

# TECHNICAL DELEGATE CHECKLIST

This checklist is particularly applicable for major events but it can also be applied to all sanctioned events. If technical issues or appointments are not relevant list them as N/A. This checklist services to assist the Technical Delegate in their role of applying the requirements expected for a AUSTriathlon sanctioned event. This is A GUIDE ONLY and this list is not mandatory.

<b>Event :</b>	Date:
<b>Location :</b>	
<b>Race Director :</b>	Phone :
<b>Technical Delegate :</b>	Phone :
<b>Head Referee :</b>	Phone :
<b>Chief Race Official :</b>	Phone :

1	✓	✗	N/A	Sanctioning Documents   Maps   Approvals
1.1				Senior Technical Team (STT) appointments confirmed and advised to the Race Director (RD) minimum 6 weeks prior to event date
1.2				Sanctioning documents, maps (provided by STTA)
1.3				Certificates   Permits including Insurance, Police, Road Closures, Parks etc.
1.4				Sanctioning detail sufficient in all areas (including insurance details if not AUSTriathlon's)
1.5				Is the course friendly for Athletes with Disabilities (AWD)
1.6				AWD Athletes entered
1.7				Any special rules

Comments:

2	✓	✗	N/A	Entry
2.1				Reviewed prior to public release
2.2				Web information complete and correct - maps, schedule, wave starts
2.3				Race distances and age groups comply with AUSTriathlon Race Competition Rules (RCR's)

Comments:

3	✓	✗	N/A	Pre-Event Course/Site Inspection   Meetings   Arrangements
3.1				Marshal location and numbers appropriate in all areas
3.2				Local Organising Committee (LOC) team sufficient to cover all issues (setting course, briefing with marshals and volunteers etc.)
3.3				Confirmed all times in relation to schedule of event
3.4				Confirmed all meetings to be held and attendance by whom
3.5				RD checked with all services (Bus, business transport, public etc) to ensure no disruption to event
3.6				Contingency plans confirmed
3.7				Emergency and evacuation plans confirmed
3.8				Final meeting with all groups ahead of race day
3.9				Briefing information (e.g. PowerPoint) checked by TD

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3.10				Accommodation and travel arrangements for STT confirmed
3.11				Timing systems and location of timing mats, splits to be provided, back up system in place
3.12				TD has a plan for Jury - Names and Contact phone numbers

Comments:

4	✓	✗	N/A	<b>Registration</b>
4.1				Technical information included in information provided to competitors
4.2				Technical information displayed at the event in appropriate position
4.3				Sufficient personnel to register competitors
4.4				Bike Mechanic available
4.5				Maps, schedule, wave starts on display
4.6				TD information on noticeboard - water temperature, special rules etc.

Comments:

5	✓	✗	N/A	<b>Event Schedule</b>
5.1				Sufficient time in schedule for all operations, Detailed run sheet from Race Director
5.2				Briefing to include Head Referee discussing RCR's
5.3				Information advised to competitors e.g. Elite competitors swim warm up times

Comments:

6	✓	✗	N/A	<b>Swim</b>
6.1				Name and contact for Swim Director from LOC
				Name: Phone:
6.2				Name of Water Safety - SLS
				Name: Phone:
6.3				Swim Course : No of IRB's/water craft in the water/board paddlers
6.4				Prediction on use of wet suits
6.5				Distance to first turning buoy - ideally no less than 250 metres
6.6				Turn angles not greater than 90
6.7				Swim start and all turns checked for depth
6.8				Monitoring of each turning buoy - Marshals   SLS   TOs to prevent cutting of course
6.9				Wave start order and time between waves
6.10				Water Temperature
				<b>Measure 24 hours prior to each race start in a minimum of 3 separate areas on the swim course. Wetsuit ruling to be provisional, subject to change.</b>

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6.11				Marine life hazards - check any present, swim exit (debris, rocks, glass)
6.12				Swim turnaround (If on land) and swim finish clearly marked
6.13				Starters plan - Head Referee Starter?
6.14				LOC plan for accounting for all swimmers out of the water
6.15				Radio communications - How many on course and who
6.16				Medical and Emergency Evacuation Plan. To include response action from volunteers, staff, technical.

