



Children's Event Organisers Guide

Introduction

This guide has been prepared specifically to provide information and advice for anyone involved in, or seeking to become involved in, the organisation of a children's Triathlon, Duathlon or Aquathlon.

Whilst every care has been taken in the preparation of this guide and the information contained within, the British Triathlon Federation and its agents cannot accept any responsibility for inaccuracies nor for any loss or negligence arising out of this guide.

British Triathlon

British Triathlon, the National Governing Body for the sports of triathlon, duathlon and aquathlon, was set up with its main objective being to control the growth and development of the sport in England and Wales. Its position as governing body of the sport is recognised by the Sports Council, the International Triathlon Union (ITU) and the European Triathlon Union (ETU). Its status has never been challenged. Membership of the federation has grown consistently since its formation.

British Triathlon is made up of the three home nations association; Triathlon England, Welsh Triathlon and **triathlon**Scotland. Within each of the home nations are regional committees, the clubs and then the individual members.

British Triathlon has consistently encouraged the formation of clubs and, as a result, to date there are over 600 spread throughout the country.

The regional structure of the association was founded in 1989 with the aim of establishing better contact between the Executive and the "grass roots". The regions are responsible for all local affairs including the implementation of race registration procedures. Each region has a Regional Development Manager (RDM) in place to facilitate the development of the sport.

What Are Children's Triathlons?

Children's Triathlons are exciting multi-sport races, which give 8 to 14 year olds the opportunity to have a go at this fast growing sport. Competitors for these events are split into different age groups

- Tristar Start - 8 years
- Tristar 1 - 9/10 years
- Tristar 2 - 11/12 years
- Tristar 3 - 13/14 years
- Youth - 15/16 years

Each group races over different swimming, cycling and running distances. The 8 year old category is run over very short distances to introduce young athletes to the sport.

There are two events associated with triathlon and these are aquathlon and duathlon races. Aquathlon races are a combination of a swim followed by a run. Duathlon races are a combination of a run followed by a cycle and then another run. Row-Tri's are another popular event also associated with Triathlon, which consist of Rowing, Cycling & Running. Contact your Regional Development Manager (RDM) for further details of these different events (see appendix 3 for contact details). If you are struggling to find a venue for running a triathlon event, or feel that a triathlon is too much to take on, then you may like to consider running a duathlon or aquathlon instead. The issues surrounding the organisation of these events are very similar to those for a triathlon.

British Triathlon are keen to promote local competition through regional/local series. All triathlon competitions are open for any athletes to enter. Each of the 9 English Regions has a series of children's races held locally. If you are keen for your event to be a part of a series then please inform your RDM before registering. Linking events together in regional/local series helps to promote the individual races and ensures young people are able to compete regularly in the sport.

When you have read through this pack you may have more questions relating to your particular event. Please call your RDM for further assistance.

So You Want To Organise a Children's Triathlon?

Organising a children's triathlon is an exciting and rewarding process. With help from the information contained in this pack you should be able to organise your first children's triathlon. It has been compiled taking account of best practices from race organisers who have run similar events over several years. Their valued experience will enable you to put on a safe, fun and exciting event, which both you and the children will enjoy.

If you are new to the sport of triathlon, we would recommend getting advice from your RDM and other event organisers as you start to plan your event. Your RDM will also be able to put you in touch with your local triathlon club. Many club members will have a wealth of experience in the sport and will be able to offer you guidance in running your event.

To assist you in understanding triathlon, and make you more aware of British Triathlon initiatives that could be available to help you, it is essential that as a Race Organiser you become a member of British Triathlon. Associate membership of British Triathlon costs only £24 and will provide you with personal insurance cover whilst you are training and racing, a handbook, a bi-monthly magazine and numerous other benefits. Please visit the member's area of the website to find out more (www.britishtriathlon.org).

British Triathlon's children's categories run from 8 to 14 years of age. 15/16 year olds are classed as Youth competitors and are eligible to compete in both children's

events (where events include a Youth wave) and senior events up to and including sprint distance (swim-750m bike- 20km run - 5km).

The main thing to remember is that the children's safety and enjoyment must be paramount, both in the organisation of the event and on the race day. The main aim of this pack is to help and advise you in running your event and to make the process as easy as possible.

Starting Out

Looking For a Race Venue

What type of venue should you be looking for?

This is a difficult question to answer, but here are some essential criteria to assist you in making a decision.

SWIMMING - all swimming must be pool-based either indoor or outdoor, provided the pool is heated.

British Triathlon is currently working on producing guidelines for Children's events using an open water swim.

CYCLING - must take place on either grass or tarmac traffic-free circuits. Be careful not to choose a site that is too busy with members of the general public, unless you can ensure that they will not get onto the course.

RUNNING - must also take place on traffic-free circuits that can be kept clear of the general public during the race.

The athletes must remain within sight at all times making a lapped course the easiest to organise. Experience has shown that the greater the lap distance, the fewer problems will be encountered with lap counting. Try and find a site that will accommodate a cycle lap of around 1km and a run lap of 400 or 800 metres. The maximum distances for children's triathlons are listed in the organiser's rules (see appendix 1). Both local leisure centres and schools can make ideal venues for children's triathlons.

Risk Assessment

One of the first considerations when looking for a suitable venue should be how safe it will be for both competitors and spectators. Risk assessment forms are one of the easiest ways to assess how suitable and safe a potential venue is. Risk assessment forms need to be completed in the early stages of planning your event and copies should be sent to British Triathlon. Please visit the Events section of British Triathlon website where you will find a Risk Assessment pack to help you complete the forms.

Costs and Sponsorship

The aim is to provide a good day out at a minimum cost to the competitor. Your entry fee should allow you to provide a reasonable package for the competitor that might include:

- Race memento e.g. T-shirt / medal / mug / water bottle
- Refreshments
- Trophies for 1st, 2nd and 3rd in each category for boys and girls

To help you provide some of the above, you may need to find sponsorship for your event. This can be sought from virtually any source except those that would compromise the ethos of the sport i.e. tobacco or alcoholic products.

Your local leisure services department or sports development unit may also be able to help you with funding or reduced rates on the facilities that you are using. The sports development team may be able to put you in contact with potential local sponsors and your RDM will also be able to advise on sources of local funding.

Registering Your Event with British Triathlon

It only costs £35 to register your children's event with British Triathlon. This fee covers registration of your event and publicity in British Triathlon publications and on British Triathlon's website.

Having registered your event with British Triathlon, a risk assessment must be completed fully to meet the requirements of British Triathlon's registration process, along with proof of event insurance. The risk assessment forms are also available from British Triathlon's website in the Events section.

The Race Referee

As the race organiser you must source a referee for your race. Your Regional Referee Coordinator will be able to help you if you do not have someone in mind. Contact your RDM if you do not know who your Regional Referee Coordinator is. Your race referee will be present on race day to make sure that both competitors adhere to all rules. The referee will work alongside your team to make sure your race runs smoothly, so do not hesitate to ask their advice if there is anything you are unsure about.

Day Membership

If competitors are not British Triathlon members, they are required to take out a day license for any British Triathlon registered event. This will provide them with civil liability insurance for the duration of the event. The race entry fee for non-British Triathlon members will therefore be an extra £1 to cover this cost.

Promoting the Race

Entry forms will be required for each competitor and these should state the race distances and type of course e.g. grass or tarmac cycle course. It is a good idea to send out information to all local newspapers with details of the race and how to enter.

Many events have their own websites to promote the event and disseminate information, passing the website address onto local clubs will help you promote the event.

Planning

In The Pool

For safety reasons, all swimmers should exit the pool from the shallow end. See if there is a safe exit out of the pool from this end and, if not, try and weigh up the safety of other alternatives.

There must be no more than 4 swimmers in each lane at any one time (unless extra-wide lanes are used). This would mean that in a 4 lane pool, 16 athletes could be swimming at the same time.

N.B. It is important to also consider the bike & run loop and possible problems with overcrowding and lap counting (when 16 athletes are competing at the same time).

The recommended number of competitors swimming at any one time is no more than 16.

All swimmers must start in the water. There are two ways to start your race:

Mass Start - swimmers start together in large groups (waves).

Advantage - easier result calculation

Disadvantage - some first time competitors may feel intimidated if they are not strong swimmers. Several waves may be necessary in the more popular age groups.

Interval Start - swimmers are set off at intervals, one after the other (e.g. 10 or 15 second intervals).

Advantage - less intimidating for competitors.

Disadvantage - can make results more complicated to calculate.

You will need at least one lifeguard on the poolside throughout the swim section. The swim section can last a long time, therefore it is beneficial to have two lifeguards

on duty so that the responsibility can be shared. Talk to the manager of the pool you are using as they may be providing lifeguards anyway.

At the end of each lane you will require at least one person to count the number of lengths each competitor has done. To assist with this, you may consider ensuring that each competitor in a lane wears a different coloured swim hat, and that the lap counters use a lap counting sheet.

Transition Area

When designing the transition area, you need to consider whether there is a large enough space close to the pool exit where the competitors can lay out their cycling/running kit with adequate space for them to change. You also need to think about how will they lay out their bikes.

It is usually better to allocate spaces in order of age groups, with the youngest age group closest to the swim entrance. If the transition area is not next to the pool you may need to allow the athletes to lay out their trainers by the pool exit. If there is no space, you must ensure that the run to the transition can be completed in bare feet. Non-slip matting could be laid for the athletes to run on.

Racking can be used for the bikes, but bear in mind the different sizes and types of bikes being used and the differing sizes of competitors. Chairs could be used to lean bikes on as this allows each competitor an allocated space for their swim, bike & run kit. However, chairs can fall over and may move around when the transition area is busy.

To assist the competitors, and keep the transition area tidy and free from parents, a minimum of two marshals is suggested. The transition area should be closed off with barriers to ensure that it is secure, and that only competitors are in the transition whilst the race is in progress.

You also need to consider whether you are going to use one or two transition areas?

This will depend on the site and the course you are using, but here is a guideline to which would work best for you.

One Transition Area for the change over from swim to cycle and the cycle to run.

Advantage - only one area to control, fits course into a smaller site, making the course more spectator friendly.

Disadvantage - can cause confusion between different groups of athletes who are crossing over. However this problem can be overcome by ensuring your transition area has sufficient number of entrances and exits.

Two Transition Areas - one for each changeover.

Advantage - less confusion between competitors and easier for the children to navigate.

Disadvantage – the course will be more spread out so more marshals will be needed.

Many organisers arrange the second transition area with marshals taking the bikes and helmets from the children so that they can be stacked tidily. This means that the second transition is easily organised and the athletes are not confused as to where to go and what to do.

Cycle Course

The design of the course will depend heavily on local conditions. The following pointers may assist you in this task:

- A recommended lap length would be 1000 metres, within which a shorter lap should be incorporated for the younger athletes (e.g. Tristar Start)
- Make sure the competitors do not have to run across the cycle course to get to the run course.
- It is usually better to count the competitors laps at the end of each circuit. All competitors are responsible for counting their own laps (although you will need to check them) and the two younger age groups will need to be told when they have finished the cycle section.
- You will need several marshals for the lap counting to ensure that all competitors are counted as they pass. The lap counters should tick off the laps on a lap counting sheet.
- After telling the younger competitors they have finished the cycle, make sure that there is enough time for them to exit the course safely.
- Competitors must be in sight of a race marshal at all times during the cycle.
- If the course is on grass, check that there are no hidden holes or debris that may cause an accident.
- Try to ensure that the grass is fairly short for the event otherwise the course will be very hard work, especially for the younger athletes. Where possible the course should be raked free of loose grass to prevent slipping and mechanical problems.
- If using a tarmac track, check if there are any speed bumps. If so, do they constitute a safety hazard or can adequate precautions be taken to minimise the risk?
- Are there any places on the course where vehicles could emerge unexpectedly? Can using barriers and the placing of a race official rectify this?
- Race marshals need to be spread around the course so that assistance can be given quickly if needed.
- Make sure that the course can be free from the general public whilst the race is in progress.
- It is beneficial to use radio communication between marshals if possible.

Run Course

When designing the run course, the same considerations must be taken into account as for the cycle course. However, you must make sure that there is provision during this part of the race for competitors to take fluid. They will be tired and will need to re-hydrate their bodies whatever the weather conditions. Try to position a water station so that it is accessible on each lap of the run and at the finish.

One method for counting run laps is that each competitor is given an elastic band at the beginning of each lap i.e. at the end of a 4 lap run the competitor should finish with 4 bands. An additional back-up counter is also beneficial. If you decide to count laps in the same way as for the cycle then make sure that the athletes have their numbers clearly visible to the counters at all times.

A suggested run lap length would be 600 metres.

