

# Event Management & Safety Plan

Event Name:

EMP Version:

Prepared By: \_\_\_\_\_

NB: once completed send to your allocated Technical Delegate

## Table of Contents

Event Management and Safety Plan	2
Legend	2
Triathlon Ireland Sanction	2
1.0 Event Information	3
2.0 Contact Information	4
2.1 Organising Committee	4
2.2 Race Partners	5
3.0 Information Relevant to This Event	6
3.1 Event Timetable	6
3.2 Online Registration/Race Pack Pick Up	7
4.0 Medical Cover	7
5.0 Parking/Transportation	8
6.0 Site Preparation/Set up	9
6.1 Swim	9
6.2 Transition	12
6.3 Bike	14
6.4 Run	17
6.5 Finish	19
7.0 Litter & Sustainability Plan	21
8.0 Contingency Plan	21
9.0 Results	22
10.0 Prizes	22
11.0 Anti-Doping	24
12.0 Safeguarding	26
12.1 Safeguarding Lead	26
12.2 Policies, Procedures & Risk Assessment	27
12.3 Additional Safeguarding Information	28
12.4 Contacts:	29
12.5 Safeguarding Policies and Procedures Resources:	29

## Event Management and Safety Plan

This Event Management and Safety Plan has been prepared for the purpose of guiding and supporting you with the safe and efficient management of your event.

Competitors accept that risk is involved when taking part in Triathlons, Duathlons, and Aquathlons. As an event organiser, you have to take steps to ensure the safety of competitors, volunteers and spectators. Participants acknowledge the inherent considerations associated with participating in Triathlons, Duathlons, and Aquathlons. As an event organiser, it is essential to implement measures that guarantee the well-being of competitors, volunteers, and spectators.

Efficient management involves a systematic approach to recognising potential concerns, establishing acceptable risk levels, and implementing measures to manage and alleviate risks. Proficient organisers handle risks proactively rather than avoiding them. The ensuing document serves as a comprehensive guide.

### Legend

NS = Triathlon National Series

NC = National Championships

### Triathlon Ireland Sanction

This event is sanctioned by the governing body for triathlons and related events in Ireland – Triathlon Ireland (TI) – and therefore complies with the World Triathlon Competition Rules.

## 1.0 Event Type

In the table below indicate the type of event this Event Management and Safety Plan relates to, if you are holding more than one type of event please tick all the relevant boxes;

EVENT NAME:

DATE:

PROMOTING CLUB:

Type of Event	Distance	Kids	Youth	Junior	Adult	Para	Other
Aquathlon	Sprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Triathlon	Sprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Middle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Off Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquabike	Sprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duathlon	Sprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Middle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Off Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2.0 Contact Information

### 2.1 Organising Committee

ROLE	KEY CONTACT – NAME	PHONE NUMBER
Organising Club/Company		
Race Director		
Assistant Race Director		
Safety Officer		
Chief Marshall		
Head of Registration		
Head of Swim		
Head of Bike		
Head of Run		
Head of Transition		
Head of Finish		
Head of Timing		
Head of Marketing/Social Media		
Anti-Doping Event Contact Person* (should not hold additional race day role) *NS/NC Events Only		
Designated Person – Safeguard Lead (Completed Safeguard 1/Safeguarding children and young people and Garda Vetted (ROI))		
Other		

## 2.2 Race Partners

ORGANISATION	KEY CONTACT	PHONE NUMBER
Gardaí / PSNI		
Parades Commission (NI)		
Local Council Authority		
Property / Land Owners		
Local Hospital		
First Aid Providers		
Water Safety (e.g. RNLI, Coast Guard, Rescue Centre etc)		
Racking / barriers provider		
Timing Company		

I confirm that this race plan has been issued to the relevant public bodies and partners listed above.

Initials:

## 3.0 Details Relevant to This Event

EVENT DETAILS	
Race Date	
Start Time	
End Time	
Location/Venue	
Swim Distance	
Bike Distance	
Run Distance	
Numbers Expected	Individual (18+):
	Relay Teams:
	Under 18s (on race day):

### 3.1 Event Timetable

EVENT DETAILS	DATE	TIME	VENUE/LOCATION
Registration Opens			
Registration Closes			
Marshal/stewards etc briefing			
Competitor Race Briefing			
Event Start			
Last Swimmer Expected in T1			
First Bike expected on course			
First Runner expected on course			
Last Bike expected on course			
Last Runner expected on course			
Last Finisher expected			
Event Finish			

### 3.2 Online Registration/Race Pack Pick Up

How will competitors with medical conditions inform you?	
How will you cater for competitors with medical conditions?	
How will you notify the medical team of this information?	
How will athletes be identified on bike and run course?	
Please specify what will be in the race pack? i.e. swim hat, race numbers, etc	



## 4.0 Medical Cover

Please detail the medical cover that will be available during the event, (i.e number of vehicles, proposed location on the course, first aider, paramedic, doctor, equipment available (defibrillator etc)): See guidelines policy [here](#)

Cover Available	Amount of Cover	Location on Course
First Aid Responders		
EMTs		
Paramedics		
Ambulances		
Defibrillators		
Any other details to include?		

