

# Technical Officials (TO) – Assignments

**PREFACE:** The following list of assignments is a general description of TO duties for an area of responsibility. Many hours of pre-planning by the LOC and TD’s have culminated in this event so please be aware different arrangements / duties may be added / removed as required. Be flexible, be a team player and smile. We are Triathlon’s ambassadors. Have fun fulfilling your role. **“Be Your Extraordinary”**

## ASSIGNMENT NAVIGATION:

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Version	Date
Draft	2017/11/27
Draft v1- del Prime/add Fraud / HR	2018/01/25
Medical / Tech Fraud	2019/01/03
Pre-Trans / Mixed Relay /Bike Check	2019/11/09
Winter Triathlon	2021/02/08

**All Technical Officials – Essential Equipment:** Pen, Pencil, Notepad, Sharpies, World Triathlon ID Card, Whistle, Red/Yellow/Blue Cards on Lanyard, Current Rule Book, Water Bottle, Hat, Headlamp, Gloves, Smiles.

## 1. Head Referee – HR

Appointed by World Triathlon or the Technical Delegate of the Event

Large events may have more than one. (HR#1 / HR#2)

### **Pre-Event:**

- Co-ordinate preparation of run sheets with TD
- Availability of Uniform and Logo measurement templates
- Prepare Appeal and Protest forms with Receipts for deposits
- Setup Competition Jury room
- Arrange for Pre-Event meeting of the Competition Jury, with agenda
- Introduced at the briefing
- Review Event website and documents to raise any potential concerns
- Review the Announcer's script for presenting the Athletes (may be TL)
- Review Start Line setup / Event Start protocol (with TL / TD))
- Review TO Assignments with TD/CRO
- Review the extent of LOC provided event assistance
  - Assess the amount of support / resources from LOC
- Approve any equipment or devices carried during the bike segment or added to the bike
- Approve bikes on request after athlete briefing
- Collect Pre-competition protests
- Review with Chief Classifier the start lists resulting from classification decisions
- Witness bike dismantling in case of suspected technical fraud
- Rule on any pre-event violations
  - Cases of proven Tech Fraud
  - DSQ athletes refusing to sign a waiver for Tech Fraud Inspection
  - Uniform / Equipment / Other

### **Event:**

- Supervise handlebar and uniform check
- Supervise setup of Prime Line (if used)
- Prepare official penalty notice board at the finish line
- Para Starts (may allow Mass start in lieu of Interval Start System)
- Starter of the Race
- Responsible to make final decisions on all rule violations reported by Technical Officials (TO)
- Collects all Protests and Appeals
- Update penalty notice board with Athlete Violations / Penalties / Protests / Appeals
- Confirm final finish order by any means necessary
- Rule on Ties in Qualifying Round Format
- Rules on change of classification results due to classifier observations
- Sign off on Official results immediately after the race

- Ensure formatting is correct for online posting
- Arrange for collection of any images and video footage from approved devices
- May need to be aware of other requirements for results (qualification as of next year's age...)

**Post Event:**

- Complete Athlete Violation report (World Triathlon Championship Series / World Triathlon Cup / other as required)
- Prepare report to World Triathlon Arbitration Tribunal if necessary

**Essential Equipment:** Start Lists, Start Horns (2), Run Sheets, Protest / Appeal / Receipt Forms, Microphone,

## 2. Chief Race Official - CRO

### Pre-Event:

- Review event and become familiar with all aspects
- Establish equipment requirements with TD / HR and resources to acquire
  - Food plan / Transportation plan
- If asked by TD, communicate assignments to all Technical Officials prior to the event
- May be asked to communicate other specific information to the TO Team
  - Other items as directed by the TD
- Ensure the TO Lounge is setup and equipment is organized and ready for use
  - Radio Access / Charging station / Radio Protocol for event
  - World Triathlon Technical Official Vests (TD / HR / MD)
  - Color Printer
  - Laminator
- Prepare and/or Organize the TO's welcome package
- Prepare all TO Competition Forms and distribute as required (Add event logo)
- Be available to attend any Pre-Event meetings as requested by the TD
- Be familiar with the World Triathlon website and how to locate Forms / Start Lists / Documents
- Review all National Technical Officials credentials with HR
- Assist / Prepare TO Briefing agenda
- May be asked to prepare Run Sheets

### Event:

- Distribute TO Vests / Radios
  - If no VCC, then after all Radios are distributed, perform Radio Check with all TO's who have a radio
- Ensure Chiefs have all equipment needed
  - Manage any issues from a Human Relations perspective (TO Team)
- May be Assistant Starter
- Supervise all TO's during the event and be prepared to support / direct as needed
- Ensure the Health and Wellness of the TO Team during the event
  - Food / Water / Breaks / Smiles

### Post Event:

- Collect all Equipment and organize for the next day (if multi day event)
- Deal with any concerns / issues with Equipment failures
- Collect any paperwork needed to be passed on to World Triathlon Team
- Collect TO Vests at the end of the event
- Return items as required

**Essential Equipment:** Color Printer c/w extra Cartridges and Paper supply (Legal A5 / Letter A4), Laminator and Sheets, Tickle Trunk, Responsible for all Chief TO Equipment needs, Internet Access

### 3. Chief Venue Control Centre - VCC

#### Pre-Event:

- Establish good relations with members of the Control Centre – LOC, Police, Fire, Ambulance
- Be familiar with Control Centre protocols and recording practices
- Prepare / obtain FOP Maps with Grid system for use in locating resources and confirming incident locations
- Ensure good communication with TD and TO Team
  - Communicate with TD and HR on race priorities and concerns and delegated authority
- Prepare how you will keep the Log of communications among the TO Team with specific data on Who, When, What along with the action item and final outcome per case
- List of Emergency contact numbers and Athlete / Coaches contact numbers via LOC
- Liaise with LOC VCC co-ordinator

#### Event:

- After all Radios are distributed, perform Radio Check with all TO's who have a radio
- Be the Eyes / Ears for the TD and TO Team about every aspect of the race and keep them updated on any issues arising, including predicting issues that may be discussed in the Control Centre examples:
  - Volunteer numbers / needs / requests
  - Communicate operational needs to the LOC from the TO Team
  - Course lockdown from LOC prior to each race start
  - Record all DNS, DSQ, Penalties, Lapped Athletes, DNF as a secondary copy for the Head Referee
  - Record all Water Temperature readings and wetsuit rulings
  - Update TD with current and upcoming weather conditions
  - FOP issues
  - Record any Medical incidents and follow up as to which hospital the athlete has been transported to so coaches and family can be notified
  - Ensure the Daily Run Sheet is being followed and all calls are being made

#### Post Event:

- Complete Event Log and deal with any outstanding incidents
  - (Apologize to the TO Team for being warm and dry, if they weren't and having been fed, and gotten hot coffee, hot breakfast, mochas, fresh fruit, air conditioning, etc.)

**Essential Equipment:** Log Book, Laptop, FOP Maps (Grid), Internet Access, Restricted Radio Operators License an asset, etc.)

