



EVENT ORGANISERS GUIDE

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1. 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 Triathlon, Duathlon or Aquathlon.

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

triathlonscotland is the National Governing Body for the sports of triathlon, duathlon and Aquathlon and multisports in Scotland. The main objective of **triathlonscotland** is to facilitate the growth and development of the sport in Scotland. Its position as governing body of the sport in Scotland is recognised by the British Triathlon Federation and **sportscotland**.

What is a Triathlon?

A Triathlon is defined in British Triathlon's constitution as "an event combining any combination of swimming, cycling and running". A conventional triathlon is made up of a swim followed by a cycle ride followed by a run. Triathlon is an individual activity and races take place against a continuously running clock. Occasionally the order of events is changed but this must be done with care to avoid problems with tired athletes entering the swim section and/or drafting during the cycle ride.

Events take place over a wide variety of distances. The "standard" or "Olympic" distance events comprise a 1,500 metre swim, 40 kilometre cycle and 10 kilometres 3run. These represent the midpoint of the spectrum. To cater for the novice triathlete, many events take place over shorter distances, for example: 400 metre swim, 15-25 kilometre cycle, 5-8 kilometre run. These events usually start with a pool, rather than open water, swim. At the other end of the scale are long course events with the classic distance being the 2.4 mile swim, 112 mile cycle, 26.2 mile run Ironman event.

Triathlonscotland registered/sanctioned events are run to British Triathlon rules and a copy is available to download from www.triathlonscotland.org/events.

What is a Duathlon?

A Duathlon is an event combining the cycle and run disciplines of triathlon. Again, activity takes place against a continuously running clock. Events are usually organised as run/cycle/run races, the second run often being shorter than the first. Distances over which duathlons are held vary considerably. As with triathlons, it is important to ensure that the first discipline is organised so that competitors are well spaced out for the start of the second discipline, particularly if this is a cycle ride.

Duathlons offer great flexibility as to their venue as the course does not need to start near water. Apart from the public highway, motor racing circuits and even airfields can offer suitable venues. If a traffic free venue is used the organiser obviously does not have to worry about the event causing a hindrance to other road users. However it is still necessary to take appropriate measures to stop drafting. Advice on how to do this is provided later in this guide.

What is an Aquathlon?

An aquathlon is the third variation of a multi-sport event that you will now commonly see. This is made up of a swim/run combination and as with the other two types of event, the activity takes place against a continuously running clock. Swim/run races are usually held in the autumn and spring

using a pool based swim. However, with the continuing popularity of the sport, mass start, open water races have now been organised so aquathlons are also being held in the summer.

What is multisport?

These events are largely 'adventure' races which are a twist on the traditional disciplines. Sometimes event organisers substitute a swim for example a canoe section, or sometimes a fourth element is added to their event and introduces an additional activity, again such as canoe.

2. Advance preparation

Your event organising team

The organisation of a triathlon or duathlon is complex and time consuming. If events are to be a success a team effort is needed. The following however is only a suggestion. There are many ways of structuring a team that can successfully organise a multi-sport event.

The facets of organising a triathlon can be broken down into an executive group made up of:

- **Event Organiser:** The person who has ultimate responsibility for the event and the organising team.
- **Event Administrator:** A person able to cope with the distribution and collation of event registration forms and who can step into the organisers' role if required.
- **Course Organiser:** A person delegated with the responsibility for the mapping, marking and measuring of the site and each course.
- **Finance Administrator:** A person to draw up a budget for the event and to administer all the financial aspects of the event.

These four people form the core team. Around them there may be others responsible for the cycle course and its organisation, the swim or the results service for example.

Prior to an event happening, meetings must be held to assign responsibilities and solve problems as and when they arise.

Permissions

In order to run an event effectively, sufficient planning needs to be in place in advance of entry forms being made available. The starting place for this is the local Police, to gain permission in principle, then perhaps the Local Council/Authority, site and land owners.

Once a shortlist of routes has been selected this information needs to be passed to the Council/Local Authority Engineers Department and to be circulated through other services and utilities to find the status of roads on the day of the race. This will enable you to plan round any proposed road works for example.

This does not mean however that emergency road works will not take place. You need to be aware of any other events in the locality that may be affected by, or interfere with, the race. Examples include running or cycling races, car boot sales, markets or marches.

All preliminary circulars concerning your event should include:

- Proposed date of event and venue.
- Proposed timetable start, last competitor to finish and times of highway use.

- Proposed outline of the course.
- Estimated number of competitors.

It is at this stage that **triathlon**scotland should be notified of the intended event and registration of the event applied for. Details of how to register are noted later in this guide.

Route Planning

One of the most important factors contributing to the success of a race is the chosen course. There are a number of criteria and guidelines that should be followed. These are discussed in more detail in the sections headed swim, cycle and run.