## 5.0 Parking/Transportation

Please detail the parking available for competitors, spectators, and volunteers. Keep in mind spectators may arrive after the beginning of the race or leave before the end of the race and parking locations should allow for this.

	Location	Capacity	Times Available
Competitors			
Spectators			
Volunteers			
Closest Public Transportation Options (i.e. closest train, tram, bus)			

## 6.0 Site Preparation/Set up

Please detail the schedule and activities for setting up the event to include: swim area, transition(s), cycle and run route:

### 6.1 Swim

Will the swim take place in a pool, lake, sea or river? Please name the venue

What is name of swim venue ie. name of lake, bay, river etc.

What is the maximum water depth?

Type of start (water/land, and waves/rolling)

Number of athletes and time gap per wave (if applicable)

Water Quality tests are mandatory for all outdoor water events, please refer to World Triathlon Rules for water quality testing guidelines

#### WATER SAFETY

How many land based marshals will be allocated to the Swim section?

How many marshals will be at swim entry?

How many marshals will be at swim exit?

How many powered boats will be on the water?

How many kayaks/paddle boards will be on the water? (ratio 1:20)

How will the swim course be marked?

Junior races should have ropes the length of the course with adults in the water at close intervals. (If juniors are under 10 ratio should be 1:4)

How will you communicate from the land to the boat crews and water personnel?

What is the swim cut off time?

What is the anticipated water temperature?

What mechanism is in place for ensuring all competitors have safely left the water?

Have you shared water quality results with Triathlon Ireland Technical Delegate and Officials?

IN THE TABLE BELOW INDICATE HOW YOU INTEND TO MANAGE THE HAZARDS IDENTIFIED IN YOUR RISK ASSESSMENT:

### SWIM SAFETY ASSESSMENT

RISK	MEASURE TO BE TAKEN TO MINIMISE/ELIMINATE RISK

### WATER SAFETY Cover

Please detail the Water Safety that will be in place on the day, (i.e number of RIB's, Jet Ski's, kayaks, paddle boards, trained personnel etc.). What actions will you take in the event of an emergency (swimmer getting into difficulty):

Please insert a detailed map of the Swim course below, paying particular attention to the entry and exit points. You should also outline where safety boats/kayaks will be positioned.

## 6.2 Transition

How many marshals will be allocated to manage secure bike entry and exit?	
Where is the transition located? e.g. car park, lakeside, field etc. Give details of the surface.	
Are there multiple transition areas in different locations? If so please show in maps below.	
Will bike racks be numbered?	
How many marshals will be on hand to provide directions to the competitors in and around transition entrance/exits mount/ dismount lines etc?	
What visual checks will be carried out on competitors' bikes?	
What security measures will be in place to ensure only athletes get to remove their own bikes?	

IN THE TABLE BELOW INDICATE HOW YOU INTEND TO MANAGE THE HAZARDS IDENTIFIED IN YOUR RISK ASSESSMENT:

### TRANSITION SAFETY ASSESSMENT

RISK	MEASURE TO BE TAKEN TO MINIMISE/ELIMINATE RISK

Please insert a detailed map of the Transition area below, paying particular attention to the flow of athletes through the area.

:

## 6.3 Bike

NOTE: ONLY TRAINED TRIATHLON IRELAND MOTORBIKE OFFICIALS ARE ALLOWED ON THE COURSE.

How many marshals will be on the bike course?	
How many marshals will be on the mount and dismount lines?	
What type of terrain is the course on?	
How many trained Triathlon Ireland motorbike officials will be on the course?	
Is your bike course on closed roads and what time will the roads be closed?	
Have you notified locals of any closures/delays etc? How have locals been notified?	
Will Gardaí/PSNI presence be required at any specific/key junctions? What junctions?	
Will there be any road diversions? If yes, please give details.	
How will you contact Marshals/Gardaí/PSNI/Ambulance etc on the route?	
What signage will be used on the course?	
How will you determine that the last athlete is off the bike course?	

IN THE TABLE BELOW INDICATE HOW YOU INTEND TO MANAGE THE HAZARDS IDENTIFIED IN YOUR RISK ASSESSMENT:

### BIKE SECTION SAFETY ASSESSMENT

RISK	MEASURE TO BE TAKEN TO MINIMISE/ELIMINATE RISK

PLEASE INSERT A DETAILED DESCRIPTION OF THE BIKE COURSE BELOW:

KM	ROAD/ROUTE NO.	DESCRIPTION	MARSHALS REQUIRED	GARDAÍ/PSNI REQUIRED
TOTAL				

Please insert a detailed map of the Bike course below, paying particular attention to Marshal/Gardaí/PSNI locations, route and identifying any dangerous sections.

:



## 6.4 Run

How many marshals will be on the run course?	
Will your run take place on roads or off road? Give details of the surface.	
Will Gardaí/PSNI presence be required at any specific/key junctions? Indicate areas below.	
What signage will be used on the course?	
How will you contact Marshals/Gardaí/PSNI/Ambulance etc on the route?	
How will you know when the last competitor is off the course?	

### RUN SECTION SAFETY ASSESSMENT

IN THE TABLE BELOW INDICATE HOW YOU INTEND TO MANAGE THE HAZARDS IDENTIFIED IN YOUR RISK ASSESSMENT:

RISK	MEASURE TO BE TAKEN TO MINIMISE/ELIMINATE RISK

KM	ROAD/ROUTE NO.	DESCRIPTION	MARSHALS REQUIRED	GARDAÍ/PSNI REQUIRED
TOTAL				

Please insert a detailed map of the Run course below, paying particular attention to Marshal/Gardaí/PSNI locations, route and identifying any dangerous sections.

:

## 6.5 Finish

Is there a finish chute?	
Will your run take place on roads or off road? Give details of the surface.	
Will your run take place on roads or off road? Give details of the surface.	
Are there barriers to keep spectators away from the finish chute/line?	
How will you work to avoid gatherings at the finish line?	

IN THE TABLE BELOW INDICATE HOW YOU INTEND TO MANAGE THE HAZARDS IDENTIFIED IN YOUR RISK ASSESSMENT:

### FINISH LINE AND CHUTE SAFETY ASSESSMENT

RISK	MEASURE TO BE TAKEN TO MINIMISE/ELIMINATE RISK

Please insert a detailed map of the Finish area below:

:

## 7.0 Litter & Sustainability Plan

How will you prevent and control litter?	
How will you ensure public awareness, participation and education?	
How will you ensure your event is sustainable?	

## 8.0 Contingency Plan

1. PHYSICAL CONTINGENCIES  
These are issues that would affect your event's venue or equipment
2. TEAM & ATTENDEE CONTINGENCIES - contingencies like illness or fractured relationships could greatly affect your event's success
3. TECHNICAL CONTINGENCIES – Technology, power failure
4. POLITICAL CONTINGENCIES - protests, campaigns

### PEOPLE TO INCLUDE IN YOUR CONTINGENCY PLANNING & EXECUTION

1. YOUR EVENT PLANNING TEAM  
It may seem obvious, but the first group of people to include in your contingency planning is everyone involved in creating, promoting, and executing your event.
2. YOUR DAY-OF-EVENT SUPPORT TEAM  
The people who will be on-the-ground running and supporting your event are critical stakeholders in contingency planning. No matter how thorough your contingency plan, if your event support team isn't involved or properly trained, you risk the possibility of making a bad situation worse.

RISK	MEASURE TO BE TAKEN TO MINIMISE/ELIMINATE RISK

## 9.0 Results

NOTE: RESULTS MUST BE IN THE CORRECT FORMAT PROVIDED BY TRIATHLON IRELAND.

Will you use timing chips or manual timing?	
If using timing chips, what is your backup should the timing chip not work?	
How long after the race will results be made available to competitors?	

## 10.0 Prizes

### National Series and National Championship Events

- Prizes 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> must be awarded in every adult age group category. e.g. 16–17, 18–19, 20–24, 25–29 etc. to both open and females in equal amounts.
- Overall position prizes are to be of equal amounts for both open and female.
- 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 open and female.

### Non-National Series or National Championship Events

- The results must show winners in each age group.
- You are not required to award prizes for all individual age groups. The minimum number of prizes that should be awarded are: Junior 16–19, 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.

