



triathlon sa

**TECHNICAL DELEGATE CHECKLIST**

EVENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ Technical Delegate: \_\_\_\_\_

Check when details have been sent to or seen by the TD.

**1. Provincial/TSA logo**

The Event (LOC)/Provincial/TSA logo appears on all documents

**2. Program**

Detailed program of the event:

Team managers meeting

Race Officials briefing and de-briefing

Athletes briefing

**3. Maps and Permits**

Permits from local Traffic Departments

Permits for road closure showing traffic patterns and hazard areas

Transition area maps showing flow, entrance and exit areas and mounts and dismount zones

Map showing sponsor signage plan

Swim course map, including wave start order and size, distance between buoys, turn angles, location of life savers and sponsor signage plan

Cycle course map showing aid stations, kilometre markings, hazards, medical station, location of life savers and sponsors signage plan

Run course map, including aid stations, kilometre markings, medical station, location of lap counters and sponsor signage plan.

- Finish area map, including spectator control, timing location, medical station and sponsor signage plan
- Organisational chart
- Water quality tests, shark net measures (sea swim)

#### **4. Agendas**

- Agenda for Team Managers meeting
- Agenda for the Award ceremony
- Agenda for the meeting with Race Officials. Confirm the role of the TD and the Chief Race Referee

#### **5. Transition area and Start/Finish area**

- Lay out of the racks – flow and equity considered – system of rack numbering
- Is the transition area secure? Access only to athletes. Controlled entry into transition during bike racking. Race entry and exit open only later.
- Security, well trained, firm and assertive, yet polite
- Location and details of the bike and helmet check
- Time and place to do the draw for bike rack numbers (Elite) by the TD
- Location of the aid station, water point, bike mechanic
- Announcing system: Name of Announcer:  
\_\_\_\_\_
- Script for Announcer
- Number of Marshalls to work in transition: \_\_\_\_\_
- Number of Race Referees for transition area: \_\_\_\_\_
- Plan to train or brief the Transition area Marshalls
- System to check out of transition after the competition
- Recovery area for athletes at Finish area
- Media area at Finish area
- Wet/dry start. Pontoon. Start control. Exit ramp

## 6. Swim area

- Radio communication: Number of Radios on water: \_\_\_\_\_
- Lead Canoe, marked with a 2m high flag for both Elite waves
- All turn areas are curved (obtuse)
- Distance to the first buoy more than 400m if one lap or 300m for two laps or sprint distance
- Prediction on the use of wetsuits
- Monitors at all buoys
- Number of life guards: \_\_\_\_\_
- Name of Chief life guard: \_\_\_\_\_ Tel: \_\_\_\_\_
- Wave start order
- Time between waves: \_\_\_\_\_
- Total number of boats on the water: \_\_\_\_\_
- Plan to measure water temperature, 24 hours before the race and morning of race
- Wetsuits for athletes?
- Swim finish line marked for sighting by swimmers
- How to account for all swimmers out of the water?
- Starter's Plan: (NO COUNT DOWN)
- Starters Name: \_\_\_\_\_ Tel: \_\_\_\_\_
- Swim area announcer's name: \_\_\_\_\_ Tel: \_\_\_\_\_
- Swim area announcer's script
- Medical and Emergency Evacuation Plan

## 7. Cycle

- Plan of course, directions and distances
- Corners swept, brooms at each corner, volunteers at each corner
- Railways, bridges and other obstructions covered and how?

- Number of Motorbikes for race Referees: \_\_\_\_\_
- Number of Motorbikes for TV: \_\_\_\_\_
- Motorbike drivers wear helmets and have an extra helmet for passenger
- Plan for lead vehicle – knows the correct distance in front of leader
- Plan to alert police and marshals that leader is on its way
- Sweep vehicle
- Plan for each intersection (traffic dept, marshals)
- Where are the hazards?
- Aid stations: location and stock
- Plan for medical vehicles
- Emergency evacuation plan
- Radio communication: Is it linked with TD and Chief Race Referee
- Cell phone communication: List of all cell phone numbers including numbers of TSA, TD, Chief Race Referee, Organiser, Medical Doctor etc
- Plan to count laps

### **8. Run**

- List and location of all aid stations, with a list of items which will be available.
- List of the number of volunteers at each aid station.
- Are the volunteers at the aid stations trained?
- Traffic control plan
- Plan to mark the course for direction
- Are there kilometre boards up?
- Are there any places where competitors could cut the course?
- Aid stations: Location and stock
- Medical Plan

- Evacuation Plan
- Plan to count laps
- Facilities for Drug Free Sport to do doping tests after the race

**9. Medical**

- The following have to be forwarded to the TD 30 days prior to the event
- A course map showing the location (with kilometre signs) of all aid stations and medical stations
- Specific plan for the medical assistance during the swim, section: spotters, life savers, ambulance, doctor, communication
- Medical evacuation plan for each segment of the event
- Details of the medical care at the finish line
- Details of the nearest medical hospital

**10. Communications**

- Communication plan for the day
- Radios confirmed for Event Organiser, Provincial representative, TD and Chief Race Referee
- Public Announcing: plan for the race announcer
- Check announcer's script the day before race

**11. Referees**

- A list of officials, their level of qualification and their assignments for the race.
- The following information:

Chief Transition Official: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Chief Swim Official: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Chief Cycle Official: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Chief Run Official: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Chief Start/ Finish Official: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Chief Official (volunteer workers and marshalls): \_\_\_\_\_ Tel: \_\_\_\_\_

- The time and venue of the Race Referee meeting
- Vehicle plan on all courses for race day

- Copies for all forms needed (appeals etc.)
- Whistles, red and yellow cards
- Names of the Competition Jury
- Board for posting penalties at the finish
- Admin area at the finish for the Chief Race Referee

## **12. Timing**

Detailed plans of the following have been forwarded to the TD one month before the event:

- The timing system to be used
- Map showing the location of all the timing areas
- Lay out of the finish area
- The back-up arrangement

## **13. Marketing, Promotion and Media**

The following to be forwarded to the TD one month before the event:

- A plan to market and promote the event
- A plan to show the media room
- Equipment in the media room
- A plan to accredit the media

## **14. Hospitality, Public facilities, Sponsors marketing and Media**

- Availability of food and drink (general public)
- Public amenities (Toilets etc.)
- Availability of bike mechanic
- Sponsors' marketing area.
- Hospitality for VIP guests, Officials