

**TRIATHLON CANADA
LEVEL II
OFFICIALS COURSE**

On behalf of Triathlon Canada, thank you for taking the Level II Officials course! Upon successful completion of this course, you will be qualified to conduct Level I courses, and act as Technical Delegate, Head Referee and Race Director. This will serve to improve the quality of multi sport events in the province.

1. All participants should be Level I Certified Officials. They have taken the Level I theory course and volunteered for at least one race.
2. Level II officials will be focussing on the technical aspects of triathlon; how to organize a proper race, how to oversee the sanctioning process.
3. When acting as Head Referee, Level II officials will need to review the ITU rules and learn how to make judgement calls based on Level I officials reports.
4. Level II officials will be teaching Level I officials clinics. Therefore, they must have a firm understanding of conduct in enforcing rules.

Please review this booklet, ITU Competition Rules and Operations Manual before conducting a course.

LEVEL II OFFICIALS are qualified to:

- a. Undertake all Level I official responsibilities
- b. Teach Level I officials clinics
- c. Act as Race Director
- d. Act as Head Referee
- e. Act as a Technical Delegate at Provincial Championships

COURSE OBJECTIVES:

- a. Teach the ITU Competition Rules
- b. Emphasize pro-activeness and fair play
- c. Stress proper judgment
- d. Teach operations.
- e. Team concept
- f. Teach sanctioning process

Each LEVEL II course participant should receive:

- a. Agenda for the course
- b. Copy of Competition Rules
- c. Copy of Operations manual
- d. Level II Officials card (on successful completion of course)
- e. "Practical" check list for events worked each year.

LEVEL II OFFICIALS THEORY COURSE Program Outline

1. Overview of Triathlon
2. Triathlon Governing Bodies
3. Break
4. Race Officials
5. Competition Rules
 - Purpose
 - Conduct of Officials
 - Conduct of Athletes
 - Swim
 - Bike
 - Run
 - Transition
 - Warnings and DQ's
 - Reporting Procedures
 - Protests, Appeals
 - Most frequently violated rules
6. Break
7. Operations Manual
 - Sanctioning process
 - TD responsibilities
 - Head Referee responsibilities
 - General guidelines
 - Swim
 - Bike
 - Run
 - Transition
 - Finish Line
 - Communications
 - Aid Stations / Medical guidelines
8. Reports
 - TD
 - Checklist
 - Referee
9. Questions

- coordinates National championships, qualifiers, rankings and series
- Provincial Governing Body (PGB)
 - liaison with Tri Can
 - sanctions all multi sport events in province
 - ensures all ITU Rules are upheld
 - coordinates Provincial championships, qualifiers, rankings and series

b. National Officials Program

Level I Official

- Familiar with ITU Competition Rules
- Qualified Race Marshal or Assistant Chief Marshal
- Qualified to prevent or report rule infractions

Level II Official

- Prerequisite: Level I Theory and Practical
- Familiar with ITU Competition Rules
- Familiar with ITU Operations Manual
- Qualified Head Marshal, Race Director, Head Referee or Technical Delegate
- Qualified to prevent, report enforce or penalize rule infractions
- Qualified to teach Level I officials clinic

Level III Official

- Prerequisite: Level II Theory and Practical and successful completion of Level III Exam
- qualified as Technical Delegate or Referee for Provincial Championships, National or International Events
- qualified to teach Level I or II officials clinics

3. Break

4. Race Officials

Technical Delegate

- appointed by provincial governing body (PGB) - 3 months prior to event
- appoints Competition Jury
- approves course measurement
- supervises technical execution of race
- member of Competition Jury
- forwards report of event to PGB
- may assume dual role (TD & Ref) at Local level

Referee

- Level II official minimum
- co-ordinates certification of Race Marshals (Race Director at Provincial level, Referee at National level)

- establishes an Official Notice Board
- gives penalties for rule violations and posts them on Notice Board
- enforces rules
- writes a report for the TD

Chief Race Marshal and Race Marshals

- liaison between PGB and Race Marshals
- assigns Asst. Chief Marshal with the required # of Marshals
- ensures Marshals take jurisdiction in their area
- enforces the competition rules
- reports rule violations in writing
- ensures all Marshals are present after race to consult with the Referee or Competition Jury

