



# MANUAL OF GUIDANCE

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# Section 1 – Introduction and Background

## 1.0 Introduction

- a. This Manual of Guidance will apply to all individuals and events related to Irish Triathlon Association Limited. It should be read in conjunction with the various appendices which are attached to the document. The appendices may change and reference to the latest version should always be sought.
- b. Irish Triathlon Association Limited (hereafter referred to as Triathlon Ireland or TI) is a Company Limited by Guarantee with registered offices located at Unit A, Glencormack Business Park, Kilmacanogue, Co. Wicklow.
- c. This document is the property of Triathlon Ireland and may be freely copied or reproduced by affiliated clubs and sanctioned events. All others must apply to the TI Board/Management for approval to reproduce in full or in part.
- d. TI is the National Governing Body for all Triathlon, Duathlon and Aquathlon events, including variations of same, within Ireland, north and south. Unless specified otherwise, the numerous variations are hereafter referred to as Triathlon. TI is affiliated to the World (International Triathlon Union - ITU) and European (European Triathlon Union - ETU) Governing Bodies.
- e. TI has a hierarchical organisational structure governed by a Board of Management elected by the members in accordance with the Constitution. It is intended that Provincial Branch Committees, Connaught, Leinster, Munster and Ulster will support the TI Board in its regulatory/management role and will be elected at the respective Branch Annual General Meeting in accordance with the Constitution. Where a Provincial Branch Committee is not in existence all responsibilities will be undertaken by the Triathlon Ireland Board and appointed officers. A network of clubs, affiliated to TI, caters for social interaction of members and provides opportunities to access training facilities and competition.
- f. Mandatory requirements for the formation of a new Triathlon Club are as follows:
  - A minimum of four members
  - All club members must be members of Triathlon Ireland
  - Club must have a Chairperson, Secretary and Treasurer.
  - A club constitution must be drawn up. Appendix B offers an example.



- g. TI aims to ensure a high standard and quality for all sanctioned events, promoting the sport of Triathlon for all people while mindful of the need to carry out all functions in a manner that promotes equality of opportunity between:
- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation.
  - Between men and women generally.
  - Between persons with a disability and persons without.
  - Between persons with dependants and persons without.
- h. The stipulations in this document are mandatory. The TI Board, and/or a duly authorised representative are empowered to accept/propose deviations from this document. Amendments to and modifications of this document may take place at any time in accordance with the TI Constitution in order to safeguard the interests of TI and to improve standards.

### **1.1 Definition of Triathlon**

- a. A Triathlon is an endurance and versatility sport comprising a combination of swimming, cycling and running normally carried out in that stated order and with the clock running continuously during transitions.
- b. The order of segments can be changed but only with special care as there can be problems with tired athletes entering the swim section and/or drafting during the cycle ride. It is also possible to introduce a seasonal variety by substituting one or more segments with more suitable endurance sports activities but this new combination must be given a name that describes its special nature. TI competition rules do not apply to these special events and there shall be no national championships.
- c. There can be a wide variety of distances. These are covered in more detail within Appendix A.

### **1.2 Definition of Duathlon**

- a. A duathlon is an endurance and versatility sport combining the run and cycle disciplines of triathlon raced with the clock running continuously. Events are usually organised as run/cycle/run races, the second run often being shorter than the first. It is possible to exclude the last running segment of a duathlon, but there shall be no national championships in this combination.

There can be a wide variety of distances. These are covered in more detail within Appendix A.



### **1.3 Definition of Aquathlon**

- a. Aquathlon comprises the disciplines of swimming and running usually with the clock running continuously, including through transition.

There can be a wide variety of distances. These are covered in more detail within Appendix A.

### **1.4 Alternative Race Distances.**

- a. In order to provide opportunities for novice competitors and to develop the sport, triathlon, duathlon and aquathlon events may be organised over alternative distances as determined by the event organiser. However, where possible the distances should be pro rata to those recommended in Appendix A and the name given to such events should clearly describe their special nature. Particular care is needed in respect of events organised for children and youths.

### **1.5 Definition of Transition**

- a. This is the term used to describe the change over between the individual segments of a Triathlon with the clock running continuously.
- b. Transition 1 (T1) occurs between the first and second leg of the relevant event. Transition 2 (T2) occurs between the second and third legs of the event.
- c. Positioning and layout of Transition must be carefully planned. It is preferable to have only one Transition location but in exceptional or peculiar circumstances it is possible to have T1 and T2 at separate locations subject to additional planning, security and safety considerations, which can prove problematic. More information is provided in Section 2 of this Manual.

### **1.6 National Championships**

- a. National Championships events should comply with the distances stated in Appendix A. In exceptional cases, TI may grant approval for a race to be classified as a Championship event where an organiser cannot, for practical reasons, comply with the proper distances.



## 1.7 Competition Categories

a. Elite – Athletes with World Ranking points/eligible to compete in ITU Elite competition and/or in receipt of financial assistance from the Irish Sports Council (ISC) Carding Scheme/Sport Northern Ireland (SNI) Athlete Investment Programme. Elite athletes may compete in National Championship but may not gain National Series points.

b. Age Groups – Determined by age as of December 31st in the year of Competition, including Athletes with a Disability (AWAD)

20 – 24yrs	50 – 54yrs	80 – 84yrs
25 – 29yrs	55 – 59yrs	85 – 89yrs
30 – 34yrs	60 – 64yrs	90 – 95yrs
35 – 39yrs	65 – 69yrs	95 – 100yrs etc
40 – 44yrs	70 – 74yrs	
44 – 49yrs	75 – 79yrs	

c. Under 23 Category Competition – Athletes aged 18 – 23 years as of December 31st in the year of the competition.

d. Junior Category Competition – Athletes aged 16 – 19 years as of December 31st in the year of the competition.

e. Youth Category Competition – Athletes aged 14 – 15 years as of December 31st in the year of the competition.

f. Children Age Group Categories:

12 – 13 yrs,  
10 – 11 yrs  
Under 10 yrs

g. Athletes with a Disability:

Physically Challenged Competitive Categories shall be based upon disability and age groups as outlined in Appendix A.

Medical evidence shall be required as to disability and classification. More detail is contained within Appendix A.



## **1.8 Membership**

- a. Membership of Triathlon Ireland is open to anyone resident on the island of Ireland or who has a parent or grandparent born on the island.
- b. Membership categories available to purchase are Full, Associate, Student and Junior. The various membership fees shall be set annually by the TI Board/Management. The TI Board may also award Life membership to an individual who has provided outstanding service to the association. This category has the same rights and privileges as an Associate.
- c. Membership shall provide third party insurance cover to those who partake in training sessions organised by TI affiliated clubs, as described later in this document. Full, Student and Junior members also receive third party insurance cover while racing at TI sanctioned events. This insurance has no relevance at non-sanctioned events. When competing abroad, many other ITU affiliated governing bodies will accept TI membership as equivalent to their own. Associate members are insured while assisting at, but will be required to purchase a One Day Licence when racing at, sanctioned events.
- d. Members will be eligible to represent Triathlon Ireland at European and World age group Championships which are affiliated to the ITU. Separate eligibility criteria will apply for Elite athletes and this should be confirmed individually with the TI Board/Management.
- e. Members will be eligible to participate in the National Series and will be able to compete for the title of National Champion.
- f. TI may, from time to time, organise events which are available on a member only basis or with discounts for members.
- g. By joining Triathlon Ireland, the member acknowledges the content of this Manual of Guidance and agrees to abide by the statements herein.

