High Profile events

Car Parking Restrictions

The Traffic Management Plan should make reference to any parking restrictions that will be implemented. Parking restrictions should be applied to as much of the bike course as is practical, particularly near transition entry and exit.

The amount of resources and planning applied to parking restrictions must be weighed against the number of spectators, competitors, non-triathlon parking needs and the location of alternative parking areas.

The following issues should be considered:
- restrictions must be in place before the first competitors and race personnel begin to arrive – this is usually before sunrise
- parking officials must be rostered from sunrise and issued with strict instructions on who to admit to restricted parking areas
- parking by local residents on the course is difficult to prevent or eliminate
- alternate parking should be created for competitors, spectators and the general public
- 'Race Management Only' parking areas must be created for delivery vehicles, senior Race Committee members, visiting officials and VIPs
- Specific arrangements should be made to ensure official vehicles can swiftly enter and leave the course e.g. the lead escort vehicle must be well ahead of the first cyclist and not interfere with the dismount area at the end of the bike leg.

COMPETITOR REGISTRATION

The quality of the design and content of an entry form affects the outcome of many aspects of a race. Information that is wrong or omitted from the entry form can cause major problems, inconvenience, disputes, losses by competitors and the event organiser. The entry form is essentially a contract that commits the parties to a particular course of action.

The entry form should be available on the event's website, so that entrants can pre-pay, thus avoiding lengthy queues and transactions on race day. A failure to implement or observe what is stated on the entry form may give rise to competitor disqualifications or legal action against the event organiser. Statements on the entry form must be consistent with the TA sanctioning criteria; otherwise the race may be refused sanctioning. An entry form should contain the following information:

- Entrant's name, Date of Birth and Gender

- Contact details, including address, phone and email

- Category of entry

- Cost of the event
- Statement by the entrant if he/she is a member of Triathlon Australia
- TA membership number, or advice on cost of compulsory One Day Licences for non-members of TA
- An opportunity for the entrant to list any pre-existing medical conditions that may be aggravated by intense exercise
- Emergency contact details
- Participant's Agreement which the entrant must agree to
- Facility for online payment

Competitor Medical Disclosures

Procedures should be applied to identify entrants whose participation in a race may jeopardise the wellbeing of themselves or other people. These procedures should include:

- A statement which indicates that the entrant understands the health risks of participating in a multi-sport endurance event and that they are physically capable of safely completing the event
- An opportunity for the entrant to list any pre-existing medical conditions that may be aggravated by intense exercise
- Providing space on each competitor's race bib for the competitor to enter any relevant medical information

Accepting or Rejecting a Race Entry

Triathlon Australia requires that where practicable, sanctioned events are to be accessible, inclusive, non-discriminatory and administratively transparent. Accordingly, any person who is willing and able to compete in a race should be given a reasonable opportunity to do so. However, there may be situations where an event organiser will refuse entry. These situations can include:

- Failure to comply with reasonable conditions set out in an entry form or other documentation, e.g. entry closing dates, payment of entry fee, maximum competitor numbers
- Failure to possess a TA race licence, i.e. annual or one day race licence
- The applicant is serving a suspension or has been expelled from competition under a direction endorsed by TA
- The applicant presents a danger to the health and welfare of themselves or others
- The applicant is too young for the category of race distance

An event organiser can reject a person's application for other reasons peculiar to the relationship between the two parties, e.g. poor conduct by the entrant during a previous race or incident.

Additionally, an event organiser is not required to offer competition in all competition categories, if there are commercial or logistical reasons for not doing so.

If an entrant challenges a decision by an event organiser to refuse an application for entry, then TA may review the circumstances of the application.

Participant's Agreement

The Participant's Agreement, also known as the event waiver, is a statement by the event organiser that lists the terms and conditions associated with the event. It also advises the entrant about the generic risks associated with participating in the event. As a condition of entry, each entrant is required to agree to the Participant's Agreement. A sample Participant's Agreement is in Appendix A. Note that the event organiser should develop its own Participant's Agreement, based on the particulars of the event.

It may be a legal requirement for event organisers to retain possession of Participant's Agreements for a period of time, pending possible insurance claims. Event organisers should familiarise themselves of their obligations in this area.

EVENT WEBSITE

Whether the event is a large multi-race festival, or a monthly club event, there is considerable value in developing a web presence for the event. The event website is a key communication and promotion tool for the event organiser, and is an opportunity to engage competitors, volunteers and sponsors in the pre-event and post-event periods. A good website should contain the following information:

· Event maps

· Event schedule

· Race day logistics, including road closures

· On-line entry form, including Participant's Agreement

· Results page

· Contact details of the event organiser

· Promotion of event partners

· Local transport and accommodation options

· Volunteers page

· Race briefing for each race

· A link to Triathlon Australia's Race Competition Rules

· Promotion of social media options relating to the event

· Tourist information

VOLUNTEER RECRUITMENT AND MANAGEMENT

Before an event organiser commits to staging a race, it should calculate the number of marshals needed for the race to proceed safely and be certain that it has access to a plentiful supply of people who can perform marshalling duties. Marshals should not be appointed key roles unless they are appropriately trained or qualified.

Emergency service groups are an ideal source of marshals. They are usually trained in traffic and crowd control and experienced in managing a crisis. They also carry equipment that is required for a race e.g. high visibility clothing, 2-way radios, transport and first aid supplies. Fees or donations paid to emergency services groups are well deserved and create long term community benefits. However, a contingency plan should be developed in case an emergency service group is deployed to handle a crisis in the days preceding and on the day of a race.

Other community groups, sporting clubs and individuals make suitable marshals, provided specific training or instruction is given to enable tasks to be performed competently. Marshals should be screened to determine how to best utilise their skills.

Management of Volunteers

People who perform marshalling and other duties at a triathlon usually enjoy the experience and feel a sense of personal satisfaction knowing they have contributed to a community event.

Successful events are characterised by ongoing good relationships with the local community, such that the same volunteers keep returning for future events. To ensure that all volunteers have a positive and safe experience, the following initiatives should be considered:

- Team leaders should be identified well in advance of the event and these people should be trained in their roles and responsibilities.
- Each team leader should deliver the site safety induction for their team, either in the week before the event or on race day. At this meeting, each team member should be handed a copy of their duties, and any associated safety considerations.
- Volunteers should be given a uniform (high visibility vests where necessary), access to sunscreen, water and food, and a list of emergency contacts
- After the race, each volunteer should attend a debrief and be personally thanked for their contribution to the event. They may be given a personal memento of the event or be informed of the donation which will be made to their organisation.

SITE SERVICES

The availability and suitability of existing power, water and sewer services can have a major bearing on the choice of the location of an event. The absence of these services can create additional costs if generators, water and toilets need to be hired. A Site Services Plan should be developed which should consider the location of existing services and the expected demand of each service. This should be integrated with the Event Site Plan.

Note that all existing underground services must be identified and mapped onto the Event Site Plan. All site subcontractors should be provided with this information as part of their Site Induction.

Existing electrical, water and sewage services should be professionally inspected well before race day to determine if they can meet the expected demand. If necessary, arrangements should be made to supplement these services, and consideration should be given to providing contingency back-up services if the existing services were to fail.

Any site agreement to use the venue should also include the use of the existing services. While it is the site owner's responsibility to provide safe services, you also have a responsibility to operate these services safely, and to provide a safe environment to competitors, spectators and subcontractors. If you are establishing any temporary electrical services then you must get these professionally installed and tested, prior to general use.

Waste Management

A waste management plan should be developed and implemented so the site projects a clean image during and after a race.

The plan should account for the possibility that the next scheduled waste collection service may not take place until the morning of the next day, or even later. The failure to properly dispose of waste may result in an event organiser incurring unexpected charges from Council and will jeopardise the event's long-term sustainability.

The event's waste management plan should complement or even surpass the local council's existing plan. Where possible, eco-friendly practices and materials should be used to minimise the amount of waste generated. Recyclable waste should be separated from bio-waste and other garbage, and if the amount of waste generated is significant, then a separate arrangement for disposal should be made with the local waste collection companies.

Waste generated by aid stations on remote parts of a course, such as discarded bidons and energy gel sachets should also be included in a waste management plan. Aid stations, which are usually managed by volunteers with a limited scope of duties, should be provided with adequate garbage receptacles and instructions on what to do with the waste after the aid station is closed. Garbage bins used to store drinking water should not be used to store waste during a race.

In most cases the event site will need to be returned to the local authority in the same state that it was handed over. It can be prudent to organise a joint inspection before you take possession of the site and again before you hand the site back to the authority.

Toilets

Toilets are a basic requirement for a race and must be available in sufficient quantity to prevent a delayed race start.

Although most race venues are located near public toilets, consideration should be given to installing additional portable toilets to cater for the high demand before a race. Public and portable toilets rarely contain sufficient toilet paper required for a triathlon. Additional toilet paper should be placed in each cubicle. A ratio of one cubicle per 100 stakeholders is reasonable.

Public Address System

The public address system for a race may range from a hand-held megaphone to a professionally installed amplifier and speaker system. This will depend on the number of people at a race, the size of the venue and the race budget. Megaphones should always be available at a race so to enable officials to move around the transition area and swim start area issuing specific directions to competitors in those areas. A megaphone usually has a buzzer that can be used to signal the start of a race.

If a speaker system is utilised then power leads should be secured so they don't create trip hazards

There should be one cordless hand-held microphone for each race announcer, along with fully charged batteries and spare batteries. It's very common to broadcast from a music playlist between announcements. The playlist should be vetted prior to the event to check that all music is suitable for a general audience. An effective public address system is usually vital to a race, so it may be worth giving a qualified technician the responsibility to ensure the system is operating at all times that it is required.

If a race venue is near a built-up area, then noise laws must be observed.

TECHNICAL OFFICIALS

It is Triathlon Australia policy to appoint technical official(s) to every open, sanctioned event, and while every effort is made to appoint officials from the local area, this is not always possible. Triathlon Australia has a safety obligation to manage the fatigue of its officials, therefore they should not be required to travel more than one hour in darkness to attend an event.

From time to time, event organisers will be requested by the event's Technical Delegate to provide accommodation for a number of technical officials, if the event is held at a location where it is not possible to provide suitably qualified local officials. The minimum acceptable standard of accommodation is shared same-gender facilities, with a maximum of 3 persons per bedroom and a private ensuite. Backpacker style accommodation with shared bathrooms in a noisy environment is not suitable.

THE EVENT LIFECYCLE

ONE WEEK TO GO AND COUNTING

At least one week prior to the event all contractors and volunteer providers should have maps, job descriptions, schedules and safety site inductions that are relevant to their roles. This may involve face to face training and awareness sessions for the volunteer teams, principally delivered by your team leaders. Records should be kept of all of these sessions, as they are evidence that you value the safety of everybody that contributes to your event.

Within the last week you should have a good idea as to whether the event may be affected by adverse weather, so elements of your contingency plan might need attention if the plan needs to be enacted.

TAKING POSSESSION OF SITE

Up to 72 hours before the event you will be provided unfettered access to the event site by the site owners, whether that be the local council or a private individual. This will typically not include the swim, bike and run courses, which will be provided to you much closer to the event.

Possession of Site should also include a Possession of Site Agreement, signed by both parties, which will detail the terms and conditions of use, highlighting access times, explanation of site hazards, allowable noise levels, damage to the environment and interaction with other stakeholders.

NOTE. All site hazards which are advised to you by the site owner should be included in your risk assessments for the event.

At the end of the event, a joint inspection should be held with the Site Owner before the site is handed back.

Site Inductions

As mentioned earlier, once you have taken possession of the event site, it is your responsibility to ensure that the site is safe to use for all competitors, volunteers, technical officials, contractors etc that enter the site. Even motorists on a live cycle course need to be made aware of the dangers of the course. A Site Induction is simply a communication between you, as the Site Manager, and each of the stakeholders that will be occupying the event site. The Site Induction will describe the hazards of the site, as well as your "Terms of Use" of the site. Terms of Use are typically the control measures that you have adopted to minimise risk whilst on the site, such as:

· your alcohol and drugs policy

· access hours and noise limitations

· observance of temporary directional signage and/or speed limits

· minimum behaviour standards

· site Emergency Plan

The Site Induction can take various forms, depending on the audience. Here are some examples:

Audience	Form of Communication
Competitors	Participant's Agreement, Race Briefing, Athletes Information Guide, Course maps
Spectators	Perimeter signage, traffic control plans, fencing, PA system, Accreditation pass, Security staff
Neighbours	Letterbox drop, Newspaper notices, door knock
Technical Officials	Initial site meeting with Technical Delegate
Volunteers	Volunteer training, job descriptions
Contractors	Initial site meeting with contractor manager (See Appendix C)
Motorcycle Riders	Site meeting, Participation Agreement (See Appendix B)
Medical Team	Pre-event collaboration, Site meeting

Final Briefings

Within the last 24 hours prior to the event, you and your team leaders should hold final meetings with all of the teams. At these meetings it should be confirmed that everything is in place for a successful event. If there are any activities that may need attention, then you should consider reallocating resources to assist the affected teams.

The weather on race day will be known, so therefore its impact on all stakeholders should be considered. The Contingency Committee may need to make a call on whether one of the contingency plans should be enacted. If event details are changed then you should make every effort to communicate the decision to all of the stakeholders as soon as possible.

This is also an opportunity for you to thank everyone for their contributions so far. More than likely, most of your teams will be volunteering their time and their expertise, and they will be pleased to hear that their efforts are appreciated.

PRE-RACE REGISTRATIONS AND BIKE RACKING

A facility may be provided to allow competitors to register on the day before Race Day. This will allow you to manage your staff in a relative stress-free environment, without the time pressures of a Race Day registration process. Notwithstanding this, many events still allow a limited Race Day registration facility, to cater for competitors who travel to the locality on race morning.

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

Information and directional signs should be placed above head height, rather than at table level, to enable competitors to find their own way in a crowded area.
The registration area should contain table areas for the following purposes:
· late entry form completion area
· late entry cashier
· adequate number of category registration tables, each sharing approximately the same number of competitors

COMPETITOR TIMES CALCULATION

A really important tool which helps in understanding the progress of a race is a Competitor Times Sheet. It predicts where various competitors will be at any time during the race and is particularly useful when there are many waves of competitors. A Competitor Times Sheet can help provide you with the following information:

- expected finish times for male and female winners
- scheduling of swim waves to minimise bike congestion
- rostering of staff
- dispatch times for technical officials' motorcycles
- duration of road closures
- scheduling of presentations and other activities

A Competitor Times Sheet requires the following inputs:

- start time of each swim wave
- estimated speeds of the fastest, average and slowest competitors for each wave (these can be obtained by reviewing the results of previous events).

Here is an example of a Competitor Times Sheet for a Standard distance race involving multiple swim waves:

SWIM WAVES →		1		2	3		4	5	6	7	
		First	avg	avg	First	avg	avg	avg	avg	avg	last
Km		Lead Male	M1534	M3539	Lead Female	F1544	M4044	M4549	F45+	MU50+	MU50+
	Sunrise - 7:00										
Start	**SWIM**	7:00	7:00	7:10	7:15	7:15	7:25	7:30	7:35	7:40	7:40
0.5	First turn	7:06 AM	7:08 AM	7:18 AM	7:21 AM	7:23 AM	7:33 AM	7:39 AM	7:44 AM	7:49 AM	7:55 AM
1	2nd turn	7:12 AM	7:16 AM	7:26 AM	7:28 AM	7:32 AM	7:42 AM	7:48 AM	7:53 AM	7:58 AM	8:10 AM
1.5	T1	7:18	7:25	7:35	7:35	7:40	7:51	7:57	8:03	8:08	8:25
	Swim speed - kph	5	3.6	3.6	4.4	3.5	3.4	3.3	3.2	3.2	2
	Total swim time	0:18	0:25	0:25	0:20	0:25	0:26	0:27	0:28	0:28	0:45
	BIKE										
10.0	Turnaround	7:33 AM	7:44 AM	7:55 AM	7:53 AM	8:02 AM	8:12 AM	8:17 AM	8:25 AM	8:29 AM	8:52 AM
20.0	End of Lap 1	7:49 AM	8:03 AM	8:15 AM	8:10 AM	8:23 AM	8:32 AM	8:38 AM	8:47 AM	8:50 AM	9:19 AM
30.0	Turnaround	8:05 AM	8:23 AM	8:35 AM	8:28 AM	8:45 AM	8:53 AM	8:59 AM	9:09 AM	9:12 AM	9:46 AM
40.0	T2	8:21 AM	8:42 AM	8:55 AM	8:46 AM	9:06 AM	9:14 AM	9:20 AM	9:32 AM	9:33 AM	10:14 AM
	Cycle speed - kph	38	31	30	34	28	29	29	27	28	
	Total cycle time	1:03	1:17	1:20	1:10	1:25	1:22	1:22	1:28	1:25	1:49
	Total cycle & swim time	1:21	1:42	1:45	1:31	1:51	1:49	1:50	1:57	1:53	2:34
	RUN										
5.0	End of Lap 1	8:40 AM	9:08 AM	9:22 AM	9:07 AM	9:35 AM	9:43 AM	9:49 AM	10:05 AM	10:07 AM	11:30 AM
10.0	FINISH	8:59 AM	9:34 AM	9:49 AM	9:28 AM	10:04 AM	10:11 AM	10:18 AM	10:38 AM	10:40 AM	11:46 AM
	run speed - kph	15.50	11.50	11.00	14.00	10.40	10.40	10.30	9.00	9.00	6.50
	total run time	0:38	0:52	0:54	0:42	0:57	0:57	0:58	1:06	1:06	1:32
	total swim, cycle, run time	1:59	2:34	2:39	2:13	2:49	2:46	2:48	3:03	3:00	4:06
	mins per km	3.87	5.22	5.45	4.29	5.77	5.77	5.83	5.67	6.67	9.23

Some considerations that might arise from reviewing this running sheet:

- The average competitor in Wave 6 will finish the bike leg at 9.32am, which is only one minute earlier than the average competitor in Wave 7. To reduce bike course congestion you should consider a 10 minute gap between the start of Wave 6 and Wave 7, instead of the current 5 minute gap.

