

TD/RR CHECKLIST AND BRIEFING TEMPLATES

Pre race	
Activity	Comment
Number of TOs attending.	
Review all documentation in the sanction portal and follow up if anything is missing.	Check sanctioning portal and review all documents, permits, insurance etc. Confirm emergency, contingency and evacuation plans.
Check website for course details, including maps/layouts, schedule etc.	This is what most athletes will read. Review any rules on the website
Appoint the Competition Jury	
Coordinate with Race Director (RD) number of motor bikes required.	
Conduct pre-race check with RD to be alert to any changes or adjustments	
Confirm with RD: <ol style="list-style-type: none"> 1. Check in point at Transition Area. 2. Time Transition Area will open. 3. Expected no. of competitors – AG, Elite, Para, Junior. 4. Start details (number of waves, start order). 5. Sufficient bike racks. 6. Types of bike racks. 7. Space between bike racks. 8. Secure area for competitor gear storage. 	
Race Kit: <ol style="list-style-type: none"> 1. Aus Tri RCR Book. 2. Yellow/Blue and Red cards. 3. Pens, paper, whistles. 4. Forms (Protest, Appeal, Water Temp, Penalties Notice Board). 	
TO's confirmed and advised time to arrive and duties for race day.	
Allocate TO's: <ol style="list-style-type: none"> 1. Swim start. 2. Transition Area. 3. Mount/Dismount line. 4. Cycle course. 5. Run course. 6. Finish line 	
Prepare race briefing.	
Bike mechanic/spares to be available?	

Race Day	
Activity	Comment
Meet RD and TD.	
Inspect Transition Area : 1. One entrance. 2. Sufficient bike racks. 3. Spacing of racks. 4. Gear storage area defined	
Check Water temperature and post notice	
Set up Penalties Notice Board.	
Bike mechanic/spares available?	
Time motor bikes arriving.	
Setup Penalty Box	
Brief TO's on the event and deploy to locations	
If required provide TO's with the cards, pens, paper, whistles.	
Participate in race briefing.	
Identify Competition Race Jury on site.	
Have all paperwork on hand – Violation Reports, Protests, Appeals etc.	
Transition cleared of competitor gear?	
DQ's posted on Penalties Notice Board?	
DQ'd competitors advised?	

Post Race	
Activity	Comment
De-brief TOs and STT	
Assist with Post Race Report if needed	

Sample Race Referee Briefing – Road Events

I would suggest the Race Referee reads through these points before their briefing and marks them appropriately for the race for which they are giving the briefing. The Race Director may cover some points in his briefing so no need to duplicate.

Good Morning, my name is _____ and I will be your race referee for today. My role is to see that the triathlon rules are adhered to so that we have a fair and safe race.

Who is doing their first triathlon today? Welcome and I would like to run through a few points with you:

1. For the swim please make sure you start in the correct wave
2. Wetsuits
 - a. are allowed to be worn as the water temperature is _____.
 - b. are not allowed to be worn by any competitors as the water temperature is _____, but are allowed for 60+ (*amend this as needed*)
 - c. the elite competitors as the water temperature is _____.
3. If you get into difficulty wave your hand for assistance. Once accepted, you are out of the race.
4. Helmets must be done up prior to taking your bike and stay fastened until you rack the bike.
5. Do not ride your bike in transition - you must mount and dismount at the lines.
6. No headsets of any kind are allowed.
7. During the cycle keep to the left and obey road rules. If you deliberately block other cyclists you may be shown a yellow card and serve a short penalty.
8. Don't get too close to the person in front on the bike - this is called drafting and is not allowed in triathlon.
9. To avoid drafting keep at least 4 bike lengths/10m behind the bike in front of you unless overtaking, you have 20 seconds to pass.
10. You may not speed up once someone's front wheel has gone past yours. You must drop out of the draft zone first before you attempt to overtake them.
11. Technical Officials will be out on the bike course and may warn you if you are too close.
12. If you draft or block and have been shown a penalty card you must report to the next Penalty Box and follow the instructions of the official.
13. Appropriate footwear must be worn for the cycle and run.
14. No outside assistance may be given at any time.
15. Please respect all competitors, volunteers and race crew and have a good race.

Sample Race Referee Briefing – Off Road/Cross Events

I would suggest the Race Referee reads through these points before their briefing and marks them appropriately for the race for which they are giving the briefing. The Race Director may cover some points in his briefing so no need to duplicate.

Good Morning, my name is _____ and I will be your Race Referee for today. My role is to see that the triathlon rules are adhered to so that we have a fair and safe race. Who is doing their first triathlon today? First off road event today? Welcome and I would like to run through a few points with you:

1. For the swim please make sure you start in the correct wave
2. Wetsuits
 - a. are allowed to be worn as the water temperature is _____.
are not allowed to be worn by any competitors as the water temperature is _____, but are allowed for 60+ (*amend this as needed*)
 - b. the elite competitors as the water temperature is _____.
3. If you get into difficulty wave your hand for assistance. Once accepted, you are out of the race.
4. Helmets must be done up prior to taking your bike and stay fastened until you rack the bike.
5. Do not ride your bike in transition - you must mount and dismount at the lines.
6. Torsos must be covered on both the cycle and the run
7. No headsets of any kind are allowed.
8. Remember you are sharing the course with other competitors.
9. MTB rules apply (track left/track right, walkers move to the side). If you deliberately block other cyclists, you may be shown a yellow card and serve a short penalty.
10. It is your responsibility to know the course and stay on the course.
11. Littering on the course is not permitted and Litter Zones are signed. Deliberate littering will be penalised.
12. Penalty Box on the course – location and how they will be used.
13. Appropriate footwear must be worn for the cycle and run.
14. No outside assistance may be given at any time.
15. If you do pull out of the event, please report to a technical official so we can secure your timing chip and know you will not be finishing the event.
16. Please respect all competitors, volunteers and race crew and have a good race.