## **1.9 The Club Structure**

- a. Clubs may be formed with a minimum of four members. Guidance to the requirements for a new club can be found within the Sample Club Constitution at Appendix B.
- b. Affiliation to Triathlon Ireland must be renewed annually, by the end of October for the following year. The affiliation fee will be set annually by the TI Board/Management. Any club which fails to affiliate will subsequently be treated as a commercial enterprise in their dealings with TI.



- c. Clubs will be able to avail of various benefits as supplied by TI from time to time. These may include (but not be limited to):
- Reduced rates for coach training
  - Advice from TI Staff members
  - Reduced rates for Race Permits
  - Assistance when tendering for international events
  - Support with funding applications
  - Access to courses and conferences organised by TI
  - Admission to Club Championship events
  - Usage of online services provided by TI
  - Insurance of club members while training
- d. Affiliated clubs have an obligation to promote all of their events through the TI sanctioning process.
- e. The club has an obligation to ensure that all club members are also members of TI. Not complying with this may leave the Club Secretary liable for any insurance claims which may result from accidents/incidents.
- f. Clubs may include any TI member, or a member of any ITU recognised governing body, at their club training sessions. A club training session is defined as being one that is open to a wide range of members and advertised, specifically on the club website. Non TI members may join training sessions as a guest a maximum of three times, provided that the Guest Sign On sheet at Appendix L has been completed. This document provides de facto TI membership for one day. These Guest Sign On sheets must be retained by the Club Secretary and be made available for inspection upon request for a period of one year from the date of training.
- g. Clubs may organise competitive training sessions and make them open to all. These sessions may take the form of a race, but no entry fee may be charged. Donations may be sought, but participation must not be denied to those who do not contribute. Particular reference should be made to paragraph 1.8.f above. It is expected that the club carries out a detailed risk assessment for any such exercise.



# Section 2 - Event Planning and Management

## 2.0 Event Organisers Guide

- a. The following section provides information and advice for anyone involved with the management and organisation of events. Whilst every care has been taken in the preparation of this document and the information contained within, Triathlon Ireland and its agents cannot accept any responsibility for inaccuracies nor for any loss or negligence arising out of this guide. It is the responsibility of the Event Organiser to ensure that a comprehensive Risk Assessment is carried out and that appropriate safety measures are put in place. The following notes will assist in this task but every event has its own unique nuances therefore additional considerations may be appropriate.
- b. The event organiser must have completed a TI Event Organisers/Technical Official course at least three months prior to the event date.
- c. Each club will be required to provide two Technical Officials to the panel for each event that they organise (up to a maximum of six in any one year).
- d. Affiliated clubs should ensure that all of their events are sanctioned so that members are properly insured and a high standard of safety is evident.

## 2.1 Application for a TI Race Permit

- a. A club or organisation wishing to hold a triathlon competition under the auspices of Triathlon Ireland shall make an application for a Race Permit. This application will be made using the 'Race Organisation' section of the TI website. A sample Race Permit may be found at Appendix J.
- b. All printed matter, press releases, and media coverage relevant to a TI sanctioned event shall specifically state that fact.
- c. TI members who take part or assist in an event that is not held in accordance with TI rules do so entirely at their own risk. TI will accept no liability whatsoever for any consequence arising from participation (including marshalling or volunteering activity) in such an event which will not have undergone the rigorous TI safety assessment. Participation in events which are not regulated in accordance with the rules of TI, or another ITU recognised governing body, is not recommended.



- d. The fee charged for a race permit will be set annually by the TI Board/Management. Club and commercial events will be charged different fees. As with all values quoted within the document, and until amended herewith, it is assumed that €1 is equal to £1.
- e. Each relevant event will prominently display a notice stating that it is sanctioned by TI. A sample may be found at Appendix I.

## 2.2 Application Process

- a. Application for inclusion on the TI Race Calendar should be made by the advertised date, as set by Triathlon Ireland, during the preceding year in order to facilitate preparation of the Calendar and to avoid clashes of dates for events. In the event of a clash of dates that cannot be resolved by discussion TI reserves the right to act in the best interests of the sport and decline to issue a race permit if appropriate in the circumstances. Applications should be made using the 'Race Organisation' section of the Triathlon Ireland website, providing the following information:

- Proposed Race Date
- Race Name
- Triathlon Club or Commercial Entity
- Category of Event/Distances
- Specific Race Location
- Race Director
- Proposed Start Time
- Pre Entry Yes/No
- Contact Details – Name, Phone Numbers, Email Address, website
- Inclusion as National Championship or National Series

Applications will not be accepted from clubs or organisations that have outstanding debts owed to Triathlon Ireland. Clubs or organisations which breach TI credit terms may subsequently have their events removed from the Race Calendar.

Once an application has been processed, TI will appoint two Technical Officials (TO) and issue an invoice, payable within 30 days. One of the TOs will be designated as the lead official and be responsible for the preparation of the necessary paperwork for TI. The TOs will liaise with the race organiser at the earliest possible opportunity and will review all safety aspects of the event. The Race Permit will be issued on race day by a TO. It will be countersigned by the race organiser and a second TO when all parties are satisfied that the event can be held under safe and fair conditions. The TOs will then enforce Competition Rules as detailed in Appendix A.



All competitors in a TI sanctioned event must be members of TI, or another ITU recognised governing body, and must present a valid racing licence at registration. A One Day Licence (ODL), which provides One Day membership of TI can be purchased in advance from the TI website by competitors who are not existing racing members of an accepted NGB. This ODL must be bought several days in advance of the race. Specific information on the last purchase date for an ODL is available on the TI website. Approved duathlons and aquathlons may sell ODLs on the day. A comprehensive record of such sales, along with the money collected, must be returned to the TI offices within seven days of the event. Such a licence is only valid on the day of the specific event and confers racing membership entitlements for that day only. The cost will be as determined from time to time by the TI Board/Management. Competitors racing under an ODL are not eligible for inclusion within National Championships or National Series.

All race officials are required to be members of TI on the day of the event. Completion of the Officials Sign On sheet (Appendix H) confers membership for the day of the event. All officials, whether existing members or not, must sign on prior to the event.

### **2.3 Pre- event Planning and Preparation**

Organising a triathlon is time consuming and complex. Specialist advice will often be needed, especially for open water competitions and events held on open public roads. Formation of a management team covering the various sections of the course is often the best way to proceed.

The Event Management Safety Plan (Appendix C) provides a template which must be completed by the race director with guidance from the TO. Once completed, a copy must be forwarded to the TI Administrator.

### **2.4 The Law and Triathlon**

Cycle racing on roads is governed by current Road Traffic Legislation and requires Garda/PSNI approval. Organisers must ensure that all legislation is complied with.



## 2.5 Planning the Course

Choosing the course is one of the most important factors that will influence the success or otherwise of a race. Options are discussed in more detail in the ensuing paragraphs headed swim, cycle and run.

Basic course designs include:

- Out and back
- Circuit or multi-lap
- Place to place

All need careful consideration for safety, fairness and suitability.

## 2.6 Measuring and Marking the Course

The Course should be measured well in advance so that any necessary alterations can be made and to ensure that accurate information is advertised and/or announced in pre event briefings.

Turn around points must be clearly marked and it is most helpful to competitors and officials to have kilometre/mile markers on the route. These can serve as location indicators in the event of an incident. The course should be carefully surveyed to ensure that sufficient signs of the correct design are ordered and positioned at the correct places. Existing statutory road signs must not be obscured or interfered with in any way.

## 2.7 Race Information

Competitors, officials and other interested bodies require comprehensive, accurate information. It can be imparted on the event website, entry form and/or information pack. This should include:

- When: date, start and finish time, prize giving.
- Where: location, directions and maps
- What: distance and type of race, terrain. Accurate distances should always be provided. An event may be advertised as Sprint/Standard etc. even though the distances are not exactly as prescribed in Appendix A. Slight tolerances are allowed but the competitors should be made aware.
- Arrangements for refreshment stations need to be communicated to competitors prior to their arrival at the event, this is particularly important in longer distance races.
- How much: entry fee, prize purse, and extras.
- Format: pool or open water swims, open or closed roads, wave starts, age group categories.



- Registration: how, when, where.
- Results: when, where will they be made available.

Any alteration to the published information should be made available as soon as possible, by means of the race information pack or displayed in a prominent position on race day and included in the race briefing.

## **2.8 Competitor Entry Form**

The Entry form, or on-line entry system, should contain the following information:

- Name of race
- Distances
- Date
- Time of registration
- Time of race start
- Entry Fees (These may vary by category e.g. junior, relay team)
- Entry Closing Date
- One Day Licence Requirement for Non TI Members with link to TI website
- Race contact Number/Address
- Event Website Details

Race entrant details:

- Surname
- First Name
- Full postal address
- Email address
- Telephone Number
- Gender
- Date of Birth
- Category (specific age group, etc.)
- Club (if any)
- TI Membership Number (if any)
- Acceptance of the information contained within the Manual of Guidance
- Other info that might be needed would be:
  - Estimated swim time
  - Estimated bike time
  - Estimated run time
  - T-shirt size



Entrants should be asked to reveal any medical or other condition that could present a risk to themselves or others and should be instructed to write this information clearly on the reverse of their race number on race day. A mark should be made on the front of the number stating that medical information is carried on the reverse. On the day of the race, these entrants should make themselves known to the organiser.

Note: Pre Entry is compulsory for all open water events, except approved aquathlons.

## **2.9 Registration**

The registration procedure should be made known to competitors prior to arrival at the event. The registration area must be capable of coping with the number of entries and have clearly designated entrance and exit points with sufficient personnel to ensure no undue delay or loitering in the proximity. Registration should include the following:

- Check for valid TI racing licence, other ITU affiliated licence or ODL
- Check competitor against list of entrants to determine starters/non-starters.
- Check competitor information is correct (i.e. name, age, etc.).
- Issue race numbers.
- Issue timing chips.
- Issue T Shirts/Goody Bags etc.
- Completion of the relevant Competitor Sign On sheet (Appendix E,F or G)

The registration area is also a good place to have a race information board to give race details and any last minute changes to the published programme.

Where offered by TI, barcode scanning must be used for the registration process.

## **2.10 Marshalling**

When the course has been agreed, it is necessary to identify how many marshals will be required and where they are needed. Local swimming, canoeing and athletic clubs may be able to assist and local gyms, health clubs, youth groups, Rotary and Lions Clubs may be keen to be involved. However it is important that marshals are of a calibre to carry out the function required of them. Remember to include marshals in catering, T-shirt and Goody bag distribution. These little rewards will encourage them to help out again. A donation to their clubs or a nominated charitable cause is another possible incentive.



This is a responsible role, which will reflect on the standard of the event so it is important to invest in briefing and training of all volunteers. Problems are likely if an event is inadequately marshalled, therefore marshals must always be given an understanding of their role, be alert and capable of the task to which allocated.

Marshals have no authority to control or direct traffic. A Garda/PSNI presence should be requested if vehicle controls are needed on public roads or there is a road safety issue. This is particularly relevant where there are a number of traffic lights, controlled junctions or pedestrian crossings on the cycle route. All marshals should have highly visible, distinctive bibs or T-shirts that identify their role.

The following areas will require specific marshalling:

- Open Water Swims: Appoint a Water Safety Officer who has experience of local Tides, currents and eddies and who can contribute to the Event Management & Safety Plan.
- Pool Swims: lap counters
- Transition: Appoint a Senior Transition Marshal, bike/helmet check-in marshals, security, and direction/flow marshals.
- Cycle: Appoint Senior Cycle Marshal, Draft Busters, junction/direction marshals, and route sign erection.
- Run: Appoint Senior Run Marshal, junction/direction marshals, and route sign erection.
- Others: Appoint Senior Registration Marshal and staff

Remember that people will be needed to help set up transition, the course, refreshment stations and most importantly to dismantle all of these facilities when the event is over. Litter collection must also be included in the plans.

## **2.11 Draft Busters**

Drafting is explained in more detail within Appendix A. Only Triathlon Ireland trained Motorcycle Officials may act as draft busters and they will work in conjunction with the appointed TO to enforce competition rules and ensure fair play. They can also provide a valuable service on the course when mobile on motorcycles and can monitor the entire event for safety, locating breakdowns and/or medical problems and can respond quickly to any emergency.



Where it would be unsafe to deploy motorcycles on the route, draft busters can be placed at static positions so that they have good vision of what is going on and can record race numbers of those who break the rules for reporting to the TO at a later time. Trained TOs may also be deployed as draft busters on cycles. Draft busters may use mobile video recording devices.

All Championship and National Series races must provide sufficient draft busters as agreed with the appointed TO.

## **2.12 Race Briefings**

At least two briefings will be essential, one for competitors and a separate one for marshals. Times and locations of the briefings need to be clearly advertised. The competitors' briefing should be in an area that facilitates the anticipated number of competitors and where the message will be clearly audible to everyone. Public address facilities may be needed. Prevailing safety issues should be addressed and information updates provided at these briefings. It may be necessary to have a series of briefings for wave start events. Care must be taken to ensure that the information given is identical for each briefing in order to avoid any possibility of competitors gaining an unfair advantage or making any such allegation.

A written or electronic briefing may be issued to competitors in advance but a verbal briefing must always be made. The appointed Technical Official should attend briefings and have the opportunity to provide information updates on his/her role and responsibilities as well as the responsibilities of competitors and standards of conduct that will be expected.

## **2.13 Transition Area**

This should be a clearly defined area to which only competitors and race officials can gain access. To this end it is advisable to utilise some form of barriers or fencing to create a compound.

The Senior Transition Marshal will be responsible for all aspects of organisation and safety within the transition area. In particular, race marshals should ensure that competition rules regarding helmet violations, mounting and dismounting, display of race numbers and conduct within transition are enforced. However, only the TO may impose penalties for infringements. (See Appendix A)



It is preferable to have only one designated entry point prior to the competition starting but in very large competitions more than one may be necessary. Pre event entry points should be strictly controlled to ensure that only competitors and officials can gain access and to carry out bike and helmet checks.

The Transition area must have clearly marked openings for entry from the swim, a cycle exit and entry points, and a run exit point. These openings should be wide enough to allow competitors to proceed without interference or hindrance and should be staffed with marshals for directional and security reasons.

Transition design should ensure no cross over points or that any advantage can be gained from the position allocated to an athlete for bike racking. Cycle racks, or some form of support for bikes, should be provided within transition. Each competitor should have sufficient space to set out their equipment without interference or hindrance to themselves or others. Championship and National Series events should have numbered bike racking positions.

Athletes will be barefoot between the swim and transition. Efforts should therefore be made to ensure that the surface is free of debris and sufficiently smooth or covered with a temporary non-slip surface.

Race Officials and competitors are the only persons permitted in transition.

Helpers, friends or family members are not permitted in any transition area except as provided for elsewhere in these rules.

Animals/Pets are not permitted in transition.

## **2.14 Start and Finish**

Start and Finish lines must be clearly defined. Athletes must be fully briefed about the start procedure, which should also include information on possible risks in the initial stages when swimmers are in large groups. In open water competition it is better to allow faster swimmers to start at the front of the group in order to avoid a situation where they may possibly come into conflict with slower swimmers. The emphasis must always be on safety. It is recommended that open water swim waves are organised by age group rather than projected swim times. In pool based competitions, the faster competitors usually go in the later waves.



Consideration should be given to having a chute that will channel competitors to the finish line and exclude non-competitors. A finish gantry, banner and timing clock are desirable and where large numbers are anticipated an exclusion zone should be provided behind the finish line to protect competitors and facilitate press interviews, race commentary and recovery of electronic timing chips.

## **2.15 Timing and Results**

It is vital that production of accurate race results forms part of the organiser's planning process. Championship and National Series events must use electronic chip timing providing split times.

The Organiser may announce real time results in the course of a competition. However these are purely preliminary until such times as official confirmation is received. Competitors and team leaders should immediately bring any apparent discrepancy in results to the attention of the organiser and/or Technical Official so that it can be investigated.

Official results shall only be announced when approved by the TO.

Final Results shall be subject to confirmation of the outcome of any Doping Tests. Where no such tests are conducted the results shall be as announced.

## **2.16 Event Facilities**

The size of the event will dictate what facilities are needed on site or nearby. It is often advisable to use local shops, restaurants etc as this encourages support for the event, which is then seen to contribute to local trade and community life.

The following needs consideration:

- Car Parking: Competitors, spectators and officials. Positioned to ensure there is no interference with the course.
- Changing: Washing and toilet facilities: Competitors, spectators and officials.
- Refreshments: Competitors, officials and spectators.



Water/fluid stations should be available at strategic points on the course for all three disciplines including transition area. Best use can be made of the course layout e.g. on an out and back course one station can supply athletes travelling past in two directions by covering both sides of the road. For standard distance events fluid should at least be provided midway in the run

Long distance events (3 hours or more) will require food/nutritional supplements to be provided by the organiser.

Note that, with the exception of Long Distance events, competitors are NOT permitted to receive supplements, additional to what they can carry themselves, from anyone other than the organiser in the course of a competition. In Long Distance events, competitors may bring their own food and drink, which can be handed out by personal helpers, but only at an official food and drink station.

## **2.17 Medical Facilities**

It is imperative that adequate medical services are provided, including at least one ambulance with three trained personnel. These can be obtained from voluntary First Aid organisations. A doctor is not mandatory but it is advisable, particularly for open water events. Thought should be given as to the position of medical vehicles, ensuring that their movement is not restricted. Ambulances should not be driven on the course unless responding to a call.

Local Hospital Emergency and Ambulance services should be made aware that the event is taking place so that they can make plans if necessary. This is compulsory for open water swim events.

There must be sufficient personnel to cope with any situation, especially when an open water swim is involved. First aid points are best located at sites of identified high risk on the course. The medical personnel must be fully briefed on course layout, areas of identified risk and means of access to first aid stations prior to the start.

Lifeboat and Coastguard personnel can provide very good rescue and first aid support for the swim section.

Medical assistance, first aid or massage provided by the Organiser is permitted on the entire course. This will not be regarded as outside assistance.



In the event of an accident, competitors may continue after receiving first aid treatment providing that medical opinion deems them fit to do so. If medical opinion deems a competitor unfit to continue, their race number should be suitably marked and their timing chip removed. A clear statement should be made that the competitor has been removed from the event and any continued participation will not be covered under TI insurance.

## **2.18 Drug Testing/Anti Doping Protocols**

TI subscribes to World Anti Doping Agency protocols and will comply with all requirements in respect of Drug Testing. TI may notify an organiser that a Testing Unit will attend the event and will liaise in respect of what facilities and equipment will be required. This will usually be provision of “Chaperons” for athletes selected for testing and a room with convenient drinking water and toilet facilities.

## **2.19 Communications**

It is important that adequate Communications facilities are available to ensure that vital information is relayed speedily between officials on the course, the Technical Officials, Race Headquarters, Race Organiser/Director, Rescue Crews and Medical Support Staff. They are also of valuable assistance to the Commentary Team.

It is important that Race Headquarters, Race Organiser/Director etc have a means of communication with emergency services should this become necessary.

Radio equipment can be hired or purchased but this might prove expensive. One practical option is to use mobile telephones and provide all officials with a list of telephone numbers of all people involved with organisation and regulation of the race. Mobile phone coverage should be tested in advance.

For large events it is recommended that a central information clearing office be set up to act as a Race Control. This will facilitate co-ordination and communication with other agencies and ensure that all relevant information is recorded at one location.



## **2.20 Finance**

A well thought out race budget is vital to success. A volunteer who has some specialist skills or knowledge of financial administration is the ideal person to employ on this task. Accurate projected costing for the event will be of immense value.

Entry Fees are for the Race Organiser to decide. Competitors who are not members of a recognised Triathlon National Governing Body must buy a One Day Licence through the TI website.

An Event Permit Fee is payable to TI when invoiced after the race application has been submitted. TI sanctioned events are covered by the Governing Body's Public Liability Insurance.

Cash prizes, when offered, are decided by the Race Organiser.

## **2.21 Competitor Information**

For all events, the following details should be available 14 days in advance of the event:

- Venue
- Registration location, opening and closing times
- Start time
- Course details, swim cycle run and transition layout.
- Access routes and parking arrangements

This information can be posted on the TI or event website.

## **2.22 Swim Section**

- a. The race organiser and TO must verify the suitability of any open water swim location. Special emphasis must be given to safety considerations. The term "open water" includes sea, river, lake, canal or any venue other than a designated swimming pool.

Factors to consider:

- Access to the venue – spectators, competitors, emergency services
- Proximity of Transition - access to the cycle course
- Tidal conditions, currents or eddies
- Water Quality



- Other users – jet skis, water skiers etc that might pose a hazard or to whom competitors might pose a hazard
- Depth of Water – should be a minimum of 1 metre at any point excluding start and exit.
- Conditions underfoot at start and exit
- Overhanging or underwater hazards
- Available space at Start Point
- Identification of Competition Categories – coloured swim caps.

The appointed Water Safety Officer should be someone who has particular experience or knowledge of local conditions. Water safety information should be incorporated with the Event Management Safety Plan.

Course design, especially for out and back courses, should ensure that swimmers travelling in opposite directions are separated.

Diving or jump start is not permitted except in accordance with International Governing Body regulations for major events. A start from a static position in the water behind a line beyond which only swimming is permitted (minimum depth 1m.) is recommended. A running start may be permitted only after consultation with the TO.

Start and Finish areas should be clearly identified. The start should be wide enough. There shall be no sharp turns within the first 200 metres of the swim.

The finish area should be clearly marked to assist with navigation and avoid any confusion as to where the swim has ended and from where the competitors can proceed on foot.

The open water Swim course should be clearly marked with fixed buoys of at least 1 metre height. A boat or canoe can travel beside the leading swimmer in each wave to facilitate race safety management but must not be so close as to provide the swimmer with a navigational or draft advantage. It should be made clear to competitors during the pre race briefing that navigation of the course is their personal responsibility.

Swimmers must wear brightly coloured swim hats as provided by the race organiser. If more than one cap is worn, the official cap must be worn outermost. Those competitors who have declared a medical condition should be identified using a different coloured swim cap.



Safety cover must be provided. This can be canoes, powered craft, coastguard/lifeboat, inshore craft etc. There should be at least one powered craft at every open water event with first aid and hypothermia treatment facilities on board. Extra canoe cover or similar non-powered craft will be needed where motorised craft are not permitted on the water facility.