There are some basic course designs:

- Out and back
- Circuit or multi-lap
- Place to place

All need careful consideration for safety, fairness and suitability.

Course Measurement and Marking

It is important that the course is measured well in advance. This is to ensure that alterations can be made to the course should distances be incorrect. It would put unnecessary pressure on your event team if you only measured the course a week before the event and found the distances to be short, so it is important that this is done early.

Consideration needs to be given to the marking of turn around points and km/mile markers. The signing of courses needs to be planned to ensure sufficient numbers and specificity of signs. Planning is needed as to the location and erection of the signs. It should be remembered that race signs should not be placed over existing road signs.

Your team should also plan when you will be able to erect the signs and km/mile markers. Can this be done the day before the race or can they only go up the morning of the race? This needs to be taken into consideration.

Entry forms and Race information

Competitors, as well as officials and other interested bodies need to know basic information. The information needs to be as accurate as possible at the time of printing. It can be imparted on the entry form and/or information pack.

The basic information provided to competitors and other interested parties should include:

- When: date, start and finish time, prize giving.
- Where: location, directions and maps.
- What: distance and type of race, terrain.
- How much: entry fee, prize purse (if applicable), any extras.
- Format: pool or open water swim, public or closed roads, wave starts, age group categories.
- Registration: how, when, where.

- Results: when, where.
- The arrangements that will be in place for fluid replacement and feeding needs to be communicated to competitors prior to their arrival at the event. This is particularly important in longer distance races.
- Consideration should also be given to placing a disclaimer on the entry form.

Organisers should also ask athletes with specific medical conditions; e.g. asthma, epilepsy, insulin dependent diabetes, severe drug allergies, etc. to write this information clearly on the back of their race number.

The terms 'Olympic' and 'Ironman' MUST NOT be used unless they refer to events organised by the International Olympic Committee or the World Triathlon Corporation respectively.

Care should also be taken over the use of restricted terms, such as Grand Prix Event, etc. (See British Triathlon's Rules and Constitution for further information).

Any alteration to the published information needs to be made available as soon as possible, either through the race information pack or displayed in a prominent position on race day and included in the race briefing.

TriathlonScotland Registration Procedure

It is important that you register your event with **triathlonScotland** so that you can receive support completing your risk assessment; fulfil insurance requirements; fulfil police and local authority requirements and crucially, advertise your event. The procedure for registering your event is as follows:

1. Obtain an event registration form from www.triathlonScotland.org/race_organisers and return it 3-9 months before the event date, fully completed. If police/local authority approval is required then please seek this before registering with **triathlonScotland**.
2. **triathlonScotland** will note the proposed event on the website, and then ask for a risk assessment form to be completed and returned 3 months before the event date to ensure your event meets the appropriate safety standards.
3. Once the risk assessment has been received and checked over, **triathlonScotland** will issue a certificate to you. This is your proof that your event has been sanctioned (signed off) as safe and fair and you may be asked to show this certificate to police/local authorities on request. If you are obtaining event insurance from **triathlonScotland**, this is your proof of cover. Therefore, keep it safe.
7. Race organisers must arrange a race referee to be responsible for all areas relating to British Triathlon rules, leaving you free to ensure the event runs smoothly. Please contact **triathlonScotland** for help finding a referee.

3. Race Organisation

Registration

The registration procedure needs to be clearly explained to competitors prior to their arrival at the event. An area should be made available for registration that can cope with the number of entries. There should be clearly defined entrance and exit points with sufficient personnel to ensure that no undue waiting occurs.

It is standard to have defined points at registration to:

- Check competitor race licences are valid.
- Check competitor against list of entrants to determine starters/non-starters.
- Check competitor information is correct (i.e. name, age, etc.).
- Issue race number(s).
- Issue T-shirts and/or other items. The registration area is also a good place to have a race information board to give race details and any last minute changes to the published programme.

Marshalling

This is an extremely important area for consideration. Once courses are finalised, identify where marshals are needed and the total number required. Recruit sufficient marshals to fill the positions as soon as possible. Local swimming, canoeing, cycling, running and triathlon clubs are good sources of event marshals. Local gyms, health clubs, women's groups, Rotary and Lions clubs are also worth approaching.

It is important that you take care of your marshals, feed them, give them event t-shirts, and / or give donations to their clubs. All this will ensure that they come back next year.

It is also important to ensure the marshals are of a calibre to carry out the function required. If there are some roles which carry more responsibility than others, try and fill these roles with experienced marshals. Key points to note

- Brief the marshals as to their exact duties and responsibilities as far in advance of the event as possible. Ensure each marshal knows his / her exact location. This can be done with maps and / or transporting the marshal to the location.
- Each marshal should be given other race information including start and finish time, flow direction, emergency contacts and so on.
- In longer races, refreshments and / or relief marshals should be supplied.
- It is vitally important that you make a provision for non-attendance of marshals at critical points on the courses. A list of marshalling priorities should be established so marshals can be reassigned from low priority areas if this is required.
- The safety of marshals on the swim, cycle and run sections is of prime importance. Under no circumstances should marshals be asked to endanger themselves. It is important that all marshals know they have no authority over road traffic. If vehicles need to be halted, slowed or diverted then a police presence should be obtained in the relevant place. All marshals on public highways should be issued with highly visible garments.

The following areas will require marshalling. The type of task will dictate the calibre of marshal required:

- Open water swims: safety crew, start/finish marshals, turn point marshals, swim exit to transition marshals and marshals to control spectators.
- Pool swims: courtesy marshal for information regarding changing rooms, toilets and start, safety staff, starters, timing crew, lap counters, pool side marshals.
- Transition: check in crew, security crew, direction/flow marshals.
- Cycle: static zone referees*, junction/direction marshals, sign erection crew.

- Run: junction/direction marshals, sign erection crew.
- Others: refreshments, car parking, timing and results, registration, relief/spare marshals.
- Post race: helpers are needed to clear up, take down signs, dismantle the transition, pick up litter, etc.

* It is important to note that on the cycle course, static zone referees do not have to be qualified referees. The people in this role can simply be experienced marshals who have been fully briefed on the drafting rules.

Race Briefing

There should be a separate briefing for competitors and marshals. The time and location of the briefings need to be clearly advertised beforehand. The competitors briefing should be in an area that allows the expected number of competitors to gather and hear what is being said. Any information updates can be given at the briefing.

In the case of wave start events it may be necessary to have a series of briefings. In these circumstances the information given at each briefing must be the same so as to prevent any possibility of competitors gaining any unfair advantage. The race referee should be made aware of the time and location of the briefings and be asked to say a few words to the competitors. This will emphasise the fact that a referee is present at your event.

Transition Area

The transition area should be a defined area that excludes all other persons apart from competitors and officials. Some form of barriers / fencing should be used to form a transition compound; rope or marker tape is not sufficient.

The transition area needs clearly marked openings for entry from the swim, cycle exit and entry and run exit. These openings should be wide enough to allow competitors to proceed without any interference or hindrance. Each opening should be manned for directional and security reasons.

The cycle exit and entry points need to be manned by experienced marshals to ensure helmet rules are enforced and dismount violations do not occur. Cycling in the transition area is not permitted (see British Triathlon Rules).

Special attention should be given to the flow of competitors through the transition area to ensure that there are no points where competitors have to cross paths. If there are, these need to be supervised by experienced marshals. However, you should aim to avoid this happening.

The layout of the transition area should be such that no advantage can be gained from the position allocated to an athlete for bike racking and leaving cycling/running kit.

There should be some form of racking or support for competitors' bicycles within the transition area (this is usually made up from scaffolding poles). The racking should be checked to ensure it is safe before the day of the event.

Sufficient space should be provided to allow each competitor to lay out their equipment for the race and to be able to change equipment without any interference or hindrance. It is important to remember that in triathlons competitors will be barefoot from the swim exit to when they don their shoes for cycling, hence the surface from the swim to the transition area and in the transition area should be smooth and free from debris. Many events use transition matting to achieve this.

When entrances/exits are not in use they should be physically closed off and marshalled.

Start and Finish

The start and finish lines need to be clearly defined. The start procedure should be made known to all competitors and there should be a system of recall and/or penalty for false starting.

It is preferable to have a finish chute leading to the finish line to channel competitors and to exclude non-competitors. A finish gantry is also desirable. In races where large crowds are expected provision should also be made to have an exclusion zone behind the finish line to protect competitors. In these cases, crowd barriers should be considered. Careful thought should be given to the flow of spectators as well as competitors particularly in and around the start/finish areas.

Timing and Results

A system needs to be in place that can cope with the demands of the race. Small numbers of competitors can often be processed and results produced by hand. In larger races or races with staggered start times a more sophisticated system, such as chip timing will be required.

If possible the system and personnel should have a trial run before the race, as it is quite common for the timing system to be unable to cope with the demands put upon it. If highly technical timing systems are used, such as bar codes or Radio Frequency Identification (RFID), then consideration should be given to a manual back up system.

Whatever timing system is employed it should be able to produce a list of overall winners on race day, then dispatch a complete set of results to all competitors within a week of the race.

Race Facilities

Consideration should be given to the following:

- Sufficient parking for competitors, spectators and officials.
- Toilet and wash/changing facilities.
- Baggage storage and secure area.
- Refreshments and catering facilities for competitors, officials and spectators.