## 4. Chief Registration

Assistant Registration Officials (2 – 4)

### Pre-Event:

- Liaise with LOC Registration Captain, confirm time and place of delivery of tent supplies (tables, chairs, water, food, boxes, etc...)
- Prior to briefing, confirm setup of venue
  - Tables for sign in and distribution of packages
  - Water (sealed...?)
  - Signage (Male / Female / Para Categories / Coaches)
- Ensure Race Packages are complete
  - Stickers (Bike, Helmet, Equipment Bag, etc...)
  - Body Decals
  - Other LOC items
- Prepare Numbered Swim Caps or source from LOC
- Obtain current Start list (Wait List if applicable) with signature box (check ID)
- Obtain Accredited Coaches list with signature box
- Work with MD to make sure medical credentials are available for those who's NF's have registered them
- Athlete's Agreement (World Triathlon Championship Series, World Triathlon Cup, Junior and U23 World Triathlon Championship, Elite World Triathlon Multisport Championships, Para triathlon World Championship)
  - List who needs to sign (have one complete copy for reference if asked)
- May do provisional Bike / Chair / Uniform check / answer questions
  - Templates / Measurement Tools
- Inform Assistant Officials of their duties
- Copy / Access
  - Approved Uniform list (color)
  - UCI approved Wheel list (both....)
  - Approved Bike Modifications / Non-Standard Frames
  - Approved Para Bike Adaptations

### Athletes Briefing

- Check in all Athletes to briefing
- Distribute Coaches accreditation
- Record no-shows / late arrivals to the briefing and pass along to the TD
- Liaise with DCO for packages of athletes who will be tested
- Distribute Race Packages after the briefing
- Collect all paperwork

**Event:**

- Prepare Athlete Lounge for Athletes arrival (check before race day...)
  - Chairs
  - Bottled Water
  - Tables
  - Check-In Forms
    - Uniform
    - Bike
    - Para
    - Water Temperature
- Inform TO Team that Athlete Lounge is Open
- Ensure updated Start List is present
- Deal with any unsigned Athlete Agreements and deliver to TD
- Liaise with Chief Technology regarding timing chip delivery
- Distribution of Swim Caps, Timing Chip
- Uniform Check (confirm with World Triathlon database, World Triathlon Championship Series, World Triathlon Championships, others as requested)
  - Logos
  - Name
  - Country Code
  - Body Decals
  - Take a Photo (front / back)
- Conduct a branding check of all equipment that may be used during the race (hat, visor, etc...)
- Bike / Hand Cycle / Race Chair/ Wheel / Helmet check as well as any spare Personal / Team wheels
  - This may be done by a separate Bike Check Team
  - Templates / Measurement Tools / Etc...
- Report to the TO Team any athletes who have not checked in by the close of Athlete Lounge check in
- Ensure athlete lounge is secure
- Line up athletes for Introduction
- Bring Spare Swim Caps / Para colored / along with markers to start area
- Report to the TO Team any athletes who retire to the Athlete Lounge during the race
- Advise MD if returning athletes need assistance
- Ensure lounge fluids and food is kept replenished
- Ensure recycling and waste containers are present and emptied

**Post Event:**

- Ensure all items are collected by the Athletes
- Collect all paperwork

**Essential Equipment:** Pens, Tape, Highlighters, Uniform Templates, Camera (2), Current Uniform List (color), Current UCI Wheel List, Approved Para Bike Adaptations, Approved Non-Standard Frames, Buckets, Sponges, Bottled Water, Signs as needed (for lines...), Extra Swim Caps, Magnum Sharpies, Forms, Smiles...

Below are files created by M. Chui that provide greater detail of what tasks are required in Triathlon and Team Relay.



Registration Job Briefing (Triathlon).doc



Registration Job Briefing (Team Relay).doc



Registration Job Briefing (Triathlon).pd



Registration Job Briefing (Team Relay).

## 5. Chief Swim

Assistant Swim Officials (1 – 2)

### Pre-Event:

- Be familiar with all swim courses and start times
- Supervise swim course familiarizations (Athlete Safety)
- Measure water temperature and inform TD, post in Host hotel as appropriate, Athlete Lounge
- Verify Course Measurement
  - Distance to first turn buoy
  - Course distance
  - Turn Angles
  - Swim Exit (Para Friendly / Slings)
  - Lap Area (if used)
  - Hazards / Depth
- Check Start Area
  - Width
  - Spacing
  - Numbering
  - Carpet / Beach / Pre-Start Line (Para Friendly / Slings)
  - Distance from Water
  - Security / Barriers
- Liaise with Swim Team / Lifeguards
  - Review Swim Plan
  - Review Media Plan (Media Boats)
  - Review Emergency protocols
  - Review process for Athlete removal from water / race
  - Swim TO on water
  - False Start protocol
- Swim Start rehearsal (may be done by others)
  - Start Officials / False Start / HR / TD
  - Red Flags
  - Start Position form
  - Correct movement for Pontoon Entry / During Start / Pontoon Exit
  - “TAKE YOUR MARK”
- Confirm Air Horn access (HR may have them)
- Athlete introduction area / Sound System
- Ensure pre-start corral is set up and secure
- Inform Assistant Officials of their duties

**Event:**

- Re-check swim course prior to first race
- Measure Water temperatures based on Run Sheet prior to races and inform HR of readings (3 locations, 60cm depth, Lowest reading)
- Inform TO Team the Swim course is Ready
- Video False Start camera
- In-Water TO / Chief or Assistant / Both (wear Life-Jacket)
  - Record / Note Un-Sportsmanlike behavior (new Swim Rule)
  - Ensure each turn buoy has someone on the inside, touching the buoy to keep athletes on the outside (proactive...)
  - Monitor / Record any swim DNF's and inform HR
  - Assist swim team as needed
- Report position of First / Last athlete during the Race
- Ensure swim cut-off times are managed (Beach / TZ)
- Liaise with Chief Transition on progress of waves in the water and exiting
- De-brief between starts and fix issues
- Ensure all Athletes have been accounted for before Closing the Swim Course

**Post Event:**

- Post- Mortem with Swim Team / Corrections as needed
- Ensure all items are collected by the Athletes

**Essential Equipment:** Swim Course Maps, Laser, Thermometer, Binoculars, Video camera, Red Flags (Swim Start), Air Horn(s) Extra Air, Life-Jacket, Swim Position Forms, Start List, Para Slings

**Additional Information:** The OEM also provides additional details around Boat movements and requirements on the Swim course. Section 6.9

## 6. Chief Transition

Assistant Transition Officials (2)

Assistant Transition Officials (2) – Mount / Dismount Line

### Pre-Event:

- Liaise with LOC Transition Coordinator - smile
- Be familiar with all Races that you are responsible for within Transition
  - Elite / Para / Relay / AG / KOS
- Obtain Transition Check-In sheet
- Review Transition setup
  - Racks (Individual / AG)
    - Spacing (Para...)
    - Numbers
    - Height
    - Placards (Name, Number, Country Code and Flag, Logos TD approved)
  - Prepare / Source from LOC
    - Athlete Equipment Boxes (Numbered)
  - Flow (Loading...Waves...)
  - Hazards
  - Carpet
  - Mount (GREEN)/ Dismount Line (RED) (2 Red Flags)
    - Confirm location with TD
- Inform Assistant Officials of their duties

### Event:

- Ensure Transition area is ready for Athlete arrival
  - Check Box placement
- Inform TO Team Transition is Open for Athletes
- May do Bike / Wheel / Helmet inspections if not done in Registration
- Report to HR any illegal or unapproved equipment
  - Confirm any recording equipment with HR (GoPro...)
- Ensure a Bike Mechanic is available when athletes loading Transition
- T1: Front wheel out
- Inform TO Team when all Athletes have checked-in and Transition is closed
- Take a photo of each Athlete's area after check-in
- Ensure Transition is secure while bikes are checked-in
- Video Cameras recording Transition area for violations (if available)
- Be prepared to administer Swim penalties (approved by HR) in the TZ
- Supervise Mount / Dismount lines
- Inform TO Team of First / Last Athlete In / Out of Transition

- Inform HR if Transition was clear (T1 / T2) or of any violations in Transition (T1 / T2) and have a photo of the violation available for the HR to review if needed (photo of used equipment outside the Athletes' box)
- Clean up equipment boxes after each Transition
- Supervise any changeovers required to facilitate back to back races
- For AG Transition:
  - Athlete Spaces not marked
  - Support Chief Swim with count of Bikes remaining in Transition
  - Ensure Bib Numbers are being worn
  - Bikes racked correctly
  - Helmets Unbuckled
  - Correct Helmet violations
  - Inform HR if Transition was clear (T1 / T2) or of any violations in Transition (T1 / T2) and have a photo of the violation available for the HR to review if needed
  - Inform TO Team of First / Last Athlete In / Out of Transition

**Post Event:**

- Ensure all items are collected by the Athletes

**Essential Equipment:** Smiles, 30m Tape Measure, Camera, Current UCI Wheel List, 2 Red Flags

## 7. Chief Bike

Assistant Bike Official (1 or more...)