Competition Jury

- | | |
|------------------------------|--------------------------|
| - for PGB events - 3 members | Local events - 2 members |
| TD | TD/Referee |
| Head Referee | Race Director |
| PGB Member | |

- appointed by TD
- meets day prior to event
- announced prior to event
- briefed by TD on technical aspects of race
- meets after the race at a pre determined time
- considers and rules on all protests and appeals
- decides on any questions not clear
- practices equality and fair play
- gives equal weight to evidence and testimony
- be open minded

5. Competition Rules

a. Purpose of ITU rules

- fair race
- safe race
- promote fair play
- respect of officials
- respect of rules
- respect of competitors
- equal playing field
- sportsmanship
- equality
- individual sport

b. Conduct of officials

- pro-active

- unbiased
- unobtrusive
- effective

c. Conduct of participants

- good sportsmanship
- responsible for own safety
- understand ITU rules
- obey traffic regulation and officials
- respect for competitors, officials, rules
- no abusive language
- inform officials after withdrawing from race
- if they violate rules, report themselves

d. Swim

- any stroke
- may stand on bottom
- raise arm in an emergency
- swim cap provided if any
- no propulsive devices
- wetsuit thickness less than 5mm
- no wetsuit bottoms
- wetsuit only between 22°C and 14°C, 1 hr, 10 min. time limit
- swim start maximum 125 people

e. Bike

- must not block others
- must obey traffic laws unless directed by an official
- any competitor who appears to be a danger to themselves or others may be removed from the competition
- bare torso not permitted
- no forward progress permitted without the bicycle
- no drafting allowed for age groupers
- see Appendix 1
- officials today look for: Safety
 Passive vs Aggressive
 Organized vs Unorganized
- safety zones
- cycling helmets compulsory
- headphones, headsets illegal
- no glass containers
- helmet straps done up while bike in your hands

f. Run

- may run or walk

- no crawling
- no bare torso
- keeping on course responsibility of the competitor
- considered finished when any part of torso crosses the finish line
- any competitor who appears a danger to himself or others may be removed from the competition

g. Transition

- may only use designated rack
- must not impede progress of others
- must not interfere with another competitors equipment
- competitors must mount and dismount bicycles at the designated spot
- no cycling in transition area
- competitors must rack their own bikes
- emphasize flow of traffic (no cross-overs)

h. Warnings and DQ's

- blow whistle/horn
- call out participant's #
- write down racer #, rule infraction, time, location, description of person

i. Reporting procedure

- Race Marshal informs Assistant Chief Marshal immediately after completion of responsibilities
- Asst. Race Marshal informs Head Marshal immediately after all Race Marshals have checked in
- Head Marshal informs Referee immediately after all Asst. Marshals have checked in
- Referee passes judgment and posts all penalties on results board
- whoever spots rule infraction must record racer # and competitor description
- written report comes after verbal warning, if verbal was not effective
- gather evidence

j. Protests and Appeals

- handled by Competition Jury
- must be filed by athlete within 60 min. of his/her finish
- protests concerning timing must be made within 30 min. of posting
- protests concerning equipment must be made within 60 min. of athletes finish
- protests require a \$25.00 deposit to be refunded if protest is successful
- appeal is a request for a review of a decision made
- no appeals for judgment calls
- athlete may appeal judgment of referee, \$50.00 deposit required
- decision of referee appealed to Competition Jury
- appeal of Competition Jury decision to PGB
- appeal of PGB decision to National Governing Body (NGB)

k. Frequently violated rules

- swim
 - (pool) incomplete laps
 - wearing improper swim cap
 - unsportsmanlike conduct
- bike
 - drafting
 - blocking
 - unsafe cycling
 - helmet straps
- run
 - cutting course
 - bare torso
 - unsportsmanlike conduct
- transition
 - riding bike
 - helmet
 - not racking bike

6. Break

7. Operations Manual

a. Sanctioning Process

- insured event
- means steps are taken to promote safety and fairness
- sanctioning application filed
- includes operation procedures
- reviewed by TD
- event supervised by PGB TD
- The sanctioning process is a team effort consisting of checks and measure carried out by the TD to assist the Race Director in avoiding any oversights.
- We must ensure that TD's comply with the team concept, measuring risk factors, etc., while working with the Race Director.