Water safety personnel must be in the ratio of at least 1 to 20 competitors. Open water youth or children's races must have a 1 to 10 ratio, including experienced adult swimmers in wetsuits ready for immediate deployment. Competitors should never be more than 50 metres from assistance at any point on the swim course. A member of the safety team, in a wetsuit, should be available, ready to enter the water if required.

Emergency evacuation points should be identified. Water conditions in Ireland are such that wet suits will invariably be necessary but it should be remembered that even when water temperature and conditions are good, hypothermia could occur depending upon the physical make up/condition of the individual. It is advisable to have warm drinks available.

A swim cut off time should be agreed between the Technical Official and the race organiser prior to the event. If any competitor fails to complete the swim before the cut off time s/he should be removed from the water and, subject to medical advice, be allowed to complete the rest of the event but will not qualify for any awards/prizes. The allocated finishing position for such a competitor will always be behind that of the slowest competitor who completes the entire course.

b. Environmental Considerations

Wetsuits are compulsory for all open water swims, in accordance with the guidelines provided in Appendix A. The TO, in consultation with the race organiser, has discretion to shorten or cancel the swim if conditions are such that this is necessary. Planning for the event should take account of this possibility and include alternative arrangements.

Water quality is very important. Local Environmental Health Officers or equivalent should be consulted for advice and assistance in arranging water testing.

Refer to Appendix A for more information on factors that could affect the swim section.

c. Wave Starts.

Pool based competitions or where an open water event has a large number of entries may necessitate the use of wave starts. A wave is simply a limited number of athletes being started together. Waves can be decided for pool based swims by estimated swim times provided by competitors on their entry forms, or by designated age groups for open water swims.

Estimated swim times provide the best option for pool based competitions where swim lanes may be capable of taking 4 – 6 competitors safely. The order of waves in pool swims is generally from the slowest to the fastest. Estimated swim times can also be used to seed swimmers for each lane within an individual wave. For example, the fastest swimmers should be allocated to one or two lanes, slowest similarly allocated to one or two lanes. This avoids difficulty arising where one or two swimmers in a lane are much faster than the rest resulting in frequent overtaking and resultant confusion in counting laps.

Timing of waves is critical with sufficient time being allocated to allow slower swimmers to finish before the next wave starts. However a cut off time can be used to avoid inordinate delays where it is clear that a swimmer is struggling. The aim is to ensure that the optimum number of swimmers is in the water as soon as possible.

Swimmers should be issued with different coloured caps within each lane to facilitate lap counting and it is advisable to have two lap counters/timekeepers per lane in order to provide corroboration of the number of laps completed by each swimmer. A pre prepared pro forma is essential to assist lap counters.

Swimmers should be warned when they have two lengths left to swim. A “2 lengths to go” board can be held in the water before the turn point or by tapping on the head as the swimmer turns. The method to be used must be mentioned in the pre race briefing. Tumble turning is not allowed and will be penalised with a 10 second time penalty for each offence.

There are a number of variations for timing and organisation of pool based competitions including individual timing, timing break between swim and other segments etc. The benefits or otherwise should be discussed in detail with the Technical Official as part of the pre event planning process.

Wave starts are usually employed in open water competition with a large number of competitors. In open water where wave starts are used simply to control the start, a 5 – 10 minute gap should be left between waves. The number of entries/safety will determine how to structure the wave starts.



Safety is the major consideration in deciding whether to employ wave starts in open water competition. There might be insufficient space to allow all competitors to start together, producing a risk of congestion, crushing at the start. Risks can be minimised by sensible use of wave starts in these circumstances although it is better to have designed the swim course to avoid such hazards. Open water swim waves should be determined by age-group.

## **2.23 Cycle Section**

This can present problems because, in the majority of cases, cyclists will be sharing the course with other road users. Triathletes will be wearing the minimum of protective clothing and they can achieve high speeds on the cycle so an accident can result in serious injuries.

Cycle racing on public roads requires the approval of An Garda/PSNI – a statutory provision.

The design of the cycle course can influence safety. It is preferable to select a course that has left turns because this avoids crossing traffic, but where right turns are unavoidable it is vital that marshals and police provide supervision. A testing course with hills, particularly in the early stages is desirable, as this tends to separate the field and reduce the incidence of drafting. Lapped or out and back courses present some risks on roads that are open to traffic because there tends to be a higher concentration of cyclists. They are best avoided unless provision can be made to ensure the safety of all road users, congestion will not occur and sufficient qualified draft busters are provided on the route.

Corners should be swept clean of debris, junctions/turns should be marshalled and arrangements made with local police to provide a presence at identified high-risk areas.

Warning signs (Caution Cyclists) (Race/Triathlon in Progress) and direction signs are essential and all cycle course officials should wear high visibility jackets or bibs.

See Appendix A in respect of drafting, cycle design, condition, wearing of helmets and the requirement to obey the rules of the road throughout the cycle segment.

The first run of a run/cycle/run duathlon should be long enough to ensure that the field is well spaced by the time the cycle section starts. Generally the first run is twice the distance of the second run. All provisions relevant to the cycle section of a triathlon are valid and applicable to duathlon.



## 2.24 Run Section

Choice of route, condition and type of the running surface, are important factors that should be communicated to competitors as early as possible to enable them to choose the most appropriate clothing and footwear.

Routes on pavements or public walkways are best avoided unless access to them can be strictly controlled. Circuit routes are preferable and it is best to avoid road traffic if at all possible. Out and back, or multiple lap courses, present some difficulty in making sure that all competitors have fully completed the course. It may be necessary to count the laps by means of issuing a rubber wristband for each lap completed at a given point on the route. A static video camera can be of use in providing evidence of the number of laps completed, should any post event dispute arise. The route should be clearly marked with direction signs and marshals should be positioned at key turn points to ensure that runners are given maximum assistance in navigating the course.

## 2.25 Finish Area

This should be clearly delineated and have a visible “Finish” banner or sign. Medical/first aid facilities are most likely to be required when people finish. Fluid replacement facilities are essential.

Design of the Finish area should be such that competitors can easily access water/fluid stations, obtain nutritional supplements and can speak to the press and/or race commentator without interference from spectators.

Competitors should be previously informed as to the rules governing access to the transition area after the race. For safety reasons, it may be necessary to deny finishers entry to transition while it is still active. If not communicated beforehand, it is assumed that the transition area will be open post race.

A “Cut off” time may be needed in the event of time constraints on the competition or for safety reasons. Organisers must remember that the last finisher is deserving of the same support, safety and recognition as the overall winner.



## **2.26 Duathlons**

Duathlons tend to be organised during the late autumn and winter/spring months whereas triathlons are usually held in the warm summer months.

A duathlon is any two of the triathlon disciplines - the most common format being run/cycle/run. Cycle segments are governed by road legislation and will require Garda/PSNI approval. Off road courses present an attractive option for organisers.

All safety precautions relevant to triathlons remain valid for duathlons. Adverse weather conditions during the winter months may present additional hazards that must be addressed in the planning of a duathlon and risk assessments should be amended accordingly.

## **2.27 Relay Teams**

The Race Organiser can decide whether or not to include a Relay category within a triathlon or duathlon competition. A Relay competition is an excellent way of attracting people to the sport and provides opportunity for club members, groups and friends to compete together. Relays are popular and attract people who might otherwise not undertake a full event but are prepared to complete a segment. A Relay Team usually comprises three members, one for each discipline.