PLEASE INSERT PRIZE DETAILS FOR YOUR EVENT

AGE GROUP	OPEN 1 <sup>ST</sup>	FEMALE 1 <sup>ST</sup>	OPEN 2 <sup>ND</sup>	FEMALE 2 <sup>ND</sup>	OPEN 3 <sup>RD</sup>	FEMALE 3 <sup>RD</sup>
OVERALL WINNER						
16 - 17						
18 - 19						
20 - 24						
25 - 29						
30 - 34						
35 - 39						
40 - 44						
45 - 49						
50 - 54						
55 - 59						
60 - 64						
65 - 69						
70 - 74						

PLEASE INSERT DETAILS OF ADDITIONAL PRIZES WHERE PROVIDED:

## 11.0 Anti-Doping

\*NOTE: Only complete below if your race has been allocated NS or NC designation

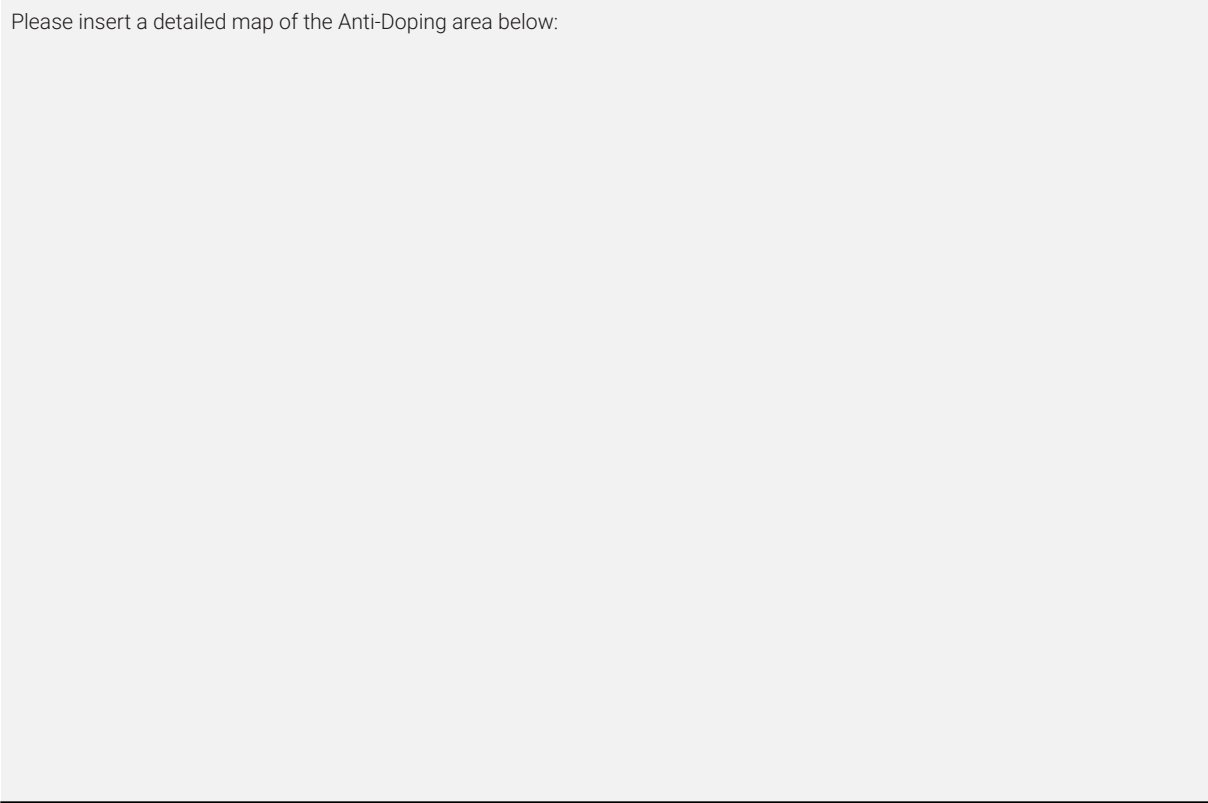
There is no advance notice from Sport Ireland for testing at races.

Please nominate a person in your club to act as Event Contact Person (ECP) with whom the Doping Control Officer can liaise with on the day. This should not be the Race Organiser as the ECP will need to be available during the race in the event testing occurs at your race.