Required to ride on the back of a Motorcycle

### Pre-Event:

- Liaise with LOC Bike Course Coordinator - smile
- Be familiar with all Races that you are responsible for on the Bike course
  - Elite / Para / Relay / AG / KOS
  - Draft Legal / Illegal
- Supervise Bike Familiarizations
  - Ensure Safety and Course readiness
- Co-ordinate with Chief Vehicular
  - AG races should have a plan for determining
    - When bikes leave (# of Athletes)
    - What coverage area (Zones, Loops, Follow)
    - Breaks
    - Pair Driver / Official
- Liaise with Bike Course Team
  - Meet with Police, LOC Motorcycles for other Officials, Motorcycle drivers / Camera Crew, Chief Vehicular to review course and any other pertinent information. TD may conduct this meeting
  - Confirm times for Road Closures / Openings
  - Confirm Motorcycle marshalling area
  - Confirm with Chief Run, if First Runner / Last Biker scenario exists and what plans have been made by LOC / TD
  - Review with TD the event protocol for Elite course (Lead pack / Chase Pack)
- Bike Course
  - Ensure course is swept
  - Check Road surface
  - Confirm Topography / Elevation Change
  - Note Technical Challenges
  - Remove / Mark / Make Safe any Hazards
  - Verify Course Measurement and record exact distance for inclusion in the Athlete briefing
  - Ensure Whistles / Flags are available in key areas of the course
- Obtain all Bike Course paperwork
- Inform Assistant Officials of their duties
  - Locate all camera positions to avoid shot blocking
  - Be Camera aware

**Event:**

- Ensure Bike Course is ready for the first race
  - Work with Bike Team on course readiness
  - Re-Confirm course is safe and ready
  - Inform TD ASAP if there might be a course opening delay
- Inform TO Team the Bike course is Race ready
- Ensure all Traffic is controlled and Road closures are effective during the race
- Ensure that Athletes who retire from the Bike course are escorted or can safely make it back to Transition
  - Inform HR of Athlete number when retired (DNF)
  - Remove Timing Chip
  - Do not cross Timing Points with chip
- Ensure Lapped Athletes are removed safely from the course (enough room and out of camera)
  - Inform HR of Athlete number when removed (Lapped)
  - Remove Timing Chip
  - Do not cross Timing Points with chip
- Monitor movements of all Motorbikes on the Bike course
- Be aware of Camera / Photo areas on course
- Monitor Wheel Stops and assist as needed
- If the Bike course has Aid Stations, ensure the Free Littering zone is marked and Littering Bins have been placed correctly (see current EOM / Comp Rules for distances)
- Ensure the TO with the last athlete is to the side of the road and away from any Camera angle
- Inform the TO when the Last Athlete is off the Bike Course
- Elite Races:
  - Inform the TO Team when the First / Last Athletes are approaching Transition
  - Typically, the Lead Motorcycle will be behind the Lead pack
  - Typically, two (2) TO's on Motorcycles are used for removing Lapped Athletes
  - Green Flag – Course Open
  - Red Flag – Course Closed
- AG Races
  - Enforce Drafting violations based on Race distance
  - Use correct violation enforcement mechanics
  - Red/yellow/blue cards used correctly
  - Record violation information for review with HR if required
    - Time / Location / Athlete # / Bike (Make/Color) / Uniform / Helmet
    - Report Athlete # to Penalty Box

**Post Event:**

- Post Mortem with Bike Team/ Corrections as needed
- Ensure all Timing Chips are returned to Chief Technology (Timing)
  - Note: Be aware of timing points, do not cross over them with a vest full of chips...you will owe Chief Tech a refreshment...

**Essential Equipment:** Personal Motorcycle Helmet, GPS for Course Measurement, Course Maps (Grid), Driver Contact Numbers, Appropriate Clothing (Hot / Cold / Wet) – Long Pants / Leather Shoes, Drafting Violation Forms, Blue Cards (Extra), Go Pro for filming Violations

Additional Information: The OEM also provides additional details around Motorcycle movements and requirements on the Bike course. Section 6.9

## 8. Chief Wheel Station

Assistant Wheel Station Official (1 – 2)

### Pre-Event:

- Be familiar with the locations of the Wheel Stations used during the event
  - Team Wheel (close to Transition)
  - Neutral Wheel (wheels supplied by LOC)
- Prepare / Obtain Country Code - Flag sheets to be able to organize wheels by country in wheel station area (in plastic protectors)
- Confirm location where wheels will be checked prior to delivery to the wheel stop
- Confirm method of and person responsible for delivery To / From wheel stations
- Obtain all Wheel Station paperwork
- Signage (Wheel Station, Wheel Station 200m)
- Inform Assistant Officials of their duties

### Event:

- Ensure all wheels are delivered to the wheel stations and paperwork is exchanged
  - Attach individual wheel labels
- Check that the wheels are UCI approved (call HR to confirm any violations found)
- No wheels can be accepted to the wheel station after the Transition zone check-in has closed
- Notify the HR of any wheels used during the race
  - Hand the required wheel to the Athlete
  - Collect the damaged wheel and remove from course
  - Do not assist with replacing the wheel (TD discretion)
- Supervise wheel stations
- Ensure Security of all wheels
- Communicate with Chief Bike about any potential issues on the Bike course

### Post Event:

- Ensure all wheels are returned to the rightful owner (communicate prior, they should retrieve their wheels within 15 mins after the race). Any wheels that are not collected should be given to the LOC...(or sold on E-Bay)
- Try and make it to the TO photo in time...good luck

**Essential Equipment:** Country Code – Flag sheets for all participating countries, Wheel Stop forms, Ty-Raps, Current UCI list (both), Tape (Masking/Duct)

## 9. Chief Vehicular

### Pre-Event:

- Attend the Bike Course meeting
- Be familiar with the Bike courses used for the event and any special planning the TD / LOC have in place. This includes the knowledge of special requirements by Police or other persons having jurisdiction over the event courses.
  - Ensure Grid Maps are made (TD / LOC / VCC / All Bikes)
- Review Bike Course plans and communicate any concerns with the TD
- AG races should have a plan for determining
  - When bikes leave (# of Athletes)
  - What coverage area (Zones, Loops, Follow)
  - Breaks
  - Pair Driver / Official

### Event:

- Maintain a safe number of Motorcycles on the course
- Ensure safe routes for Emergency Vehicles
  - Assist with co-ordination of any Emergency incidents during the race
- Ensure Traffic is controlled and Road closures are effective
- Monitor Motorcycles and Athletes for Lens Drafting and report to Chief Bike
- Monitor Motorcycles / Camera for not being too close to the athletes during filming (confirm protocol with TD prior to race)
- May need to ride on the back of a motorcycle

### Post Event:

- Post Mortem with Bike Team / Corrections as needed

Essential Equipment: Course Maps (Grid), Emergency Vehicle Plans, Filming Plans, Helmet

**Additional Information:** The OEM also provides additional details around Motorcycle movements and requirements on the Bike course. Section 6.9

## 10. Chief Lap Auditor

Assistant Lap Auditor Official (1 – 2)

