SENIOR TECHNICAL ROLES – ADDITIONAL TIPS

Technical Delegate (TD)

Pre-race

- Follow the race Facebook page and web page – lots of information can be gleaned from these, especially the athlete guide.
- Think about the Race Director's (RD's) working hours – are they a commercial business and keep normal office hours or are they a club member who holds down a fulltime job?
- Maybe send an email or text first saying who you are and asking when is a suitable time to catch up?
- **Be the only contact with the RD – they do not need to be hearing from 3 different people who don't know what the other has asked**. For large events, it's a good idea to have meetings with your STT prior to the event and keep them up to date with your RD discussions (or send a summary by email). A team on the same page is much easier for an RD.
- Read and review all the information and maps on the sanctioning portal so you know all about the race before your first chat. This is important as often sanctioning documents are copied from the previous year and the course etc. are no longer the same.
- If the sanctioning documents are wrong check with the State Sanctioning officer as they may have already asked – sometimes in the comments section. If they haven't asked the RD to correct them.
- Ask the RD what they want their race to be. For example, Tri Pink needs different officiating than a state champs.
- Go in with the attitude that both of you want a good race and be willing to work it out and be solution driven.
- If you think of anything, try to discuss it with the RD prior to race day.
- Anticipate weather and have a discussion pre-race day with the RD about contingency plans and discuss these with the HR.
- For a bigger race, have a WhatsApp group with your STT and the RD and anyone else they want on it, so messages can be sent and received quickly.
- Do you have a reliable thermometer, and have you checked its calibration? Is a AT rep coming that could bring the AT one?
- If you have any questions around the event the previous year – contact the TD who did the event previously and have a chat if you are unsure about comments on the previous TD report. All previous TD reports are usually attached on the sanctioning portal.

- Organise your Comp Jury before race day (if the event has status) – look for someone from the local state Organisation or AT or someone from the Event Organisers- follow the rules section for the level of event – it outlines the jury required and who is eligible.
- If the team is big enough, consider a shadow STT - a couple of TOs who are developing and could benefit from watching how an STT conducts themselves pre, during and post-race. – (have this discussion with your local state technical coordinator)
- Check if any special ruling has been applied – e.g., 7mtr draft zone or pre-approved wetsuit swim.
- Find out from the RD what comms (like radios) will be available for the team. For larger events, it is preferable everyone has one but especially for the senior team to have radios. Enquire about transition layout e.g., will AGs be racked together? will teams rack separately or with individuals? Area for AWD, what direction do the racks go and is there signage?
- Is there an opportunity to do a transition tour?
- Discuss with RD – how are you identifying over 60 for approved wetsuit swims.
- Work with your STT to confirm TOs roles for race day.
- Double check the night before that you have everything covered and everything with you.

Race day/s

- Find the RD and introduce yourself (and the STT). Be on time – RDs are usually running around like mad people so appreciate short interaction.
- Get there before your team are due to arrive and walk around and observe all sections of the race, to ascertain whether it looks like you expect, or the transition is unexpectedly, completely different.
- TD to ensure they introduce themselves to the medical leads to understand how medical cases will be recorded as this is needed for the TD report.
- Use your TD check list to tick off items and know you are ready for the race. –
- Conduct the Signature Sheet (TD Pre-event Talk) at the team Pre-Race Briefing
- Be available for the team. Ask your HR if they want you anywhere in particular.
- Check in with the RD if you have any concerns.
- Make notes to help you write your post event report.
- Print a TD report and go through it.

Post Event

- Debrief with the team (on site or via email – this can depend on the length of the event, tiredness, etc. If you do an onsite debrief with the team make sure that everyone gets a chance to talk as all information is important. The TOs get up early to volunteer at these events so they need to be respected.
- Call for feedback via email just in case someone feels more comfortable doing that.
- Chat with the RD about how they felt it went and how you felt it went. This is the time to bring up any MAJOR concerns rather than leaving them for the TD report.
- Do a review of how your team went and feed back to the State office if necessary. Maybe the person is not suited to Pink and better at State Champs races. –(is this standard? Is there a form for this or is it expected to be an email? How can this be properly documented.)
- Be constructive in your report so the next year's TD has something to work with. Be available to the new TD if they have questions around the previous year.
- When filling out the report list all TOs that worked on the event BUT if any of them were self- funded – Do not include them in the hours on the FOP e.g. You may have 14 on the team but Ironman only has an agreement with AT to pay for 12. So, list all 14 but only have hours for 12.

  i.e., Include their name so they are registered as being at the event.
- Follow up and give constructive feedback to the Shadow STT as part of their development.