- If you delay Wave 7 by 5 minutes, the last bike should now be off the bike course at 10.19am. This will reduce some bike course congestion but will that give you sufficient time to open the roads before your road usage permit expires?

OVERNIGHT SECURITY

The following local measures should be taken to prevent problems on race eve:

- circulate names and telephone numbers to emergency service groups and nearby residents

- hire professional security staff to secure the transition area and event headquarters, particularly if any temporary structures have been erected

- request Police to regularly patrol the race venue

- install temporary or permanent lighting to illuminate the transition and finish area

- secure all valuable equipment or defer delivery until race morning e.g. computers

- remove, cover or flag trip hazards and other equipment that could cause injuries from night collision e.g. a half-erected star picket fence

OVERNIGHT SECURITY

RACE DAY

RACE DAY REGISTRATIONS

As mentioned earlier, it's desirable to complete your competitor registrations prior to Race Day. However, it may be necessary to provide a limited registration facility on Race Day.

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

Race Information Area

Important race information should be posted at the race registration area.
Information should be fixed to a notice board using large print that enables groups of competitors to inspect the material. The information should include:
- event schedule, including transition open and close times, and presentation time
- water temperature and wetsuit ruling
- order of wave starts, time intervals and swim cap colours
- a large map of the course and plan of the transition area layout
- Penalties Notice Board
- name of Race Director and Race Referee

Identification of Competitors During a Race

Identification of competitors is necessary for many reasons, including timekeeping, responding to medical and other emergencies, race commentary, enforcing rules and for post-race identification by the media in photographs and video footage. Identification can take two forms:

- electronic, via a timing chip which is issued to competitors by the event organiser

- visual, via race numbers, which are issued to competitors by the event organiser, either on bibs or with body markings.

Timing Chips

A timing chip usually takes the form of an electronic chip which is attached to a competitor's ankle band. The chip activates a unique signal to the timing company when it passes over a timing mat or through an electronic array. Timing chips are used extensively as the primary means of locating competitors' positions as they make their way around the course and across the finish line.

Notwithstanding this, it is necessary to also provide a means of visual identification of competitors' race numbers.

Race Numbers

It is a requirement of TA's Race Competition Rules that competitors must clearly display their race identification numbers at all times during the bike and run legs of a race. As a minimum, each competitor should be issued with a race number to attach to a race belt or uniform. Additional copies of the race number can also be provided as follows:

- attach to a race belt or uniform (minimum requirement – see image below)

- attach to a bike seat post (recommended - see image below)

- attach to the right-hand side of a helmet

-    body markings on right arm and right leg

Other items to note are:
-    Each relay team should be allocated copies of only one unique race number, to be displayed by each relay team member.
-    For small races with cost constraints it is acceptable to only identify competitors with body numbers, using a permanent marker or similar.
-    Race numbers should be made of plastic and water-resistant material.
-    If only one number is issued, it should be pinned to the front of the competitor's chest clothing or attached to a number belt.
-    Systems may be created for competitors to write their medical conditions on the reverse side, which can be read by medical officials prior to issuing first aid.
-    Sponsors logos may appear on race numbers.

Permanent Marker Body Markings (if required)

Numbers should be written in large print, vertically downward using a thick dark permanent marker.

Number must be written on the side of right calf and/or right arm for identification by technical officials on the bike course e.g. for drafting infringements.

Note that the application of body markings is labour intensive and can only be carried out on the morning of the race. It's a time-consuming process and is a suboptimal solution because numbers can become unreadable after sunscreen is applied. This process can be avoided if the event organiser chooses to issue plastic race numbers instead.

Seat Post Race Number   Race Number for Race belt or Uniform
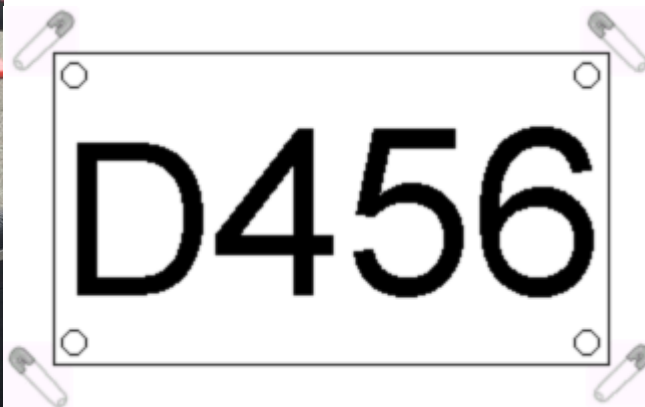
RACE DAY RUNNING SHEET

Race Day has arrived and it's time to experience the results of all your preparation. The time constraints of Race Day mean that you have limited ability to make any substantial changes to the event. But it's a good idea for the Race Director to check with his/her direct reports on the status of

their areas of responsibility. The most effective way for this to happen is to develop a Race Day Running Sheet. Here is a typical Running Sheet which could be adopted for a race commencing at 7.00am:

Time	Responsibility	Activity
4.45am	Operations Manager	Carry out inspection of site and confirm that everything is secure and operational
5.10am	Operations Manager	Confirm that Registration Desk staff are in position, ready to start
5.15am	Operations Manager	Open Race Day Registration Desk
5.25am	Transition Manager	Confirm that Transition is secure and ready to open, with technical officials in position
5.30am	Transition Manager	Open Transition
6.00am	Communications Manager	Radio check – all staff with radios
6.25am	Announcer	Advise that Transition is now closed
6.30am	Race Director and Race Referee	Combined Race Briefing – should be a maximum of 10 minutes in total (see section below)
6.50am	Race Director/direct reports	Start Line Checklist (see Appendix G)
	Triathlon Australia Technical Delegate	Confirm that he/she is satisfied that race can commence
6.59.30am	Race Director	Advise all Stations that there are 30 secs to race start and request radio silence
7.00am	Race Director	Advise all Stations that race has started
First swimmer is out of the water	Swim Director	Advise all Stations of this
First bike has left transition	Transition Director	Advise all Stations of this
Last swimmer is out of the water	Swim Director	Advise all Stations of this, then confirm no incidents with swim safety team
First runner is out of transition	Transition Director	Advise all Stations of this
Last bike is off the bike course	Bike Director	Advise Traffic Management company
Last runner has commenced run	Race Director	Advise Transition Director that transition can be opened for access by competitors
10 mins before winner crosses finish line	Run Director	Advise all Stations of this
All runners are off the course	Run Director	Advise all Stations of this

WETSUIT RULING

Unless otherwise arranged, the Technical Delegate will measure the average water temperature around an hour before Race Start and then make a final determination on whether wetsuits will be allowed in the swim leg. The wetsuit ruling should then be posted at an accessible location for competitors to read. Notwithstanding this formal procedure, the best way of communicating this information is to instruct the event announcer to announce the wetsuit ruling about every 10 minutes leading up to race start.

There will be many events at which the Technical Delegate will be able to make a wetsuit ruling many hours before race start, with the knowledge that water temperature or other environmental factors will not deviate significantly. In these cases, it would be appropriate to use social media to communicate the wetsuit ruling once it is determined. The Technical Delegate would still have an obligation to convey this information to competitors.

PRE-RACE BRIEFING

As mentioned earlier, the Pre-Race Briefing is one of several methods of providing information to the competitors about the course and the rules. It is typically delivered to the assembled competitors within thirty minutes of Race Start. This is not an ideal environment to convey important information and therefore it should not be considered to be the primary method of communication.

The purpose of the Race Director's Pre-Race Briefing is to provide a brief overview of the course and to advise competitors of any hazards on the course. The purpose of the Race Referee's Pre-Race Briefing is to advise of any Special Rules for the race, the location of the Penalty Boxes and to reinforce the need to behave safely and fairly. The total duration of both briefings should not exceed 10 minutes, because the attention span of most competitors in this environment is limited.

TIMING EQUIPMENT

Every competitive event should, as a very minimum, record each competitor's start and finish times, so that overall time taken to complete the event can be established. For events other than club status, it is expected that the timing information also includes competitors' individual leg times. Timing is used for two purposes:

1. To capture the time taken for each competitor
2. To provide evidence that each competitor has completed all of the course

By positioning timing equipment at the far ends of the bike and run legs it can serve as a check that all competitors have completed all of the course. Several clubs and event organisers purchase their own timing equipment, complete with mats, chips and instrumentation, but it's more common for an event organiser to engage a professional timing company to provide timing services.

It is also recommended to have a back-up system in case the timing system fails or the power supply fails. The back-up system can be:
- a couple of event staff manually recording competitors' numbers as they cross the finish line
- video footage of the finish line and at far turnarounds
- a standby electrical generator

THE RACE ANNOUNCER

The race announcer provides entertainment, encouragement and race updates, but also plays an important role in keeping competitors advised of official race information. The Race Director and Race Referee should make full use of the announcer by repeating announcements that will assist competitors to prepare for a race and comply with the rules, as listed below:

- Call for pre-race briefing and race start
- Communication of the Wetsuit Ruling
- Location of baggage storage area
- Order of wave starts, time intervals and swim cap colours
- Hazards on the course
- Call to remove bikes from transition area after race to enable site to be pulled down
- Call for competitors to see Race Referee concerning rule violations
- Award/Presentation ceremony

The announcer should be provided with a schedule of all times and information concerning these and other matters e.g. sponsors. This will allow the announcements to be made automatically and without the need for specific requests from the Race Director.

The announcer should also be provided with a list of competitors in race number order so competitor names can be called as they pass through transitions and the finish line.

It may be appropriate to use two announcers, particularly for longer races where an extended commentary period is required. One announcer should have an expert knowledge of triathlon, while the other may possess knowledge of local competitors, sponsors and the important official race information. The announcers should only pass on technical matters as advised by the Race Referee.

An announcer should be sensitive to comments that may offend competitors, spectators or sponsors e.g. negative, abusive or defamatory remarks; sexual innuendo, unbalanced commentary of male versus female performances and discriminatory comments about older, overweight or underweight competitors.

TRANSITION

The transition area is the area partitioned for the racking of competitors' bikes and the stowage of clothing, shoes and equipment required for each leg of the race. The general principles to be observed when designing a transition are:
- competitor movements should be capable of being swift yet orderly
- entry and exit points should be created so that the positioning of bikes anywhere in the transition area does not create transition time (dis)advantages
- the transition area is a place for competitors only.

TRANSITION DESIGN

One or Two Transitions

Generally there should only be one transition area for a race. This essentially means that the cycle leg should start and end at the same place. Bike courses that travel from point 'A' to point 'B' should be discouraged as it involves two transition areas and the associated resources for the two areas. 'A' to 'B' routes require extensive planning by the Race Organisation, in regard to the transporting of competitors and their equipment between the start and finish area etc. Competitors will also be inconvenienced as they will be required to think about detailed instructions to ensure their clothing and equipment is at the correct locations.

The surface should be flat and comprise of grass, concrete or hot mix bitumen. Surfaces containing gravel, dirt, glass, bindii-eyes or coarse aggregate should be avoided as they impede competitor performances and transition times. Trip hazards such as sprinkler heads, taps, posts, bollards and holes should be covered or flagged in order to bring them to the attention of a passing competitor focussed on racing.

The perimeter fence should be constructed to prevent spectators from gaining easy access to a transition area.

Bike Rack Design

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

Bike Rack Spacing

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

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

Bike Rack Numbering

It is preferred that all bike rack positions be numbered in accordance with competitors' race numbers, however this is less important for club events and small open events. Large open events and State and National Championships should have allocated positions. Elite bike racks numbering will assist the media, camera operators and spectators to identify particular competitors. Numbers should be attached before Race Day, as the process is time consuming and the racks are often wet from rain or morning dew. Numbering is also useful in cases where technical officials wish to communicate with particular competitors when they arrive in transition.

Entry and Exit Points – A Fair Transition

Entry and Exit points should be located so that all competitors end up travelling with their bikes approximately the same total distance in the transition area during the race. There is no set layout for exit and entry points as the location and direction of each leg will be different for each race.

The diagrams below are examples of how to neutralise time advantages gained by competitors racking their bikes in particular parts of the transition area. Entry and exit points should be identified with signs so competitors can study the layout and plan their transition area movements before the start of a race. The signs should be as large as possible and at least 2.5m tall.

To ensure a safe transition, it is highly desirable that there is **always one-way flow of competitors** within transition. In the examples below, that flow direction is from right to left.

Examples of a Fair Transition
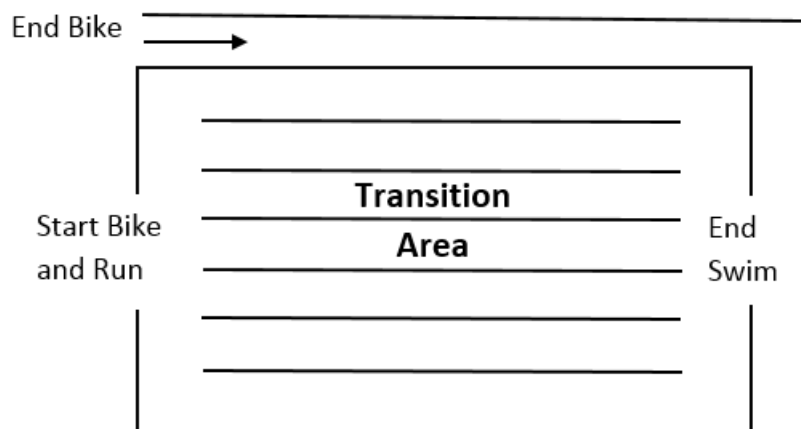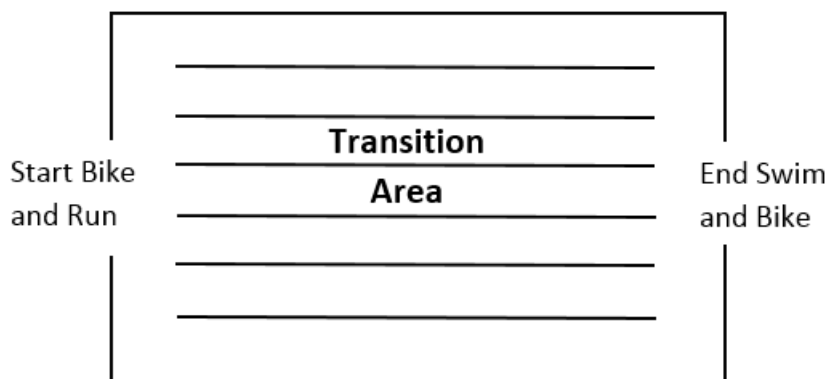
Where it is not possible to situate the various entry and exit points to obtain a fair transition, an acceptable compromise is to number the bike positions so that competitors in the same wave have their bikes grouped together in transition.

Mount and Dismount Lines

The objective of mount/dismount lines is to prevent competitors from riding their bikes in and out of the transition area. This is a very dangerous practice and gives offending competitors an unfair time advantage.

Depending on the flow of competitors in and out of the transition area, the mount and dismount lines may be situated at the same end of the transition area or at different ends of the transition area. If it is likely that some competitors may be commencing their bike leg at the same time as other competitors are finishing their bike leg, then the same line cannot be used for mount and dismount because of the collision risks that this would create.

Single Line Mount Zone
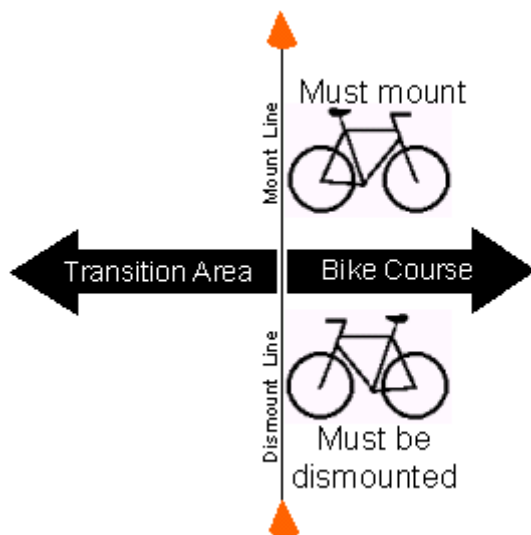
It is important that spectators and motor traffic be kept away from the vicinity of the mount and dismount lines.

