

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

BACKGROUND

During the course of a season a technical team is required to service events ranging across varying distances and with varying competitor numbers which means that the size and structure of the technical team will differ accordingly. The standard team structure shall consist of a Senior Technical Team (STT) supported by Technical Officials (TOs).

SIZE OF THE TECHNICAL TEAM

The STT is comprised of a Technical Delegate (TD), Race Referee (RR) and Chief Race Official (CRO). At smaller events it is acceptable that two or all of the STT roles may be carried out by one senior official.

A convenient rule of thumb is to appoint one TO for every 50 competitors. This ratio can be adjusted depending on the technical needs of the course and the status of the event. Note that triathlons with multiple lap bike courses can be managed by a smaller team than what would be needed for single lap courses. Below are 2 examples of how TO numbers can vary significantly but still provide a satisfactory level of officiating:

1. Noosa Triathlon – Age Group. Requirement: approx. 18 – 20 officials on a single lap 40km cycle course with 2,000 competitors
2. Robina Triathlon – Age Group. Requirement: 8 officials on a 4 lap (total 20km) cycle course with 1,800 competitors

Where possible, the size of the Technical Team should be agreed with the Race Director.

The appointment of a “stand alone” TD should be considered in the following circumstances:

- for events of State Championship status and above;
- where competitor numbers are expected to exceed 500;
- where a particular course is being used for the first time, or
- for “festival” style occasions involving multiple events on one day

The appointment of a “stand alone” CRO should be considered when the size of the Technical Team is greater than 9 TOs.

When a weekend festival is serviced, it is desirable to appoint one CRO for the whole weekend.

For smaller events involving less than 500 competitors, the TD/CRO roles can be performed by one official.

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

PROFESSIONAL BEARING AND DRESS CODE

Technical Officials represent both the State and National bodies when attending sanctioned events in an official capacity. Detailed below is the minimal acceptable dress and equipment code:

1. TA ASC polo shirt – (or navy blue / black polo shirt if TA polo shirt has not yet been issued)
2. Long Trousers – navy blue or black (if officiating on a motorcycle)
3. TA high visibility vest (usually issued at event by CRO)
4. *If additional clothing is worn (for warmth etc), this shall be navy blue / black and shall be worn underneath the high visibility vest*
5. Hat or cap (if supplied by the STTA or TA these must be worn)
6. Closed toe footwear (running shoes, walking shoes etc.)
7. Whistle
8. Infringements note pad (Yellow / Red Card)
9. Pen and pencil
10. Copy of the current Race Competition Rules.

Optional:

1. Wet weather gear (Jacket and trousers)
2. Bumbag with water bottle holder
3. Head lamp or torch
4. Safety gear for motorcycle including, but not limited to appropriate jacket, gloves, approved motorcycle helmet (usually provided, but you can bring your own), sun glasses etc.

OVERVIEW OF TECHNICAL ROLES AND RESPONSIBILITIES

It needs to be recognised that technical resources are at an event to ensure the technical / safety requirements of the event are observed, they are not there to undertake activities that are the responsibility of the Race Director (RD), or the event organisation, such as providing security in the transition area, directing competitors on the course and reconfiguring areas of the course.

Detailed below is a guideline of the responsibilities of the Senior Technical Team (STT) and Technical Officials, leading up to, during and after a sanctioned event. Details may vary, depending on the specific requirements of the event. This is a guideline only, however by following the procedures, the likelihood of a fair, safe and enjoyable event is increased.

TECHNICAL DELEGATE (TD)

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

Pre-Race

- Is responsible for ensuring an event is sanctioned as a result of liaison with the Race Director [RD] and a pre-event course inspection, preferably with the RD, during which any issues with the proposed course or event infrastructure are raised.
- Will receive a copy of the sanctioning documents for review, via access to the TA Sanctioning Portal, OR will sanction the event, if it has not already been sanctioned
- Must discuss and agree with the RD:
 - the size of the technical team required to service the event,
 - the location of penalty boxes,
 - any accommodation requirements for the technical team (if not previously arranged by STTA),
 - the number of motorcycles to be provided to the Technical Team,
 - provision of food and drinks to the technical team on race day

Finalisation of accommodation arrangements, provision of food and drinks, and motorcycle logistics is then to be handed over to the CRO.

- Discuss with the RD the course layout, design and measurement as well as review all maps and material provided to athletes via websites and published material.
- Discuss TO competencies and availabilities with the CRO, then take the lead role in identifying the Technical Assignments list and assigning an official to each role according to the individual's experience and competencies. The Technical Assignments list, which should be finalised then provided to the CRO at least one week prior to the event.
- Will identify suitable members to sit on the Race Competition Jury and contact each individual to have them agree to the position as detailed in the Race Competition Rules
- Takes water temperature readings as specified in the Race Competition Rules (RCR) and may make a ruling on the use of wetsuits. The water temperature and the wetsuit ruling shall be advised to the Race Referee and the Race Director and subsequently posted on the competitor information board using the TA Water Temperature form.
- If time permits, verify that the course measurements are correct.

Race Day

- Is introduced at the pre-race Technical Team briefing conducted by the RR, and provides the following input if required regarding:
 - detail any "Special Rules"

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

- Delivers the TO Race Day Toolbox Talk (downloaded from TO Handbook) to the whole Technical Team and collects the signature sheet.
- Takes water temperature readings as specified in the Race Competition Rules (RCR) and makes a ruling on the use of wetsuits. The water temperature and the wetsuit ruling shall be advised to the Race Referee and the Race Director and subsequently posted on the competitor information board using the TA Water Temperature form.
- Must be satisfied that the course being handed over to the RR allows competitors to compete fairly and safely.
- In the case of the swim course this can be assessed pre-start by noting:
 - the location of swim buoys and markers,
 - the number of water safety craft and personnel present etc.
- For the bike and run courses it may be prudent to have access to a dedicated motorcycle / cycle to do a sweep of the course prior to the race start to assess:
 - location and style of course signage,
 - location of marshals/traffic controllers
 - location of volunteers
 - that the course is clear and ready for competition (i.e. locked down)and contact the RD if there are any areas of concern.
- During the race it is desirable that the Technical Delegate does not carry out the duties of any other official. Ideally the Technical Delegate should be in constant communication with the RD so he/she may contribute from a technical viewpoint on any issues that may arise. At the same time the TD needs to stay in contact with the RR and CRO.

Post-Race Day

- If an appeal is lodged, be responsible for convening and chairing the Race Competition Jury as detailed in the RCR.
- As soon as possible after the race finish:
 - debrief with the Technical Team, and
 - discuss with the RD any issues that have been identified.
- With feedback from the Technical Team, completes the Post Event Technical Report (on the sanctioning portal) on the event.
- Uploads the Toolbox Talk Signature Sheet to the “Attachments” area of the Sanctioning Portal.

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

RACE REFEREE (RR)

Pre-Race

- Reviews the Technical Assignments list and provides feedback to the TD if necessary.
- Must bring copies of the current version of the following documents to the event:
 - RCR
 - penalty box register
 - violation reports
 - protest forms
 - appeal forms, and
 - penalty notice form (for the Penalty Notice Board).
- Also prepare the following documentation:
 - pre-race Technical Team briefing,
 - pre-race competitor briefing.

Race Day

- At the pre-race Technical Team Briefing, the RR explains to the Technical Team how the RCR will be interpreted, based on the context of the event. ***Note that this meeting may occur prior to Race Day***
- Delivers the pre-race competitor briefing to competitors.
- May be required to act as the race starter.
- May be an active official on the bike course and ideally be with the leading competitors so that the RR is first off the course and be available to meet with the other officials as each comes off the course.
- In consultation with the CRO must review all penalties issued during the event and any subsequent Violation Reports, and then rule on any disqualifications. As a matter of courtesy the RR should discuss with the RD any disqualification before proceeding but must not be influenced by the wishes of the RD.
- Must ensure that all disqualifications are immediately posted on the Penalties Notice Board and decide whether to meet with any disqualified competitor to discuss the reason for the ruling.