### **Pre-Event:**

- Realize you have one of the most important jobs of the event...know the number of Laps for each Race
- Confirm the Number of Laps for each race with TD / HR
- Obtain the Lap Boards (correct Numbers)
- Obtain the Bell (works / loud)
- Confirm location for Bike and Run
- Obtain recording sheet
- Co-ordinate with Chief Bike who will be Leading / Trailing

### **Event:**

- Ensure the Lap Boards and Bell are in position for the Bike
- Ensure the Lap Boards and Bell are in position for the Run
- Inform the TO Team when the Leader has completed each Lap (Bike / Run)
  - The Lead Athlete has completed Lap 'X', 'X' Lap(s) to go

### **Post Event:**

- You can stop sweating now...
- Return equipment

**Essential Equipment:** Lap Board Numbers, Bell, Stand?, Recording Sheet

## 11. Chief Run

### Assistant Run Official (1)

#### Pre-Event:

- Liaise with LOC Run Course Coordinator - smile
- Be familiar with all Run Courses used for the Event
- Know how they will transition to AG / Para / Elite during the event
- Obtain Maps (Grid) / Assist in development
- Verify Course Measurement (be prepared to walk the entire course many times)
  - World Triathlon Championship Series / World Cup - Coaches check (TD to confirm, before / after)
  - Break course into sections for easier measuring
- Liaise with Run Course Team
  - Confirm times for Road Closures / Openings
  - Confirm Aid Station locations / Recommend adjustments if necessary
  - Confirm with Chief Bike, if First Runner / Last Biker scenario exists and what plans have been made by LOC / TD
  - Review with TD the event protocol for Elite course (Lead Runner / Last Runner)
    - World Triathlon Championship Series – No Lead Runner TO
    - Sweep the course about 5 minutes before first athlete enters
    - Last Runner TO only needs to maintain eye contact as necessary
- Run Course
  - Ensure course is swept
  - Check Run Course surface
  - Confirm Topography
  - Note Technical Challenges
  - Remove / Mark / Make Safe any Hazards
  - Verify Course Measurement and record exact distance for inclusion in the Athlete briefing
  - Ensure Whistles / Flags are available in key areas of the course
- Inform Assistant Officials of their duties
  - Be Camera aware

#### Event:

- Ensure Run Course is ready for the first race
  - Work with Run Team on course readiness
  - Re-Confirm course is safe and ready
  - Confirm correct placement of turn markers
- Inform TO Team the Run course is Race ready
- Ensure all Traffic is controlled and Road closures are effective during the race
- Ensure that Athletes who retire from the Run course are escorted or can safely make it back to Transition
  - Inform HR of Athlete number when retired (DNF)

- Remove Timing Chip
- Do not cross Timing Points with chip
- Monitor movements on the Run course
- Be aware of Camera / Photo areas on course
- Monitor Aid Stations and assist as needed
  - Ensure litter zones are established and signed
- Ensure the TO with the last athlete is to the side of the road and away from any Camera angle
  - In sections that the TO has an eye contact with the last athlete (e.x. dog leg, out and back run sections) they don't need to ride behind the last athlete. They can be stationed in a key location and monitor the athlete's movement from there and join the athlete again.
- Inform the TO Team when the first Athlete is approaching the finish (200 – 400m)
- Inform the TO Team when the Last Athlete is off the Run Course

**Post Event:**

- Post Mortem with Run Team / Corrections as needed
- Return equipment as needed

**Essential Equipment:** Measurement Wheel, Laser, Notepad / Calculator, Course Maps, Good shoes...

## 12. Chief Aid Station

Assistant Aid Station Official (1)

### Pre-Event:

- Liaise with LOC person responsible for Aid Stations - smile
- Form an integral part of the Run Team
- Attend any Run Team meetings and be familiar with Aid Station locations
- Aid Station Plan
  - Supply chain (water / nutrition / weather considerations)
  - Volunteers (enough numbers / location)
  - Sealed water (Elite, supervised by TO)
  - Ensure the Free Littering zone is marked and Littering Bins have been placed correctly (see current EOM / Comp Rules for distances)
- Inform all Aid Station Officials and Volunteers of their duties

### Event:

- Confirm Aid Station(s) are ready for first Athletes
  - Supervise operation
- Inform the TO Team the Aid Stations are ready
- Ensure the Aid Stations are well stocked throughout the race
- Communicate with Chief Run about any issues on the Run course
- Monitor Athlete behavior for potential violations at the end of the Littering zone
- Make adjustments as necessary for AG / Para / Elite

### Post Event:

- Assist with clean-up as needed
- Post Mortem with Run Team / Corrections as needed

**Essential Equipment:** Course Maps, Contact Information, Disposable Gloves

## 13. Chief Technology

### Pre-Event:

- Be familiar with all the races during the event
- Liaise with the World Triathlon Live Coverage Team
  - Timing and Results (World Triathlon Championship Series)
- Work with Event Timers
  - Supply of timing chips for event (handout process / collection process)
  - Correct Athlete Numbers assigned
  - Quality of straps (Velcro)
    - Double chips if necessary (Safety Pins)
  - Finish Line Camera (Photo Finish)
- Confirm what types of results and formats need to be generated for the Event (check with TD what has been discussed)
  - World Triathlon Cup Qualification typically require year ahead age categories
  - Live Website / Printed Posted
  - Assist with the preparation of the Results Header information
    - Event, Weather Temps, Wetsuit, TD, HR, Comp Jury, Penalties
- Ensure correct placement of Timing points (confirm with TD)
  - Be familiar with potential contingency plans and assist with the implementation if needed
- Confirm time and manner of chip delivery with Chief Registration

### Event:

- Ensure Athlete chips are being distributed as required
- Ensure Timing points are set and tested
- Confirm operation of the Photo Finish Camera (if used)
- Ensure spare chips are available
  - Swim starts
  - Transition
- Monitor athletes' chips at each stage, report athlete numbers that have lost a chip and arrange manual back-up
- Communicate to the Timing company all DNS, DNF, Lapped, DSQ, Penalties from each race in real time through radio confirmations by the HR
  - Acknowledge over the radio you have copied the call
- Secure Official Results immediately after the race and deliver to the HR for verification
  - Cue up the Photo Finish camera if needed
  - Confirm with HR how they would like this administered (Elite, AG, Long Distance)
  - Pre-check results and flag any suspected placement / timing calculation errors as well as short, long or missing split times for review by HR
  - Number of copies...?
- Collect all chips from the FOP

**Post Event:**

- Ensure all results signed off / posted quickly
- Return of all timing chips from the FOP

**Essential Equipment:** Course Maps, Event Knowledge, Internet Access

## 14. Chief Penalty Box

Assistant Penalty Box Official (1)

### Pre-Event:

- Liaise with LOC person supplying tents and tables. Confirm time and place of delivery and set-up
- Course Maps showing location of Penalty Box(s)
  - Review location and recommend changes if necessary
- Obtain Penalty Box forms / Stopwatches
- Prepare Athlete Number Notice Board
  - Elite (cards with numbers to hang on board)
  - AG (Athlete responsible to show up at Penalty Box)
- Penalty Box Sign / Penalty Box 200m
- Establish a Coaches area next to the Penalty Box
- Inform the Assistant Officials / Volunteers of their duties

### Event:

- Know when and where to move tents and equipment for Elite / Para / AG
- Be in a position to receive and confirm Athlete violations from the HR
  - Know how long time penalties will be for each race (confirm with HR)
  - Do not post any Elite penalties until the HR confirms
  - Take a picture of the number when it is posted
  - Start watch when athlete arrives and is still. Stop watch if the athlete touches equipment (holding bike is OK)
  - Do not engage athlete in discussion
  - Tell athlete 'GO' after penalty time has expired
- Inform the HR when an athlete has served their penalty
  - Remove Number after the penalty has been served / Take a picture of the board
  - Elite races (over the radio)
  - AG (will reconcile after the race)
- Ensure there are enough TO's and / or Volunteers at the Penalty Box

