Technical Delegate Report:

Event Name & Date _____

Pre-Event Sanctioning   Yes / No

	Yes	No
Meetings between TD and RD?		
Site inspection(s) with RD?		
Sanctioning Application - Were documents of an acceptable quality?		
Sanctioning Application - Were all attachments received (e.g course maps, traffic management plans, risk management plan)		
Did maps indicate/reflect marshal numbers and positioning, drink stations, directional flow etc?		
Comments -		

Registration   Yes / No

	Yes	No
Was there any delay processing competitors?		
Were course maps displayed for competitor information?		
Were course maps good quality and accurate?		
Did Registration open and close at the advertised times?		
Comments:		

Race Briefing   Yes / No

	Yes	No
Was a written briefing or a web briefing provided to competitors?		
Did the briefing adequately explain the course, including any hazards on the course?		
Did the Race Referee address the competitors?		
Was the Race Referee briefing content appropriate?		
Comments:		

Transition   Yes / No

	Yes	No
Did Transition open and close at the advertised times?		
Was it a fair transition for all competitors?		
Were the entry/exit points visible through signage?		
Were marshals present to direct competitors?		
Were there sufficient and well-spaced cycle racks for all the competitors?		
Was each competitor allocated a numbered rack position?		
Were there any impediments to the competitor flow?		
Were marshals securing the area at all times?		
Was a secure baggage area provided for competitors?		
Comments:		

Swim Course   Yes / No

	Yes	No
Insert in the Comments section how the course was measured, and the water temperature reading.	-	-
Was the actual distance the same as that advertised?		
Was there any problem with course design?		
Were all swim buoys visible to competitors at all times?		
In your opinion, was there sufficient water safety craft and personnel?		
Did the swim exit/chute present any problems?		
Were wetsuits permitted for any competitors?		
Did the race start at the advertised time(s)?		
Comments:		

Cycle Course

	Yes	No
Insert in the Comments section how the course was measured.	-	-
Was actual distance the same as that advertised?		
Was there any problem with the course design?		
Was there sufficient signage on the course?		
Was the Traffic Management Plan appropriate for the course?		
Were there sufficient marshals and/or police on the course?		
Was there any unsafe area on the course?		
Were all turn points in the correct location?		
Were sufficient motorcycles provided for Technical Officials?		
Was there a lead vehicle?		
Was there sweep/emergency vehicle(s) on the course?		
Was there sufficient crowd control?		
Was there a Penalty Box?		
Comments :		

Run Course

	Yes	No
Insert in the Comments section how the course was measured.		
Was actual distance the same as that advertised?		
Was there any problem with the course design?		
Was there sufficient signage on the course?		
Was the Traffic Management Plan appropriate for the course?		
Were there sufficient marshals and/or police on the course?		
Was there any unsafe area on the course?		
Were all turn points in the correct location?		
Was there a lead cyclist?		
Were mountain bikes available for Technical Officials?		
Was there sweep/emergency vehicle(s) on the course?		
Was there sufficient crowd control?		
Comments:		

Aid Stations

	Yes	No
Were there sufficient aid stations across the course?		
Were aid stations located at appropriate distances?		
Did aid station personnel wear gloves?		
Comments:		

Finish-line Area

	Yes	No
Was the operation of the area satisfactory?		
Were catchers and medical personnel present?		
Was there a technical presence for the finish?		
Comments		

Recovery Area

	Yes	No
Was the recovery area close to the finish line?		
Were sufficient quantities of fluids/foods/ice provided?		
Was adequate shade available?		
Comments:		

Medical

	Yes	No
Were sufficient medical resources present?		
Was the medical treatment area visible/secure/private?		
Did medical personnel have radio communication with the Event Organiser?		
Were medical personnel mobile during the event?		
Was an ambulance stationed on the course?		
I am aware of incidents that could lead to possible insurance claims		
Comments:		

Timing

	Yes	No
Was the timing system appropriate for the event?		
Comments:		

Technical

	Yes	No
Was a Penalties Notice Board displayed?		
Did the Referee meet with any disqualified competitor?		
Was the STT provided with radio communications?		
Number of Penalties/Disqualifications?		
Comments		

Communications

	Yes	No
Was the overall communications system adequate for the event?		
Comments		

Observations / Recommendations

Final Comments

Comments: