

TECHNICAL TEAM ROLES & RESPONSIBILITIES

Background

During 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).

Overview

It needs to be recognised that technical officials are at an event to ensure the technical and safety requirements of the event are observed, they are not there to undertake activities that are responsibilities of the Race Director (RD), or the Local Organising Committee (LOC), 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 (TO), 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.

Size of the Technical Team

The STT is comprised of a

Technical Delegate (TD)
Head Referee (HR) and
Chief Race Official (CRO).

For the development of technical officials at larger events Technical Officials may be allocated Assistant roles to the STT. This is a learning and development experience.

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 Triathlon with multiple lap bike courses can be managed by a smaller team than what would be needed for a single lap course.

Where possible, the size of the technical team should be agreed with the Race Director (RD). The appointment of a standalone TD should be considered in the following circumstances.

- For events of state championship status and above
- Where competitive 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 standalone CRO should be considered when the size of the technical team is greater than 9 TOs.

With a weekend festival event, it is desirable to appoint one CRO for the whole weekend. For small events involving less than 500 competitors, the TD | HR | CRO roles may be performed by one official.

Professional Bearing and Dress Code

Technical Officials are the face of AUSTriathlon and 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

- AUSTriathlon technical official polo shirt. If you have not been issued with an official shirt then a plain navy or black polo or t-shirt. No logos.
- Long shorts or trousers, navy blue or black (Long pants needed for officiating on a motorbike). No blue denim jeans or blue denim jean shorts.
- AUSTriathlon high visibility Technical Official vest (usually issued an event by the CRO)
- If additional clothing is worn (for warmth etc.) this shall be navy blue/black and shall be worn underneath the high visibility vest (no logos)
- AUSTriathlon Hat or cap. If you do not have one of these a plain black cap with no logos
- Closed toe footwear (running shoes, walking shoes, etc.)
- Whistle
- Infringement notepad – Blue | Yellow | Red Card
- Pencil and pen
- Current Race Competition Rules
- Name Badge with AUSTriathlon Technical Official number

OPTIONAL

- Wet weather gear (Jacket and trousers) No logos
- Bum bag with water bottle holder
- Headlamp or torch
- Safety gear for motorcycle, including, but not limited to appropriate jacket, gloves, approved motorcycle helmet (usually provided, but you can bring your own)
- Sunglasses

Technical Delegate (TD)

Overall responsibility for the safety and fairness of the event, race and all Technical Officials

PRE-RACE

- Responsible for ensuring the event is sanctioned as a result of liaison with the RD, and a pre-event course inspection (where possible), preferably with the RD during which any issues with the proposed course or event infrastructure are raised.
- Responsible for all communication with the RD | LOC pre and post race including race day with regards to the course.
- Review the sanctioned documents online on the sanctioning portal.
- Discuss and agree with the RD the size of the technical team required
- Accommodation requirements for the technical team (if required)
- The number of motorcycles to be provided to the technical team
- The number of push bikes or e-bikes to be provided to the technical team
- Provision of food and drinks for the technical team
- 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
- Location of the penalty box – ensure it is on the maps provided
- Review and discuss Technical Official competencies and availabilities in consultation with the CRO. Note the CRO would most probably be from the home state so can provide recommendations for assignment of roles, according to the individuals experience and competencies. The technical assignment list, which should be finalised by the TD, then provided to the CRO for communication.
- 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 (RCR)
- Takes water temperature readings as specified in the RCR and makes wet suit ruling.
- The water temperature and the wetsuit ruling shall be advised to the HR and the RD and subsequently posted on the competitor information board using the AUSTriathlon water temperature form.
- Verify that the course measurements are correct.
- Finalisation of accommodation arrangements including provision of food and drinks and motorcycle logistics is handed over to the CRO.
- Prepare TD component of the TO Pre Race Briefing
- Prepare TD Competitor Briefing (if conducted by the TD, this may be conducted by the HR at some races)
- Meet with the Medical Team and ensure adequate resources for the event in conjunction with the RD
- Meet with the timing company and ensure the timing plan is adequate for the event in conjunction with the RD
- Prepare entire event run sheet with timings for the event and TO's including locations, times, TO's required etc.
- Conduct with the RD the pre-race Moto Briefing with all Moto TOs and Moto riders