### Post Event:

- Provide all paperwork to the HR for reconciliation

**Essential Equipment:** Stopwatches (StopWatch4all....great app), Forms, Duct Tape, Athletes who break the rules...

## 15. Chief Finish

Assistant Finish Official (2 – 4)

### Pre-Event:

- Liaise with LOC Finish Co-ordinator and confirm delivery of supplies
- Locate and Secure all Finish Tapes
- Obtain Manual Back-up forms and have a plan for who will complete them
- Review Finish line plan with TD / LOC
  - How much room do we have
  - 15m to Media Stand
  - Mixed Zone
- Supervise the placement of:
  - Finish Line
  - Photo Finish Camera
  - Timing Point
- Co-ordinate a briefing for all of the Finish Line Team
  - Media
  - Medical
  - Doping Control
  - Chaperones
  - Assistant TO's
  - Finish Line Handlers
    - Review Layout / Flow / Security
- Finish Line supplies
  - Sealed water
  - Water
  - Cold Towels / Warm Blankets
- Inform Assistant Officials of their duties

### Event:

- Ensure Finish area is ready for first Athlete
- Do not allow non-athletes to run down the finish chute
- Do not allow an Athlete to cross back over the Finish Line
- Do not allow an Athlete to crawl over the Finish Line
- Ensure the TO's hold the finish line tape horizontal / allow for the Long shot and are prepared to make the first level decision in the event of a tie.
  - If a Tie, assemble all the evidence (Finish Line officials, video) to assist the HR
- Supervise Finish Area (the goal is to have a clean finish area for each athlete as they cross the line. All about the picture.)
  - Athletes leave for Recovery
  - Media stay in stand area
  - Medical available on request (close by)

- Sealed Water and other supplies stocked and available (ice, wet towels, space blankets, etc)
- Volunteers assisting athletes (out of camera shot)
- Secured area
- Doping Control access as required
- Volunteers for chip removal
- Allow 1 / 2 / 3 a moment in the Finish area for pictures
- Watch for multiple Classification winners (Para)
- If possible, hold Finish Line Tape again for other finishers as appropriate (confirm with TD)
  - Ensure Safety for Para Athletes (Chairs , VI)
- Ensure Manual Back-up is being recorded and pass sheets to Chief Technology as needed
- Keep Penalty Board in view of Coaches and Athletes
- Finish area / Recovery food for athletes only

**Post Event:**

- Ensure all Manual Back-up sheets have been passed on to Chief Technology

**Essential Equipment:** Finish Line Tape(s), Manual Back-up forms

**Top 3 finishers' chaperones (World Triathlon Championship Series event assignment)**

- Responsible to move the top 3 finishers quickly from the post finish area to the Broadcaster's interview area.
- Conduct an ambush marketing athletes' uniform check (hats, visors, jackets) to make sure that the athlete is not using these opportunities for additional promotion for his/her own sponsors (size of logo on the hat/visors, only national uniforms are allowed, not holding sponsor's products or equipment).
- Move the athletes from the Broadcaster's interview area to the medal ceremony area when called by the Chief Protocol / World Triathlon TL.
- Prior to the line-up for the medal ceremonies, conduct an additional ambush marketing check.
- Following the medal ceremonies, escort the athletes from the medal ceremony area back to the mixed zone.

## 16. Video Review – OB Van

### **Pre-Event:**

- Discuss the role and the responsibilities of this assignment with the assigned TD and the HR
- Attend the broadcasters meeting and be introduced to the team by the assigned TD
- Visit the OB Van with the TD and the HR to be familiar with the layout and access
- Be aware many Broadcast vehicles are RF shielded, so an alternate form of communication may be required

### **Event:**

- Meet with the TV Producer and go through with him/her the communication process between you the OB van. Chain of command and communication process within OBU has to be strictly adhered to. Official needs to know who they can speak to, who can deliver replays for them and how to request them.
- Report to the OB van 30 minutes before the start of the race. Make sure to have with you the run sheet, start list and your radio with an earpiece.
- Meet with the allocated OB van staff, responsible for the play back.
- During the race report any violations that you have identified to the HR and wait for the HR instructions.
- Review any footage upon request of the HR.
- Keep a log of the incidents (type of incident, athlete(s) involved, violation, HR comments, WHO notified)
- Communicate directly only with the HR or the TD
- Have to be careful with any food or drink in OB van, so adhere to broadcaster's guidelines.
- Please keep in mind that the primary role of the OB van is the live coverage of the event. Any requests coming from you, shouldn't distract the OB van staff from their job.
- Please be thankful to the team in the OB van as this is their property and we are only Guests.

### **Post Event:**

- Complete any outstanding requests from the HR or TD

**Essential Equipment:** Diplomacy, Keen Eye for detail

## 17. Protocol Official

May be done as Team Leader duties

### **Pre-Event:**

- Meet with LOC Presentation Team to review music play-list, sound system quality and volumes, attend all rehearsals and supervise during the event
- Rehearse the athlete introduction with the announcer
- Rehearse the podium protocol with LOC Presentations Manager and ensure announcer's sheet, World Triathlon music, anthems, medals, flowers, flags and champagne are ready
- Ensure VIP passes are ready for top 3 finishers re: time and place for podium awards
- Supervise setting up of the podium and backdrop

### **Event:**

- Ensure athletes are appropriately dressed, according to avoid ambush marketing rules, for the podium
- Ensure the medal and flower presenters are appropriate and present
- Ensure the medal presentation takes place at the appropriate time

### **Post Event:**

- Post Mortem with World Triathlon Team

**Essential Equipment:** Protocol Knowledge

## 18. Medical Delegate

### Pre-Event:

- Request, review, comment and approve the events' medical plan
- Participate in pre-event calls with TD / LOC where the Medical and Marine Plans are being discussed
- Meet with the Medical Race Director and Operations Team
- Meet the Anti-doping agency staff and review the procedure to test the athletes
- Check all the facilities and the provided services prior to the event
- Confirm the readiness of the LOC medical team prior to each event
- Decisions on medical withdrawals prior to the event
- Managing Team Medical Accreditations

### Event:

- Effective communication with the Race Medical Director and be immediately informed with anything that is happening on the course
- If there is an incident in any of the race courses keep the VCC / TD informed about the country, name, number of the athlete and his/her medical condition and if the athlete will require medical attention on site, in the medical tent or, if it is necessary, to transfer to the hospital. (location of Bikes)
- Coordinate the finish line TOs on who is to assist athletes after they cross the finish line (may be medical staff and volunteers) In collaboration with Chief Finish assume the authority and responsibility to keep a clean area to allow a free flow of the athletes and guarantee a rapid assistance and direction to the medical and recovery area. Make sure that there is a good provision of sealed liquids in place, wet towels, ice, blankets.
- Close communication with anti-doping agency staff
- As per Run Sheet or as needed, record and broadcast Wet Bulb readings for the event and report Flag status

### Post Event:

- Prepare a final report about medical issues of the race and review records of all medical interventions
  - LOC Medical Team document all interventions and send them to the MD for post event review
  - MD then passes them to the World Triathlon along with medical report
- MD may make recommendations to improve the health and safety aspect of the race

**Essential Equipment:** Wet Bulb Instrument

## 19. Para Triathlon Classifiers

Appointed by the World Triathlon Head of Classification in collaboration with World Triathlon Sport Department

### CHIEF CLASSIFIER

#### Pre-Event:

- Review classification schedule set by World Triathlon prior to event
- Supervises classifiers to ensure that the classification rules are applied appropriately during a specific competition
- The Chief Classifier may form part of a classification panel, or may not be assigned to a panel but will oversee classification matters and administration
- Communicates any changes (class, non-eligible status) to TD/HR to ensure start lists are updated accordingly after each of the classification sessions
- Introduced at the Paratriathlon athlete briefing
- Posts a list with preliminary classification outcomes at the Paratriathlon athlete briefing  
Chief classifier must liaise with the TD PRIOR to the briefing to announce the exact location of the classification results at the briefing and where will the results be posted at the end of the race
- Receives pre-competition protests (up until 60 minutes after the time the classification outcomes are posted at the briefing)
  - Collects any supporting documentation, and the prescribed fee
  - Reviews the protest and rules on the evidence, and declines or accepts the protest and notifies the relevant parties of the result of the protest
  - If the protest is accepted, the Chief Classifier shall appoint a Protest Panel, if available, to resolve the protest at the earliest opportunity possible
  - Notifies all relevant parties of the time and date for the Athlete Evaluation that will be conducted by the Protest Panel.