The physical features of a race site should be used to create and define mount and dismount lines or zones.

· Visual or physical changes in ground surfaces can assist competitors to identify the mount and dismount line e.g. grass and concrete, bitumen and concrete, or distinctive line markings.
· Traffic cones and adhesive tape can be fixed to the ground to define mount and dismount lines.
· A marshal or an accredited Technical Official should monitor the mount and dismount behaviour.
· The mount area should be swept clear of gravel, glass and debris to avoid slips, falls and injuries to bare feet.
· Mount dismount lines should be positioned on a flat area to cater for all competitor skills and abilities.

Paratriathlete Considerations

Transition should be situated on a flat surface with sufficient space to accommodate paratriathletes and their equipment in a safe environment. Once the special needs (if any) of paratriathlete competitors have been determined, the transition area can be designed to accommodate those needs. These could include:

- A hard, flat transition surface

- Wide entry and exit chutes

- A separate area within transition for paratriathletes

- Dedicated paratriathlete transition entry and exit chutes, complete with timing point(s)

- The provision of wheelchair accessible toilets at or near transition

TRANSITION OPERATIONS

Bag Storage Area

A secure bag storage area should be provided on the edge of the transition area for competitors to place their bags and equipment for the duration of the race. Ideally the secure bag area will be positioned next to the recovery area to allow competitors to access a change of clothing after they finish, and without relying upon the transition area to open immediately thereafter.

Post-Race Collection of Bikes from Transition

An event organiser may adopt limited anti-theft measures by issuing competitors with small stickers containing their race number. The following security measures may apply:
- competitors should attach the sticker to their bikes before they enter the transition area
- after the race, members of the race organisation should inspect the sticker to ensure the number corresponds with each competitor's bib or permanent marker body number
- competitors are only permitted to remove their own bike from transition
- bikes should not be removed until the last competitor has completed the bike leg. Marshals may patrol the transition area after the race to ensure that competitors only remove their bike via the designated exit point
- competitors should not be permitted to lift their bikes over the perimeter fencing
- competitors should be urged to remove their bikes from the transition area as soon as possible after the race.

These security measures may be provided for a reasonable period after a race, until it is time to dismantle the transition area. Note that the process of managing the removal of bikes from the transition area is not a technical official duty. It should be managed by the event organiser.

Access to Transition

At all times, only competitors and designated race officials and staff should be permitted in the transition area. Before the registration commences, entry and exit points should be blocked until technical officials arrive to conduct pre-race checks.

Competitors should be informed that they may not remove their bike once they enter the transition area. This means a competitor cannot subsequently do a cycling warm up on roads outside the transition area. The Race Referee may relax this restriction at smaller races, provided the competitor submits to another pre-race check on re-entering the transition area.

Access to Media: Media may be granted access to a transition area if it assists to promote the race and triathlon generally. Media should be distinctively identified, otherwise any person holding a camera or note pad could pass as a member of the media.

Access to Coaches: Coaches should not be treated differently to any other spectator in and around the transition area. All competitors should be required to prepare and compete without the aid of

a coach in the transition area. Coaches may issue verbal instructions and encouragement from the outer edge of the transition area.

Access to the transition area should be consistently and strictly enforced by the event organiser as it is regarded as the field of play during competition. It is important that the Race Director and Race Referee liaise before the race to agree and communicate the approach to be taken on this issue. The rule may be relaxed at smaller, less formal races or Junior events, but not during the race.

Bike Mechanic Service

Many event organisers establish an agreement with a local cycle shop to provide bike mechanical services at the race site prior to race start. Any minor adjustments are usually provided for free. This improves the quality of the event from a competitor's perspective and give's the cycle shop some exposure to potentially new customers. The agreement can even extend to allowing naming rights to the cycle leg and promotional material in competitors' race packs in exchange for the donation of race prizes by the cycle shop.

Crowd Control

Crowd control is often a key issue and the highest risk is around the transition entry and exit chutes. As the race progresses from the swim leg to the bike leg, so will the spectators move from the swim precinct towards transition and then towards the bike course. A good course design will minimise the cross-over paths for spectators across the field of play.

If finances allow, the chute from the swim exit to transition and the chute from transition to the bike course should both be fully fenced, with event staff ensuring the integrity of the fencing. Crowd control barriers are an excellent means of temporary fencing. If there are unavoidable cross-overs, controlled pedestrian crossings should be established, which permit the safe passage of pedestrians across the field of play.

High status events, such as national championships, should have increased crowd control measures to ensure a safe and high-quality experience for competitors and spectators.

Paratriathlete Considerations

Transition marshals should be briefed on whether there are any paratriathletes competing. Special considerations could include allowing support team members into transition and allowing the placement of chairs adjacent to the athlete's transition area.

SWIM COURSE

SWIM COURSE DESIGN

The design of a swim course should cater for the below-average swimmer. Triathlons can attract competitors with poor swimming ability and/or first-time triathletes. An open water swim may be a daunting task for many competitors. Therefore, the main aim of a swim course management plan should be to provide a safe environment which minimises competitor distress and to ensure that competitors can be evacuated to land if a problem occurs.

It is important to provide a fair course, which does not allow easy opportunities to infringe the rules such as running along the shore or bottom or cutting the course.

All types of watercourses are typically suitable for a triathlon swim course.

Swim Course Measurement

It is the Race Director's responsibility to provide a swim course that is approximately the advertised distance. A tolerance of plus or minus 10% is acceptable, and therefore GPS measurement is a suitable method for locating the critical points of the swim course. Because of variations in anchor line length and water depth due to tidal influences, the course should be re-measured within 30 minutes of the race start. Small adjustments to the position of turning buoys are acceptable at this time.

Minimum Depth

The minimum depth of a swim course should enable all swimmers to use a normal deep swim stroke. Sand bars in the middle of a swim course which provide an option for competitors to wade or run should be avoided. The official length of a swim should exclude a shallow section at the beginning and end of a swim course.

Tides and Currents

Tide charts should be examined to determine the nature of a tide at the time of a proposed race. The best time for a swim to occur is at high or low tide when water movement is at its slowest. It's not recommended to conduct a swim leg which requires competitors to swim against a strong current. This has the potential to distress many competitors and it may increase the safety risk of the swim leg.

If an event is regularly held at the same venue, it's a good idea to scope several different swim course designs, which will allow the conduct of the swim leg regardless of tide height and current direction. Each of these alternatives should be submitted for sanctioning approval prior to the event.

Water Quality

The health issues arising from poor water quality are serious. Competitors may suffer skin, blood or bodily infections after swimming in contaminated water. These risks may not be visible to the naked eye. Every sanctioned event that involves a swim leg must meet the minimum safe requirements for recreational swimming, as stipulated by the Australian Government's National Health and Medical Research Council's "Guidelines for Managing Risks in Recreational Water" This involves understanding the risks associated with exposure to hazards such as faecal material, bacteria, algae and dangerous aquatic organisms, and also understanding what local events, such as recent rainfall, may influence the water quality.

The highest risk swim courses are typically inland waterways and bays or lakes with minimal flushing, particularly those that receive significant urban runoff.

Various local authorities may already conduct water quality monitoring programs, and these authorities should be consulted in the event's planning phase and right through to Race Day. It is likely that this monitoring data would be made freely available to the event organizer. However, it may be necessary to engage a recognised and accredited testing agency to confirm that the proposed swim course is safe to swim in.

If the race has been awarded National Championship status by TA, then the event organiser is required to provide sufficient water quality analysis results from an accredited agency, as proof that the water is safe to swim in.

The NHMRC guidelines for managing bacterial risks are as follows:

Star Rating		Enterococci (cfu/100mL)	Interpretation
****	Good	≤ 40	Bacterial levels are generally safe for bathing
***	Fair	41 – 200	Bacterial levels are generally safe for bathing although there is an increased risk of contracting illness when levels are close to the upper range.
**	Poor	201- 500	Swimming at site is not recommended.
*	Bad	>500	Swimming at site is not recommended.

Results from tests for enterococci levels are not available until 48 to 72 hours after the samples have been collected, therefore it is not possible to have real time data on water quality. However, water quality trends can be identified if tests are carried out in the months prior to the event and the weather conditions are noted when each sample is collected. Where the waterway is subject to urban runoff it is particularly important to determine if there is a link between rainfall and water quality. With this understanding, Race Directors and Technical Delegates can make informed decisions on whether to proceed with the swim leg, based on knowledge of the most recent water quality measurement and recent rainfall in the catchment.

Testing should involve extracting a water sample from two or three separate locations on the swim course. One of these locations should be from the point on the course, which is closest to an urban runoff drain.

Water Hazards

The risks posed by aquatic animals, sea weed, debris, rubbish and other hazards should be assessed and controlled if necessary. At worst these hazards cause injuries and may force competitors to withdraw from the race. At the very least, they are unpleasant to touch and may cause complaints if competitors are knowingly exposed to them.

Swim Course Shape

Swim courses can be out and back, rectangular, triangular or a straight line from one point to another.

If a course is an 'out and back' swim, there should be at least a 30-metre-wide corridor separating outgoing and returning swimmers (making it narrow rectangular course).   This will prevent disoriented swimmers straying into the path of swimmers approaching from the opposite direction.

Swim buoys should be on the left or the right (clockwise or anti-clockwise). Slalom combinations should be avoided.

You should try to avoid designing a swim direction which heads towards the rising sun, because it is very difficult for swimmers to navigate in this direction. If it is unavoidable, additional swim buoys should be positioned along this swim leg to assist in navigation.

Unless there are low numbers in the swim wave, the first turning buoy should be positioned at least 100m from the start line, which will minimise congestion at that turn.
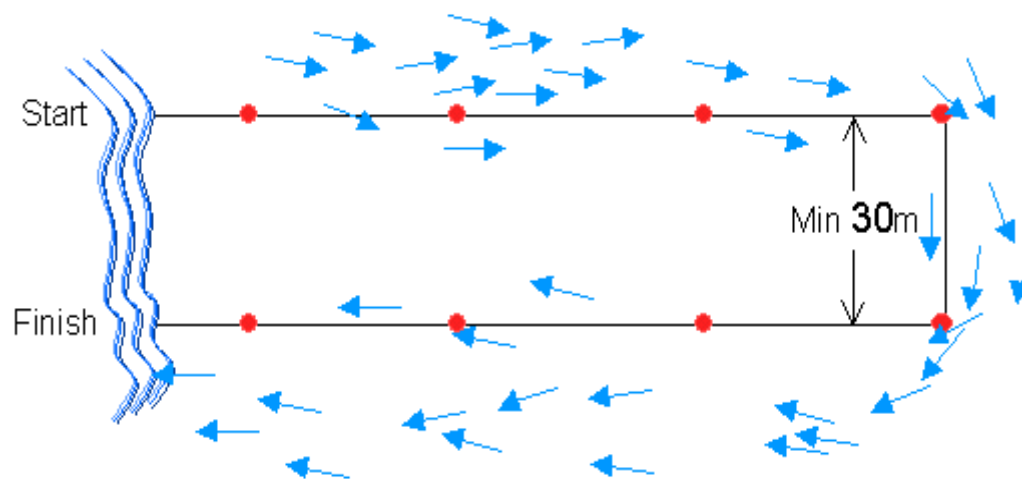
Out and Back Swim, with a 30m buffer to avoid collisions

Entry and Exit points

The overall merit of a swim course can be significantly diminished by the quality of entry and exit points. A poorly designed entry-exit system in and out of the water and transition area can affect swim times and draw criticism from competitors. For example, a shoreline or riverbank that is steep, unstable, uneven, narrow should be made good with matting, scaffolding, etc.

Competitors should be given no temptation to run along the shore in order to take a shorter route to the first turning buoy. This should also be the case in a multi-lap swim that requires competitors to round a flag on the beach. This can be achieved by positioning the next turning buoy directly off the beach, opposite the flag. If it's not possible to implement this design, then chutes should be positioned so that competitors are forced into deep water. See examples below.

A shoreline should be closely examined for sharp rocks, oysters, barnacles, syringe needles, glass, rusted metal and bindii eyes. These hazards should not be under estimated as they are capable of causing injuries, blood, trauma and withdrawals from competition; usually in the full view of spectators, family and television cameras.

In the case of hazards located in the water, attempts to affix carpet and matting to the floor of the river etc. are known failures. Carpet etc. is naturally buoyant resulting in it floating to the surface, and tides, waves and swimmers easily displace weights placed on carpet.
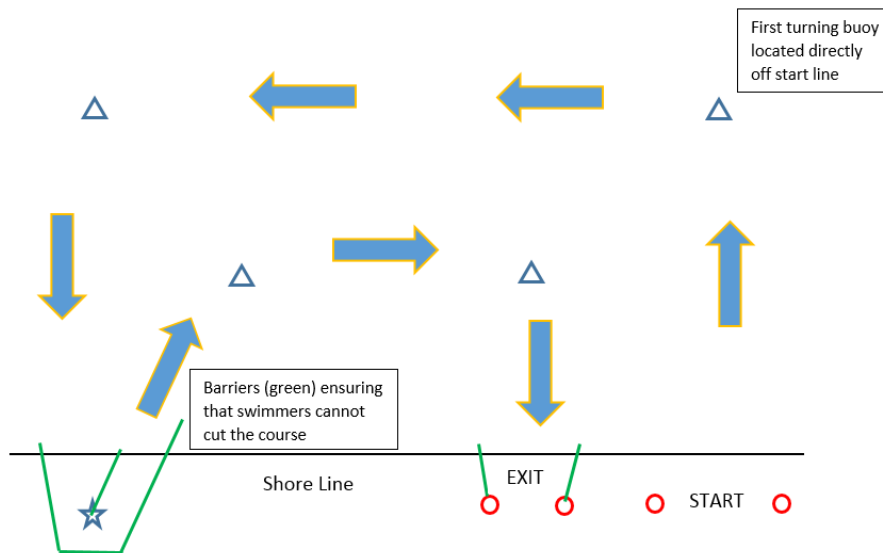
Positioning of Turning Buoys and Barriers to Discourage Course-Cutting

Turning Buoy Design

The minimum size of buoys may vary according to the distance between each buoy. Swim markers should be sufficiently visible so that competitors don't need to rely on swim marshals for directions. Concrete blocks, anchors, or metal blocks should be tethered beneath each buoy with rope or chains to stabilise the course marker.

Line-Of-Sight Buoys

To assist in navigation, it is common to position line-of-sight buoys along the most direct route between two turning buoys. These line-of-sight buoys should be a different colour to the turning buoys, so that competitors do not get confused as to when they should make their turn.

The Warm Up Area

Many competitors seek out locations to do a warm up swim prior to their race starting time. However, if not managed correctly, this can introduce safety risks to them and a collision risk to competitors who have already commenced their race in an earlier wave. To minimise these risks, a designated warm up area should be provided that is under the control of the event organiser. The area should have the following characteristics:

- · it is at least 50m from the swim course and is well signposted
- · it is patrolled by swim safety personnel
- · open and close times are advertised

Paratriathlete Considerations

If possible, the swim course should be designed to allow the inclusion of paratriathlete competitors. A swim course that is paratriathlete friendly would have one or more of the following characteristics:

- a relatively wide swim start line with a deep water start
- the distance to the first turning buoy is maximised
- a simple, relatively flat swim exit zone with plenty of room for handlers

- a wide swim exit chute to transition on relatively flat ground, preferably capable of accommodating wheelchairs

SWIM COURSE OPERATIONS

Swim Caps

Swim caps should be provided for every competitor as they:
- help retain body heat
- identify competitors in the same wave i.e. same coloured caps
- assist water safety personnel i.e. bright coloured caps
- display sponsor logos.

To minimise problems with swim caps and wave starts, a notice should be posted at the registration area specifying the wave start order according to age groups, as well as by swim cap colour. This will enable competitors to independently prepare and plan their approach to the start line. Also, when calling competitors to the start line, officials should announce the age groups as well as the colour of the swim cap.

Wetsuit Determination

The Triathlon Australia Technical Delegate is responsible for determining whether wetsuits shall be mandatory, optional or not allowed. This determination is made in consideration of competitor safety in accordance with the guidelines in the Race Competition Rules. The Race Director should liaise with the Technical Delegate in the week before and again on the morning of the race, to seek advice on the wetsuit determination.

"Open" or "Elite" Start Waves

It is often desirable to design the wave start schedule so that the first finishing male and female are the outright winners of the race. Although there is the occasional exception, the fastest competitor can be expected to come from the "Open" or "Elite" category (see "Competition Categories" above for definitions of categories). Therefore, an event organiser may choose to create an "Open" or "Elite" category for each gender. This category would form the first waves at the start of the race, with a significant time gap to the next wave of each gender. The first male wave should always be scheduled prior to the first female wave, to minimise collision risks in the swim leg.