Do you need a portable doping control station?		Doping control station location (please supply exact full address)	
YES: <input type="checkbox"/>	NO: <input type="checkbox"/>		
What times will this area be available from/to?		Is your doping control station location lockable?	
		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Is your station set up as per the guidelines in the ECP handbook?		Is the station suitable for Para Athletes (if applicable for your event)?	
YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Will security be provided for the door?		Best time for the Sample Collection Team to arrive?	
YES: <input type="checkbox"/>	NO: <input type="checkbox"/>		
What times will the roads be closed?		Best location for Race ECP and Doping Control Officers to meet?	
Will non-alcoholic sealed drinks be available for athletes? At least 2 litres of sealed water per athlete should be provided, preferably in sealed 500ml bottles. (max 6 athletes)		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>



Please insert a detailed map of the Anti-Doping area below:



## 12.0 Safeguarding

Will there be an athlete(s) under the age of 18 taking part in any of the events?

*For safeguarding purposes, U18 refers to age on the day of the event, not as of December 31st*

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

All events where under 18's are taking part must comply with the following Safeguarding protocol. Please see the [Safeguarding Guidelines for Event Organisers document](#) for supporting material and templates.

### 12.1 Safeguarding Lead

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Safeguarding Lead Requirements

ROI: Garda Vetted through TI, completed Safeguard 1, signed code of conduct.

NI: Completed the Safeguarding children and young people in sport course (ideally Access NI complete), signed code of conduct.

*TI will confirm that the person named above has the requirements in place.*

Tick or insert YES to confirm that your Safeguarding Lead will have a Hi Viz and be visible at the event	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Tick or insert YES to confirm that the Safeguarding Lead will carry children sign in documents (either from sign in sheets or race pack collection). These show that a parent/carer is accompanying the child and should have their contact number in case of emergency along with any relevant medical information.		

## 12.2 Policies, Procedures & Risk Assessment

PHOTOGRAPHY AND REPORTING	
How will you distribute *photography guidelines to any non-Triathlon Ireland official photographers and parents/carer?	
What reporting and recording procedures for Safeguarding issues that may arise will be in place? How will you communicate these? <a href="#">TI Recognising &amp; Reporting Concerns policy</a>	

\*Filming/Photography in the pool should be allowed by official photographers only and agreed in advance with the event organiser and photos should comply with the TI [Photography and Filming policy](#).

### Populate the below Safeguarding Risk Assessment

Safeguard Lead and Race Organiser complete the Safeguarding risk assessment and information below. This must be approved by the TI National Children's Officer for the event to be sanctioned. While the TI NCO will approve this document is complete it is the LOC's responsibility to ensure all risks for your event are outlined below.

Note: THESE ARE NOT OPERATIONAL RISKS. For example: is there public access to the children's race?  
Please see Safeguarding guidelines document for further guidance. These should be specific to your event.

Potential Safeguarding Hazard	Safeguarding Risk	Level	Measure to be taken to Minimise/Eliminate risk	Level
EXAMPLE: Children and adults using changing rooms at the same time	Child in a vulnerable position while alone with adults	Med	Wave times are different so that children and adults don't overlap and parents/carers/adults appointed by parent/carer asked to accompany children to the changing rooms.	Low

## 12.3 Additional Safeguarding Information

Complete below if your event is a Children's Only Event - UNDER 18s ONLY EVENT

*\*Not necessary for adult events with 15-17 year olds partaking*

## SUPERVISION

Number of Triathlon Ireland \*qualified Junior Leaders or Coaches helping at the event?

Do you have \*qualified junior leaders for transition? Help in transition is only necessary with very young children.

What system will be in place to corral children at the finish and hand them back to parents/carer? Please give details here.

What procedure will be in place for missing children? [Missing children procedure](#)

Will children be in sight of a marshal at all times while on the swim, bike and run course?

\*Qualified Coach/Leader: Undergone Triathlon Ireland's Safeguarding requirements (Garda vetting/Access NI, Code of Conduct, Attend a Safeguarding course).

## FACILITIES

Will you have separate children's toilets?

Do you have a covered area for children to change?

## COMMUNICATION

How will the [Code of Conduct](#) poster be displayed at volunteer registration?

How will you provide information to parents regarding the following prior to the event?

- 1) Appropriate gear and clothing for children (children may not run in swimwear)
- 2) Information on handing children back to parents/carer at the finish line.

## 12.4 Contacts:

Do not hesitate to contact the designated person with any concerns on race day.

If you have further concerns please contact the Triathlon Ireland National Children's Officer:

Niamh O' Gorman,  
[niamh@triathlonireland.com](mailto:niamh@triathlonireland.com),  
+353 (0) 87 362 7106

## 12.5 Safeguarding Policies and Procedures Resources:

[Safeguarding Guidelines for Race Organisers](#)

[Photography and Filming policy](#)

[Safe recruitment policy](#)

[Missing children procedure](#)

[Code of Conduct poster](#)