Fluid replacement for competitors should be available at least after each discipline. The transition area and the finish area are logical sites for fluid replacement stations. The longer the race and the hotter or more humid the conditions the more fluid replacement stations are necessary. In standard distance races it is normal to have stations in the transition area (i.e. after the swim and cycle), midway through the run and at the finish area. If the run course is one loop rather than laps, then more drink stations may be necessary depending on the conditions.

Food or nutrition supplements should be available during events lasting 3 hours or longer. This is important because competitors cannot be given fluid/nutrition from anyone other than the event organising team, in addition to what they carry themselves, during the course of a race (see British Triathlon Rules). Therefore, adequate supplies and distribution are essential.

Medical Personnel

The recruitment of suitable medical personnel is vital. There are a number of organisations suitable for this purpose such as the St Andrews ambulance and Red Cross services. Early consultation by the organiser is important to ensure the availability of sufficient personnel. A doctor is not mandatory but in larger races, particularly those including open water swims, having a doctor present is advisable. When an event has an open water swim and for major events, the local hospital accident

and emergency department should be notified about the race. This is compulsory for events with sea swims.

There should be sufficient personnel to cope with the worst case scenario, particularly if a sea or cold water swim starts the event. For events involving open water swims it is recommended that a ratio of 1 first aid professional to each 80 competitors is maintained.

The placement of medical facilities is important. They are likely to be most needed after the swim, at the race finish and at high risk points on the cycle course. These points should be identified by you and your safety officer and communicated to the medical personnel prior to the race. All First Aid points must have access for ambulances.

Drug Testing

British Triathlon may notify you that a Sports Council Doping Control Unit will attend the race. If this is to happen British Triathlon will provide personnel to support the unit. It will also provide suitable beverages for the unit to use.

You are obliged to provide an area where the unit can operate in relative seclusion. However, testing is only likely to happen at Championships and other major races where there is an elite wave.

Communications

A communications system can be technically advanced or fairly unsophisticated but it does need to have been tested in advance of the race. The system needs to be able to:

- Contact you, the race organiser, in case of problems during the race.
- Contact the on-site medical personnel.
- Contact external medical services quickly.
- Relay information to the commentary team.
- Contact the race referee.

One practical option is to hire a local Raynet club, or similar, who will provide personnel and communication units or hire the units and allocate them to selected personnel. It is probable, however, that more than two or three basic units will be prohibitively expensive to all but a few races.

Nowadays almost 1 in 2 people have a mobile phone and this can be an attractive alternative. Provide all the marshals and officials with a list of important telephone numbers and, if possible, arrange a central clearing point for information.

Information needs to be made available to all concerned parties. Competitors and race personnel need to know many things but in particular any changes of information. A great aid to putting out information is a good PA system and race commentator. The PA system should be audible in as many areas as possible. Appeals and calls for particular persons, etc. can then be broadcast in a matter of moments.

Finance and budgeting

Race Budget

Preparing a race budget is an extremely important part of putting on an event. Without a comprehensive race budget it is not possible to calculate the income and expenditure or to balance the books. A race budget should include all items of expenditure, accurately assessed.

Entry Fees

The setting of an entry fee is a decision made by you. However, all **triathlon**scotland/England/wales race licence holders who enter the race are entitled to a discount compared to the non-member entry fee.

Governing Body Fees

An event fee, known as a levy is payable to **triathlon**scotland for all sanctioned events. The levy is based on the number of competitors who take part in the event. A list of the current fee structure is available at www.triathlonscotland.org/race_organisers. It is very important that these are paid as the monies help the sport as a whole to develop.

Insurance

It is a requirement of **triathlon**scotland's race registration process that insurance cover is provided for an event. If an affiliated club who has purchased **triathlon**scotland club insurance is promoting the event and they have completed a risk assessment then they will have insurance cover in place and will be awarded an event sanctioning certificate. Venues which carry their own insurance, such as Local Authority leisure centres, can use this cover provided it meets the minimum requirements laid down by **triathlon**scotland. Staff at **triathlon**scotland can advise on the specifics of this cover.

Prize Funds

As the race organiser, you decide the level of cash prize funds unless the race has commitments of minimum prize funds set by an external body; e.g. **triathlon**scotland Championship, British Triathlon Championship or Grand Prix. However, cash prize funds are not essential. The majority of races award competitors with kit, nutritional products or vouchers from one or more of their sponsors.

Financial Security

It is important that the race is able to fulfil its financial obligations. Problems in this area will reflect badly on the sport, **triathlon**scotland and the organiser. Extra and unexpected costs might be incurred for any road closures, athlete's expenses, swim entry or exit platforms, spectator facilities, Police and council, etc. It is important to keep these in mind when you are preparing your budget.