An example of an effective swim wave schedule to manage this over a 1,500m swim course is:

Time	Category	Swim Cap	No. in Wave
7.00	Open Males	Pink	35
7.02	Open Females	Blue	20
7.10	M 16-29	Dark Green	49
7.13	M 30-39	Red	57
7.16	M 40-49	Navy Blue	63
7.19	F 16-39	Yellow	55
7.22	F 30-39	White	46
7.25	M 50+	Black	51
7.28	F 40+	Light Blue	42
7.33	Relay Teams	Pink	20

Note that there is a large time gap between the Open waves and the first Age Group waves, and there is a five-minute gap following each female Age Group wave. With this schedule there is every chance that the male and female winners will come from the Open waves, and so will be the first in their gender to cross the finish line.

The Start Line

The start line should be designed so that there is no obvious preferred position for competitors to assemble. There are two types of swim starts – **shoreline starts** and **deep water starts**.

i)   **Shoreline Starts**

Shoreline starts are the preferred starting method, because it is a safer environment and it is easier to manage competitors prior to their wave start time. This enables a starting enclosure to be defined or constructed to prevent competitors from gaining a head start or unfair advantage. Side enclosures can be easily erected on land with barriers, or bunting, tape and star pickets, to provide an assembly area for future waves. A shoreline start is the only type of start which will allow a rolling start to be implemented (see below).

ii)   **Deep Water Starts**

Deep water starts may be required if the start line is parallel to the shoreline. These starts are less easily controlled. Competitors should spend as little time in the water before they start i.e. 1 or 2 minutes only. Numerous problems can arise if competitors enter the water too early. For example, tides may tire competitors as they attempt to hold a line; competitors may suffer from the effects of cold water; competitors may become unruly.

But the start line of a deep-water start may be difficult to define, particularly if it is a current-assisted first swim leg. Paddleboards can assist in maintaining the line of swimmers, but the best strategy is to have a controlled entry into the water and to delay that entry until just before the designated start time. If paddleboards are used to define the start line, it is very important that they are removed from the line at least 30 seconds before the race start. They may return after each wave has left the start line.

iii)   **Wave Starts**

Wave Starts are the traditional method of starting a race and are also an effective way to manage any number of competitors. Depending on the overall size of the field, the number of waves can vary from one wave to over twenty waves. Congestion on the swim course is reduced by limiting the number of competitors in each wave, considering the effective width of the start and finish lines, and the overall course. The distance of the first turning buoy from the start line is also a limiting factor. When designing a wave start schedule, consideration should also be given to the flow-on effect of congestion management on the bike course. See the section "Competitor Times" above for a further explanation of this. The characteristics of a race with wave starts are:
-   The whole field is divided into a number of waves, with each wave starting at a designated time
-   Each wave consists of a number of separate age groups, typically of the same gender
-   Each wave has its own unique swim cap colour
-   The time period between the first and last waves is long compared to a rolling start, and may last up to two hours

iv)   **Rolling Starts**

Rolling starts are an effective way to manage a large number of competitors of all age groups to commence the swim leg over a short time period. The desirable outcomes of a rolling start are less congestion in the swim leg and less congestion on the bike course, compared to if wave starts were implemented over the same time period.   The characteristics of a rolling start are:

- The whole field "self-seeds" on the shoreline prior to the swim start
- Each competitor's race time starts when they walk over a timing mat on the shore
- The timing mat is positioned between two gates approximately 1.5m apart
- Competitors pass over the timing mat at the rate of up to 100 per minute
- Competitors' relative positions on the course and over the finish line are not obvious due to their different starting times

Starting the Race

Races should start at the advertised time but not until all aspects of the race plan are in place. A race must not start early as many competitors adopt a precision approach to last minute preparations, i.e. fluid and energy intake, personal toilet and entry into (cold) water. The race should only start after the official pre-race competitor briefing. Subsequent instructions to competitors should only be issued by the official starter. The starter should:

- be in visual or electronic contact with timekeepers to ensure timing devices can be synchronised with the actual start
- count down to the start time. The last announcement should be no later than the 30 seconds mark, otherwise competitors may false start
- signal the start with a horn or the siren on a loud hailer.

The Swim Safety Team

Swim safety personnel typically consist of lifesavers manning IRBs and paddle boards and may also involve shore-based spotters and helicopters. The primary role of the Swim Safety Team is to mitigate against water-based risks, its secondary role is to ensure that the swim is conducted in accordance with the Race Competition Rules.

The size and make-up of the Swim Safety Team will be determined after considering all of the aquatic hazards and assessing the risks. The presence of the Swim Safety Team reduces these risks to a tolerable level. Where the Team is provided by an SLSA surf club, then it's highly recommended to delegate the responsibility for planning and implementing the Swim Safety Plan to the surf club Team Leader, provided that he or she is suitably trained and competent to carry out this task.

The tables below are from "Australian Coastal Safety Guidelines – 2010", a publication of Surf Life Saving Australia. They are meant to assist in the preparation of a Swim Safety Plan for the conduct of events operated by SLSA. They are provided here as guidelines only and should not be considered to be a substitute for a comprehensive risk assessment. It is noted that TA sanctioned events are typically conducted in calmer waters compared to a surf beach environment.

Table 4.9. Water safety required for shorter swim distances

Distance		0.5 km Swim					
Course Shape Numbers*	Craft	U	■	—	▲	◆	T
0–50	IRBs	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
51–150	IRBs	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
151–250	IRBs	2	2	2	2	2	2
	Boards	5	6	6	5	5	5
251–400	IRBs	2	2	3	2	2	2
	Boards	5	6	6	5	5	5
401–600	IRBs	3	3	4	3	3	3
	Boards	6	6	7	6	6	5
601–800	IRBs	4	4	5	4	4	4
	Boards	6	6	7	6	6	6
801–1000	IRBs	5	5	6	5	5	5
	Boards	7	7	8	7	7	7

* Numbers of swimmers in the water at any one time.

Table 4.10. Water safety required for longer distances

Distance		1.2 km Swim					
Course Shape Numbers	Craft	U	■	—	▲	◆	T
0–50	IRBs	2	2	3	2	2	2
	Boards	3	3	4	3	3	3
51–150	IRBs	3	3	5	3	3	3
	Boards	4	4	5	4	4	4
151–250	IRBs	5	5	7	5	5	5
	Boards	5	6	6	5	5	5
251–400	IRBs	6	6	8	6	6	6
	Boards	5	6	6	5	5	5
401–600	IRBs	7	7	8	7	7	7
	Boards	8	8	10	8	8	8
601–800	IRBs	8	8	8	8	8	8
	Boards	10	10	10	10	10	10
801–1000	IRBs	8	8	8	8	8	8
	Boards	12	12	12	12	12	12

* Numbers of swimmers in the water at any one time.

Water Safety Guidelines – from "Australian Coastal Safety Guidelines (2010)"

Swim Safety Responsibilities – Marshalling and Competitor Safety

While their primary role is to manage competitor safety, swim safety personnel are often assigned to carry out the secondary role of marshalling. The purpose of this role is to manage and monitor competitors' behaviour to ensure a fair race. This will typically involve corralling swimmers at a deep water start line and positioning on the inside of swim turning buoys to discourage course-cutting.

To monitor the safety of competitors, swim safety personnel should adopt the following practices:

- Marshals should paddle at the side of each wave to monitor and provide immediate response to competitors.
- Marshals returning from early waves should move to another role e.g. return to the start line to monitor another wave or taking a position near a larger group of swimmers.
- Marshals positioned at turning buoys should monitor injuries and distress as competitors merge and can collide at a turn buoy.
- Marshals in inflatable rescue boats (IRB) should rove the course to attend and remove distressed competitors from the course. The IRB should have communications with Race Headquarters.

- In case of major hazards such as rocks or break water, a marshal may be permanently assigned the role of preventing injuries.
- If a significant tide or current affects a watercourse, a boat should be positioned downstream and be able to pick up competitors who are forced off course by the current. The boat should be equipped with numerous flotation and rescue devices in case a mass rescue is required.
- If a competitor withdraws from the swim leg then the swim safety personnel should note the competitor's race number and report it to the Race Director.

Similarly, a register of competitor numbers should be recorded either manually or via a timing system to record numbers in and out of the water. As a final reconciliation, a transition marshal should check if there are any bikes remaining in transition after all of the swimmers have completed the swim leg.

Swim Safety Qualifications

Marshals should be trained and have demonstrated competency to carry out the tasks that they are expected to perform, and preferably be accredited with water safety qualifications, e.g. Surf Life Saving Australia, Institute of Professional Lifeguards or Royal Life Saving Society Australia. Operators and passengers of IRBs should have accreditations to operate these vessels.

Paratriathlete Considerations

If paratriathletes have entered the event, the following operational activities should be considered:
· An understanding of the special swim course needs (if any) of the paratriathletes, and these needs then communicated to swim safety and event marshals
· A dedicated paratriathlete swim wave, with sufficient time between waves if deemed necessary
· The provision of chairs for leg amputees at the swim start
· Event marshals trained on correct manual handling techniques
· Some state/territory associations may have swim handling slings available for use

BIKE COURSE

BIKE COURSE DESIGN

Bike Course Measurement

It is the Race Director's responsibility to provide a bike course that is approximately the advertised distance. Unless otherwise advised by Triathlon Australia, a tolerance of plus or minus 10% is acceptable, and therefore GPS measurement is a suitable method for locating the critical points of the bike course. It's highly recommended to use an alternative measurement method to verify the original measurement. Alternative methods include a bicycle computer, a motor vehicle odometer, a web based mapping tool, or even a measuring wheel.

Single Lap vs. Multi-Lap Course

There are pros and cons to be considered when determining the size of the bike course. Here are some of the major considerations:

Single Lap Bike Course – large footprint	Multi-Lap Bike Course – small footprint
More expensive to control, in terms of personnel and infrastructure	Requires less infrastructure and personnel
Higher community impact therefore may be more difficult to obtain authority approval	Suitable for an urban environment where community impact is magnified
Typically allows for a safer and fairer race	Higher potential for bike packs to form
Can cater for large competitor numbers	Limitation on competitor numbers

Merging Lanes and Slip Lanes

Merging lanes are an important aspect of multi-lap bike courses, where competitors are leaving transition and commencing their bike leg at the same time as earlier competitors are completing their first or second bike laps. This differential in speed has the potential to cause a dangerous situation unless a merging lane is established which allows the slower competitors to increase speed prior to merging with other competitors. Merging lanes should be included in Traffic Control Plans.

Similarly, slip lanes should be established to allow competitors who have completed their bike leg, safe access to return to transition.

Both merging and slip lanes should be included in course maps and be well signposted.

U-Turns on a Shared Road

U-turns on the bike course are an acceptable part of racing and can make a race challenging, enjoyable and tactical. However, U-turns create potential hazards when competitors converge at different speeds and with varying bike skills. U-turns can be easily managed to avoid falls and injuries.
  - approaches must be posted with a sign e.g. 'U-Turn Ahead' about 100 metres from the turn.
  - U-turns should be controlled by at least one marshal and two traffic controllers.
  - additional pictorial and arrow signs may be needed to avoid confusing arm signals i.e. signals to cars may be acted on by competitors, or vice versa
  - turning point marked with a traffic cone, preferably a tall one.

- An additional line of hats can be placed forward of the turning point, however competitors may incorrectly turn at the first hat rather than the last
- U-turns should not be located on a downward slope, as competitors find it hard to slow down and make an upward climb out of the turn. Also, collisions may occur if competitors are unable to slow down and collide with back of another competitor
- U-turns should be located with ample line of sight for bikes and cars approaching from both directions e.g. minimum 100 metres. This may preclude U-turns at the crest of a hill.
- The positions of all U-turns should be highlighted in the Athlete Information Guide and the pre-race briefing.

Implementing a U-Turn on a Shared Road
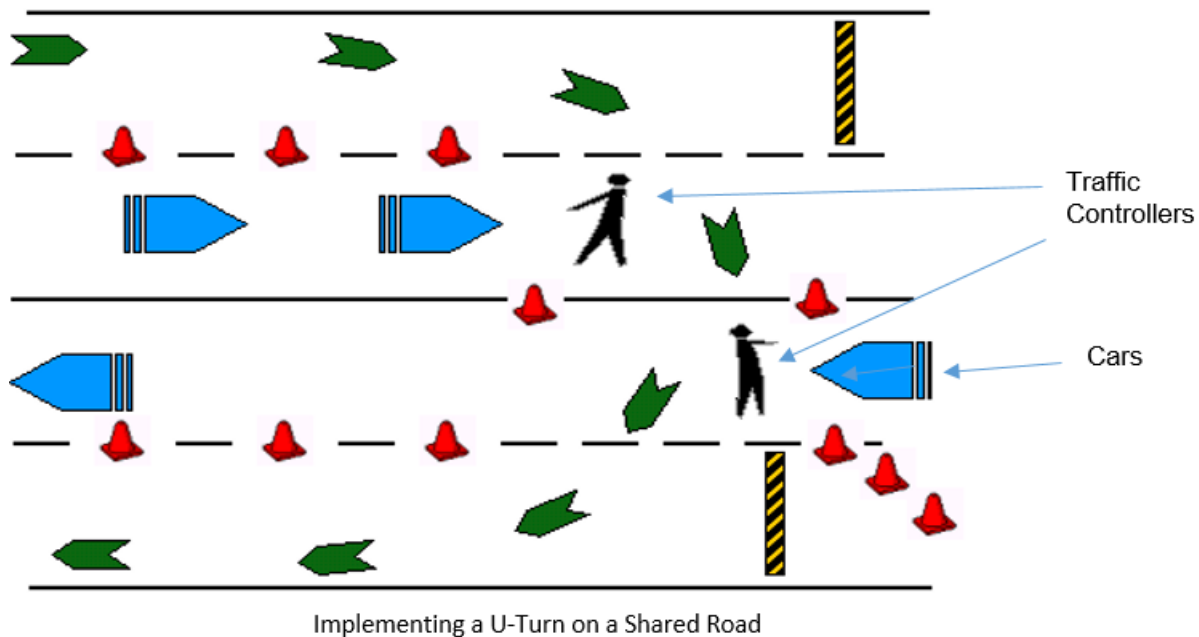
Course Signage

(This section does not refer to signs associated with the implementation of a Traffic Control Plan, which are required to conform with Australian Standard AS1743 Road Sign specifications. Traffic Control Plans are discussed elsewhere in this document).

Signs, along with cones, bollards, buoys, fencing and marshals, assist in directing competitors around the course. Also, warning signs should be placed around the course to warn competitors of any hazards that cannot be removed from the course.

Ideally, signs should convey messages using pictures, minimal words and large lettering on a contrasting background.

A large number of directional arrows will reassure competitors that they are on the correct route. Arrows can assist marshals to perform their roles but should not substitute for marshals at critical junctions when competitors may not be sufficiently focussed for arrows to be a sole and effective direction aid.

