

The following questions are useful in determining the adequacy of an Organisers planning process and may be used by the TI Technical Delegate and Race Referee to assess the suitability of an event prior to the issue of an Event Permit.

Permissions, Contact & Information

Has permission for the event to take place been given by:

- Police
- Land Owners
- Water owners

Have the relevant bodies been contacted:

- Local Authorities
- Coastguard, lifeboat, other local Government Departments
- Other water users, particularly in the case of open water swims

Has information about the race been passed to other interested parties?

- Local Authorities
- Public Transport authorities
- Local residents
- Farmers, riparian owners, etc

Entry Forms and Information Pack

Has (or will) the relevant information been given to competitors?

- Event time, location, with maps
- Distances & types of terrain, pool or open water, wave starts
- Registration time and method
- Course details and maps
- Prizes and results (how, when and where)
- If any of the above information will not be passed to competitors will it be covered in the race briefing

Where Will Registration Take Place?

Is there enough space, will there be:

- One-day licence check
- Issuing of race numbers
- Issuing of goody bags
- Information board, Entry List.

First Aid

Will there be qualified first aid/ medical cover & facilities at:

- The start and finish
- The transition area
- On the cycle course
- On the run course
- Are facilities to be provided sufficient for the projected number of competitors

Safety plan

Are there contingency plans for likely emergencies?

- In the swim: hypothermia, drowning, etc
- On the cycle: accidents, Wind chill, etc
- On the run: accidents, dehydration, etc
- Other medical problems with competitors
- Medical problems with spectators
- Has the local Casualty Department been informed that the race is taking place, (Compulsory for sea swims)

Communications

- Will the communication system be able to cope in case of emergency
- Can it summon help from medical personnel connected with the race to any part of the course quickly
- Can external medical support be summoned quickly, if required
- Can the race organiser, race referee & other key personnel be contacted quickly
- Will the PA be adequate to keep spectators informed about the race

Event Location

- Is access for emergency services sufficient considering projected numbers of competitors & spectators
- Surface area – can it cope with adverse weather
- Car parking, is it sufficient for the size of event
- Will there be enough marshals to guide cars
- What toilet & changing facilities are there
- Are swim, cycle & run courses suitable considering the projected size of the event

Swim Section

Open Water:

- Is / will water quality be good enough
- Is water temperature likely to be high enough
- What are the likely water conditions (particularly for sea & river swims)
- Are the swim entry & exit points safe
- Is the start wide enough, considering competitor / wave numbers
- Will there be adequate safety cover, canoes, boats, divers, etc
- Will swimmers be transported to medical facilities quickly in an emergency?
- Will the course be marshalled in accordance with Triathlon Ireland rules
- Will each swimmer have a brightly coloured swim hat
- What arrangements have been made to ensure no swimmers go missing
- Who will measure water temperature prior to the start
- Have contingency plans been made in case the swim has to be shortened or cancelled due to water temperature &/or weather conditions
- Is the course accurate
- Will wave numbers & the time gaps between them spread the field sufficiently to help stop drafting at the start of the cycle

Pool Swim:

- Has the pool been booked
- Will there be lifeguard cover
- Has all necessary equipment been ordered, swim hats, lane ropes, etc
- Has a system for lane swimming been arranged
- Will competitors be made aware of rules regarding diving in, turns and other strokes
- How many swimmers will be in each lane at any one time, consider length of pool & lane width
- Will elite waves be used

Transition Area

- Is the transition area a reasonable distance from the swim exit (triathlons)
- Are there changing facilities in the transition area
- Is access and exit from the transition area wide and unimpeded
- Will these areas be marshalled
- Is the route from the swim exit to transition suitable for bare feet (triathlons)
- Is the transition area large enough
- What type of racking will be provided
- How will the area be cordoned off
- What system will ensure that only competitors enter the area
- Will there be enough marshals to make this system effective
- Will bikes and helmets be checked on the way into transition
- Will there be exit checks on bikes and equipment after the event
- Who will ensure Triathlon Ireland rules are complied with in and around the transition (helmets, numbers, etc)

Cycle Section

- Is the course safe
- Are all junctions safe, especially any right turns
- Will all junctions have directional arrows, warning signs and marshals
- Will all unavoidable hazards have warning signs
- Will warning signs be placed on the course to warn other road users
- Will distance markers be placed on the course
- Is the road wide enough, consider projected number of competitors
- How will traffic lights be managed – police attendance
- Does the route from the transition area have a good surface
- Is the exit onto the public highway safe, will it be well marshalled
- Has provision been made for the appropriate number of draft busters to attend the event
- Will the course design help reduce drafting
- Is the course accurate
- Where will the police be present on the course
- Is the traffic control plan sufficient to ensure a safe race and minimum disruption to other road users?
- Will drinks and/or energy replacement products be available (long-distance events)
- Will there be provision to pick up any cyclists who do not complete the course
- Will there be a clearly defined point where cycling must start and stop

Run Section

- Is the course safe
- Is the surface suitable
- Is there any interface with the cycle course or any other road traffic safe
- Is any road crossings marshalled
- Are all turns signed and marshalled
- Are warning signs, e.g. Caution Runners, to be placed on the course
- Will there be distance markers
- Is the course wide enough for the projected number of competitors
- Is the course accurate
- Is the finish wide enough to accommodate several competitors finishing at the same time
- How many drinks stations are there

General

- Is there an adequate system for getting supplies to drinks stations after the swim, in transition, on the cycle and run courses and at the finish
- Will there be sufficient marshals to cover all areas
- Will there be a system in place to transport marshals to their allocated duties/positions

Timing and Results

- Is the system to be used for timing and results up to the job considering the projected number of competitors
- Can it handle split times
- Will there be sufficient personnel in this area