#### Event:

- Rules on change of classification results due to classifier observations
  - Inform Head Referee of any class changes based on observation in competition
- Posts final classification outcomes in the area the TD has designated at the briefing
- Available at the finish line for potential protests and/or appeals
  - Advise TD/HR of protest, as protest may affect official race results
  - See pre-event section re: protests for course of action when protest is received

#### Post Event:

- Ensures electronic and hard copies of classification documents are complete
  - All electronic forms sent to World Triathlon Paratriathlon manager and hard copies to be sent to World Triathlon Madrid HQ
- Prepare a classification report of with a review of process, outcomes, and any issues that arise

## CLASSIFICATION PANEL FOR ATHLETES WITH PHYSICAL IMPAIRMENTS

Panels should include two classifiers; at least one medical classifier must be present

### Pre-Event:

- Liaise with Chief Classifier regarding schedule and panel assignment
- Check room set-up for classification, as well as additional facilities that may be used for technical assessment
- Ensure all equipment is available, in working condition, and set-up
- Ensure all required forms have been printed and are sufficient copies are available
- Conduct classification appointments of all athletes scheduled by World Triathlon
  - Collect medical diagnostic form and photo (ensure name and National Federation are written on back of photo) from athletes
  - Review medical documentation, obtain athlete history, perform physical and technical assessment
  - Approve any adaptive equipment or devices (prostheses, orthoses) that will be used in competition
  - Approve use of personal handlers for new athletes undergoing classification
  - Communicate Sport Class allocation and status to athlete
  - Ensure the electronic and hard copies of the Evaluation Card are completed and signed by the relevant persons.
- May attend swim and bike familiarizations for athlete observation if warranted
- Attend Paratriathlon athlete briefing

### Event:

- Become familiar with race course including pre-transition and transition zone
- Observe athletes in competition to finalize classification outcomes
  - The observation in competition period begins upon arrival at the competition venue on race day and until the end of competition;
  - Includes being on the field of play during the event
- Confirm athlete class and status and complete final classification outcome list and evaluation scorecards

### Post Event:

- Complete all paperwork and electronic scorecards

**Essential Equipment:** Examination table in private and accessible area, Treadmill, Bike Trainer, Access to a pool or area where swim motion can be observed (swimsuit and goggles may be necessary for underwater observation), Laptop computer, Camera, Motion Sensors (?), Goniometer, Reflex hammer, Pens, Pencils, Paperclips, World Triathlon classification rules, World Triathlon shirt, clothing for indoor and outdoor environments

## 20. Competition Jury

- World Triathlon Technical Delegate will appoint the members of the Competition Jury based on the World Triathlon Competition Rules and arrange a suitable venue for any meetings.
- The Competition Jury must be available prior to the Athletes' Briefing until after the end of the competition.
- The Competition Jury will meet, at minimum: After the race briefing; One hour before the start of the event; and after the last finisher completes the competition. Additional meetings will be required during an AG event.
- The Competition Jury observes the principles described in the World Triathlon Competition Rules.
- Appeals or protests will be filed in writing to the Head Referee, signed by the appellant or protester and will be accompanied by a fee of \$50 USD or equivalent. It will be refunded if the appeal or protest is successful. If the appeal is denied, there will be no refund and the money will be retained by World Triathlon.
- The appeal or protest can be filled within the time limits defined in the World Triathlon Competition Rules.

### **At the Beginning of an Appeal or Protest**

- The Competition Jury Chair is responsible for filing a written statement on all appeals and decisions reached.
- The Chair of the Competition Jury decides if any member has a conflict of interest. The request for replacing a member can be made from a protester or appellant. Having someone coming from the same country is not necessarily a conflict of interest.
- In the case of a conflict of interest, the Chair of the Competition Jury has to replace the member who has the conflict of interest, at his/her discretion. The Competition Jury will have the same number of members required according to the World Triathlon Competition Rules.
- The Chair of the Competition Jury is deemed not to have a conflict of interest.
- The protester or appellant and the accused and/or their coach or representative must be present. If the protester does not attend, the protest hearing may be postponed or cancelled. The Competition Jury will determine if absence from the hearing is valid.
- Failure of any party to attend the hearing may justify the Competition Jury in making a decision without them.
- If an official other than the Head Referee is involved in the protest or appeal, he/she should be invited to the hearing.
- The Chair of the Competition Jury will invite all the involved parties to attend a meeting, and describe to them the process that will be followed, explain to them the appeal process of the Competition Jury's final decision and read to them the submitted protest or appeal form to confirm that there is no additional information to be included.
- The hearing will not be open to the public; Persons attending the hearing, other than the protester/appellant with their witnesses or protestee with his/her witnesses and/or the Head Referee should be agreed to by all parties.

### **The Hearing**

- The Chair will ask the protestee with his/her witnesses and/or the Head Referee to leave the room to allow the protester/appellant to explain their case.
- Following this, the protestee with his/her witnesses and/or the Head Referee will present their case without the presence of the other party.
- The protester/appellant and the accused will be given adequate time to give their accounts of the incident.
- Witnesses (two each) may speak for three (3) minutes each.
- The Competition Jury can ask for additional support or advice from additional sources, but this needs to be communicated to all parties.

### **The Decision**

- Following this process, the Competition Jury will meet alone and make a decision by simple majority based on all the information presented.
- The decision should be announced to all of the involved parties and the minutes from the hearing should be signed off by all members of the Competition Jury and sent to the World Triathlon Sport Department with the event's post-race report.

**See Also:** Rule 12 & 13 – World Triathlon Competition Rules

## 21. Radio Protocol

General guidelines for radio use. CRO / HR will outline specific event requirements.

- Think about what you are trying to communicate before you speak!
- Key mic before talking (pause 2 seconds)
- Say the station you are calling '2' times, then your own
  - *Head Referee, Read Referee – Chief Swim*
  - *Head Referee go ahead*
  - *Water temperature is 25°c*
  - *Head Referee copies, over (10-4)*
- Keep your conversations short and on topic
- If you need to discuss an issue, ask to meet somewhere
- Assume your conversations are being heard by everyone
  - *Do not transmit confidential information on a radio unless you know the proper security technology is in place. Remember, frequencies are shared, you do not have exclusive use of the frequency.*
- Don't be afraid of the radio
- Remember to make all of your calls (based on run sheet) this keeps the team informed
  - *Open / Close*
  - *First / Last*

### COMMON 10 CODES

- 10-0 Radio Check
- 10-1 Signal Weak
- 10-2 Signal Good
- 10-4 Affirmative / Copy / Message received
- 10-9 Please repeat last message
- 10-10 Negative / No
- 10-20 Location
- 10-33 Official needs immediate assistance