The usual format is for a team member to complete one discipline before handing over to the next team member in a designated area adjacent to transition. It is recommended that the format is: Swimmer → Cyclist → T1 → Cycle → T2 → Runner.

## **2.28 Team/Club Competition**

A team/club competition may be incorporated within an existing race at the discretion of the organiser. The format should be made clearly available at the time of entering. Individual competitors must make the organiser aware of their membership of a particular team before the race starts. Unaffiliated clubs will not be considered when determining TI Club Championships.

## **2.29 Prizes**

In National Series events, if prizes are awarded, they will be awarded in every adult age group category. e.g. 20-24, 25-25

In all other events Organisers are not required to award prizes for all individual age groups but it is recommended that they should do so. The



minimum number of prizes that should be awarded are: Junior, 20 – 34 years, 35 – 49 years and 50+ categories subject to the criteria below. Any deviation from these age groupings must be clearly stated at the point of race entry. It is suggested that:

- There shall be at least one prize, in each category.
- A second place prize shall be awarded where there are at least eight competitors in the specific category.
- A third place prize shall be awarded where there are at least thirteen competitors in the specific category.
- Prizes after third place in any category and the provision of “Spot” prizes are at the discretion of the race organiser.
- The prize value in each category shall be equal for male and female.

### **2.30 Children’s Events**

Although Triathlon is an endurance sport, there is no reason why events cannot be scaled down to enable children to experience competing in a multi-discipline sport. Many of the organisational aspects of an event for adults are relevant in the staging of a children's event.

Competition age categories (youth) commence at age 14 therefore the following notes refer principally to children under that age. It is perfectly acceptable for organisers to include additional categories when planning children’s events.

The cycle must be in enclosed grounds or roads closed to traffic, on tarmac or grass surface. Approved helmets must be worn on the cycle section. The emphasis should be on fun for all.

Sufficient helpers will be needed to provide guidance and assistance throughout the course. Parents/Guardians may be keen to assist and should be encouraged to do so. In any event they should be present when their child(ren) are taking part, a commitment that should be stated on the entry form.

It is the responsibility of the Parent(s) and/or Accompanying Adult(s) to ensure that a child understands the rules and that the child's equipment, clothing, etc, is suitable, maintained, correctly prepared and used.

Failure by a parent/guardian/accompanying adult to carry out instructions from officials, or misconduct may lead to disqualification of the competitor and/or disciplinary action.

Tri bars are banned in children's races on grass and may only be used by youths aged 14 or over when racing on tarmac.



A water station should be provided.

Child Protection Protocols will at all times be complied with and the current TI Parental Consent Form (Appendix N) completed. Further information regarding Safeguarding is contained within Appendix M.

#### Recommended Distances

Age	Swim	Cycle (Grass)*	Cycle (Tarmac)	Run
Under 10	100m	2km *	3km	800m
10 – 11 Years	200m	4km*	6km	1.8km
12 – 13 Years	300m	6km *	8km	2.4km

Shorter distances are acceptable.

\*Cycling on grass is more difficult and more physically demanding than on tarmac so distances must be reduced accordingly.

### 2.31 Public/Press Relations and Promotion

Irish Triathlon Association Limited, Triathlon Ireland and the Triathlon Ireland logo are registered Trade Marks and as such are subject to copyright law. The name/logo will be used in the promotion of all events sanctioned by Triathlon Ireland in accordance with published guidelines.

Triathlon Ireland asserts its ownership of, and all television/media rights in respect of, Triathlon Ireland Championship and National Series events.

An event is likely to be well supported if people know that it is taking place. It is therefore essential to ensure that the competition is well publicised. A number of options are open to event organisers:

- The event will be published on the TI Race Calendar and detailed on the TI website.
- Local Press are always keen for a story and full details should be provided including photographs.
- Highlight any local athletes of interest and profile in the press.
- Highlight any significant athletes who may be likely to compete. The TI office can often assist with this.
- Highlight any human-interest stories, has a competitor overcome serious illness, perhaps the age profile is significant? In these circumstances prior permission must always be obtained from the individual and privacy laws respected.
- Circulate fliers or posters to all sports clubs, leisure centres, libraries, tourist information centres, schools, colleges etc.



- Display posters in business sponsors premises, Local Authority offices, Garda/PSNI and Fire Stations, Hospitals.
- Highlight any possible charitable aspects of the event, perhaps people might choose to seek sponsorship for completing the challenge to support a charity.
- Prepare a Press Release (one A4 page) accompanied by additional Editorial Notes (background information) and host a formal Press Launch having invited media representatives and provide light refreshments.
- Nominate an official (PRO) to talk to the press, select this person carefully making sure that they have the essential communication skills. On many occasions the race organiser is not the best person to talk to the press. This official must pursue and establish relationships with the press.
- Ensure that a prompt results service is available for press – e-mail/fax to editorial/sports desks immediately (same day) after the event and include comment on any special interest factors, profile/photographs of the winner, charity support athletes etc.
- Post results promptly on websites.
- Include TI Administrator in all information releases.
- Consider use of photography and or/video recording, which can enhance future events promotion. This must be done within the guidelines provided by TI.

### **2.32 Risk Assessment**

Please refer to Appendix C for areas to be considered when carrying out a risk assessment. This Event Management & Safety Plan may be used as a template when planning a race.



## Section 3 – Competition Rules

### 3.0 Roles and Responsibilities of Officials.

Safety is the primary responsibility of the Race Organiser and will at all times be to the fore in decision making by all TI Officials.

### 3.1 The Technical Official (TO)

- a. The TO is an official of TI who has received instruction on the role and is informed in respect of TI Rules and Regulations. In all cases, officials will have specialist skills/experience of race organisation and have been suitably trained.
- b. The TO is appointed by TI. The TO will communicate with the Race Organiser at an early stage in the planning and preparation process and be available for discussion on all aspects of the event relevant to TI Rules and Regulations. This will include:
  - Development of the competition
  - Compliance with TI Rules and Regulations
  - Pre and Post competition events, press coverage etc.
  - Marshalling arrangements
- c. Inspects plans, race announcement and information material, course descriptions etc. as soon as the material is available in draft form.
- d. Inspects the proposed course and location and reviews all aspects of the event with the organiser.
- e. Will maintain regular contact with the Race Organiser, his/her fellow TO and keep TI fully informed as to progress in event organisation and in particular will discuss any concerns that might be identified.
- f. Will issue the Race Permit on race day having carried out a final inspection and consulted with the, Organiser. The Permit shall be signed by the two Technical Officials and the Race Organiser in accordance with the instructions contained thereon. (Appendix J)



- g. The TO is empowered to withhold or withdraw a Race Permit where it appears that TI Rules and Regulations have not been complied with or in the event of Safety Concerns. Such action should be taken in consultation with his/her fellow TO and the Race Organiser and will be the subject of a detailed written report to TI.
- h. A TO has authority to instruct an Organiser to restructure the competition in order to make it compliant with TI Rules. A written report will be submitted to TI in the event of such action.
- i. The TO shall meet with the Organiser and other officials for a post competition debrief.
- j. Championship and International Races should have a Senior Technical Official appointed. A Senior Technical Official will have been qualified for a minimum of two years and officiated at no less than ten events.
- k. Inspect the course together with the Race Organiser and other relevant Marshals on race day.
- l. Wear distinctive high visibility bib or other clothing that identifies the role on race day.
- m. Conduct a pre race briefing to all competitors and team managers within 24 hours of the Start but not later than 15 minutes of the start.
- n. Rule on all personal equipment.
- o. Retain the right to overrule any marshal/official on a point of interpretation.
- p. Impose penalties in respect of rules infringements.
- q. Immediately and prominently post all penalties by race numbers on a penalties board located near the Finish line.
- r. Rule on any point not specifically covered in the rules.
- s. Report breaches of Discipline to TI.
- t. Approve the final results before they are announced – except for the outcome of Doping tests.



- u. The TO has authority over all Race Marshals in respect of Rules Enforcement and shall instruct them as to their responsibilities in this regard on race day. S/he will conduct a final briefing of Marshals prior to the competition in conjunction with the Race Organiser.
- v. The TO has discretion to use photographic/video facilities to assist in determining any breach of rules.
- w. **Technical Officials should adopt a common-sense attitude in all decisions.**

### **3.2 The Motorcycle Official**

- a. The Motorcycle Official is an official of TI who has received specialist instruction on the role and is informed in respect of TI Rules and Regulations, particularly regarding drafting and cycle safety.
- b. The Motorcycle Official is appointed by either the Race Organiser or TI. The Motorcycle Official will communicate with the TO prior to the race and be available for discussion on all aspects of the event relevant to the cycle course.
- c. The Motorcycle Official will have authority to impose penalties directly. All penalties must be reported to the TO as soon as is practical.
- d. Only trained Motorcycle Officials may issue penalties. The Organiser may appoint additional marshals on motorcycles but they may not interfere with the competition.
- e. The Motorcycle Official will prepare a written report, if requested by TI.

### **3.3 Race Marshals**

- a. Race Marshals are officials, appointed by the Organiser, who have received instructions from a qualified Technical Official and who have specific allocated areas of responsibility during the competition e.g. Water Safety, Transition, Cycle and Run Routes.
- b. Race Marshals may report alleged rule infringements to the TO who can assess and impose penalties.



- c. Distinctive high visibility identification bibs, or other suitable clothing, will be worn during the event.
- d. Race Marshals should ensure safety and fairness through:
  - Proactive attitude
  - Guidance to athletes throughout the competition (but bearing in mind that it is the athlete's responsibility to know the course)
  - Non-interference unless necessary

### **3.4 Competition Jury**

- a. A Competition Jury shall be appointed for all sanctioned events.
- b. The Jury for International Events will be appointed in compliance with the relevant ITU rules.
- c. All events shall have a Jury consisting of:
  - One of the appointed Technical Officials who shall choose the rest of the panel
  - Three other TI Members who are not connected with the organisation of the event
- d. The TO will chair the jury and offer guidance but they will not have a vote
- e. If a member of a competition jury has an interest in, or relationship with, any of the parties involved in an appeal that person must declare such interest and will be replaced.

### **3.5 Appeals/Protest Procedure**

- a. An appeal is a request for a review of a decision made by a Technical Official.
- b. A protest relates to the conduct of a competitor, race official, or the conditions of the competition.
- c. Appeals/protests cannot be made against "judgment calls" made by officials. This includes, but is not limited to, drafting, dangerous riding, safety issues and unsporting conduct.



- d. Further information can be found within Appendix A. When referencing this document, the following terms should be replaced:
- Race Referee by Technical Official
  - ITU by Triathlon Ireland
  - USD50 (or other USD amount until specified otherwise) by €30
  - ITU Executive Board by TI Board
  - Long Distance by Any race distance which is more than Standard distance

### **3.6 Pre-Race Briefing**

- a. The Race Organiser and/or the Technical Official shall give a pre-race briefing within twenty- four hours of the start of the competition but not later than fifteen minutes of the start. It is mandatory for all competitors to attend the briefing.
- b. The Race Organiser will provide any relevant update on the management of the event including any changes to the published information and will pay particular regard to anything that may affect safety. This briefing will include the course layout, technical details, the placement and location of refreshment stations and any special safety precautions that must be observed.
- c. The TO may update information on competitor conduct, race and course conditions/alterations, common rule infringements, penalties and safety.

### **3.7 Sponsorship**

- a. Members may seek sponsorship support. All contracts must contain a clause, which permits the triathletes to represent TI when selected to do so, and to wear whatever official team clothing is provided by the Governing Body.
- b. Advertising logos on clothing and equipment shall not breach current ITU rules
- c. Where wearing of particular clothing, apparel or logos is a condition of sponsorship, and entry to any event, it should be distributed at least 20 days in advance to all participants. Failure to do so will invalidate any restrictions imposed on entry as a result of this condition.



### **3.8 Doping**

- a. Doping is strictly prohibited in accordance with the protocols of the World Anti Doping Agency, (WADA) to which TI subscribes and fully supports. The protocols of the Irish Sports Council (ISC), Sport Northern Ireland (SNI) and the ITU also apply.
- b. Therapeutic Exemption may be granted for certain classes of medication, properly prescribed by a Medical Practitioner, subject to Full Registration with the ISC in accordance with Anti Doping Protocols.
- c. Method of adjudication and sanctions imposed on anyone who offends against the Anti Doping Rules will comply with the Protocols of the ISC, WADA and ITU Full details of the above procedures and regulations can be obtained from WADA, the ISC, SCNI, ITU or TI.
- d. For the purpose of these Rules, the following are regarded as doping offences:
  - The finding in an athlete's body tissue or fluids of a prohibited substance;
  - The use or taking advantage of a prohibited technique;
  - Admitting to having used or taken advantage of a prohibited substance or a prohibited technique;
  - Refusal or failure to submit to doping control;
  - Assisting or inciting others to use a prohibited substance or prohibited technique;
  - Trafficking, distributing, or selling any prohibited substances other than in the normal course of a recognised profession or trade
  - Any other circumstance as determined from time to time by WADA, ITU, ISC or SCNI.

### **3.9 Swimming Conduct**

- a. Entry to any open water event sanctioned under these Rules assumes conformity with the following as a declaration of swim proficiency. The competitor must:
  - Have completed a continuous pool swim of 1.5 times the length of the competition swim within 30 days of the event or
  - Have completed a continuous open water swim of at least two-thirds of the length of the competition swim within 30 days of the event, in water of the same temperature
  - Understand safety and rescue procedures and their own limitations



- Be aware of the route, its length, the depth and temperature of the water, the direction of significant currents and any hazards.
  - Where applicable, are aware that a mass start carries intrinsic difficulties, which can be frightening and present risks, which could include pushing and kicking.
  - Be aware that providing a signature at registration confirms knowledge of and acceptance of this swim proficiency declaration.
- b. It is allowed to walk/run on the bottom at the start and finish, also to stand on the bottom, but once past the commence swimming point, the competitor may not make use of either the bottom or any floating or stationary objects to gain an advantage. For safety reasons it is allowed to rest temporarily on ropes and buoys.
- c. Competitors shall not deliberately obstruct or interfere with other competitors. Contact other than accidental may be regarded as unsporting impedance.
- d. Race organisers may set a time limit for the swimming section, which will be published in all race information and mentioned in all race briefings. Upon expiration of the time limit any competitor still in the water shall be ordered to retire. Competitors refusing to retire will not be insured to continue the swim section and may be subject to disciplinary action by TI. At the discretion of the Organiser, and with advice from medical personnel, those removed from the swim may be allowed to continue the competition but will not receive an official finish time.
- e. The TO has the authority to remove a competitor from the competition for safety reasons.
- f. Race Marshals may assist tired competitors at the finish of the swim section in the interests of safety.
- g. In a pool, the end walls must be touched with any part of the body at turns.
- h. A competitor who retires from the race, having been registered to compete, must inform the Organiser. Failure to report is a serious breach of rules that can result in suspension of membership for a minimum period of one year.
- i. The minimum swimming outfit will include the following:
- Men – non-transparent swimming costume
  - Women – non-transparent swimming costume
  - Swim cap provided by the Organiser will be worn.
  - It is mandatory for competitors to wear a brightly coloured swim hat for all open water competitions.