Typical Triathlon Signs:
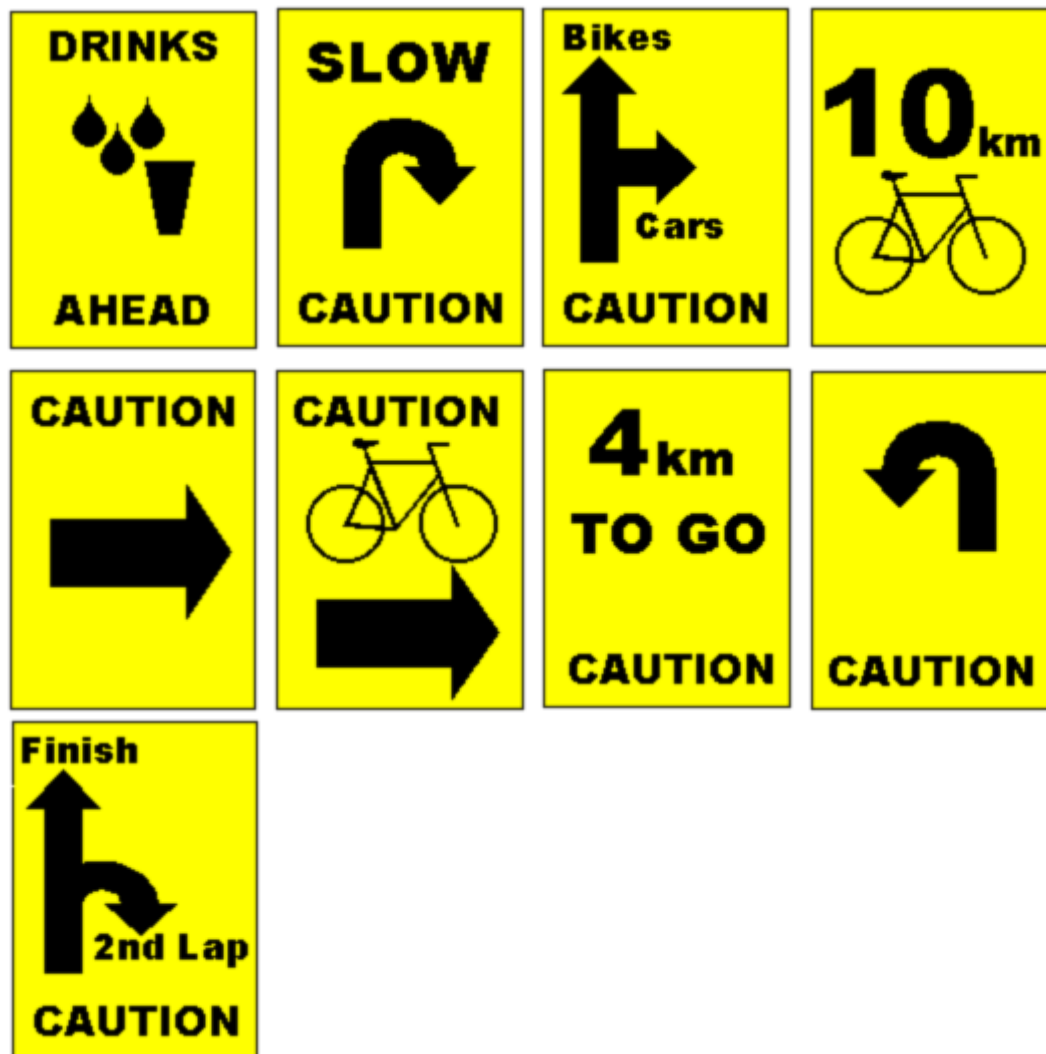
Some considerations regarding the erection and positioning of signage:

- Signs can be erected the day before a race, provided there is only a low risk of them being vandalised or stolen.

- Adequate time and race personnel should be allocated to the task of erecting signs before a race e.g. 90 minutes.

- The same race personnel should erect and dismantle signs to ensure all signs are retrieved after a race.

- Signs should be placed well ahead of a hazard to provide adequate warnings to competitors, spectators and pedestrians.

- Signs should be tied or anchored perpendicular to the ground and prevented from falling flat to the ground in a breeze. This may require additional items such as sandbags, bricks, star pickets which can be fixed to the signs. If a support, such as a star picket is to be hammered into the ground, you may require permission to do this. **Never drive anything into the ground unless you know it's safe to do so!**

- In the absence of power poles or other convenient structures, signs may need to be attached to 'A' frame stands, anchored by sandbags, to ensure they are prominently displayed at the required locations.

- Signs erected in the hours before a race may become ineffective if they are blocked from view by vehicles or spectators.
- Approval from relevant Councils, Land Owners or Authorities should be sought if erecting signs to structures such as existing traffic sign, traffic lights, and structures located within a private property etc.
- A final inspection of all signs should be made immediately prior to the race start, to ensure all signs are in place. It's a good idea to stock spare signs if the original signage is broken or stolen.
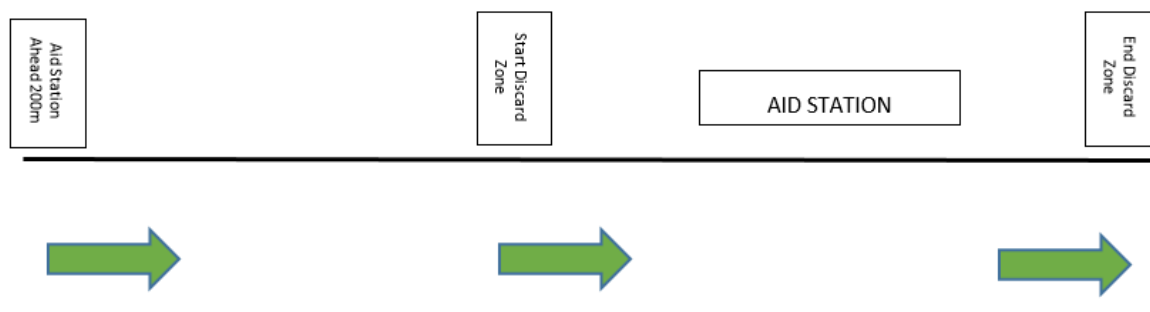
Bike Course Aid Stations

Aid stations on the bike course are not essential for shorter bike legs (<40km). Competitors have the capacity to carry their own food and drink to sustain themselves during short races. Nutritionists should be consulted on the best types of food and drink for the prevailing race conditions. An aid station is also a good location to locate a portable toilet, which should be reserved for competitors only. The Athlete Information Guide should list all products that will be provided at Aid Stations, so that competitors are given the opportunity to sample these products prior to the event.

Aid stations typically operate whereby food and drink is handed to competitors as they pass through the station. This can be dangerous, unless proper planning, training and instruction are provided to both the aid station workers and the competitors. It is the Aid Station's team leader's responsibility to ensure that all the volunteers are fully briefed on the hazards of providing aid to moving cyclists. Children should not be allocated to a bike course aid station.

The Aid Station team leaders should have contact numbers in case of an emergency or to replenish supplies. The location of aid stations should be promoted before the race and posted with signs 200 metres before the station. An approved discard zone should be established from 50m before the Aid Station through to 50m after the Aid Station.

Aid station workers who directly handle food or drinks must wear hygienic gloves.

Bike Course Aid Station Arrangement

Design Requirements for Draft Legal Races

The concept of draft legal racing introduces additional inherent risks and so therefore additional control measures will be required to achieve a tolerably safe racing environment, both in course design and in operational aspects of the race.

Course design aspects that need to be considered include:

- Contraflow of bikes should be avoided if possible, to reduce collision risks. This can be achieved by:
- Designing a loop course instead of an out-and-back course
- If an out-and-back course, there should be either a multi-lane road or a wide lane combined with numerous centre line cones to visually separate the competitor flows

- The number of bike laps should be minimised

Paratriathlete Considerations

A bike course that is paratriathlete friendly would have the following characteristics:

- Sufficient road width to allow for safe passing
- Turnaround points situated to allow paratriathletes to turn their machines safely and unaccompanied
- Avoidance of steep uphills and downhills
- Sufficiently wide transition entry and exit chutes

BIKE COURSE OPERATIONS

Lead Cyclist Escort Vehicle

The lead cyclist escort vehicle can play a vital role in both helping cyclists to travel the correct route and coordinating bike course marshals. Police or emergency service vehicles make ideals escorts as they alert marshals and other vehicles of approaching cyclists.

Normal vehicles should otherwise travel with a magnetised orange flashing light mounted to the roof, drive with lights on and hazard indicators on and have distinguished markings/signage.

The escort vehicle should have communications with Race Headquarters to convey race information, placings or any problems on the bike course.

Escort vehicles must be removed from the course after the completion of the first lap on multi lap bike courses as they may interfere with other cyclists. A motor bike may be a more suitable escort vehicle on a multi lap course as it can more easily weave through a group of cyclists. However, no escort vehicle should stay on the course if it ends up blocking cyclists or forces competitors into a draft zone behind the escort vehicle.

The lead escort vehicle should:
- be ready to leave before the first competitor enters the bike course. It must be parked in a position that will not cause it to be delayed by spectators or other vehicles
- travel at least 50 metres ahead to prevent cyclists from drafting.
- travel no more than 200m ahead to alert marshals to the approaching cyclists, but keep visual contact with the leader; except when turning corners, or on hills and bends
- anticipate and prepare for accelerating cyclists, who can travel down hills at high speeds
- make U-turns well ahead of the lead cyclist and rely on marshals to guide cyclists around the turn.
- comply with road rules e.g. indicate when turning corners and don't cross double centre lines
- when approaching the finish line the driver of the escort vehicle must know exactly what to do, so not to confuse the leader. This may involve leaving the cycle course so the leader can safely dismount their bike. If so, the driver or some other marshal must direct the leader to stay on the correct route and guide them to the dismount zone.

Rear Escort Vehicle 'Sag Wagon'

The sag wagon picks up retired competitors and their bikes and returns them to the finish area. Small tabletop trucks, utilities and station wagons make suitable sag wagons. Trailers should not be used as they create an obstacle when making turns in confined spaces. The sag wagon should be clearly identified as an Event Vehicle.

It is illegal for competitors to travel with their bike in the back of a ute or truck. Bikes, once returned to the finish area, should be secured to ensure the bike is not lost or stolen. If it is safe to do so, the sag wagon should rove the course early in the race prior to becoming the rear escort vehicle.

The sag wagon should have communications with Race Headquarters to provide information on any problems on the bike course, as well as advising the position of the last competitor, as this allows the Transition Manager to estimate when transition can be opened for previous competitors to collect their bikes and gear.

Motorbikes

Motorbikes can be used on the bike course to fulfil the following roles:

- Pre-race course inspection
- Lead cyclist escort vehicle
- Mobile first aid officers
- Race photography
- Race spotters to convey competitor information back to Race Headquarters
- Mobile bike mechanics
- To carry technical officials

Motorcycle Rider's Responsibilities
The rider is responsible for:
- understanding the hazards of the bike course, as communicated by the Event Organiser
- maintaining a safe environment for themselves, competitors and pillion passengers
- obeying normal traffic rules
- reporting all accidents, incidents and near misses to the Site Manager, even if they do not result in injury or damage.
- holding a current, valid driver's license for their motorcycle, with appropriate insurance
- providing a motorcycle that is fit for purpose*

(* "fit for purpose" may require the motorcycle to have a suitable back rest for the passenger. Technical officials are unable to perform their duties from a motorcycle that does not have a back rest)

At all times, the safety of competitors, pillion passengers and the rider shall take precedence. This may require the rider to refuse a request from a passenger where the rider feels that the requested action may introduce an unsafe environment.

Site Induction for Motorcycle Riders
Motorcycle riders should be required to undergo a site induction, which is provided by the Event Organiser. Appendix B (Site Induction for Motorcycle Riders) is a template that can be modified to suit your needs.

Provision of Motorcycles for Technical Officials

It is the event organiser's responsibility to provide motorcycles to enable Triathlon Australia technical officials as pillion passengers to monitor the safety and control the fairness of the event. The number of motorcycles to be provided depends on the size and status of the event and should be discussed with the appointed Triathlon Australia Technical Delegate prior to the event.

Club Races

Club races typically have a focus on fun, family and participation, and hence technical officials are only assigned to these events if specifically requested. On these occasions, the event organiser must also provide the necessary number of motorcycles. From a safety perspective, there is minimal disruption to local traffic, so the principle way to ensure a safe bike course is a thorough pre-race briefing. It's still important to carry out a pre-race inspection of the course, but it is not mandatory to have a motorcycle patrolling during the race.

Kids Races

These races are generally all about fun and participation. It is possible to provide motorcycles to patrol the course, but this should be discussed with the Technical Delegate. Because of the relative immaturity of the competitors, it may be hazardous to introduce a motorcycle onto the course.

Enticer Distance Races

These races are usually an opportunity for newcomers to the sport to experience their first triathlon. There is an atmosphere of fun, participation and limited competition. However, it's appropriate for officials on motorcycles to patrol the course to provide competitor education and rule enforcement when necessary. The course is usually set up in accordance with approved traffic control plans, and technical officials on motorbikes are an additional safety measure as they patrol the course.

Sprint, Standard and Longer Distance Races

These races are usually the signature races of the event and as such, are competitive, with prizes on offer for the first finishers. It's important that sufficient motorcycles are provided to technical officials to adequately monitor the fairness of the race and also to keep an eye on the safety of the course.

State Championships, Australian Championships and World Age Group Qualifying Races

There is a higher level of competition at these races because the rewards for success are significantly bigger. More motorcycles are necessary to provide the requisite service level to competitors and to ensure that the winners have behaved fairly throughout the race.

The following table is a guide for the number of motorcycles which should be provided to technical officials at events. The actual number of motorcycles may also be influenced by the course design and road conditions. The Race Director and the Technical Delegate should consider all these matters before agreeing on the actual number of motorcycles.

Event Status	No. of Motorcycles
Club Race	Usually none, unless requested by Race Director
Kids Race	Usually none, unless requested by Race Director
Enticer Distance Race	One M/C per 200 competitors
Longer Distances Races	One M/C per 100 competitors
State Championship or World Age Group Qualifier	One M/C per 100 competitors plus one additional M/C
Australian Championship	One M/C per 100 competitors plus two additional M/Cs

Motorcycle Contingency Plan

In many events, M/C riders provide their services on a voluntary basis, with a nominal allowance provided to cover running costs. This arrangement can result in a relatively high "drop-out" rate just prior to the event. It's therefore very important to have a reserve list of riders who may be available to provide their service at short notice.

Spare Parts Vehicles

Vehicles carrying spare bike parts and tools e.g. spanners, tyres and tubes, may travel on the bike course during some longer races. The service should not be promoted as a guaranteed service.

Motorbikes make desirable spares vehicles as they can move on the bike course easier than a van and cause less interference to the race.

The spares vehicle service must operate under strict conditions.
- The service is to be made available on request to all competitors and must not favour or be denied to a particular competitor.
- The vehicle and the competitor must be stationary during the service period.
- All work must be carried out by the competitor to ensure no unfair advantage.

If a spares vehicle is proposed to be used, this should be discussed with the Triathlon Australia Technical Delegate prior to the event, to ensure that competitors are appropriately notified and that the bike mechanics fully understand the limitations of their role.

Spectator Vehicles

Spectators should be discouraged from driving vehicles on the course, as they interfere with the safe and normal passage of bikes. Competitors can be disqualified for accepting authorised assistance if the spectators get too involved in the race. It may, however, be impossible or unlawful to prevent spectator vehicles from entering the course. The race announcer should warn against this before and during the race.

Bike Course Stationary Marshals

Bike course marshals have an important but limited role because they are not permitted to manage general traffic movements. Marshals are utilised to assist competitors navigate around the course, advise of unexpected hazards and monitor the correct location of traffic barriers. Each marshal should be inducted to the site and issued with written instructions.

Included in the instructions should be a map of the course which indicates where the marshal should be stationed, along with the expected arrival times of the first and last competitors. Also included should be a list of emergency contacts, and the name and contact of their team leader.

Directions and body gestures given by marshals to competitors, motorists and the public should be limited to arm signals. It is usually difficult for marshals to issue audible instructions due to the speed at which competitors pass, and the fact that most motorists will be enclosed in a car. Marshals should wear a distinctive uniform which indicates that they are part of the event team. If they are required to be on the field of play, then this uniform should be high visibility.

Don't forget, marshals are not authorised to control traffic. The only interaction that a marshal might have with a vehicle would be to reinforce an existing road closure.

Operational Requirements for Draft Legal Races

The concept of draft legal racing introduces additional inherent risks and so there must be additional control measures implemented to achieve a tolerably safe racing environment, both in course design and in operational aspects of the race.

Operational aspects that need to be considered include:

- If the competitor categories are Elite, Under 23, WT Junior or WT Youth, then the race must be conducted under WT equipment and race rules. The WT rules can be found here.

- These requirements should be included in the Athlete Information Guide. Each competitor must be licensed or endorsed to compete in a draft legal race. Refer to TA's rules 3.14 and 3.15 as well as WT rules.

- If the competitor categories are Age Group, then the race must be conducted under TA's race rules for draft legal age group competition. These requirements should be included in the Athlete Information Guide. Refer to TA's rules 3.14 and 3.15.

- The swim wave schedule should be designed so that the number of bikes on the bike course at any one time is kept to an acceptable level.

- Male and female bib colours should be different.

- The Medical Plan should consider the risk of multiple bike collisions and should be acceptable to the Triathlon Australia Technical Delegate.

RUN COURSE

RUN COURSE DESIGN

The run course should be designed so that competitors can easily follow directional signage or hand signals from marshals. Multi-lap run courses are acceptable, however for higher profile races it's important to have a fail-safe system that ensures that all finishers complete every lap. This can be achieved by installing a timing mat at the turnaround(s), or installing a video camera at each turnaround, or having a marshal hand out a wristband as each competitor completes the turnaround.

To minimise to risk of collisions with other runners, the course should be free of crossovers, and "out-and-back" designs should be held on wide paths. Ideally, the course should be designed in a loop arrangement so that it is not possible for competitors to cut the course, but often this design is not feasible. In this case, an out-and-back course is acceptable, but consideration should be given to allowing straight line running between any changes of direction, as it is second nature for competitors to take the shortest distance between two points. For this reason, designing a run course which follows a meandering pathway should be avoided. The existing built environment, such as hedges, buildings and roads can be utilised as boundaries for the run course. This can be supplemented with traffic cones and strategically positioned marshals to observe competitor behaviour.

If the course isn't self-explanatory then traffic cones, barriers, signs and marshals will further improve course directions, and also advise the general public that there is an event in progress. Where possible, a cyclist should be sent out ahead of the lead competitor, to ensure a clear pathway. The cyclist should not be relied upon to provide course directions. It is the responsibility of each competitor to know the course.