Technical Delegates Pre-race Preparation Checklist

6 Weeks Prior to Race:

1. Review the Race Directors Manual
2. Review the ITU Rules & Operations Manual
3. Review the Completed Sanctioning Form & ITU Checklists
 - The completed sanctioning forms for the events which you are the TD will be sent to your from the ATA office.
4. Contact the Race Director
 - Introduce yourself as the Technical Delegate
 - Follow the ITU, TD Checklist: Race Director Phone Call
 - Remind the Race Director to review Pre-Race Meeting Checklist with athletes
 - Ensure a meeting is organized the day prior to the event to review ITU, TD Checklists with Organizing Committee

Day Prior to Race

1. Meet with Race Director and Organizing Committee to review ITU, TD Checklist
 - You should arrive at least 24 hours before race start.
 - Remind the Organizing Committee of the 3 most important factors to race:
 - Safety
 - Race Route
 - Timing
2. Go over race course to ensure that it complies with the completed sanctioning forms
3. For a Race Jury

Race Day

1. Double check safety, race route (including officials), and timing
2. Be available for questions from the Race Director / Committee
 - Do not participate in the race
 - Do not volunteer for a specific duty with the race.

Post-race

1. Congratulate Race Director and Organizing Committee on race
2. Encourage Race Director to send in Final Report ASAP
3. Complete TD Post-Race Checklist and Claim Form within 24 hours of race completion (send to ATA office).

Technical Delegates Post-race Checklist & Claim Form

1. Will all steps completed in the pre-race preparation? If not do please explain why.
2. Did the Race Director / Organizing Committee comply with all sanctioning rules? If not please describe.
3. Were there any time penalties? If so please describe.
4. Were there any DQ's? If so please describe
5. Should this event be sanctioned next year? If no, why not?
6. Describe in detail any changes you would recommend to make this a safer event.
7. Please fill in the following information so that we can send you your claim:

Name: _____ Phone: _____
(h) _____ (w) _____ (fax) _____

Address: _____ Postal Code: _____

Mileage: _____ km	@ \$ 0.10/km	=\$ _____
Honorarium:	@ \$50.00	=\$50.00
Total Claim:		=\$ _____

Signed _____ Date _____

b. TD Responsibilities

- review sanctioning form to ensure event action plan complies with operations manual and ITU rules
- stay in close contact with race organizer
- same as outlined in Competition Rules

c. Head Referee

- same as outlined in Competition Rules
- conducts Level I clinic for Marshals
- stays in close contact with TD and event organizers
- is sole person responsible for making decisions on DQ's.

d. General guidelines

- review competition categories
- review prizes and awards
- review registration form
- race package pickup
- set up pre-race meeting

Response Time Risk Management

e. Swim

- equal start position
- waves led by kayak or canoe
- swim start minimum 30m wide
- maximum 125 competitors
- legs and arms marked with race #
- each boat must be equipped with communication to shore
- minimum 4 boats
- 1 lifeguard to 50 competitors
- 1st turn 400m minimum
- 2nd turn 100m minimum
- no turns more than 90°
- buoy line extends minimum 10m before each buoy
- no wetsuit when water temperature is above 23°
- wetsuit mandatory when water temperature is below 15°
- water temperature is taken 1 day prior to race
- turn buoys minimum 2.5m high
- buoy each 100m
- keep buoys on one side only
- monitor turn buoys
- surface conditions
- method of measuring a swim course by the swim captain needs to be looked into
- goal is for an accurate swim course which is clearly marked and has enough qualified lifeguards, paramedics and doctors to respond quickly and be able to

sustain life.