What can go wrong?

Most events that take place are meticulously planned and organised. However, they may be considered poor or fail in certain areas because of one or more of the following:

Lack of Course Marshals

If an event is inadequately marshalled it is likely to fail in some aspect. Every junction where a change of direction is required should be marshalled by at least one person.

The marshals must always be alert and capable of the task they have been set. It must be remembered that they are not allowed to direct traffic, they are there only to advise the competitor.

Results

The preparation of results for a triathlon can be very frustrating. For all but the smallest races it is essential that a computerised result's system is used. Many systems are available at a price, or individuals may offer the service again at cost.

Officials

There are rarely enough officials at an event, even if you think you have enough, consider recruiting more. If you are having problems recruiting additional referees, speak to your Chief referee to see if he / she can help and / or **triathlonscotland**. If you recruited your referee(s) a month or more before your race, be sure to speak to the Chief referee approximately 2 weeks before the race date to check he / she is still able to help and understands when to arrive and where to go.

Time Keeping

Time keeping is particularly tricky and should always be done by two or three people. When one competitor at a time is finishing one person can cope but when five finish at once life can get a bit complicated. Competitors can become very irate if their time is wrong or missed altogether.

Competitor information

Make sure that this is available to competitors at least 14 days before the event and that it clearly states the essential information, e.g.

- Event location.
- Start time and approximate finish and presentation time.
- Swim, cycle and run course details / information
- Parking information.
- Any local rules additional to British Triathlon rules.

4. Race components

Swim Section

You and your team should make sure that the choice of water for an open water swim is suitable for the purpose and that the competitors are not being placed in any danger due to the route or condition of the selected water.

There are a number of factors that need considering before an area of open water should be used depending on whether it is in the sea, a lake or a river:

- Access, proximity of cycle start.
- Likely water temperature.
- Currents or eddies.
- Water quality.
- Other users of the water.
- Depth minimum of 1 metre deep at any point, excluding start and exit.
- Conditions underfoot at start and exit.
- Any overhanging or underwater hazards.

You should consult with regular users of the water in question; i.e. commercial users, canoeists and lifeguards.

Access to the area is very important as this will not only determine how easy it is for the event to take place but also, in the event of something untoward happening, how easy it is for emergency services to gain access to the area.

Course design should allow for minimal congestion at the start of the race. For courses that are out and back or involve laps, provision should be made to separate swimmers going in conflicting directions.

The start and finish areas should be clearly defined. The start should be wide enough for the proposed number of entrants so that all competitors can make a safe start without interference from others.

The finish area should be marked so that there is no confusion as to exactly where the swim is completed and the competitors can proceed on foot.

The actual swim course should be marked with buoys that are clearly visible to the swimmers when in the water. Turn buoys should be at least 1 metre high. All markers should be fixed so they will not move in the prevailing water conditions. A lead boat or canoe should precede the leading swimmer in each wave.

Swimmers must wear brightly coloured swim hats. Body marking is advisable but often impractical when wetsuits are worn.

Safety cover, safety craft and / or canoes must be provided. Personnel assigned to water safety must be in the ratio of 1 to, at most, every 20 competitors. Emergency exit points should be available for swimmers to leave the water and separate exit points should be available for safety craft.

At no point during the swim should any competitor be more than 50 metres from assistance. In addition to canoes at least one motorised safety craft should be used at every event. First aid and warming facilities also need to be available.

Even when the water temperature and conditions are good it is advisable to have hot drinks available. Hypothermia can occur in relatively warm water particularly in very thin or weaker swimmers. A cut off time for the swim should be agreed with the race safety officer and Chief referee prior to the event. If any competitor fails to complete the swim before the cut off time he / she should be removed from the water and be ordered to retire. Competitors refusing to retire will not be insured to continue racing and may be subject to disciplinary action by **triathlonscotland**. The cut off time will be dependent on the water conditions, temperature and the length of the swim.

Environmental Conditions

The race referee will shorten or cancel the swim if the water temperature is such that this is necessary (see British Triathlon rules). Excessive water flow or wave conditions may also warrant such a decision. The temperature should be taken as specified in the British Triathlon rules, one hour prior to the start. The referee will then decide the ruling pertaining to the use of wetsuits.

In all open water swims, alternative plans should be made in case environmental conditions make the swim section unsafe forcing it to be cancelled or curtailed.

Water Quality is of prime importance. The Environment Agency / National Rivers Authority should be contacted for advice on the area of water to be used. Water testing should be arranged and the results of these displayed for competitors prior to the event.