Timing

The simplest method is to have a main starter who will start each wave/competitor. They must record the start time and leave the watch running. A finish timer will record the finish time of each competitor. Both watches should be started at the same time and left running throughout the event. A back-up watch should also be started in case of failure by either of the main watches.

Start and finish times should be collected as soon as possible and taken to the person in charge of results. Subtract the start time from the finish time for the overall result. This system will work whether you are running wave or individual starts. It is recommended that split times (times for each discipline) are taken if possible.

To obtain split times, competitors' times should be recorded after the first transition (Swim + Transition 1) and after the second transition (Bike + Transition 2).

Volunteers

Getting volunteers to help as race marshals is never easy but remember, the more marshals you are able to recruit the smoother your event will run. Possible areas to recruit volunteers from are local community groups (e.g. cadets, rotary etc.), students at colleges studying leisure, and you may be able to get help from the staff if the race is based in a leisure centre. Local triathlon, running and cycling groups are also an option, as are the parents of the competitors. In the information you send out prior to the race, put in a request that any parents interested in volunteering at the race get in contact with you.

Try to give the volunteers responsibilities so that they feel an important and valued part of the race organisation team. It would be worth writing down instructions to be distributed to all marshals (such as rules and a timetable), especially if they have

no previous experience of triathlons. These could be distributed at the marshals' briefings before the event starts.

Remember to get as many volunteers as you can to make sure that race day runs as smoothly as possible. Please visit the Volunteer section of British Triathlon's website (www.britishtriathlon.org/volunteer) for more ideas and advice.

Race Information

You will need to send out race information to all the competitors who have entered the event, plus all of the volunteers including the race referee, at least a week before the event.

It is also useful to have a notice board at the race site for displaying the following information:

- Registration and Insurance certificate
- British Triathlon children specific rules (see appendix 2)
- Timetable for the day detailing the race briefing time and place, the race start times for each age group and the presentation time and place
- Maps of the site and courses
- Results as they become available
- Location of first aid cover
- Names of those responsible for the event (organiser, safety officer and race referee)

Another way to improve the information available on the race day, and create a great atmosphere is to have a commentator. You will need to have a P.A. system and identify someone who knows about children's triathlons to do the commentary. The commentator will need a full list of the athletes competing (with race numbers) and their start times. If you are struggling to find a commentator then there may be a club representative or parent coming to the event who would be willing to get involved.

Refreshments

It is very useful to have some provision for refreshments at the race site, to keep spectators happy and make for a better race atmosphere. The site that you are using for your event may already have these provisions. If not you could ask mobile caterers if they would like to attend, explaining the number of people you expect. The other option is to get volunteers to help run a stand and use this as a method of fundraising for your club / event.

Race Day

Setting Up

Make sure you have enough helpers to set up the course and allow yourself plenty of time to get things organised. If the event has an early start time and security will allow it, then you could consider setting up the day before.

Prior to the race, allocate leaders for each section of the race. An idea of the sections you might consider is as follows:

- Car park
- Registration
- Pool
- Transition area
- Cycle course
- Run course
- Liaison (refreshment, public address system, first aid)
- Timing and Results

As the race organiser, it is better to leave yourself free of any specific duty as you will have plenty to do managing the race overall.

Registration

You will need one registration desk volunteer for every 50 competitors. At registration, each competitor must be given his or her allocated number. Their numbers must be securely fastened in each of the 4 corners with safety pins (these should be provided) unless a race belt is used. Race numbers should be clearly visible at all times. Marking the race number on arms and legs with waterproof magic marker is also advisable to assist the lap counting marshals and for identification in the pool. It is advised that on the entry form you have a section to ask competitors about any allergies they may have e.g. to marker pens or latex swim caps.

Briefing

Marshals

Make sure that all your section leaders are fully briefed as to what will be expected of them during the day and ensure they are familiar with the race rules. It may be useful to give these volunteers written notes so that they can refer to them in their team briefing.

Each section leader (swim, transition, cycle & run etc.) should brief their own team on what duties and responsibilities they will have during the day. They should also be responsible for making sure that all marshals are wearing bibs to identify themselves to the competitors and spectators.

The marshals' briefing should be conducted away from the race area in plenty of time before the start of the race.

Competitors and Parents

As race organiser you would normally be expected to do the main race briefing. However, this can be given to someone who is familiar with the course and race rules if you prefer. Make sure that everyone at the briefing can hear you or the nominated person by choosing a quiet area and using a microphone.