f. Bike

- out and back courses separated by 5m
- no cross overs
- hard/smooth surface
- lead vehicle 100m ahead
- straw bales on sharp turns
- police and Race Marshals at each intersection
- Marshals at access roads
- sweep corners
- must not overlap run course
- fence entrance/exit to transition for 40m
- course markers every 5km
- marshals / zone
- goals are: quick response time for flats and crashes, accurate course, clearly marked course, enough marshals

g. Run

- no crossovers with bike
- lead vehicle
- police at all intersections
- goals are: accurate course, plenty of aid, ensure all intersecting roads are marshalled

h. Transition

- hard/smooth surface
- secure, fenced in
- minimum 3m wide lanes
- cycle and run never cross
- all competitors travel equal distance
- clearly marked mount/dismount line
- bike racks 3m apart
- maximum security throughout event
- closed to competitors only

i. Finish line

- totally secure
- fenced to control finish
- chutes
- clearly marked
- tents or rooms for
 - timing/results
 - officials
 - food/fluids

- medical
- announcing
- massage
- medical people readily available
- competitor finishes moment any part of torso crosses finish line
- finish line marked on ground
- results must be posted

j. Communications

- race headquarters located near medical headquarters and finish line
 - will include race committee, security, medical, officials, course maps, etc
- linked with
 - lead vehicle
 - last vehicle
 - swim start/finish
 - boats
 - 2 bike aid stations
 - run stations
 - supply vehicles
 - finish line
 - motorcycles
 - cycle captain
- police and medical have their own communication
- public address system
 - to accommodate participants on race day
 - covers transition and start area
 - covers finish area

k. Aid Stations Guidelines

- locations
 - swim start
 - swim finish
 - bike @ 12-13km and 25-30km
 - transition - run start
 - run - every 2km
 - finish line area
 - post race event
- supplies
 - water
 - cups
 - fruit
 - ice
 - replacement drinks
- quantities
 - swim start/finish 2 cups/person/station 200ml/person/station

- bike 350ml/person/station
- transition 2 cups/person/station 200ml/person/station
fruits 1/4-1/2 orange/person/station
replacement fluid 100ml/person/station
500kg ice
- run 3cups per person 200ml per person
replacement fluid 100ml/person
500kg ice
- finish water 500ml/person
- post race water 500ml/person
fruit juices and replacement drinks
500kg ice
food - includes fruit
- medical - in transition area/finish line ambulance equipped with life support systems

8. Reports

Technical Delegate Report

- pre--event
 - verifies a well organized and safe event
 - complies with operations manual
 - complies with ITU Rule book
- post-event
 - outlines concerns, problems
 - suggestions for improvements

Technical Delegate Checklists

- 90 day
- 30 day
- day before
- post event

Referee Reports

- post event to TD
- DQ's or penalties
- problems or concerns

Referee Checklist

- pre-event

Sometimes the situation of venue where a race held forces a race director to venture outside of the ITU Operations Manual guidelines. In these cases you must assess the potential for danger and ensure the least risk possible.

**TRIATHLON CANADA
LEVEL II OFFICIALS EXAM**

1. a. Describe in detail what you believe to be the proper role and behaviour of an official.
- b. Describe in detail what you believe to be the proper role and behaviour of a competitor.
2. Give three instances where a warning will be given:
 - a.
 - b.
 - c.
3. Give three instances when a DQ is enforced:
 - a.
 - b.
 - c.
- 4.a. Name a common rule violation for the swim and
- b. If and how you would penalize it. If no penalty explain why
5. What are the three sizes of safety zones and how much time is allotted to pass?
 - a.
 - b.
 - c.
6. Six competitors exit the swim and transition together and formed a pack on the bike course. To be fair and ensure safety:
 - a. What are you looking for?
 - b. What course of action if any it taken?
7. Who's responsibility is it to ensure that a competitor stays on course and why?
8. Describe in detail the responsibilities of each of these officials.
 - a. Technical Delegate
 - b. Referee
 - c. Competition Jury
 - d. Marshal

9. Who makes up the Competition Jury?
10. Which officials make the ruling on protests and appeals?
11. Who directs the Level I Officials clinics at a pre-race volunteer meeting?
12. What is sanctioning?
13. What are the steps to sanctioning an event?
- 14.a. What is a protest?
- b. Who files it?
- c. Who makes a decision on it?
15. a. What is an appeal?
- b. Who files it?
- c. Who makes a decision on it?
16. How soon after an event must penalties be posted by the referee?
17. To ensure safety is at the forefront of the swim portion, how many lifeguards are required by ITU rules?
18. What is the #1 concern for bike course layout?
19. Sketch a proper finish line area.