Pool Based Swims - Wave Starts

Pool based swims may be organised in a variety of ways. The two most commonly used, because they optimise the use of pool time, are wave and individual start events.

For wave start events to work successfully, competitors need to put their estimated swim time on the entry form. Competitors are then seeded into groups (called waves) of, for example, 24 (i.e. 4 per lane in a 6 lane pool). The order of waves is generally from the slowest to the fastest.

A few events send off all the competitors in a particular wave together and let them sort themselves out into a swimming order. This method makes timing very simple, as only one timekeeper is needed at the exit from the pool complex, but the start of each wave can be very physical.

Whichever method is used, it is essential that the swim direction for each lane is worked out in advance and the competitors notified. Either method of wave starting can be time consuming particularly if competitors do not estimate their swim times very accurately, as the next wave cannot start until the pool is empty.

Individual starts: For this type of event to be successful a computer programme that can cope with hundreds of individual start times is needed.

Firstly it is necessary to decide how many competitors each lane can accommodate at one time: usually 4 per lane in a 25 metre pool and perhaps 5 per lane in a 33 metre pool. Initially swimmers are set off at 10 or 15 second intervals until the lanes are full.

As soon as a competitor finishes the swim, the officials for that lane start another one. This method means that the pool should always be full providing the swim organiser ensures a constant supply of competitors ready to start to each lane.

Asking competitors to estimate their swim times when they enter the event enables this to happen. The competitor is allocated a start time and told to be ready on the pool side 5 or 10 minutes prior to their start time. The start time for each competitor is based on all the estimated swim times collated so those swimmers of a similar ability are swimming in the same lane at the same time.

The ultimate aim is to keep the optimum number of swimmers in the water all the time and for all the lanes to complete the entire swim section at roughly the same time. Putting this into practice requires a certain amount of luck and a lot of juggling of estimated swim times. All this work can be undermined by competitors who fail to estimate their swim times with any degree of accuracy.

This "pre-event time juggling" can be eliminated if the number of swimmers in a lane at any one time is reduced or the width of each lane is increased, for example making two lanes into one and having 6 swimmers per large lane. Both these methods cancel the need to ask competitors to estimate their swim times. However, using either method will generally mean that the swim section of a race will take longer.

Many organisers using individual starts add elite waves to the beginning or the end of their race. This adds interest for spectators and lets likely winners of an event race against each other. The top competitors in the event will usually be started, 2 per lane, as a single wave. Such waves can be used for the elite men and women and the top veterans.

At least one qualified lifeguard must be on duty throughout the swim. Each competitor should be provided with a coloured cap to facilitate lap counting and which can be easily discarded on completing the swim. These can be reused by other competitors.

Competitors should be warned when they have two lengths left to swim. This can be done by a tap on the head as the swimmer turns, but is best done by showing a "2 lengths to go board" which is put into the water as the swimmer approaches the turn.

All swimmers must start in the water. It is also advisable to arrange the swim so that swimmers finish at the shallow end of the pool.

Open Water Swim

- Wave starts should be used with a maximum of 120 swimmers per wave. Waves are usually organised by age groups, sex, and elite athletes.
- Swim starts should be wide enough to increase the chance of the faster swimmers getting away from the chasing pack and spreading out the field.
- The first turn should be at least 400 metres from the start to avoid too much congestion which will tend to bunch the field.
- The finish should be of such width and design to allow competitors to exit unhindered.

Pool Swims

- Fewer competitors are likely to be leaving the water at any one time during a pool based event so drafting during the cycle section is less likely to happen.

Organisers however should still take note of the guidelines (see British Triathlon Rules).

Cycle Section

After the swim, the cycle is likely to present most problems as, in most cases, the course will be shared with other road users and because of the high speeds which triathletes can achieve during the cycle.

There are a number of aspects that need particular consideration including course design and the attitude of the Police to cycling on the highway.

Course Design and Marking

The design of the cycle course can influence its safety and the incidents of drafting. A testing course with hills, particularly in the early stages, is desirable. A course with mostly left hand turns is best but where right hand turns are included marshals and Police should supervise them. The width of the roads must be suitable for the competition; consideration must be given to the control of the numbers of competitors on the course at any one time or at any particular point.

Lapped or out and back courses should be avoided unless it can be demonstrated that provision has been made to ensure the safety of all road users, that drafting will not be caused by the choice of this type of route and that severe congestion will not occur.

The surface of all parts of the route should be hard and in good repair. Areas that may cause difficulty due to contaminate (glass, gravel etc.) should be swept and / or cleaned. All junctions / turns should be marshalled and identified areas policed.

It is important that road users who join a triathlon or duathlon course are made aware that a race is in progress. Warning signs stating that a cycling race is taking place should be placed on major roads joining the course prior to their junction with the course. Distance markers should inform competitors of the distance covered, ideally every 5kms. Dangerous descents and sharp blind bends should be avoided.