Organise the main briefing for competitors and parents near to the course. Start your briefing by welcoming everyone to the event and try to ascertain how many first time competitors have entered. If practical, walk part of the course with the competitors. Point out the location of first aid, refreshment area etc. Introduce your section leaders and the race referee so that if there are any problems during the event they can be identified easily. You should also let the race referee say a few words about the rules so that children start learning what they should and should not do during a race. Run through the race, explaining the main rules so that everyone is aware of what is and is not permitted. This is also the best time to minimise problems from parents by outlining what is expected of them.

Let everyone know the timetable for the day, which should include competitors start times, when the results will be available and when the presentation will take place. Try to be realistic with the times so that you do not have to face criticism if they are not met.

Swimming

At the poolside, your section leader should brief the competitors on the emergency and evacuation procedures of the pool should any problems occur. It is worth reminding the children of the number of lengths/cycle and run course laps they must complete to make sure they are clear.

All swimmers must start in the water and swim the designated number of lengths for their age group. It can be useful for the lane counters to let the athletes know when they have two lengths left to go, by holding a float in front of them under the water.

On completion of the swim, competitors should WALK to the exit of the pool and proceed to the transition area. If you are using swim caps to identify competitors these will need to be returned before leaving the pool. These can be used for other competitors.

Transition Area

Competitors must change into their cycling wear ensuring that their mandatory cycle helmet is fully fastened BEFORE they remove their bike from its position. It would be worth mentioning this in the race briefing or asking the race referee to emphasise the rule when he / she speaks to the competitors so that first time competitors are

aware of the rule. Competitors must then exit the transition area before mounting their bike at the designated point, ensuring that their numbers are clearly visible to race officials.

When competitors return to the transition area, the marshals should ensure that the cycle is returned to its allotted space. Competitors must not remove their helmet until this is done.

For some of the younger competitors it may be advisable to have a marshal ready to assist if needed. Marshals should ensure that the transition area is kept tidy at all times to minimise any safety risk.

Cycling

Officials should ensure that competitors are cycling safely and that the correct number of laps is completed. When the competitors have finished the correct number of laps, the officials should ensure each competitor is directed towards the transition area.

Running

Officials should ensure that the correct distance is covered by each competitor and keep a look out for competitors showing signs of distress. The athletes should be directed to the finish when they have completed the correct number of laps.

You should ensure that there is at least one drinks station to supply water during the event and that there is one at the finish. Try to ensure that there is a marshal available at the finish to greet the athletes as they cross the line.

Results

Provisional results should be calculated and displayed as quickly as possible to keep competitors informed. Displaying results also means that any problems can be identified and dealt with before the presentations take place. Results should be available 30 minutes after each age category has been completed. If you are going to provide split times then leave these until after the event as they will slow down the results process. Producing results quickly always generates a positive response.

Presentation

It is preferable to hold the prize presentation as soon as possible after the last age group has finished (this should not be more than 30 minutes). One way of ensuring good attendance at this point is to offer spot prizes at the presentation. Make sure you thank all of the volunteers at the presentation and congratulate the finishers. It is worth having an indoor area available for the presentation in case the weather is poor.

Parents

Parents can be over zealous at times and may create problems if things have not gone as they feel they should have. If clear guidance has been given to parents at the main briefing this problem will be minimised.

It can be useful to identify specific areas for parents to view the race, including making sure that they have access to some refreshments i.e. pool café or vending machines. The areas identified for parents should be away from lap counting marshals, who will not wish to be disturbed. Please remember that the rules prohibit outside assistance, parents included!

Post Race

Send out a full list of results to all competitors as soon as possible. Enclose a note congratulating them on their tremendous achievement.

Send results and a brief report to the local papers to try and gain some publicity.

You can also send your results to tri247.com who will publish your race results on their website.

Any publicity on triathlon will help raise the profile of the sport and increase the number of young triathletes competing. Your results should also be sent to your RDM for publication in TriNews, British Triathlon's member's magazine and the British Triathlon website (www.britishtriathlon.org)

Send out thank you letters to all sponsors and organisations that assisted with the event. Include any press coverage that the event received so that sponsors are encouraged to support your event in the future.

Assistance

If you have never seen a children's triathlon before then it would be useful to attend an event before running your own. You can get advice on where established races are held and how to get in touch with the race organisers, by phoning British Triathlon. If you require further information or assistance please contact your RDM or British Triathlon.

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APPENDIX 1

Organisers Rules

The following rules are intended for the purpose of creating equal opportunities for all competitors, and providing an atmosphere of fair play, safety and enjoyment.

1 General

1.1 It is the organiser's responsibility to ensure that there are sufficient marshals in order that competitors can be seen at all times

1.2 Competitors must carry out all instructions from officials

1.3 Triathlon, Duathlon & Aquathlon are individual events, any teamwork which provides an advantage over other competitors is forbidden

1.4 Medical personnel have absolute authority to remove a competitor who in their opinion is physically incapable of continuing without sustaining physical damage, in the short term or long term, or loss of life

2 Swimming

2.1 All swims must be pool based

2.2 All competitors must have their competition numbers clearly marked

2.3 No diving is allowed

3 Safety Provision Swimming Section

3.1 There should be at least one qualified lifeguard (qualified to either RLSS National Pool Life Guard or Bronze Medallion) present who has no other responsibility

3.2 Competitors must be made aware of the emergency signal and procedure prior to the event

4 Cycling

4.1 Cycling must take place on closed traffic free circuits. Cycling may not take place on public highways unless they are closed to traffic

4.2 Fluids must be made available at the start and finish of the cycle

4.3 Competitors must be visible to officials at all times

4.4 Aero bars (handle bar extensions) must not be fitted to bicycles where cycling takes place on grass. (Please note that mountain bike bar-ends are acceptable). Where the cycling takes place on tarmac, aero bars may be used by athletes who are 13 or over

5 Safety Helmets

5.1 Cycling safety helmets approved by the BSI, ANSI, Snell or equivalent standards authorities must be worn by competitors. Helmets must be fastened before the bike is removed from the competitors allotted space in the transition area, and must remain fastened until the bike is returned to this position

6 Assistance

6.1 During the event, competitors are responsible for the repair of their machines. Any assistance received other than that provided, or authorised by the organiser will result in a penalty

6.2 No individual support/pacing by vehicle, bicycle or on foot is permitted, except where provided by the organiser

7 Numbers

7.1 Competitors must wear the race numbers provided by the organisers unaltered throughout the cycling section of the event in such a way that they are clearly visible. Numbers must be worn and must be securely attached.

7.2 The maximum size of number should be 225mm x 225mm. Numbers must be easily readable

8 Completing the Course

8.1 Any part of the cycle and run course may be covered on foot but on these occasions the competitor must carry or push their own machine

9 Running

9.1 All running must take place on closed traffic free circuits

9.2 The run course must be separate to the cycle course

9.3 Fluids must be available at the start and finish of the run

9.4 No form of locomotion other than running or walking is permitted

9.5 No individual support/pacing by vehicle, bicycles or on foot is permitted, except where provided, or authorised by the organiser

9.6 All competitors must wear a shirt, vest or tri-suit, shorts, swimming suit and footwear etc. and have their unaltered race numbers securely fixed to their clothing or suitable race belt so that the number is clearly visible at all times

9.7 Competitors must follow the directions and instructions of all race officials

9.8 Competitors must be visible to officials at all times

10 Transition Areas

In order to avoid accidents, safeguard equipment and protect competitors' personal possessions, athletes must not bring their helpers, friends or family members into any transition area when the race is in progress.

10.1 No assistance other than that provided, or authorised by the organiser is permitted

10.2 Fluids must be provided in the transition area

10.3 Competitors equipment must be placed in one allotted place and not where it may hinder the progress of other competitors

10.4 Competitors cycles must be placed in their allotted position both at the start and finish of the cycle section

10.5 Competitors must not ride their cycles in the transition area

10.6 Competitors must not interfere with another competitor's equipment in the transition area

10.7 Cycle helmets and clothing must be placed in the competitors allotted place in the transition area. Under certain circumstances organisers may allow running shoes to be placed outside of the transition area; for example events where there is a long run from the swimming pool to the transition area

11 Race Referee

11.1 A race referee shall be appointed by the Regional Sanctioning Officer for each event and be responsible for any appeals. The referee, with the race organiser shall have full jurisdiction over the event. If necessary, and with the advice of local safety experts, the referee shall have the power to cancel or curtail an event on safety grounds. The race referee shall chair any race jury

12 Penalties

12.1 Competitors may only be penalised by the race referee. This may be on the advice of readily identifiable race officials