<b>General Terms</b>	<b>Meaning</b>
<b>Radio Check</b>	What is my signal strength? Can you hear me?
<b>Go Ahead</b>	You are ready to receive transmission.
<b>Stand-by</b>	You acknowledge the other party, but I am unable to respond immediately.
<b>Roger / 10-4</b>	Message received and understood.
<b>Negative / 10-10</b>	Same as "No".
<b>Affirmative</b>	Same as "Yes". Avoid "yup" or "nope" as they are difficult to hear.
<b>Say Again / 10-9</b>	Re-transmit your message
<b>Over</b>	Your message is finished.
<b>Out</b>	All conversation is finished, the channel is clear for others to use.
<b>Break, Break, Break</b>	You are interrupting in the middle of communication because you have an emergency.
<b>Read you loud &amp; clear</b>	Response to "Radio Check". Means your transmission signal is good. Also use "Read you 5-by-5". (Strength and Clarity)
<b>Come in</b>	You are asking the other party to acknowledge they hear you.
<b>Copy</b>	You understand what was said.
<b>Wilco</b>	Means "I will comply".
<b>Repeat</b>	Used before you repeat something. ex: "I require 9-5, repeat 9-5, gallons of diesel fuel. Over"

## 22. Technological Fraud

This assignment requires specialized TO certification. See Appendix N

### Pre-Event:

- Ensure all required equipment is available and working
  - Enough I-Pads for the event, make sure they are charged and you have chargers...
  - Wi-Fi available at the inspection location and adequate strength to ensure upload capability or other location
  - Special Bike Fraud TO vests (Green)
- Inspect the location where bike inspections will take place. May require a tent for shade. Blocks to hold bikes in place.
- Process for selecting athletes for testing will be random as determined by the TO doing the tests
- Conduct tests at Bike Check-In as required and complete documentation if required  
[https://www.triathlon.org/uploads/docs/RELEASE\\_AND\\_INDEMNITY\\_WAIVER\\_FORM.doc](https://www.triathlon.org/uploads/docs/RELEASE_AND_INDEMNITY_WAIVER_FORM.doc)

### Event:

- Have equipment ready and available for any Post event testing

### Post Event:

- May also have testing post event
- Ensure all reports are completed and data was uploaded

**Essential Equipment:** I-Pad with software, charger, Wi-Fi available at inspection site, required documents, Green Vest, 2 Tents (1 with walls), Bike Mechanic available with Stand

## 23. Chief Pre-Transition - Paratriathlon

This assignment is only required when a Paratriathlon is included in the event. Special direction will be given from the TD or other.

Assistant Pre-Transition Official 1-2

(Local Volunteers 12-16)

### Pre-Event:

- Read and watch videos:  
[https://www.triathlon.org/development/technical\\_officials\\_docs/category/World Triathlon paratriathlon rules course](https://www.triathlon.org/development/technical_officials_docs/category/World_Triathlon_paratriathlon_rules_course) click on Development tab, go to Technical Officials, scroll down to TO Documents, go to Technical Document Categories: go to World Triathlon Paratriathlon Rules Course, go to: World Triathlon Paratriathlon webinars 4 swim exit
- Be familiar with Para athlete classifications to understand swim cap colours
  - Red - Lift
  - Yellow - Support
  - Green - no assistance
  - White - Guide for VI categories
  - Orange for PTVI - 1 category - black out goggles required until they reach T1 - no assistance
- Pre-Transition is at swim exit, prior to transition to assist swimmers out of the water
- Must be present and attend Para briefing and familiarization
- Must be present to attend on site pre trans swim course exit familiarization and train volunteers
- Liaise with TD/ Chief Swim and Lifeguards
- Inform assistant Pre-Transition Assistant and Volunteers of their duties, rules regarding para athletes swim exit assistance
- Practice using sling lift at swim familiarization is very important to ensure volunteers are comfortable to be in chest deep water and lift athletes with support out of the water (Volunteers need to be available on this day during familiarization for practice)
- Volunteers will be working in pairs, roughly the same height for easy assistance with athlete
- Ensure swim exit is clear and free of debris and solid enough for support to exit water
- Swim exit pre transition set up is to be numbered 1 to 9 including Zero (1, 2, 3, 4, 5, 6, 7, 8, 9, 0) above chairs on a wooden stick along one side of fenced off area
- \*Two chairs per number for athletes to sit and place prosthetic devices

### Event:

- Ensure pre transition is ready for athletes' arrival, water is free of debris, seaweed, rocks and volunteers
- Supervise volunteers, personal handlers in swim exit area
- Watch for swimmers and have volunteers in water ready to help and assist with athletes
- Swim exit has a lot happening in a short period of time, be alert and keep area clutter free

- All equipment must be lined up at each chair using last digit of athletes' race number: i.e. #234 with prosthetic will use chair #4
- PTVI athletes CANNOT use this area
- All categories can use swim exit to remove wetsuit except PTVI, they must proceed to transition. PTWC 1 & 2 personal handlers are allowed in this area
  - Personal handlers must have designated shirt and wristband on to be in this area and only the ones allowed to help with athlete
- No equipment allowed to be left in pre-trans swim exit and all personal belongs must be removed, inform HR is any items left behind.
- No hopping on one leg allowed from pre-trans to transition - inform HR
- Any equipment dropped, forgotten or discarded from pre-trans to transition report to HR
- PTWC athlete must line up same way, with race numbers using last digits as to where they are in line up
  - Remove all chairs in pre-trans swim exit for PTWC

**Post Event:**

- Collect and return slings to CRO
- Debrief with Pre-Transition Swim Exit Team
- Thank Volunteers for their help
- Post Mortem with World Triathlon Team

**Essential Equipment:** Smiles, Para slings, extra drinking water, broom, rack, garbage bag, towels if possible, 20-fold up sturdy chairs, numbered signs 0-9, sunscreen, buoy markers to sight swim exit, extra cones, mats required if ground/sand too soft

**Additional information:** Review Paratriathlon classification and swim exit videos at Triathlon.org website (links and info at top in Pre-Event)

Swim volunteer Handlers Information Document

## 24. Chief Mixed Relay Zone

This assignment is only required when a Mixed Relay is included in the event. Special direction will be given from the TD or other.

### **Pre-Event: Sec 4 EOM**

- Review with TD or other where the Tag Zone will be
  - Area layout / flow
  - Room for waiting athletes / finished athletes
  - Process for timing chips
  - Coaches area
  - Possible Media area
- Assigned officials

### **Event:**

- Ensure tags are made / notify HR of any infractions
- Ensure athlete flow and fairness
  - Ensure correct athlete order for waiting on tag
- Initial care for any finishers in distress
  - Pass off to medical
- Backup timing if requested to

### **Post Event:**

- Post Mortem with World Triathlon Team

**Essential Equipment:** Smiles, Start List, Spare chips, Spare swim caps

## 25. Chief Bike Check

This assignment is based on the size of event. Special direction will be given from the TD or other.

### Pre-Event:

- Check with Head Referee on HR expectations:
  - HR availability for rulings as needed during all bike checks.
  - For Age Group
    - Typically, general AG bike checks are managed by Chief AG Transition.
    - Whether bike check seat measurements will be done, and at what sampling rate.
  - For Para
    - Bike seat measurements (according to AG rules) are not normally done.
  - For Youth/Junior/U23/Elite
    - Confirm what the target will be (25%) of bikes checked.
    - For bike seat measurements, confirm sampling target of 25%.
- Determine coordination of team wheel conformance check with Chief Wheel Station. This check may occur at the athletes' bike check area and be coordinated with paper receipts to be given to the team wheel station official, or the wheel check may occur by having coaches take the wheels directly to the official at the team wheel station.
- Determine whether there will be coordination with Technical Fraud.
  - If so, ensure set up of bike check area will accommodate this added group.
- Coordinate with Chief Registration.
  - Athlete forms be provided by Chief Registration. An approach would be for Chief Reg to hand over forms to athlete compound or lounge access controller to hand to each athlete as they enter, and the athlete can either line up for check-in or line up for bike check at their option (breaks the line-ups in half). Athletes cannot obtain swim cap or chip until bike check section is completed by officials. Athlete's helmet can be checked at check-in.
  - Review venue setup for layout and space of bike check area. Consider athlete environment needs in cases of rain, sun, and heat.
- Determine availability of bike mechanic.
- For Youth/Junior/U23/Elite
  - Determine location of seat measurement jig and vertical plane board for clip-ons.
- For Para
  - Review all measurement rules for PTVI tandem bikes, PTWC handcycles and wheelchairs. Review any World Triathlon online para materials. Distribute information to bike check team for their awareness.
  - Determine whether measurement mats and jigs will be provided.