RACE DAY

- Responsible for all communication with the TD | LOC about the course and race pre and post-race. During the race the HR will communicate directly with the RD regarding any disqualifications.
- The TD is responsible to conduct the pre-race technical team briefing and will cover safety for TOs, Special Rules for the race and the wetsuit ruling. The HR the enforcement of the RCRs and advise the rule interpretation for the race. The TD collects the TO pre race Briefing signature sheet. All TOs should sign the sheet before entering the field of play as an understanding of all the safety topics that were discussed.
- Takes water temperature, readings as specified in the RCR and makes a final ruling on the use of wetsuits. The water, temperature and the wetsuit ruling shall be advised to the HR and RD and subsequently posted on the competitor information board using the AusTriathlon water temperature form.
- Must be satisfied prior to the race start that the course being handed over to the HR 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 the swim boys and markers
 - the number of water safety craft and personnel present etc.
- For the bike and run courses ideally to have access to a dedicated motorbike to do a sweep of the course prior to the race start to assess
 - location and style of course design
 - location of marshals / traffic controllers
 - location of volunteers
 - that the course is clear and ready for competition i.e. locked downAnd contact the RD if there are any areas of concern
The motorbike doing the sweep of the bike course could be the Chief Moto on behalf of the TD.
- During the race, it is desirable, that the TD does not carry out the duties of any other official. Ideally the TD should be in constant communication with the RD to contribute from a technical viewpoint on any issues that may arise. At the same time the TD needs to stay in contact with HR and CRO.

POST RACE

- If an appeal is lodged, the TD is responsible for convening and sharing the race competition jury as detailed in the RCR.
- As soon as possible after the race finish
 - conduct a debrief with the entire 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 online within seven days of the race.
- Uploads the prerace technical briefing document to the sanctioning portal.

Head Referee (HR)

Responsible for the enforcement of the rules from the start to finish of the race

PRE-RACE

- Review the technical assignments list and provide feedback to the TD if necessary.
- Bring copies of the current version of the following documents to The Event
 - Race Competition Rules
 - Penalty Box Register
 - Violation Reports
 - Protest Forms
 - Appeal Forms
 - Penalty Noticeboard Form
- Prepare HR component of the TO Pre-Race Briefing
- Prepare HR Competitor Briefing (if conducted by the HR, this may be conducted by the TD at some races)

RACE DAY

- At the pre-race technical briefing, the HR explains to the technical team, how the RCR will be interpreted, based on the context of The Event.
- Delivers the pre-race competitor briefing to competitors in most instances. At some races, this is completed by the TD.
- Race starter – if required
- Be an active official on the bike course, and ideally be with the leading competitors, so that the HR is first off the course
- In consultation with the CRO review all penalties issued during the event, and any subsequent violation reports, and then rule on any disqualifications. As a matter of courtesy, the HR should discuss with the RD any disqualifications before proceeding, but must not be influenced by the wishes of the RD.
- Ensure that all disqualifications are immediately posted on the AUSTriathlon penalty noticeboard in appropriate location i.e. Finish Line or Athlete Information Board.
- Best practise is to contact and try and meet with the disqualified competitor to discuss the reason for the ruling. It is ideal that the HR contacts any disqualified competitors on race day.
- Must be available for any competitor, wishing to Lodge of protest, and then and give a ruling as detailed in the RCR.
- During the race, the HR should consult with the timing company and the CRO (or penalty box officials) to confirm that there will be no expected disqualifications amongst the podium finishes. This enables a soft presentation by the RD to be conducted in a timely manner.
- The HR shall confirm the final finishing positions after consultation with the timing company and the CRO or penalty box officials. This may involve a formal sign-off of the race results.