Comments:

7	✓	✗	N/A	Transition
7.1				Name and contact for Transition Director from LOC
				Name: Phone:
7.2				Layout of racks - flow and equity considered - system of numbering
7.3				Plan to secure transition - access for competitors and specific marshals
7.4				Security people well training, firm and assertive - yet polite
7.5				Location and details of bike and helmet check
7.6				Location of aid station, bike mechanics, tools, water, toilets
7.7				Number of volunteers assigned to transition
7.8				LOC system to check out transition at end of race - Time?

Comments:

8	✓	✗	N/A	Cycle Course
8.1				Name and contact for Cycle Course Director from LOC
				Name: Phone:
8.2				Traffic Management Plan in Place
8.3				Road closure times and barrier set up and removal
8.4				Plan to mark course with signage: <b>directional, warning; KM markings</b>
8.5				Corners swept, brooms at appropriate corners if required
8.6				Any railway crossings cover and how
8.7				Location of aid stations and items provided
8.8				Number of motorcycles for Technical Officials Media Other
8.9				All motos to have helmets, long pants including Technical Officials
8.10				Lead vehicle - Yes/ No Safety & Communication Plan?
8.11				Sweep vehicle (SAG wagon)

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8.12				Wheel stops - any on course, who is responsible for equip, neutral spares provided
8.13				Medical Plan - mobile and Ambulance
8.14				Communication - coverage on the entire course - Radios or Mobile
8.15				Any potential areas that competitors can cut the course? Plan to prevent this
8.16				Timing mats at far end of course

Comments:

9	✓	✗	N/A	Run Course
9.1				Name and contact for Run Course Director from LOC
				Name: Phone:
9.2				Changing course from cycle to run - barrier movement during race etc.
9.3				Location of aid stations and items provided
9.4				Number of volunteers at each aid station. Volunteers to wear gloves
9.4				Maximum distance between aid stations 2km - 1.5km for Junior events
9.5				No crossovers with other runners or cyclists
9.6				Lap counter   Position   Bell   Communication with RD
9.7				Plan to mark course with signage: <b>directional, warning; KM markings</b>
9.8				Number of bikes or e-bikes for Technical Officials
9.9				Run course displayed including aid stations, KM markings.
9.10				Any potential areas that competitors can cut the course? Plan to prevent this
9.11				Timing mats locations

Comments:

10	✓	✗	N/A	Finish Line
10.1				Name and contact for Finish Line Director from LOC
				Name: Phone:
10.2				Media area - to be positioned 15 metres behind finish line
10.3				Approved personnel only in Finish Line Area. Media, medical, TD & RR
10.4				Suitable for Athletes with Disabilities
10.5				Finish Line Camera
10.6				Finish Line - Tape on ground if needed for photo finish

Comments:

11	✓	✗	N/A	Crossover Points   Volunteers   Accreditation
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11.1				Crossover Points identified, numbered for reference
11.2				Precise controlling of crossover points - volunteers
11.3				Volunteer plan - how many, locations and duties
11.4				Nourishment for technical officials
11.5				Accreditation plan - technical officials, event staff, medical, VIP etc.
11.6				Accreditation access area designation

Comments:

12	✓	✗	N/A	<b>Recovery Area</b>
12.1				Sufficient fluid, water and fruit supply available. Backup supply available
12.2				Handlers wearing gloves
12.3				Sufficient shade available
12.4				Direct access from recovery to medical
12.5				Ability for spectators to greet competitors at boundaries of recovery area without entry

Comments:

13	✓	✗	N/A	<b>Medical</b>
13.1				Name and contact for Medical Director
				Name: Phone:
13.2				Outline of medical plan received (verbal or written) by TD. Spotters, Doctor, Ambulance, Medical tent, personnel, communications)
13.3				Medical evacuation plans during each leg
13.4				Details of medical care at finish line and recovery areas
13.5				Map showing location of medical services and access

Comments:

14	✓	✗	N/A	<b>Communications</b>
14.1				Radio Plan - Channels
14.2				Radios for Technical Officials No:
14.3				Minimum radios required: 8 - TD, RR, CRO, Swim, Transition, Moto, Run, Penalty Box

Comments:

15	✓	✗	N/A	<b>Technical Officials</b>
15.1				Roles allocated in conjunction with the STT as the best fit for each technical official and their officiating journey
15.2				Tent / secure area provided for Technical Official briefing, meetings and storage of personal items on race day

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15.3				Contact list of Technical Officials with Names, phone numbers, email addresses
15.4				Run Sheet with event schedule
15.5				Sufficient motos for event
15.6				Equipment for technical team: Helmets, penalty box paperwork, stop watches, thermometer, vests
15.7				Nourishment for team
15.8				Head Referee Race Briefing document prepared
15.9				Race Day Technical Toolbox Talk prepared

Comments:

16	✓	✗	N/A	Presentations   Timing and Results
16.1				Timing system in place and timing mat locations checked
16.2				RR & TD check results prior to sign off
16.3				Any disqualifications addressed before advising timing and finalising results
16.4				TD & RR available during and after presentations in the event of any disputes
16.5				RD advised of any disqualifications on race day (ideally beforehand)
16.6				Jury called immediately if required

Comments:

17	✓	✗	N/A	Media   Image
17.1				Field of play (FOP) access - who has what
17.2				TD confirmed positions on or near FOP for media team
17.3				Being arranged with media personnel and TD & RR
17.4				Images of the sport important - briefings, information to technical, event staff, volunteers etc. not be in the media shot and to look professional at all times.

Comments:

# TECHNICAL DELEGATE CHECKLIST

18	✓	✗	N/A	Post-race Reports
18.1				TD to check all areas on race day prior to race start for reporting and checking against sanctioning agreements
18.2				Post-event technical de-brief to gather comments and observations
18.3				Race Report to be completed withing 7 days of the race. Head Referee Race Briefing with all TO's signatures to be uploaded to the sanctioning portal with the TD Report.
18.4				TD to request for medical report from the Medical Director

Comments:

19	✓	✗	N/A	General
19.1				Course setup as per Sanctioning document
19.2				Issues from the event communicated with the RD
19.3				Advertised prize money / awards distributed accordingly
19.4				Technical Official conduct reflective of AUSTriathlon employees
19.5				Any serious issues / incidents reported to the TD and then reported to the National OR State selection Committee
19.6				Provide feedback to any Technical Officials who have requested one on one feedback from TD

Comments:

# TECHNICAL DELEGATE CHECKLIST

TECHNICAL DELEGATE MEETINGS CHECKLIST		
Meeting Schedule	Technical Team Attendees	Meeting Agenda
Race Director	TD	Sanctioning Documents discussion
	TD	Work through technical concerns
	TD	Site inspection
	TD	During event monitoring activity
	TD	Disqualifications
	TD	Post-event reporting
Sponsors AUSTriathlon (If required)	TD	Understanding all roles between parties
	TD	Other stakeholders involved in staging events
Medical Director	TD RR CRO	Medical Plan & Personnel
	TD RR CRO	Response protocol during event (use radio or mobile during event?)
	TD RR CRO	Exact travel routes for response to area of FOP - Evacuation - e.g. Major and minor extraction locations on the swim
	TD RR CRO	Layout of medical facilities and location
Media	TD RR CRO	Who attending, access as per TD and AUSTriathlon
	TD RR CRO	Agreed position on Field of Play
	TD RR CRO	Vest to identify host vs. general media
Water Safety	TD RR CRO	Meeting with water safety team to discuss needs for the event. Including turns, false start, swim course details, rescues, signals during swim.
All Stakeholders	TD RR CRO	Where possible meeting with all stakeholders - RD, Medical etc.
STT	TD RR CRO	Day Prior (if possible)
STT & Chiefs	STT & Chief	Day Prior (if possible)
TO's & Motos	STT & Motos	Day Prior (if possible)
Technical Meeting	All TO's	Race Day Technical Official Briefing - Day beforehand (If possible) or race morning
De-Brief	All TO's	End of race

NOTES: