

Example Role Description: Transition Director

Overall Responsibility:

To direct a team of marshals in the delivery of a well-organised, secure and fair transition area.

Reporting to: Event Director

Description of Duties:

Planning:

- Assist the Event Director to design the transition area, undertake a risk assessment and develop appropriate arrangements for managing the area
- Liaise with the timing company to confirm timing mat positions

Pre-event:

- Build the transition area as per agreed design
- Ensure all signage correctly positioned – indicating all entry/exit points
- Assist with the branding of the transition area
- Assist with the positioning of the bike racking, ensuring that the racks are correctly and securely constructed
- Number the bike racking – in correlation with waves/age categories
- Secure area

Event Day:

- Meet and brief transition marshals prior to opening area
- Liaise with the Event Director to confirm when the transition area is “good to go”
- Only allow entry to the transition area to those people who have correct accreditation (e.g. competitors, officials, event staff)
- Ensure that all competitors entering transition area:
 - Have race number written on upper arm and age category on rear of calf
 - Have corresponding race number on clothing, bike (sticker) and helmet (sticker)
 - Are wearing a security wristband
 - Are wearing their timing chip, correctly fastened, on their ankle
 - Rack their bikes in their allocated/numbered position
- Report any anomalies (missing race numbers, timing chips etc to the Event Director)
- Ensure competitors do not cross over timing mats wearing their timing chips other than when they are racing
- Ensure that the transition area is kept clear of any tripping hazards eg discarded equipment/clothing
- At the end of the event only allow competitors with corresponding race number (and security wristband) to collect their bike and helmet
- Maintain security of area until last bike is collected at the conclusion of the event
- Assist with the recovery of signage and branding at the conclusion of the event
- Thank all marshals, provide them with an event T-shirt and refreshment voucher

Post Event

- Provide a debrief report to the Event Director

Key Contacts:

Event Director: Name/Number/E-mail

Safety Manager: Name/Number/E-mail

Lead Medic: Name/Number/E-mail

Timing Company: Name/Number/E-mail

Additional:

Required to attend event planning meetings.