### Event:

- After each briefing, obtain from HR list of athletes allowed added devices to equipment (e.g. GoPro cameras).
- For AG

- Obtain latest “World Triathlon Approved Non-traditional or Unusual Bikes for draft illegal competitions” document.
- For Youth/Junior/U23/Elite
  - Just prior to bike check process:
    - Have a start list to mark off each athlete as they complete bike check.
    - Create a random list of athletes – based on the start list – that will be designated for seat measurement check based on quota agreed to with Head Referee. Mark selected athletes on start list check sheet (see above).
    - Obtain latest “World Triathlon Elite Bike Saddle Position Rule Exceptions” document from the World Triathlon web site.  
[https://www.triathlon.org/uploads/docs/World\\_Triathlon\\_Sport\\_Elite\\_Bike\\_Saddle\\_Position\\_Rule\\_Exceptions\\_20200214.docx.pdf](https://www.triathlon.org/uploads/docs/World_Triathlon_Sport_Elite_Bike_Saddle_Position_Rule_Exceptions_20200214.docx.pdf)
    - Obtain latest UCI Wheel Exceptions list at <https://www.uci.org/docs/default-source/equipment/liste-des-roues-homologuées-list-of-approved-wheels-eng.pdf>. Consider using the online lookup application <https://wheellist.info/index.php> (dependent on internet data access availability). Crosscheck that the online tool’s publish date is current with the latest UCI wheel exceptions list (see the note on the page that states that there may be updates published on the official UCI Wheel Exceptions List that are more recent than the online list provides).
  - During bike check process:
    - Review and complete athlete check-in form. Helmet check form completion may be done by check-in or bike check officials. Cross-check equipment additions with approval list from HR.
    - When there are assistants, have each assistant be responsible for specific checks on the form and work the line in series. Note that wheel and bike seat measurement checks will take the most time.
    - If too much of a line-up forms and will delay athletes from completing check-in for transition entry, manage randomized seat-measurement quota list selectees to reduce backlog.
    - If bike check issues arise, notify athlete of issue and determine whether correction is possible.
      - If clip-ons extend forward too far, it may be possible to tilt the aerobar up and secure it so that it meets the limit or possibly remove the aerobar.
      - If non-standard wheels are not on list, have athlete obtain replacement wheels and note the incomplete check.
      - If athlete resists correction, involve HR to rule on situation. Take a picture for reference.
- For Para
  - Just prior to bike check process:
    - Obtain latest “World Triathlon Approved Paratriathlon Impairment Adaptations on Bicycles” document from the World Triathlon web site.  
<https://drive.google.com/file/d/0B3RwhAFzGSDGU3ZIUKIUZ0M2RjQ/view>

- Review all measurement rules for PTVI tandem bikes, PTWC handcycles and wheelchairs with assistants.
- Set up measurement templates (may be provided on a mat or marked on ground).
  - For tandem bikes: length and width.
  - For handcycles: overall length and width, rear wheel minimum and maximum width.
- Have a start list to mark off each athlete as they complete bike check.
- During bike check process:
  - Review and complete athlete check-in form. Helmet check form completion may be done by check-in or bike check officials. Cross-check equipment additions with approval list from HR.
  - When there are assistants, have separate lines formed for PTVI, PTWC, and PTS. Have an assistant be responsible for each of the three categories. If available, separate officials' duties by having one check the PTWC athletes' wheelchair and handcycle height measurements and have another official check the handcycle width and length. Note specific checks on the form and work the line in series. Note that the handcycle measurement checks will take the most time. For PTS athletes, ensure the rest of the bike conforms to basic equipment rules (e.g. brakes that are effective on both wheels).
  - If too much of a line-up forms and will delay athletes from completing check-in for transition entry, manage randomized seat-measurement quota list selectees to accelerate flow.
  - If bike check issues arise, notify athlete of issue and determine whether correction is possible.
    - Note that handcycle rear wheels may be adjustable for width.
    - If athlete resists correction, involve HR to rule on situation. Take a picture for reference.

#### **Post Event:**

- Collect all check-in papers indicating which athletes were checked, selected for bike seat measurements, had added equipment approval, and had any issues that were let through. Photo these documents for reference if needed.
- Para
  - If an undocumented adaptation is allowed, consider forwarding athlete information and picture onto the World Triathlon Para contact for future awareness and follow-up.

**Essential Equipment:** Smiles, Seat measurement jig and draft-legal, clip-on-bar plane board (see Event Organizer's Manual), Clipboards, pens, measurement tape (metric), photo device, various documents and forms (based on World Triathlon and sources described above).

## 26. Winter Triathlon

This section has been created to assist the TO's who have been assigned to a World Triathlon Winter Triathlon Event. (Section 18 World Triathlon Competition Rules – Section 4 EOM)

All duties outlined in the previous sections of this document are generally applicable but from a Winter event perspective. Specific duties of TOs officiating at a Winter Triathlon are mentioned below. We will give Chief Swim an event off with this one.

### Pre-Event:

Function	Activity
Chief Transition	<ul style="list-style-type: none"> <li>• Athletes are allowed to check-in 3 skis and 4 poles.</li> </ul>
Chief Bike Check and/or Chief Transition	<ul style="list-style-type: none"> <li>• Tires must be checked for:               <ul style="list-style-type: none"> <li>○ Diameter – 26” to 29”</li> <li>○ Cross Section – 1.5”</li> <li>○ Spikes &lt;5mm</li> </ul> </li> </ul>
Chief Transition	<ul style="list-style-type: none"> <li>• Ensure carpet and littering zone is in position at the exit of the transition for the athletes to place their skis and remove their shoe covers.</li> </ul>
Chief Ski	<ul style="list-style-type: none"> <li>• Confirm if snowmobile access / use will be available for course inspection.</li> <li>• Review with TD/LOC if finish chute double poling is mandatory and the lanes are prepared for classic style.</li> </ul>
Chief Finish	<ul style="list-style-type: none"> <li>• Review with TD/LOC if the post-finish area is wide enough for the athletes arriving.</li> </ul>
Chief Technology	<ul style="list-style-type: none"> <li>• Ensure that, beyond the photo finish camera, a camera filming the finish chute is functioning and recording the action when double poling is made mandatory on the finish chute.</li> </ul>

### Event:

Function	Activity
Chief Bike	<ul style="list-style-type: none"> <li>• Ensure LOC supplies tools at Repair Zone used on bike segment.</li> </ul>
Chief Finish	<ul style="list-style-type: none"> <li>• Finish TO's must check skis when athletes exit finish area to ensure rule compliance, same as ones started with or changed.</li> <li>• Ensure a TO is monitoring athletes' behaviour in changing ski lanes without impeaching forward progress of another athlete in the finish chute.</li> </ul>

**Post-Event:**

Function	Activity
Chief Finish	<ul style="list-style-type: none"><li>• Ask the athletes to leave the finish area as soon as possible to avoid congestion and not to remove their skis until at least 10m past the finish line.</li></ul>

**Essential Equipment:** Warm Winter Clothing / Footwear / gloves / hat / sunglasses / cream

**Optional Equipment:** Personal Ski equipment / LOC rentals if available, Skates if S3 (Canada)