Triathlon and the Police

The Police attitude towards triathlon, although improving, is not consistent. It is not clear from the relevant sections of the Road Traffic Act (RTA) how our particular sport should be viewed. Triathlon is neither a cycle road race nor a time trial as defined in the RTA. The implications of this for both mass start and pool based events can cause problems.

Within the RTA there is a clause that allows Chief Constables discretion as to which other events they allow on public roads. Triathlon operates under this clause.

Currently the Association of Chief Police Officers (ACPO) recognises British Triathlon as the National Governing Body of triathlon, duathlon and aquathlon. They recommend to their members that any events not registered through the sport governing body should not be allowed to proceed on the public highway.

It is since these guidelines were adopted that there has been a significant improvement in the relationship between triathlon and the local police forces. For this improvement to continue it is imperative that all within the sport only organise and / or take part in safe events that will cause minimum disruption to other road users.

Cycle Condition

Each cycle must be in a roadworthy condition but this is the responsibility of the athlete and not that of you or your team. Bike checks should be restricted to ensuring that the rules are adhered to in respect of control levers, etc., and that helmets meet the required ANSI or SNELL or EN standards.

Marshalling

The marshalling of the cycle course is of vital importance. The quality of marshals cannot be over emphasised. There should be spare / relief marshals available and a system to check all the marshals are in place before the first cyclist begins.

The "helmet rule" operates from the point at which the bike is un-racked to the point at which the bike is re-racked. Between these points the athlete must be wearing an approved helmet and that helmet must be done up. Helmets must be fastened at all times. The Chief referee should be transition based so any competitor who does not adhere to the rules will be stopped and may be penalised. However, this is the job of the referee, not a marshal. See the British Triathlon rules for more details.

Drafting

Motorcycle Referees

To safeguard the future of triathlon and duathlon in Great Britain all those involved whether as competitors, officials or event organisers must do everything possible to reduce drafting during the cycle section of races. Local Police forces will only allow racing on the public highways if it does not cause undue interference with other road users. Clearly, if bunches of riders are allowed to form during the cycle section interference will be inevitable.

At events motorcycle referees are invaluable. They are your eyes on the course. **triathlonscotland** has a list of National Escort Group (NEG) qualified motorcycle referees. Prior to every event the motorcycle referees should be given course maps showing the location of First Aid and static communication points. In the event of an emergency this will enable them to immediately know where to go to communicate information or call for medical back up. You and the Chief referee should make your whereabouts known during the race to ensure you are always contactable.

There is no single measure that will combat drafting. Instead, a range of direct and indirect methods need to be employed. The course design should take the occurrence of drafting into consideration. A team of NEG motorcycle referees who are members should be appointed at a minimum ratio of 1 motorcycle unit to each 50 competitors in mass start events and 1 unit per 125 competitors in events with pool based swims.

There should be a minimum of 2 motorcycle units in any race. The team of motorcycle referees should have an appointed leader who will organise the team in association with other bodies

including the race referee. However, all motorcycle referees need to be briefed by the Chief referee and have ways of communicating with him / her throughout the race.

Variations for a Duathlon

Currently duathlons tend to be organised from September to May whereas triathlons take place in the warmer summer months. Essentially the guidelines that have been given regarding organising a triathlon can also be applied to duathlon and aquathlon both in general terms and in relation to each specific discipline.

The first run of a duathlon should be long enough to ensure the field is well spaced out by the end of it. As a rough guide the first run is usually twice the distance of the second run. Wave starts can also be used to reduce the number of competitors going onto the cycle section at any one time.

In all events, access to and from the transition area should be wide enough to allow free flow of competitors. The aisles in the transition area should be wide enough to accommodate the flow of competitors and the space allocated to each competitor should be generous. All of these measures will help reduce packs forming later.

As has been stated, cycle course design plays an important role in reducing drafting. The exit road from the transition should be wide and have a good firm surface. A hilly cycle course or at least a course with hills at the start will help reduce drafting. The roads used should be wide enough to allow two cars to pass. For events with large numbers of competitors the roads should be even wider.

The final measure to reduce drafting is the motorcycle referees. All events must have the minimum number of motorcycle referees as required by the British Triathlon competition rules. They, in conjunction with the appointed referee will agree a strategy for marshalling the event.

Hopefully the above measures will result in a well spread out field at the start of the cycle. By firm enforcement of the drafting rules, the motorcycle referees should be able to maintain this spread throughout the cycle section of the event.

Run section

As with the other courses the choice of route is important. Consideration should be given to the running surface and this should be placed in the race information to allow competitors to choose the appropriate footwear. The distance should be measured and publicised.

Circuit routes are preferable and if possible routes away from traffic are best. Routes on pavement or pedestrian areas are potentially more dangerous than on public highways as highways can be managed more easily (traffic cones etc). Control of pedestrians to ensure a safe run can be costly in manpower, structures and finance.

Out and back routes and multi-lap circuits make it difficult to check that competitors have completed the correct distance. A system should be in place to see that competitors do cover the full distance. Turn points should be marked and marshalled.

The route should be marked along its entirety to ensure competitors can navigate the course. If the route is on a public highway then police assistance will be needed. Any points where the route crosses roads will need to be policed and marshalled. Distance markers should be used to mark each kilometre or mile. Warning signs should be placed at regular intervals (every kilometre) if the course is open to other users.

Finish Area

The finish line must be defined and known to the competitors and timekeepers. The structure of the finish gantry and finish chute should be sufficient to allow for a sprint or multiple finish. An assistance or recovery area should be available. As with the transition area, a clearly defined and substantial finish area / gantry significantly adds to the quality of any event.

Medical facilities should be on hand at the finish area as this is where most traumas will be evident. Fluid replacement should be available at the finish area and at least at one other location on the course.

5. Race Variations

Relay Events

Relay events are popular, particularly towards the end of each season. They give club members and groups of friends an opportunity to compete together. The atmosphere at relay races may appear less serious than at individual races but you should be aware that the competition will still be very intense.

Events follow one of two basic formats:

- Each member of the team completes one discipline
- Each member of the team completes all the disciplines.

In the latter case, the distances each competitor races tend to be shorter while the total distance of the race is equal to or slightly longer than in individual events.

One Person per Discipline

These are organised roughly as a normal event would be. However, allowances need to be made for specialists competing in each discipline. This can mean that the range of ability within each discipline will be much closer than usual and so measures to reduce drafting on the cycle section need greater consideration.

If an open water swim is to be used it is recommended that it should be at least 1,000 metres. If a pool swim is to be used, consideration must be given to the number of swimmers leaving the pool at any one time.

Each Competitor Completes a Triathlon

There are two possible formats here:

- Format 1: Each competitor completes their "mini triathlon" and then hands over to the next member of the team. The distances involved are relatively short (e.g. 400m swim/ 15km cycle/5k run) so drafting on the cycle section is a potential problem.
- Format 2: This format is the one used for the British Triathlon National Relay

Championships. Here, the teams are comprised of four members (A, B, C and D) and the event begins with a swim relay section. A swims first and on completion hands over to B. B then swims and hands over to C who swims and hands over to D. Once D has finished the swim they hand over to A who then completes the cycle course. A now hands over to B who does the cycle course. Once all four have completed the cycle course then A goes out onto the run before handing over to B. When D finishes the run the total time taken for all four to complete all the sections is their actual time.

The permutations for ways of running relays are endless but the following should receive careful consideration:

- **Transition and Changeover:** There should always be defined or coned transition/changeover areas. Competitors must be thoroughly briefed on how changeovers are to take place. The flow of competitors through this area must be clearly thought out before the event.
- **Timing:** A reliable timing system with a backup should be in place. In the frantic activity that surrounds relay events, mistakes can easily be made.
- **Drafting:** Whatever the format of the event consideration must be given to the problem of drafting, particularly if each competitor is going to complete a "mini triathlon" before handing over to the next member of the team.

Children's Events

British Triathlon has produced a separate guide specifically for people interested in organising children's events. Please visit www.triathlonscotland.org/race_organisers and download the guide.

6. Marketing and Promotion

Marketing your event is very important if you wish it to be a success and, remember publicity helps to promote the sport of triathlon in general.

Basically there are two things to think about:

- Your promotional material and its effective distribution;
- Using the media.

Promotion

This comes down to designing a distinctive logo for your event and then putting together attractive-looking information about the event. It is essential to include venue, date, distances, eligibility and how to enter with a contact name and telephone number. This can take the form of posters, hand-outs, stickers, badges, etc. However, it's no good having good publicity material if people don't see it. Make sure triathlon clubs, swim clubs, running clubs, cycling clubs and leisure centres in the area know that your event is taking place and have information they can hand out to interested parties.

As your event will be registered with **triathlonscotland**, the information you provide will also go on the **triathlonscotland** website in the Events section. You should also think about telling running, cycling and triathlon magazines about your event. Most magazines have a 'what's on?' section and will usually list events for free.

Good luck and enjoy your event!
triathlonscotland

If you have any questions about any of the information contained in this guide, please contact

Triathlonscotland, Gannochy Sports Centre, University of Stirling, Stirling, FK9 4LA
email: volunteers@triathlonscotland.org
call: 01786 466903