12.2 Penalties may be issued or disqualifications given at any time up to the announcement of the final results.

12.3 The following penalties will be imposed for infringements

12.3.1 Disqualification

- Abusive language
- Diving
- Failing to obey marshals
- Nudity
- Outside assistance (other than that given by the organiser)
- Tampering with the equipment of others
- Unsporting impedance

12.3.2 Formal Warning. If the fault is not rectified after a warning the ultimate sanction is Disqualification

- Helmet violations on the cycle course
- Illegal equipment (swim, cycle or run)
- Illegal progress (during the cycle or run)
- Topless

12.3.3 Time Penalties. The time penalty for each age category is as follows:

Age	Time Penalty
9/10	30
11/12	40
13/14	50
Youth	60

These penalties will be imposed for:

- Helmet violations in the transition area
- Number violations (not able to be altered after a warning)
- Riding in the transition area

12.3.4 Course irregularities result in disqualification unless the competitor returns to the point at which s/he left the course, or a point on the course prior to it, and then completes the course

13 Appeals

13.1 Appeals can be made against fellow competitors, other parties involved and the race organisation.

13.2 An appeal is a request for a review of a decision made by a referee.

13.3 Appeals cannot be made against judgement calls by officials. Judgement calls include, but are not limited to dangerous riding and unsporting conduct.

13.4 Appeals must be made in writing within one hour of a penalty being notified.

13.5 The race jury shall consist of the race referee, the race organiser and one other responsible member of the association appointed by the referee.

14 Age Categories

14.1 The following age categories will apply to BTA sanctioned children's events:

Age Category	Age
Tristar Start	8
Tristar 1	9/10
Tristar 2	11/12
Tristar 3	13/14
Youth	15/16

14.2 Age category shall be determined by age at 31 December in the year of competition.

15 Race Season

15.1 The season for triathlon events for all Tristar age groups is April to October inclusive.

15.2 The maximum permissible air temperature in which events can take place is 30C. The minimum permissible water temperature is 25C.

16 Race Distances

16.1 The following maximum race distances are applicable at each age group:

Triathlon

Category	Swim	Cycle Grass	Cycle Tarmac	Run
Tristar Start (8yrs)	50m	800m	1500m	600m
Tristar 1 (9/10)	150m	2km	4km	1200m
Tristar 2 (11/12)	200m	4km	6km	1800m
Tristar 3 (13/14)	300m	6km	8km	2400m

Aquathlon

Category	Swim	Run
Tristar Start (8yrs)	50m	600m
Tristar 1 (9/10)	150m	1500m
Tristar 2 (11/12)	250m	2000m
Tristar 3 (13/14)	400m	3000m

Duathlon

Category	Run	Cycle Grass	Cycle Tarmac	Run
Tristar Start (8yrs)	400m	800m	1500m	200m
Tristar 1 (9/10)	1200m	2km	4km	400m
Tristar 2 (11/12)	1600m	4km	6km	600m
Tristar 3 (13/14)	2000m	6km	8km	800m

16.2 Where the event is forming part of a regional series, it is strongly recommended that organisers aim to keep as close as possible to the recommended maximum distances for each age group. Whenever distances have to be reduced, the distance of each discipline should be reduced in proportion. On no account must distances exceed those recommended above.

British Triathlon encourage event organisers to include a Youth wave (15/16 years) where possible. This can easily be accommodated into the event programme after the Tristar 3 wave(s).

This would provide the ideal opportunity for the Youth age group to participate in their first Triathlon, and may also be considered as a regional series event for this age group. Suggested distances for the Youth age group are:

Swim 400m / Cycle 8km (Grass) or 10km (Tarmac) / Run 3000m.

British Triathlon encourages event organisers to highlight that where events include Tristar Start competitors (8 years), the emphasis at that age is about having fun rather than serious competition. Athletes should be included at this age to gain experience in taking part in triathlon. It is recommended that the Tristar Start age group is not included in the regional series. As an event organiser you may even consider not publishing results for this age group.

17 Parental Consent

17.1 Event organisers must obtain written consent from the child's parent or guardian.

17.2 The standard disclaimer should read:

I declare that the above named person is fit to take part in this event. I understand that they participate entirely at their own risk, and relieve the race referee, the race organisers/personnel, of any responsibility for injury, loss or damage sustained to either their person or property as a result of participation howsoever caused. I also declare that the above named persons cycle is in a roadworthy condition. I agree to abide by the rules of the British Triathlon Association.?

18 Parents / Guardians / Accompanying Adults

18.1 Parents / Guardians / Accompanying Adults must carry out all instructions from officials

18.2 It is the responsibility of Parents / Accompanying Adults and Competitors to ensure that the Competitors equipment is suitable and fit for its intended purpose

18.3 Parents / Guardians / Accompanying adults and Competitors must conduct themselves in a proper manner and not bring the sport into disrepute.

18.4 Infringement of the following will result in disqualification of the Competitor:

- foul or abusive language
- failing to treat officials with respect
- failing to obey marshals
- outside assistance
- tampering with the equipment of others
- unsporting impedence

19 First Aid

19.1 There must be a minimum of two suitably qualified personnel (for example St Johns Ambulance / Red Cross / Paramedics) present at the event, who have no other responsibilities.

APPENDIX 2

Rules Specific to Children's Races

29. Additional Rules for Children (as found in British Triathlon's Rule Book)

Children's events give 8-14 year olds the opportunity to take part in Triathlon. Competitors are split into two year age groups with each group racing over different distances. The 8-year category is run over very short distances to introduce young athletes to the sport.

These extra rules or rule variances are written for children and their parents / guardians, and are intended to help make children's events safe and enjoyable.

Please refer to British Triathlon's Child Protection Policy re guidelines for the use of photographic and filming equipment at British Triathlon registered children's competitions

29.1 The maximum permissible air temperature in which events can take place is 30C.

29.2 The following maximum race distances are applicable at each age group:

Triathlon	Swim	Cycle (Grass)	Cycle (Tarmac)	Run
TriStar Start (8 Years)	50m	800m	1.5km	600m
TriStar 1 (9 - 10 Years)	150m	2km	4km	1.2km
TriStar 2 (11 - 12 Years)	200m	4km	6km	1.8km
TriStar 3 (13 - 14 Years)	300m	6km	8km	2.4km

Duathlon	Run	Cycle (Grass)	Cycle (Tarmac)	Run
TriStar Start (8 Years)	400m	800m	1.5km	200m
TriStar 1 (9 - 10 Years)	1.2km	2km	4km	400m
TriStar 2 (11 - 12 Years)	1.6km	4km	6km	600m
TriStar 3 (13 - 14 Years)	2km	6km	8km	800m

Aquathlon	Swim	Run
TriStar Start (8 Years)	50m	600m
TriStar 1 (9 - 10 Years)	150m	1.5km
TriStar 2 (11 - 12 Years)	250m	2km
TriStar 3 (13 - 14 Years)	400m	3km

29.4 Tristar 3 (13/14) may compete in events up to and including 400m swim, 10k cycle, 3k run with both cycling and running taking place on roads closed to other vehicular traffic. Written parental consent is required.

29.5 Youths may take part in events up to and including Sprint distance. Written parental consent is required.

29.6 Junior B may compete in events up to and including Standard distance.

29.7 Junior C may compete in events up to and including Middle distance.

29.8 Event organisers must obtain written consent from the child's parent or guardian that their child has permission to compete, is fit and healthy, that their child's cycle is roadworthy, and they agree to abide by the rules of the British Triathlon Association.

29.9 It is the children's parent's / guardian's / accompanying adult's responsibility to ensure that the competitor's machine is in a safe and roadworthy condition. Aero bars (handle bar extensions) must not be fitted to bicycles where cycling takes place on grass. (Please note that mountain bike bar-ends are acceptable). Where the cycling takes place on tarmac, athletes of 13 or over may use aero bars.

29.10 The bicycle sizing rules for adults may not apply to children's bicycles but all cycles must, at the least, have:

- handlebar and aero bar/bar extensions all plugged
- properly fitted and serviceable tyres, wheels, gears and controls
- a working brake on both wheels

29.11 The following additional safety requirements apply to events for competitors aged 8 to 14:

- Cycling and running must take place on roads closed to vehicular traffic
- Fluids must be made available at the start and finish of both cycle and run sections
- Competitors must be visible to officials at all times

29.12 No individual support/pacing by bicycles or on foot is permitted, except where provided by the organisers.

29.13 In order to avoid accidents, safeguard equipment and protect personal possessions, competitors must not bring helpers, friends or family members into any transition area when the race is in progress.