POST-RACE

- Assist the TD in conducting the technical debrief meeting, and they compilation of the post event technical report.
- Be available to talk to any disqualified competitors.

Chief Race Official (CRO)

Responsible to assist the TD pre-race with the organisation and communication of the event and on race day to look after the welfare of all technical officials.

PRE-RACE

- 2-4 Weeks before the event date (for EONS Events of National Significance 4-6 weeks) contact all members of the technical team, requesting their race availability and technical preferences including equipment they require including TO vest and sizing, Moto helmet etc.
- Provide this information to the TD to assist in the development of the technical assignments list.
- Receive a handover from the TD on any agreement with the RD for
 - Accommodation
 - Provision of food and drinks on race day.
 - Timings for event

Then take responsibility for finalising and implementing these arrangements.

- Upon receipt of the final TO assignment list from the TD advise each member of the technical team the arrangements for the event
 - Accommodation
 - Time required at field of play
 - Run Sheet including pre-race briefing timings and location.
 - Role Assignments
 - Equipment required i.e. for Moto TOs – Helmet and Safety Gear
 - Food (if any) provided by the LOC on Race Day and what is not provided so that each TO can prepare to be adequately hydrated and nourished
- Ensure that all equipment required by the team will be available on race day. Collect from AUSTriathlon all equipment prior to the event including but not limited to
 - Blue | Yellow | Red cards
 - Motorcycle helmets
 - AUSTriathlon TO Vests
 - Penalty box equipment – Forms & stop watches
 - Thermometer
- Collect from LOC any equipment provided for the event including but not limited to
 - Radios
 - Vehicle Signage to travel on the FOP during the event e.g. TD, Motos & penalty Box officials (if required)
- Print Back Up Paperwork for TD & HR on Race Day
- Set up WHATSAPP Group (or Similar) as advised by the TD
- Prepare check in and out sheets for equipment being issued to be signed out and back in by TOs

RACE DAY

- The CROs 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 or her role
 - Ensuring that officials are not positioned in dangerous locations
 - Ensuring that equipment issued is fit for purposeIf the CRO has any concerns about a TO they are to discuss this confidentiality with the TD only
- If the CRO is responsible for
 - Distributing motorcycle helmets, each helmet should be visibly inspected for integrity and surface cracks.
 - Distributing Radios (if provided by the RD)
 - Radio Checks (Unless you have a TO in the EOC and then the CRO will do these checks race morning)
 - Ensuring that each official is provided with a high visibility vest
 - Providing details on any food provided by the LOC to the TOs
- Be responsible for controlling and coordinating the actions of technical officials and be their first point of contact (After their Chief) during the race.
- For races that are more than 3 hours the CRO is responsible for checking in with all officials and stepping into their role so they can take a break
- Distribute food and hydration to TOs if they are unable to leave their role during the race
- Collect all penalty chits and penalty sheets and to reconcile all penalties during and after the race
- To ensure that all necessary violation reports are completed for HR
- Collect an account for all issued equipment immediately after the event and return to the LOC or AUSTriathlon

Technical Official (TO)

PRE-RACE

- Provide CRO with information as requested in a timely fashion

RACE DAY

- Arrive at the Field of Play (FOP) before the scheduled start time. Ensure you are ready mentally and physically for your role or any role requested of you.
- Review the RCR before arrival
- Ensure you are appropriately attired, and you bring all equipment required to the event
- Attend the pre-race Technical Team Meeting conducted by the STT
- Ensure you understand your role and ask questions if you are unsure of what is expected of you in your role
- Be responsible for observing, assessing and reporting to the STT or your Chief any feedback on competitors or the course in relation to the RCR

POST-RACE

- Attend the post-race Technical briefing conducted by the TD and contribute as required
- Reflect on your performance and ask for feedback from the STT
- Give yourself a big WELL DONE!