Running on Streets
Unless there are full road closures, runners must not run along public streets. Also, runners should not be required to share the same course as cyclists. If this is unavoidable, then the following controls should be implemented:

- If the shared space is narrow, then solid barriers, such as crowd control barriers or water filled barriers, should separate the run course from the bike course.
- If the shared space is wide, then it may be acceptable to use traffic cones to separate the runners from the cyclists, however this decision must be very carefully considered. In this case the run course should be flat and free of trip hazards.
- At all times the run direction should be opposite to the bike direction, so that runners and bikers can see each other coming. This substantially reduces the collision risk.

Running on Footpaths
Running on footpaths may eliminate some concerns associated with motor traffic but may create other hazards that spoil a free-flowing race. These hazards should be assessed before finalising the exact route of a run course.

- Pedestrians will retain the right to use the footpath (unless Council approval governs sole use for the event) and may become obstacles to runners. It is very difficult to alter the habits of pedestrians.
- Grass and paved footpaths usually contain more trip hazards than roads. Dish driveways, laybacks and other sharp drops in paving levels will affect the running style of competitors and reduce performance.

- Running on suburban footpaths can reduce the line of sight and reaction time for competitors and motorists when vehicles back out of driveways or leave car parks.

Off Road Run Courses

A run course may consist of unpaved surfaces such as parks or nature reserves. These are less common and competitors should be informed of predominantly off road run courses before entering the race. Run courses should be promoted as 'cross country' style if competitor skill, judgement and upper body strength is required to negotiate steep climbs, sharp drops in levels, or uneven rough or loose surfaces.

Off road run courses should be inspected for trip hazards. A liberal supply of coloured markers and arrows should be used to define off road courses. Unlike orienteering events, triathlon competitors must not be required to use skill, or require the aid of a map and compass for judgement during the event to complete the correct the course. Logistical problems may also arise when attempting to establish aid stations and emergency evacuation procedures for off road run courses.
Beach runs may not be practical or desirable. Competitors must note that covered footwear is required in accordance to the Race Competition Rules as the course may cover rough or hot surfaces before or after reaching soft sand or water crossings.

Aid Station Locations

The distance between aid stations should be determined by how often a below-average fitness level competitor will need to rehydrate, and can typically vary between 1.5km and 2.5km, with the final determination based on the prevailing environmental conditions. It is recommended to seek professional medical advice to determine the appropriate separation.

It may be possible to locate an aid station that can serve runners approaching from two directions, provided that competitor safety is not compromised. For example, a 5km out and back run leg can have a single aid station which is located at the 1.5km and 3.5km mark.

Paratriathlete Considerations

A run course that is paratriathlete friendly would have the following characteristics:

- Avoidance of all rough surfaces, including kerbs and gutters
- Sufficiently wide course to allow racing chairs, tethered couples and able-bodied competitors to compete safely
- A dedicated run-off area for racing chairs after they cross the finish line

It may be necessary to design a separate run course for paratriathletes, complete with timing point(s), if some of the above guidelines are unachievable.

RUN COURSE OPERATIONS

Aid Station Planning and Logistics

- Every aid station must dispense water.
- Aid other than water may be dispensed e.g. fruit, jelly beans, petroleum jelly, sun cream, band aids. Competitors must be informed before a race of additional aid is available so they can plan their food intake etc.
- A medical official may also be stationed at an aid station with communication.

- Sufficient tables should be provided so a reserve of poured drinks can be created, particularly at large races. Drinks may otherwise run out or be poured in haste.
- Aid station volunteers should not double as course marshals.
- Competitors may take more than one drink cup from an aid station. Cups should not be used more than once.
- Drink containers should be sealed with lids or lined with plastic bags.
- Water soaked sponges must not be dispensed as health concerns arise if they are sucked by runners.
- Other drinks may be dispensed, provided the table order of each drink is consistent at each aid station and is communicated to competitors before and during a race.
- Sealed bottled water must be used for Elite events.
- All those who are working at an aid station to dispense food and fluids must wear hygienic gloves at all times.
- Open garbage bins should be provided at each aid station and at around 50m and again at around 100m past each aid station, to allow competitors to dispose of empty cups etc.

Finish Chute

The finish line should be preceded by a section of the run course reserved for finishing competitors only - i.e. the finish chute. It should be wide enough for at least 3-4 competitors to engage in a sprint finish. The finish chute should not be shared by outgoing runners, or runners completing their first lap. The finish chute should be clearly differentiated by signage so that competitors on their final lap are fully aware of its location.

There should be direct line of sight with approaching competitors within at least 50 meters of the finish line. This will enable timekeepers, announcers and technical officials to prepare for the arrival of finishers.

It is good practice to install a timing point at the start of the finish chute. This allows a direct feed to the Race Announcer who can then call each competitor over the finish line.

A competitor is deemed to have completed a race once their torso has broken the vertical plane of the finish line. In the case of close finishes, the judgement decision of the Race Referee is final. Video and/or timing evidence can be used to record finishes and help decide finishing places.

POST RACE

Recovery Area

The competitor recovery area should be a secure enclosure that competitors enter immediately after they cross the finish line. The enclosure provides an opportunity for competitors to rehydrate and physically recover from the exertions of the race. Most importantly, it allows competitors to seek medical advice and treatment, and it allows medical professionals to observe competitors before they leave the area. The recovery area should have the following characteristics:

- Securely contained with a controlled exit at the far end of the recovery area
- Large enough to allow each competitor to recover for at least 10 minutes prior to leaving the area (longer recovery times should be provided for long course events)
- Plenty of shade
- A private enclosure with medical facilities which are appropriate for the event
- Drive up access for an ambulance
- Free access to drinks, including water
- Toilets in close proximity
- Medical practitioner in attendance to observe competitors

Recovery Area Medical Facilities

As mentioned above, there should be a medical enclosure that can be accessed from within the recovery area. The enclosure should allow for the private treatment of patients. The Medical Plan will stipulate the type and number of medical facilities that should be provided.

The Presentation

The presentation should commence as soon as possible after all finishers have completed the race. The longer it takes to commence a presentation, the fewer the number of people that will attend. The presentation should take place close to the recovery area.

If there is a delay in collating results, then it may be wise to get proceedings under way by giving away random prizes, making official speeches, or if possible, present relay team prizes.

Cash Prizes

Prizes for all TA sanctioned national and international events shall be distributed to male and female divisions in equal value and depth. Prizes for Australian Triathlon Championships will be distributed to male and female divisions in equal value. Prizes for all State/Territory sanctioned events will be distributed to male and female divisions in equal value by placing and on a pro-rata basis for depth. All competitors who place in the top three of their male and female individual category in TA sanctioned Australian Championship events will be awarded official TA Australian Championship medals.

Random Prizes

Prizes can be given away randomly as an incentive to get competitors to stay for the presentation. It is usual for random prizes only to be awarded to competitors who are present at the presentation.

If a valuable major prize is to be given away after a race, then the eligibility rules should be published or announced at the official competitor briefing, e.g. competitor must be present when drawn.

Race Results

If possible, results should be published on the event web site within the first few hours after the event. The results of each category should be separately listed, not a single consecutive list of the overall finishing order. Where timing splits are measured, results should contain split times for each leg of the race, as well as the finish time. Where possible, the placing of each competitor in each leg should be listed in category and overall terms. DNS, DNF and DQs should also be included in the race results.

Post Event Reporting

As part of the Sanctioning Agreement, the Race Director has a number of obligations to complete in a timely manner. These are:

Obligation	Within Days After Completion of Event	Where in Sanctioning Portal
If it is a National Calendar Event: Full set of results	24 hours	By email to STTA or TA
Advice on any medical incidents	7 days	MEDICAL tab
Advice on any possible insurance claims arising from the event	7 days	INSURANCE CLAIMS tab
Participation data (Annual Members, ODLs etc.)	7 days	FINANCE tab
Payment of ODL fee	14 days	FINANCE tab
Payment of Technical Services Fee	14 days	FINANCE tab

APPENDICES

APPENDIX A - EXAMPLE OF A PARTICIPANT'S AGREEMENT

Note that Event Organisers must develop their own Participants Agreement, which is relevant to their own situations.

I apply for entry to the Event. If I am not currently a member of Triathlon Australia, I apply for one-day licences of Triathlon Australia. In consideration of my application to enter the Event and (where applicable) my application for one day licences being accepted, I acknowledge and agree that (for competitors under the age of 18 a parent or guardian must also make this declaration):

Definitions

1.   In this Event Entry Declaration:

    a.   "**Affiliated Club**" has the same meaning as in the Triathlon Australia Constitution and where the context permits, the Affiliated Club in which I apply to become a member.

    b.   "**Claim**" means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising from or in connection with any Triathlon Activities, but does not include:

        i.   a claim against Triathlon Australia by any person expressly entitled to make a claim under a Triathlon Australia insurance policy; or

        ii.   a claim against Triathlon Australia under any right expressly conferred by its Constitution or regulations.

    c.   "**Event**" means the event that I am applying for.

    d.   "**Event Organiser**" means _____

    e.   "**STTA**" refers to a State and Territory Triathlon Association and has the same meaning as in the Triathlon Australia Constitution.

    f.   "**Triathlon Activities**" means performing or participating in any capacity in any authorised or recognized Triathlon Organisation activity.

    g.   "**Triathlon Australia**" means Triathlon Australia Limited ACN 007 356 907.

    h.   "**Triathlon Organisation**" means and includes the Event Organiser, Triathlon Australia, the STTAs and the Affiliated Clubs and where the context so permits, their respective directors, officers, members, servants or agents.

Rules of participation

2.   The Event rules, this declaration and any other terms and conditions of entry comprise a contract between me and the Triathlon Organisations which is necessary and reasonable for promoting and conducting the Event.

3.   I acknowledge my application to enter the Event will be accepted upon notification to me by the Triathlon Organisation and I acknowledge that I will be bound by and agree to comply with such rules, terms and conditions as may be imposed by the Triathlon Organisation with

respect to the conduct and management of the Event, including but not limited to competition rules and all relevant rules, regulations, policies and codes of conduct of the Triathlon Organisation, as amended from time to time. I agree that I will be subject to, and submit unreservedly to, the jurisdiction, procedures, penalties and any appeal mechanisms of the Triathlon Organisation. I agree to follow any rules and/or directions set by Triathlon Australia or any relevant STTA or Affiliated Club in connection with the Event and understand that if I fail to comply with any such rules or directions I will not be permitted to participate or to continue to participate in the Event and no refund will be given.

Risk Warning
4. My participation in the recreational activities supplied by the Triathlon Organisation is inherently dangerous and may involve risk. There are risks specifically associated with participation in the recreational activities and accidents can and often do happen which may result in personal injury, death or property damage. Prior to undertaking any such recreational activity, I should ensure I am aware of all of the risks involved, including those risks associated with any health condition I may have.

5. By agreeing to these terms and conditions, I acknowledge, agree, and understand that participation in the recreational services provided by the Event Organiser may involve risk. I agree and undertake any such risk voluntarily and at my own risk. I acknowledge that the assumption of risk and warning above constitutes a 'risk warning' in accordance with relevant legislation*.

Waiver
6. It is possible for a supplier of recreational services or recreational activities to ask me to agree that statutory guarantees under the Australian Consumer Law (which is Schedule 2 to the Competition and Consumer Act 2010 (Cth)) do not apply to me (or a person for whom or on whose behalf I am acquiring the services or activities).

7. By agreeing to these terms and conditions, I will be agreeing that my rights (or the rights of a person for whom or on whose behalf I am acquiring the services) to sue the supplier in relation to recreational services or recreational activities that you undertake because the services or recreational activities provided were not in accordance with the guarantees are excluded, restricted or modified as set out below.

For recreational services or recreational activities to which the Australian Consumer Law (Commonwealth) and (enter STTA name) applies:
8. By agreeing to these terms and conditions, I agree that the liability of the Triathlon Organisation in relation to recreational services (as that term is defined in the *Competition and Consumer Act 2010 (Cth)* and the Australian Consumer Law) and recreational activities*) for any:
   a. death;

   b. physical or mental injury (including the aggravation, acceleration or recurrence of such an injury);

   c. the contraction, aggravation or acceleration of a disease;

   d. the coming into existence, the aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or state of affairs:

      i. that is or may be harmful or disadvantageous to me or the community;

ii. that may result in harm or disadvantage to me or the community, that may be suffered by me (or a person for whom or on whose behalf I am acquiring the services) resulting from the supply of recreational services or recreational activities;

is excluded and the application of any express or implied term that any services will be provided with due care and skill is hereby excluded.

Release and indemnity

9. In consideration of the Triathlon Organisation accepting my entry into the Event, to the extent permitted by law, I:

   a. release and will release the Triathlon Organisation from all Claims that I may have or may have had but for this release arising from or in connection with my membership or participation in the Event; and

   b. release and indemnify the Triathlon Organisation against any Claim which may be made by me or on me behalf for or in respect of or arising out of my death whether caused by the negligence or breach of contract by any Triathlon Organisation or in any other manner whatsoever; and

   c. indemnify and will keep indemnified the Triathlon Organisation to the extent permitted by law in respect of any Claim by any person:

      i. arising as a result of or in connection with my membership or my participation in the Event;

      ii. against any Triathlon Organisation in respect of any injury, loss or damage arising out of or in connection with my failure to comply with Triathlon Organisation's rules and/or directions,

   save that the above releases and indemnities shall not apply to the extent that the loss, damage or injury that is the subject of the Claim is caused or contributed to by the grossly negligent act or omission of a Triathlon Organisation.

Bar to Proceedings

10. I acknowledge that the Triathlon Organisation may plead this contract as a bar to proceedings now or in the future commenced by or on my behalf or by any person claiming through me. Where I commence proceedings against any Triathlon Organisation, I:

    a. will commence those proceedings in the courts of the jurisdiction in which any incident occurs;

    b. waive any right to object to the exercise of such jurisdiction;

    c. will, where I seek to commence proceedings in another jurisdiction from where any incident occurs, consent (if required by any Triathlon Organisation) to move those proceedings to the jurisdiction in which any incident occurs including consenting to any application made by any Triathlon Organisation to remove the proceedings to the jurisdiction in which any incident occurs;

d. will pay the costs of any application made by any Triathlon Organisation under paragraph 10(c) and will consent to any application for security of costs made at any time by any Triathlon Organisation; and

e. consent to paying any Triathlon Organisations' legal defence costs of the proceedings (on a solicitor client basis) where any Triathlon Organisation successfully defend the proceedings.

Insurance

11. Insurance is in place that may provide limited cover to me whilst I am participating in the Event. I understand that this insurance may not cover me for all injury, loss or damage sustained by me and I acknowledge that the Triathlon Organisation do not make any representations about the suitability of any insurance. I also understand I can, in my own interests and at my own expense, seek and obtain personal insurances over and above any cover that may be provided by the Triathlon Organisation.

Fitness to Participate

12. I declare that I am medically and physically fit and able to participate in the Event. I am not and must not be a danger to myself or to the health and safety of others. I will immediately notify the Triathlon Organisation in writing of any change to my medical condition, fitness and ability to participate. I understand and accept that the Triathlon Organisation will continue to rely upon this declaration as evidence of my fitness and ability to participate in the Event. I will report any accidents, injuries, loss or damage I suffer during the Event to the relevant Triathlon Organisation before I leave any relevant venue.

Medical Treatment

13. I consent to receiving any medical treatment that a Triathlon Organisation reasonably considers necessary or desirable for me during my participation in the Event. I also agree to reimburse the relevant Triathlon Organisation for any costs or expenses incurred in providing me with medical treatment.

Exclusion of Applicant

14. I warrant that I have not at any time been excluded from Triathlon Activities by a medical practitioner or any person or entity including but not limited to Triathlon Australia and its constituent STTAs and Affiliated Clubs. I acknowledge and agree that the Triathlon Organisation may demand a medical certificate or opinion as to my fitness from a qualified medical practitioner PRIOR to my undertaking any Triathlon Activities.

Safety

15. I understand and acknowledge the dangers associated with the consumption of alcohol or any mind-altering substance before or during any Triathlon Activity, and I accept full responsibility for any injury, loss or damage associated with the consumption of alcohol or any other mind-altering substance.

Prevailing conditions

16. The Event and the conduct of, and participation in the Event may be affected by weather and associated conditions. Given there is often an element of "luck of the prevailing conditions" in entering and competing in the Event I acknowledge and agree the Event organisers cannot control the weather and associated conditions. I accept that in the event of extreme weather conditions the Triathlon Organisation reserves the right to alter the format of, shorten, or cancel the Event in the interest of competitor safety. I acknowledge

that the Triathlon Organisation will use all reasonable efforts to conduct the Event in the planned format if safe to do so. Should prevailing weather conditions force any change I accept that the Triathlon Organisation is not obliged to provide any refund to me, nor to provide a credit or transfer for me to another Triathlon Organisation event, nor to restage the Event, as weather and associated conditions are beyond the control of the Triathlon Organisation.

Right to Use Image

17.   I acknowledge and consent to photographs and electronic images being taken of me during my participation in the Event. I acknowledge and agree that such photographs and electronic images are owned by the Triathlon Organisation and that the Triathlon Organisation may use the photographs for promotional or other purposes without my further consent being necessary. Further, I consent to the Triathlon Organisation using my name, image, likeness and also my performance in the Event, at any time, by any form of media, to promote the Triathlon Activities or the Triathlon Organisation.

Privacy

18.   I understand that the personal information I have provided in my membership application is collected, used and disclosed in accordance with the Privacy Policy of the Event Organiser. I acknowledge that the Event Organiser and Triathlon Australia may use and disclose my personal information for the purposes of conducting and administrating Triathlon Activities and other related activities across Australia, providing me with member services or promotional material, complying with legal obligations or otherwise in accordance with the Event Organiser's Privacy Policy and/or Triathlon Australia Privacy Policy. The Event Organiser or Triathlon Australia may share my information (including name, date of birth, emergency contact details and suburb of residence) with third parties such as event timing companies and first aid and medical services, however my information will not generally be disclosed to anyone outside Australia. I understand that the Event Organiser's Privacy Policy and Triathlon Australia's Privacy Policy contains information about how I may access and request correction of my personal information held by the Event Organiser or Triathlon Australia or make a complaint about the handling of my personal information, and provides information about how a complaint will be dealt with by the Event Organiser or Triathlon Australia. I acknowledge that my Event entry and membership application may be rejected if the information is not provided. If I do not wish to receive promotional material from the Event Organiser or Triathlon Australia or their sponsors and other third parties I must advise the relevant Event Organiser and Triathlon Australia in writing or via the opt-out procedures provided in the relevant communication.

Non transferable

19.   Entries are non-transferable to other events or to other people. Any attempt to transfer my entry to another person without the knowledge of the Triathlon Organisation may result in the cancellation of my entry without refund and I may not be permitted to participate in further Triathlon Activities or events. I also accept that my entry fees are non-refundable.

Entire Agreement

20.   This agreement (and the documents to which it refers) constitutes the entire agreement between the parties in respect of the Event and supersedes all other agreements, understandings, representations and negotiations in relation to the Event.

Severance

21.   If any provision of this event entry application and declaration is invalid or unenforceable in any jurisdiction, the phrase or clause is to be read down for the purpose of that jurisdiction,

if possible, so as to be valid and enforceable. If the phrase or clause cannot be so read down it will be severed to the extent of the invalidity or unenforceability. Such severance does not affect the remaining provisions of this application and declaration or affect the validity or enforceability of it in any other jurisdiction.

Governing Law

22.   The governing law of this agreement is the law of the state of _____ ('**Jurisdiction**'). I irrevocably and unconditionally consent and submit to the Jurisdiction of the courts of the Jurisdiction in which any incident occurs and waive any right to object to the exercise of such Jurisdiction.

Warranty

23.   I warrant that all information provided is true and correct. I acknowledge this application and declaration cannot be amended. If I do amend it my application will be null and void and cannot be accepted by the Triathlon Organisation.

I have read, understood, acknowledge and agree to the above terms including the warning, exclusion of implied terms, release and indemnity.

Signed	……………………………………………………	Signed by witness	………………………………………………………
Name:	……………………………………………………	Name:	………………………………………………………
		Address:	………………………………………………………
Date:	……………………………………………………	Date:	………………………………………………………

***Where the applicant is under 18 years of age this declaration must also be signed by the applicant's parent or legal guardian:

I,...[insert name] of ....[insert address] am the parent or guardian of the applicant. I authorise and consent to the applicant participating in the Event. In consideration of the applicant's entry being accepted, I expressly agree to be responsible for the applicant's behaviour and agree to accept in my capacity as parent or guardian, the terms set out in this entry application and declaration, including the provision by me of a release and indemnity in the terms set out above.

Parent's signature (where applicant under 18 y.o)	……………………………………………	Signed by witness	…………………………………………………………
Parent's name:	……………………………………………	Name:	…………………………………………………………
		Address:	…………………………………………………………
Date:	……………………………………………	Date:	…………………………………………………………

APPENDIX B - SITE INDUCTION FOR MOTORCYCLE RIDERS

Event Site:	Event Date(s):
Event Contact Person(s):	Event Contact Number:

Note that Event Organisers must develop their own Site Induction, which is relevant to the event.

Introduction

This Site Induction contains important information regarding the role that you are going to perform, as well as your responsibilities, and details on how to ensure that everyone's health and safety are protected. A Site Induction is a legal obligation required under the Australian *Workplace Safety Standard Act 2005*.

Event Organiser's Responsibilities

In accordance with the WHS legislation, the Field of Play is considered to be a workplace, which is controlled by the Event Organiser. As part of its WHS responsibilities, the Event Organiser is required to provide a safe workplace to motorcycle riders and to their pillion passengers. Prior to the event, the Event Organiser shall inspect the Field of Play, and advise each motorcycle rider of any hazards on the Field of Play. However, ultimately the rider has responsibility for rider and pillion's safety. Motorcycle hazards that have been identified by the Event Organiser are:

Motorcycle Hazards (Event Organiser to complete):

- Competitors in race mode behaving unpredictably – rider to keep close to the centre of the road
- Potential for unauthorised vehicles to be on the course – rider to be aware of surrounding environment
- Motorcycle rider fatigue – rider to take appropriate breaks
- U-Turns collision risks – to be performed in a safe manner at a safe location, preferably not at the designated competitor U-turn location
- ***(Event Organiser to add specific hazards associated with the course)***

Motorcycle Rider's Responsibilities

The rider is responsible for:

· understanding the hazards of the bike course, as communicated by the Event Contact Person

· maintaining a safe environment for themselves, competitors, volunteers, spectators and pillion

· obeying normal traffic rules

· only riding in areas that are safe and that they feel comfortable in

- reporting all accidents, incidents and near misses to the Event Contact Person, even if they do not result in injury or damage.
- being aware that cyclists ride at different speeds and that if their pillions are interacting with an athlete they should be mindful that other faster athletes could be coming through and therefore they should give that athlete the space to do so.
- holding a current, valid driver's license for their motorcycle, with appropriate insurance
- providing a motorcycle that is fit for purpose*

(* "fit for purpose" may require the motorcycle to have a suitable back rest for the passenger)

At all times, the safety of competitors, pillion passengers and the rider shall take precedence. This may require the rider to refuse a request from a passenger where the rider feels that the requested action may introduce an unsafe environment.

Alcohol, Drugs and Smoking

It is prohibited to be under the influence of alcohol or illegal drugs. Smoking will not be tolerated.

In the Event of an Accident

- ensure the safety of yourself and others first
- dial "000" or contact Race Organiser (*to be clarified at this induction*)
- do not move the injured person unless they are in a life threatening situation

ACKNOWLEDGEMENT

I acknowledge that:

- I have read and understood this site induction, and I am familiar with the course or will make myself familiar prior to the commencement of the event,
- compliance with the rules contained in this document is a prerequisite for permission to participate,
- my motorcycle is currently registered and is mechanically sound, and that I am competent to control the motorcycle in the company of a pillion passenger.

I understand that should I have any questions about the contents of this document that I should ask the Event Organiser for clarification prior to signing.

PLEASE COMPLETE IN BLOCK LETTERS

Name:	Mobile no.:
License No:	License Expiry Date:
Emergency Contact Name and Relationship:	Emergency Contact Number:
Signature:	Date:

APPENDIX C – SAMPLE SITE INDUCTION FOR CONTRACTORS

Event Site:	Event Date(s):
Event Contact Person(s):	**Event Contact Number:**

Note that Event Organisers must develop their own Site Induction, which is relevant to the event

Introduction

This Site Induction contains important information regarding the site that you are going to work on, the working methods that you are required to undertake and details on how to ensure that everyone's health and safety are protected. A Site Induction is a legal obligation required under the Australian Workplace Safety Standard Act 2005, section 6.

All personnel are required to participate in this Site Induction before commencing work and will be required to sign the document confirming that they have read and understood the information and will abide by the policies, procedures and rules of the Event Organiser.

Employer's Responsibilities

Under OH&S legislation employers are obliged to provide:

- · Safe premises
- · Safe machinery and substances
- · Safe systems of work
- · Information, instruction, training and supervision; and
- · A suitable working environment and facilities

Under OH&S legislation employees are obliged to:

- · Work safely and not endanger themselves or others in performance of their tasks
- · Report incidents, injuries, hazards or near misses; and
- · Comply within reason with employer's requests

All accidents, incidents and near misses must be reported to my Event Contact Person or the Event Site Manager even if they do not result in injury or damage.

In the event of a serious injury:

- · Do not panic
- · Ensure the safety of yourself and others in the area
- · Contact Emergency Services "000"
- · Then advise the Contact Person or the Site Manager
- · Ensure the injured person is in no further danger and that they are comfortable
- · Do not move the injured person unless they are in a life threatening situation
- · Ensure airway is clear

Assembly Point and First Aid Location

The emergency assembly point is _____ (see attached site plan)

First aid is located _____ (see attached site plan)

Alcohol and Drugs

It is prohibited to be under the influence of alcohol or illegal drugs whilst on site.

Amenities

Toilets, drinking water, food, parking and site access details are located as per the attached site plan.

Electrical

- · A qualified electrician must carry out all temporary electrical installations
- · All electrical leads, equipment and installations must be tagged at least every 3 months
- · Where possible, keep all electrical leads off the ground
- · Do not use electrical tools in wet conditions
- · Disconnect power before changing parts or making adjustments
- · Do not run leads across pedestrian or plant/vehicle access unless protected by non-trip conduit or fixed overhead

Housekeeping

- · Everyone is responsible for ensuring that the site is kept in a safe and clean condition to minimise risks to health and safety.
- · All rubbish and waste material is to be removed and correctly disposed of.

PPE (Personal Protective Equipment)

All PPE must be worn in accordance with the applicable Australian Standards.

Scaffolding

All scaffolding under construction must be secured from public access. All completed scaffolding must have a scaff-tag attached.

Smoking

Will not be tolerated on site.

Vehicles and Plant

- · Must not be driven or operated by unlicensed or unqualified personnel
- · Obey speed limits at all times
- · Be aware of work taking place in the vicinity

Licenses must be carried and produced upon request.

ACKNOWLEDGEMENT

I acknowledge that I have read and understood this site induction, and that I am familiar with the site.

I understand that compliance with the rules contained in this document is a prerequisite for permission to work on this event site.

I understand that should I have any questions about the contents of this document then I should ask my Event Contact Person for clarification prior to signing.

PLEASE COMPLETE IN BLOCK LETTERS

Name: Mobile no.

Company Name: Position in Company:

Signature: Date:

....

Other employees to acknowledge that they have read and understand this document:

Date	Name	Mobile No.	Signature

APPENDIX D - World Age Group Qualifying Events (WQE) and Australian Championships Tenders

Evaluation Criteria

Tenders will be evaluated against Evaluation Criteria, which will include (but will not be limited to):

i)   The Tenderer's current safety record when delivering multisport events
ii)   The Tenderer's experience at delivering multisport events
iii)   Financial stability of the event and potential for growth
iv)   Accessibility of the event location
v)   Quality of the event course
vi)   For Australian Championship events, the desire to have an equitable regional spread of these events

Key Event Organiser Deliverables

By submitting a tender to host an event, the Event Organiser agrees to provide and adhere to the following Key Deliverables:

	Australian Championship Event	Age Group World Qualification Event
PRE-REQUISITES		
Event submitted has previously hosted a WQE for at least one year	X	
Event submitted must have been staged successfully for at least one year - measured by comments in previous Post-Event Technical Report(s)		X
Event submitted must have been staged successfully for at least two years - measured by comments in previous Post-Event Technical Report(s)	X	
A tender will be evaluated more favourably if hosted as part of a multi-sport festival which promotes participation at all levels.	X	
The event location and course design has the capacity for an increase in participation over 2 to 3 years.	X	X
Accessible location with easy access to regional and interstate transport networks	X	
Demonstrated commitment to providing a quality event to all those who attend including volunteers, competitors and spectators - measured by comments in previous Post-Event Technical Report(s)	X	X

	Australian Championship Event	Age Group World Qualification Event
SANCTIONING		
Provide TA with one-day licence participant details including email, DOB & home address for market research and analysis purposes.	X	<mark>X</mark>
TECHNICAL		
Provide a water quality test, where requested. Advice on this process and the timeline in which the test results must be submitted will be outlined in the event agreement	X	X
PRESENTATIONS AND RESULTS		
Have timing arrangements that will allow event finishers to be ranked and placed according to age group, with provisional results provided to the Technical Delegate within one hour following the completion of the race, and final results provided to the Technical Delegate within 24 hours following the completion of the race	X	X
The medal presentations protocol shall be submitted at least 14 days prior to the event, to the TA Technical Delegate for approval	X	
PARTNERSHIPS		
Ability to partner with and endorse regional Australian governments and councils to showcase and create a leading industry event	X	
Offer opportunities for participants to make a tax deductable donation to Triathlon Australia's community partners, the Amy Gillett Foundation and the John Maclean Foundation	X	

Key Deliverables from TA and STTAs

All National Calendar events will be provided with the following support:

	Australian Championship Event	Age Group World Qualification Event
EVENT DELIVERY SUPPORT		

Event delivery guidance and support from the National Manager, Events - where required	X	
TA branding including mesh and flags to enhance and promote the event.	X	
Generic TA or STTA Branding available on request to display at events	X	X
Provision of NC medals and presentation back-drop including the provision of recognition items for category winners in the form of first, second and third place medals and head sweats visors for first place titles in each category.	X	
Attendance at the event by TA staff	X	
Attendance at the event of the TA National Manager, Events and relevant STTA sanctioning officer when looking to build event towards hosting a NC		X
Attendance by TA or STTA board members	X	
Event delivery guidance and support from the relevant STTA in the state in which the event is conducted	X	X
MARKETING AND PROMOTION		
Event listed on the TA Website within the full event calendar, and the National Calendar pages.	X	X
Event listed on the National Calendar brochure distributed to the TA database and every annual member upon joining.	X	X
Event website banner advertisement featured in rotation on the homepage of the TA website (artwork supplied by event organiser).	X	
Event promoted via TA monthly newsletter TRI life	X	
Ongoing social media support to the TA audience (Facebook, twitter and Instagram)	X	
TA generated pre and post event media releases distributed nationally	X	
STTA social media support to the relevant STTA membership audience.	X	X

APPENDIX E - SAFETY INCIDENT REPORT

This report is to be completed within 24 hours of a safety incident or near miss.

Person completing this report:	
Contact No.:	**Date of Report:**
List any attachments to this report:	

WITNESSES – list any witnesses to the incident

Witness 1:	**Contact No.:**
Witness 2:	**Contact No.:**

DETAILS OF INCIDENT

Event / Location:	
Time and Date:	**Were person(s) injured?:**
Injured Person 1:	**Injury:**
Injured Person 2:	**Injury:**

WHAT HAPPENED? - list, in order of occurrence, what happened (DO NOT GIVE AN OPINION)

Time	Details

WHY DID IT HAPPEN? - list, in your opinion, the reasons why the incident (or near miss) occurred

No.	Reason

RECOMMENDATIONS - list, in your opinion, any recommendations arising from the incident (or near miss)

No.	Recommendation
1	
2	
Your Signature:	**Date:**
Please forward this completed report as soon as practicable to the Event Organiser	

-- This section to be completed by the Event Organiser --

AGREED CONTROL MEASURES TO BE IMPLEMENTED BY EVENT STAFF or OTHERS

No.	Control Measure	Resp.	Target Date
1			
2			
3			
Event Organiser Signature:		**Date:**	
Event Safety Manager Signature:		**Date:**	

APPENDIX F - EVENT ORGANISERS' SANCTIONING MANUAL

<u>Introduction</u>

This document is designed to provide Event Organiser with information on how to effectively use Triathlon Australia's Online Sanctioning Portal. To gain access to the portal you are required to apply for an account via <u>THIS LINK.</u>

The following links are short tutorials on the operation of the Online Sanctioning Portal, and are important resources for new event organisers:

- <u>How to prepare an event for sanctioning</u>, and

- <u>Post event reporting system</u>

TABLE OF CONTENTS

LEGEND

Abbreviation	Long Form	Comment
COC	Certificate of Currency	A document issued by Triathlon Australia on behalf of its insurers, which provides event insurance, subject to certain conditions.
EO	Event Organiser	The organisation with responsibility for planning and delivering the event
EOM	TA's Event Operations Manual	A document which provides guidelines for event organisers. Accessible on TA Website
MD	Medical Director	The person with responsibility for managing the first response to all medical incidents.
ODL	One Day Licence	The fee paid by non-members of TA to allow them to become temp members and provide them with insurance for their race.
OSP	Online Sanctioning Portal	Triathlon Australia's platform for sanctioning events.
RP	Race Permit	The approval document from TA which describes the conditions under which the event can proceed. It automatically uploads when the event is sanctioned. It is a complimentary document to the COC
RD	Race Director	A person who is registered in the OSP and understands the role and responsibilities. Is accountable to the event organiser and has responsibility for delivering the event on Race Day.
RA	Risk Assessment(s)	A table which identifies hazards, quantifies the inherent risks, stipulates control measures which reduce the inherent risks, allocates responsibilities for implementing each control measure, may include a timeframe, and quantifies the residual risks. RAs are included in the RMP.
RMP	Risk Management Plan	An overarching document that describes the approach to managing risks at the event
RR	Race Referee	The technical official with responsibility for applying the Race Competition Rules. Reports directly to the Technical Delegate.
SO	Sanctioning Officer	The person approved by TA with the authority to sanction the event.
STTA	State or Territory Triathlon Association	E.g. NSW, ACT, VIC, etc.
TCP	Traffic Control Plan	A diagram that describes the position of traffic control resources at a particular location. TCPs are included in the TMP.
TD	Technical Delegate	The technical official with the responsibility for monitoring the implementation of the event, with a priority on adherence to safety plans. Is the leader of the Technical Team.
TMP	Traffic Management Plan	An overarching document that describes the EO's approach to managing pedestrian and vehicular traffic at the event.
TSF	Technical Services Fee	A fee that the Event Organiser pays Triathlon Australia for the provision of Technical Officials at the event. This payment is then forwarded to the STTA by TA to pay for TO's Field of Play payment, contribute to Travel Allowance and buying necessary equipment.