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

- Must be available for any competitor wishing to lodge a protest and then hear and give a ruling as detailed in the RCR.
- During the race the RR should consult with the timing officials and the CRO (or penalty box officials) to confirm that there will be no expected disqualifications amongst the podium finishers. This information should regularly be conveyed to the RD.
- At or near the completion of the race the RR shall confirm the final finishing positions after consultation with the timing officials and the CRO (or penalty box officials). This may involve a formal “sign off” of the race results.

Post-Race Day

- Assists the TD in conducting the technical debrief meeting and the compilation of the TA Post Event Technical Report.

CHIEF RACE OFFICIAL (CRO)

Pre-Race

- At least two weeks prior to the event, contact all members of the Technical Team, seeking their race weekend availability and technical preferences. Provide this information to the TD to assist in the development of the Technical Assignments List.
- Receive a handover from the TD on any agreements that have been made regarding
 - TO accommodation
 - provision of food and drinks on race day
 - motorcyclesthen take responsibility for finalising and implementing these arrangements
- Upon receipt of the Technical Assignments List from the TD, advise each member of the technical team the arrangements for race day:
 - time required at field of play,
 - allocated role/s,
 - time and location of pre-race briefing,
 - if to be on a motorbike to bring own helmet and safety gear,-
 - allocation of accommodation (if provided).
- Ensure that all equipment required by the team will be available on race day:
 - yellow/red cards,
 - motorcycle helmets,
 - TA hi-visibility vests
 - penalty box equipment and radios.

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

Race Day

The CRO's primary Race Day responsibility is to ensure the safety and well-being of the Technical Team. This responsibility can be carried out by:

- being satisfied that each official appears fit enough to perform his/her role
 - ensuring that officials are not positioned in dangerous locations
 - ensuring that equipment issued is fit for purpose
 - ensuring that each official is provided with a high visibility vest
 - if the CRO is responsible for distributing motorcycle helmets, each helmet should be visibly inspected for integrity and surface cracks
-
- Arrange and conduct a meeting between motorbike riders and technical officials. At this meeting TOs are allocated to motorcycles.
 - Be responsible for controlling and co-ordinating the actions of technical officials and be their first point of contact.
 - Collect and account for all issued equipment immediately after the event:
 - yellow/red cards,
 - motorcycle helmets,
 - penalty box register and cards.
 - TA high visibility vests
 - penalty box equipment
 - Is responsible for reconciling all yellow card time penalties issued with all time penalties served, and ensures that all necessary Violation Reports are completed. This information is then provided to the Race Referee.

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

TECHNICAL OFFICIAL (TO)

Pre-Race

- Provide CRO with preference information if requested.

Race Day

- Arrive at the field of play at or before the scheduled time.
- Has a comprehensive knowledge of the Race Competition Rules (RCR) and the TA Participant Policy Document
- Ensure the appropriate dress and equipment, as issued, is brought to the event
- Attend the pre-race Technical Team briefing conducted by the STT and ensure that allocated task/s - role/s are fully understood (note that this briefing may take place on the day before the race).
- Be responsible for observing, assessing and reporting to the RR and/or CRO on the performance of competitors in relation to the RCR.
- Attend the post-race Technical Team debrief meeting conducted by the TD and contribute as required.

TECHNICAL TEAM – ROLES AND RESPONSIBILITIES

Technical Assignments (example)

Name	Phone	Primary Position	Secondary Position	Comments
		Technical Delegate		
		Race Referee	Motorcycle	
		Chief Race Official	Motorcycle	
		Chief Swim	Run official	
		Chief Bike	Bike check in	
		Chief Run		
		Motorcycle		
		Motorcycle		
		Motorcycle		
		etc		
		Chief Penalty Box	Swim Start	
		Penalty Box	Swim Start / Transition	

Technical Run Sheet (example)

Time	Activity	Who
	Technical Briefing	All TOs
	Transition Opens	Bike check-in TOs
	Transition Shuts	
	Motorcycle Briefing	Motorcycle TOs
	Race 1	RR Briefing to Competitors
		Race Start
		First Competitor Finish
		Last Competitor Finish
	Race 2	RR Briefing to Competitors
		Race Start
		First Competitor Finish
		Last Competitor Finish
	Technical Debrief	All TOs
	Debrief with RD	RR, TD and RD