Head Referee (HR)

Pre-race

- For big events contact the TD if you haven't heard from them.
- Discuss the race with the TD and talk through the areas that you are interested in. Agree on how you will handle the race together.
- If you are to do transition tours, ask the TD to ask the RD if they are happy to set up flags in transition that define the drafting distance and ask for transition tours to start in front of them.
- Ask the TD if you can check the competitors online race briefing and have input to it before it goes out to the competitors.
- Bring a copy of the current RCR to the event with you.
- Confirm that you (or maybe the CRO) will bring all the competition documents you may need (eg. protest/appeal forms, penalty notices, violation reports) for the event. – *We suggest they be collated together so they can be downloaded from the AT resources page as an "Event Document Pack."*
- Understand the procedure of Protests and Appeals.
- Prepare your pre-race competitor briefing if one is to be held Face to Face. – a courtesy would be to run it past the TD to confirm you are both on the same page.
- Double check the night before that you have everything covered and everything with you.

Race Day/s

- Meet the TD early to do the pre-race check and confirm wetsuit ruling.
- HR to ensure they introduce themselves to Timing lead and confirm how DNS, DNF, DSQ will be handled and process for review of results before presentation, as often RD wants results ASAP but need to be approved by HR before issued.
- At the pre-race TO meeting, explain to the team how you wish the RCRs to be interpreted based on the style of event (e.g. Pros vs first timers)
- Be present at transition check in to answer athlete's questions.
- IF the race requires it, may sure there is a Penalty Notice Board displayed at the finish.
- Be available at the start but you may need to head off on an early moto.
- Be easily available by phone etc. to make rulings as the day goes on and aware of any penalties.
- If there are pros in the field, ask TOs to make you aware if they gave them a penalty and ask PB to tell you as soon as the pro has served their penalty. You don't want DSQs amongst the podium finishers.
- Ask PB to contact you if a penalty is not served and decide how to handle it.
- Be at the finish line well before the first finishers.
- Any DSQ are posted on the Penalty Notice Board
- Be available for any competitor who wishes to lodge a protest.
- Confirm the placings with timing and the RD.
- Advise the TD of any penalties, served and not served for their post-race report.

Post Event

- Join in the team debrief.
- Feedback to the TD for their report
- Give feedback to the TD about the Shadow STT –what they did well, what can be improved, etc.

Chief Race Official (CRO – usually for large races with 10 or more officials)

Pre-race

- Be in contact with the TD and find out how they would like you to proceed,
- Contact your state team if you need email addresses or phone numbers for nominated TOs.
- First email - Usually, you contact the TOs who have nominated. Introduce the STT, the event, days it's on and confirm their best contact information, their availability, any roles they are unable to do (add moto form at this point), whether they need accommodation, any items of uniform and any equipment that's needed. Add a firm date for this to be responded to. (*Moto form needs to be part of the resources pages on the AT website*). If you have a big team like at an IM, check that none of the officials are carrying an injury and may not be fit for the task you have in mind - for example a TO may have had back surgery and can't do 6 hours on a moto.
- If you don't hear from people by the stated date, try sending a text letting them know you sent an email and if that doesn't work then ring them.
- Keep the TD up to date on responses via a shared spreadsheet. *Ensure version control so everyone works to the most updated document.*
- Once you have received the responses discuss how Technical Assignments are to be handled with the TD
- Confirm with the TD if you are to liaison with the Event company about accommodation, food and motos.
- Confirm with TD and HR who will bring what paperwork and that radios are available and where they are to be collected.
- Second email – confirm event details and add any links to the event website, maps, briefing, etc. Attach Technical assignments, accommodation details and any important information like transport (if they are flying in). Now might be a good time to confirm uniform requirements and suggested equipment.
- Be prepared to keep changing and updating your spreadsheet and sharing it with the STT.
- Final email 2-3 days out from race day just confirming the schedule and where people need to be, the method of communication with the team on race day, who to contact if circumstances change, reminder to bring their moto gear if needed, water etc.
- Equipment – spare red/blue/yellow books (get from State liaison), vests if needed, PB equipment, spare pens/whistles. Prepare a radio and /or vest in/out sheet for TOs to sign on and off if needed. (*This should be an existing document and available in the resources section on the AT technical page or as part of the downloadable event pack of docs.)*
- The night before the race check you have everything you need with you and print out schedules, etc as they are quicker to find than a schedule on your phone.

Race-day/s – On race days your job is to look after the team, ensuring their safety and well-being.

- Be ready for all the TO questions they forgot to ask you earlier 😉. You are their point of contact today.
- Have the Signature Sheet (TD Pre-event Talk) available for signing.
- Collect the radios and water/food prior to the pre-race briefing, ready to be handed out.
- Hand them out and get the TO to sign the form. Make a note of the number of the radio next to the TO signature.
- Advise TOs of where they can get food if necessary and discuss breaks.
- If it's a long event, check on the team throughout the day to make sure they have water and have eaten.
- Reconciles the penalty chits with the PB log. Get violation forms filled out if necessary.
- Reassign jobs if people become available and others need a break (chat with TD first).
- At the end of the day, collect all equipment you have distributed and return it to the source.