THE SANCTIONING TIMELINE

Events should be created in the OSP and made available for sanctioning at least 30 days prior to the start date.

Timeline (days)	Activity	Comment
More than -180	The event is created in the OSP by the Event Organiser (EO)	This action automatically lists the event's status as **Unsubmitted**
	The EO approaches various Approval Authorities seeking permission to conduct the event.	If the event is conducted on a public road then the Police or local Traffic Committee may require evidence that the event is supported by your STTA. Other Approval Authorities may require to sight your Certificate of Currency for the event.
-30 to -180	When the event is ready to be sanctioned, the EO changes the event's status to **Awaiting Sanctioning**	This action automatically lists the event in TA's Events Calendar and it creates an invoice for the sanctioning fee, if applicable. If the Sanctioning Officer (SO) requires more information, he/she will change the event's status to **Needs Alteration**, and then list what's required the Comments section
	After providing the requested information, the EO changes the event's status back to **Awaiting Sanctioning**	
	The EO pays the sanctioning fee, if applicable (Club events do not have a sanctioning fee)	This action automatically uploads a COC to the Attachments section (Club event COCs are provided to clubs at the start of each season)
-30 to -10	If documents are acceptable, and the sanctioning fee has been paid, the SO will change the event's status to **Sanctioned**	This action automatically uploads a Race Permit to the Attachments section
-10	If event is not yet sanctioned, the OSP will send a daily email reminder to both parties and TA.	
0	**RACE DAY**	
+1	The Race Director (RD) completes any incident reports arising from the event	Located in the Incident Reports section
+7	The EO uploads participant and ODL details in the Finance section, and creates an ODL invoice, if applicable.	All invoices must be paid within 14 days
	The State Association (STTA) uploads a Technical Services Fee invoice to the Finance section.	
	The Technical Delegate (if provided) completes the post-event technical report.	This provides observations and recommendations arising from the event
	The Race Director completes the post-event RD report (only if technical officials were provided)	This provides confidential feedback to Triathlon Australia on the performance of the Technical Team

The Sanctioning Flow Chart

```
┌─────────────────┐      ┌─────────────────┐
│ EO creates an   │      │ EO adds docs,   │
│ event. Status is│─────▶│ maps etc. and   │◀──────────────────────┐
│ Unsubmitted     │      │ changes status  │                       │
└─────────────────┘      │ to Awaiting     │                       │
                         │ Sanctioning     │                       │
                         └─────────────────┘                       │
                    ┌─────────────┴─────────────┐                  │
                    ▼                            ▼                  │
          ┌─────────────────┐          ┌─────────────────┐   ┌─────────────────┐
          │ OSP creates     │          │ Sanctioning     │   │ SO adds         │
          │ sanctioning     │          │ Officer reviews │   │ comments in     │
          │ invoice         │          │ the event       │   │ Comments tab    │
          └─────────────────┘          └─────────────────┘   └─────────────────┘
                    │                            │                  ▲
                    │                            ▼                  │
                    │                        ◇◇◇◇◇◇        ◇◇◇◇◇◇   ┌─────────────────┐
                    │                      ◇ Docs etc. ◇ NO ◇ Event in ◇ NO │ SO changes    │
                    │                      ◇ are       ◇──▶◇ less than ◇──▶│ status to Needs │
                    │                      ◇ acceptable?◇   ◇ 10 days?  ◇   │ Alteration      │
                    │                        ◇◇◇◇◇◇        ◇◇◇◇◇◇   └─────────────────┘
                    │                            │             │ YES        ▲
                    ▼                            ▼             ▼            │
          ┌─────────────────┐          ┌─────────────────┐ ┌─────────────────┐
          │ EO pays         │          │ SO changes      │ │ SO speaks to    │
          │ sanctioning     │          │ status to       │ │ Event           │
          │ invoice         │          │ Sanctioned      │ │ Organiser       │
          └─────────────────┘          └─────────────────┘ └─────────────────┘
```

EVENT SANCTIONING GUIDELINES

This document should be read in conjunction with Triathlon Australia's EVENT OPERATIONS MANUAL particularly the section titled *Sanctioning Your Event*.

1. Event Summary Page

Item	Comment
Sanctioning Status	Unsubmitted: This is the default status when the event is uploaded by the EO. It indicates that the event is not ready for review by the SO. Awaiting Sanctioning: The EO selects this status when the event is ready for review. This automatically triggers an entry in the TA calendar and COC Certificate. Needs Alteration: Selected by the SO if the submission is insufficient for sanctioning. Accompanied by an entry in the COMMENTS page and perhaps a direct contact to the EO. Sanctioned: Selected by the SO when the information provided is sufficient to sanction the event. This automatically creates a Race Permit in the ATTACHMENTS page. Did Not Occur: Selected by the SO if the event is cancelled or postponed. Closed: Selected by the OSP Administrator to indicate that the event has been archived.
Event ID	This number is automatically generated by the OSP when the event is created by the EO.
Event Name and Organisation	These are entered by the EO
Start and End Dates	These are entered by the EO and they the dates that are referred to in the COC and the Race Permit. They may include bump-in and bump-out dates. They are not linked to the TA Calendar.
Venue	Entered by the EO, and this is the venue mentioned in the TA Calendar.
Race Director	Entered by the EO. The person in charge of the sports component of the event on Race Day.
Assistant Race Director	Entered by the EO. Assumes the role of RD if the RD is unavailable. It's not mandatory for an event to have an assistant race director.
Technical Delegate, Assistant Official, Race Referee	Entered by the SO. If the TD/RR role is combined, then the RR selection is left blank.
Interested Parties	Entered by the EO. These names appear on the event's COC.
COC Status	For Club events, this is sent to clubs by TA at the start of each season. For Open events, this automatically uploads to the Attachments page when the sanctioning fee is paid. For Special Exemption events this requires approval from TA National Events Manager, and if approval is given the SO manually activates the COC.
Name of Medical Group and Director	Entered by the EO. Every event must have a nominated MD.
Ambulance Present At Event	If it is a large event, the EO is to consider hiring an ambulance.

Sanctioning Fee	The EO selects the appropriate Sanctioning Fee from the drop-down list, based on the expected number of competitors
Special Rules	If the EO or the SO require a Special Rule, the rule is added here. The SO then advises the Manager/Technical for approval.
Sanctioning Conditions	These are selected by the SO, and are included on the Race Permit, when issued
CALENDAR DATA	All of the fields in this section need to be completed. Every entry is linked to the TA Calendar, so if some fields are empty, then it will be more difficult for a prospective competitor to search for the event in the TA Calendar.
RACES	The EO lists all of the races at the event by clicking on the ADD RACE button. All fields within each **Race** need to be completed, as most of these fields link to TA's Events Calendar, and they help describe the race to prospective competitors. Additionally, all fields within each **Race Leg** need to be completed.
Participants Section	This section has not yet been activated.

2. Comments Page

The Comments Page provides a record of when key correspondence or milestone activities have occurred during the sanctioning process.

3. Approvals Page

This page is an opportunity for the event organiser to list what approvals are required.

4. Attachments Page
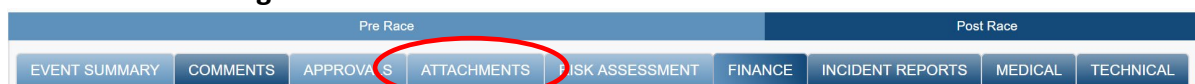
Attachments can be uploaded by the event organiser or by the sanctioning officer at anytime prior to the event being sanctioned. Attachments that are uploaded consist of mandatory and optional documents.

Mandatory Attachments

These attachments need to be uploaded by the EO prior to the sanctioning of the event.

Item	Comment
Course maps	Should be of sufficient detail to understand the nature of the course and direction of flow.
Risk Assessment	May be included in the Risk Management Plan (RMP) if one exists. Check that triathlon specific risks are identified and that appropriate control measures are listed. The risk assessment (or RMP) should reference this particular event. The only exceptions to this mandatory document are small club events held at inherently safe risk venues. In these situations the organisers may revert to the pre-populated *Risk Assessment* section. Organisers can also introduce new risks and controls in this section, that are specific to their event.

Traffic Control Plans (if using public roads)	Are included in the Traffic Management Plan (TMP). TCPs require the approval of the local traffic authority.
Medical Plan	May be included in the RMP or another document or may be a stand-alone document.
Evacuation Plan	Every event must have a plan to evacuate the swim course in the case of an emergency. It does not have to be a stand-alone plan, it may be listed in the Swim Risk Assessment. Every competitor must be made aware of the swim course evacuation plan.

Optional Attachments

Item	Comment
Event Plan	These are not a prerequisite to sanctioning approval, but they are indicative of a high quality event that has undergone considerable planning and is therefore more likely to succeed. You may refer to the Triathlon Australia's EVENT OPERATIONS MANUAL, which contains information on the preparation of these plans.
Emergency Plan	
Event Schedule	
Volunteer Plan	
Contingency Plans	
Transition map	This becomes more important for public events where it is desirable to have a fair transition.

5. Risk Assessment Page

As mentioned earlier this page can be used by organisers of small events as their risk assessment document. The pre-populated control measures are mandatory, and you can also create your own risks and related control measures.

7. Finance Page

Invoices

There are three types of invoices associated with an event:

i) The **Sanctioning Fees** invoice is automatically created by the OSP when the EO changes the Sanctioning Status to **Awaiting Sanctioning**. If the event is a **Club Event**, then there is no sanctioning fee. When the sanctioning fee invoice is paid by the EO the OSP automatically uploads the event's COC.

ii) The **ODL Fees** invoice is automatically created by the OSP when the EO populates the participation fields on this page and then clicks on the UPDATE button.

iii) The **Technical Services Fees** invoice is created by the OSP from data that the Technical Delegate provides in the **post-event Technical Report**. A technical services fee is not applied to club events.

One Day Licences and Participation

This section reveals the various races that are part of the event. At the completion of the event, and within 7 days, the EO must populate all of the participation fields, which allows the OSP to calculate the ODL Fee invoice.

8. Incident Reports Page

This page provides an opportunity for the EO to document any incidents that occurred during the event.

If no incidents occurred please tick the "no incidents" box

9. Medical Page
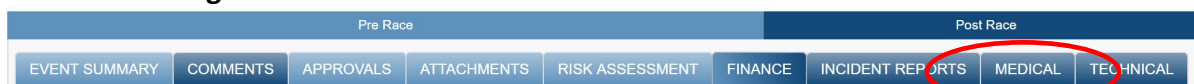
This page provides an opportunity for the EO to summarise the medical resources and treatments at the event.

10. Technical Page

This page is completed by the Technical Delegate within 7 days after the completion of the event.

11. Post Event Race Director Report

This is an opportunity for RDs of Open events to provide feedback on the performance of the Technical Team. This feedback is provided directly to Triathlon Australia and is not seen by the Technical Team. RDs are encouraged to complete this form as it assists in the development and recognition of technical officials.

12. Cloning Events
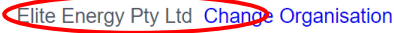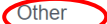
A previously sanctioned event can be cloned by the EO to become a future event. The EO is prompted to clone various aspects of the previous event, including individual races, approvals, maps and plans. To clone an event, go to the high level event listing on your OSP entry page and simply click the "Clone" button in the right column.

If you experience difficulty cloning an event then please contact your local Sanctioning Officer.

LINKS TO THE TA EVENTS CALENDAR

⬭ these fields should be completed to ensure events appears on TA Calendar correctly

1. The "EVENT SUMMARY" Page

Sanctioning Status ❓	Sanctioned
Event ID	NSW3032
Event Name	Wollongong Triathlon Festival
Organisation	Elite Energy Pty Ltd Change Organisation
Start Date	17 Mar 2018
End Date	18 Mar 2018
State	NSW
Venue	Lang Park, Wollongong
Race Director ❓	Mark (Emo) Emerton (0413765248)
Assistant Race Director ❓	Greg Winchester (0421757083)
Sanctioning Officer	Dave Williams (0417245575)
Technical Delegate	Nina Quinton (0425751318)
Assistant Official	Catherine Ross (0419252537)
Race Referee	
Interested Parties	Elite Energy Pty Ltd & their sub-contractors & voluntee NSW RMS, SES, NSW Police, Destination NSW, St Jo
COC Status	Issued - see Attachments Section
Name of Medical Group	St Johns
Medical Director ❓	Paul Houghton- 0488497790
Ambulance Present At Event	No
Sanctioning Fee	Open Event over 150 competitors
Event Status	Other

2. "CALENDAR DATA" Input Screen

EDIT EVENT

Sports Development Grant Applicable

| No ▼ |

CALENDAR DATA

Swim Type

| Ocean ▼ |
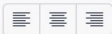
Venue Address

| Lang Park, Marine Drive, Wollongong NSW, Au: |

Lat: -34.4249648
Long: 150.9039707
Clear Venue Location

Website

| http://www.eliteenergy.com.au |

Contact Number

| |

Email Address

| |

Event Description

| Format ▼ | **B** *I* U̲ | ≡ ≡ ≡ | ☰ ☰ ⇥ | ⊖ 🖼 | ⊞ |

3. "ADD RACE" Screen

ADD RACE

Race Name

| Noosa Triathlon |

Start Date

| 05 Nov 2017 06:15 am |

Estimated Competitors

| 7000 |

Fee Type

| Standard Distance ▼ |

Race Type

| Triathlon ▼ |

1st Swim
2nd Cycle
3rd Run
4th Transition
* You can add or remove legs once the race has been created.

HOW TO CLONE A PREVIOUS EVENT

The OSP is equipped with a feature which allows event organisers to clone a previous event, provided that the new event is conducted on a similar course to the previous event. This feature is very useful for clubs that conduct many events at the same location.

It is even possible to clone an event from a previous season, which makes this feature attractive to organisers who conduct annual events.

The clone button is located on the entry page to the OSP. Here is an example:

During the cloning process you are prompted to nominate which aspects of the previous event that you wish to clone over to the new event:

Other aspects of the event, such as event dates and individual race dates, can be modified by you to suit the new event. You can even create new races if you wish.

APPENDIX G – START LINE CHECKLIST

Event:	Date:

1. PRE-RACE	Responsibility: (Race Director)	Signature
• Sufficient volunteers have registered, given job descriptions and briefed		
• Medical arrangements are on site		
• Course maps are visible to competitors		
• All competitors have registered		

2. TRANSITION	Responsibility: (Transition Director)	Signature
• All bikes in position		
• Transition lanes and entry/exit chutes are clear		

3. SWIM COURSE	Responsibility: (Swim Director)	Signature
• Course is set		
• Swim safety team is standing by		

4. BIKE COURSE	Responsibility: (Bike Director)	Signature
• Course has been inspected on race morning		
• All traffic signage and cones are in position		
• All course hazards advised to Race Director		
• All bike course marshals are in position		

5. RUN COURSE	Responsibility: (Run Director)	Signature
• Course has been inspected on race morning		
• All signage and cones are in position		
• All course hazards advised to Race Director		
• Aid stations are set up		

6. START LINE	Responsibility: (Race Director)	Signature
• Detailed course briefing given to new competitors		
• Bike course marshals are in position		
• Swim evacuation procedure explained to competitors		
• Course hazards advised to competitors		
• All competitors have swim caps (open water swim only)		
• Swim safety team is in position		
• Timing equipment is set up and operator is standing by		

At the completion of the event this check-sheet should be retained by the event organiser.