- j. A wetsuit must cover the torso and reach to at least mid-thigh. The maximum permitted thickness of material is 5mm.
- k. Wetsuits with thickness exceeding 5 millimetres are forbidden.
- l. If there is a steady current going in the same direction along the entire swim course, the distance shall be extended according to the following table:

Speed of Current (Knots)	Swimming Distance - Metres		
	1500	2500	3800
0.0	1500	2500	3800
0.1	1569	2615	3980
0.2	1638	2730	4160
0.3	1707	2845	4340
0.4	1776	2960	4520
0.5	1845	3075	4700
0.8	1914	3190	4880
0.9	2121	3535	5420
1.0	2190	3650	5600
1.1	2259	3765	5780
1.2	2328	3880	5960
1.3	2397	3995	6140
1.4	2466	4110	6320
1.5	2535	4225	6500
1.6	2604	4340	6680
1.7	2673	4455	6860
1.8	2742	4570	7040
1.9	2811	4685	7220
2.0	2880	4800	7400
1 Knot equals	1.852 m/h		

Swimming is not allowed against a current stronger than 0.3 knots.

- j. Where the wind is blowing at a Force 3 (gentle breeze, 7 – 10 knots) the Race Organiser and TO will consider whether to shorten or change the course or postpone/cancel the swim. The Event Sponsor and/or any media interests will be excluded from these discussions.
- k. Open Water swimming will not take place where wind conditions are at a strength of Force 5 (Fresh breeze, 17 – 21 knots) or more.



### **3.10 Cycling Conduct**

- a. The allocated Race number will be visible and should be worn on the back during the cycle segment. Where a bicycle number has been issued, this must be displayed on the bicycle. If only one number has been issued and is fixed with pins, it should be displayed on the front.
- b. Race officials may assist the competitors by giving/receiving their cycles and cycling equipment at transition. However, this service must be the same for all competitors.
- c. Handlebar ends must be plugged.

### **3.11 Uniform Guidelines**

It is intended that racing kit should contribute to the clean image of triathlon while providing an opportunity for sponsorship of clubs or individual athletes. There is no restriction on the type of logo used other than those representing tobacco, spirits and products containing any substance on the WADA Prohibited List. Also banned are any logos which contravene Triathlon Ireland's policy on equality. This includes the use of any Triathlon Ireland event for political promotion or protest.

One or two piece tri-suits may be worn, as may T-shirts and shorts. Nudity is unacceptable at any time and competitors are expected to observe a high standard of decorum. Regardless of which type of kit is worn, the uniform must be attached at both shoulders for the duration of the event. The torso must remain covered with front zips being undone no lower than a horizontal line running between the nipples.

### **3.12 Discipline of Competitors and Penalties**

- a. Where a competitor fails to comply with the Competition Rules a penalty may be imposed. This penalty will be in accordance with those listed in Appendix A.
- b. Competitors may only be penalised by readily identifiable Technical Officials or Motorcycle Officials.
- c. All infringements are to be reported to the TO who will have the responsibility for posting penalties.
- d. Penalties may be issued or disqualifications given at any time up to the announcement of the final results, except where drug testing is involved, when results must be considered provisional until test results are known.



- e. Penalties may be applied using three distinct methods. The method to be used will be clearly outlined during the pre-race briefing:

**Penalty Box:** The competitor is shown a yellow card and their number is called. They are then obliged to report to the next penalty box where they will serve the required time penalty. Failure to report to the penalty box will result in disqualification.

**Time added:** The competitor is stopped with both feet on the ground. They are informed that a penalty will be added to their finish time and then allowed to continue.

**Served on course:** The competitor is stopped and the relevant time penalty is served on the course. Results will show the total time taken for each segment, including the penalty.

### **3.13 Disciplinary Action**

- a. Triathlon Ireland may invoke disciplinary action in the case of any member, athlete, or the parent/guardian/accompanying adult of any athlete, whose conduct has, or is likely to bring the sport, and/or Triathlon Ireland, into disrepute.
- b. Triathlon Ireland reserves the right, where deemed necessary in view of the gravity of any allegation made, to appoint a Disciplinary Committee to conduct all necessary investigations and recommend any resultant penalty to the Board for ratification. The Disciplinary Committee should include three TI members with no connection to any of the involved parties.
- c. Failure to comply with TI Rules may result in a member being warned, disqualified, suspended, or expelled.
- d. Suspension means that a member will not take part in TI activities during a stated suspension period. A member may be suspended for, (but not limited to):
- Threatening Abusive or insulting words or conduct
  - Fraud, e.g., joining TI/entering competition under an assumed name or age, falsifying an affidavit, or giving false information
  - Participating when not eligible
  - Repeated violations of TI Rules
  - Drug abuse
  - Whilst under criminal investigation for any alleged offence involving breach of trust or abuse of a position of authority within TI.



- Suspensions will be assessed by the Disciplinary Committee, for lengths from three months to four years subject to ratification by the TI Board. After suspension, a competitor must make formal application for reinstatement.

e. Persons expelled from membership will not take part in TI activities. A member will be expelled for (but not limited to):

- For a second drug offence as outlined in the ITU and the World Anti-Doping Agency Rules.
- For an unusual and violent act or behaviour.
- Upon conviction for any criminal offence where a breach of trust or abuse of position of authority within TI is evident.

If the suspension or expulsion is for drug abuse, the competitor will not be able to compete in any other sport whose federation is recognized by the ISC and/or SNI. Members charged with a violation have the right to appeal, except in the case of judgement calls by officials.



# Appendices



## **Appendix A – ITU Competition Rules**

The latest version of the Competition Rules can be downloaded from the ITU website at <http://www.triathlon.org/about/downloads/category/rules/>.

This link also provides access to detailed information regarding uniform rules.



## **Appendix B – Sample Club Constitution.**

A sample Club Constitution can be downloaded from the Triathlon Ireland website at [www.triathlonireland.com](http://www.triathlonireland.com). It can be found within the 'Club Resources' section.



**Appendix C – Sample Event Management & Safety Plan**

**Appendix D – Event Management & Safety Plan Guidance Notes**

**Appendix E – Competitor Sign On Sheet – TI Members**

**Appendix F – Competitor Sign On Sheet – Pre-purchased ODL**

**Appendix G – Competitor Sign On Sheet – ODL purchased on day**

**Appendix H – Non-Competitor Sign On Sheet**

**Appendix I – Sample notice for display at TI sanctioned events**

**Appendix J – Sample Race Permit**

**Appendix K – Technical Official’s Report Form**

All of the above can be downloaded from the Triathlon Ireland website at [www.triathlonireland.com](http://www.triathlonireland.com). They can be found within the ‘Race Organisation’ section.



## **Appendix L – Guest Sign On Sheet**

A Guest Sign On Sheet can be downloaded from the Triathlon Ireland website at [www.triathlonireland.com](http://www.triathlonireland.com). It can be found within the 'Club Resources' section.



## **Appendix M – Code of Ethics/Safeguarding Policy**

The above document can be downloaded from the Triathlon Ireland website at [www.triathlonireland.com](http://www.triathlonireland.com). It can be found within the 'New to Triathlon Children' section.



## **Appendix N – Parental Consent Form**

The above document can be downloaded from the Triathlon Ireland website at [www.triathlonireland.com](http://www.triathlonireland.com). It can be found within the 'Useful Resources' section.