



## **Technical and Information Package for race sanctioning. (For Grand Prix, Sprint, Duathlon, & Half-Ironman Events)**

Approved by the Board of Directors  
February 10, 2016

Questions may be directed to the office at 204 925 5636 or  
[triathlon.ed@sportmanitoba.ca](mailto:triathlon.ed@sportmanitoba.ca).

**Welcome to the Triathlon Manitoba race season.**

Event organizers are vital to the sport and Triathlon Manitoba is proud to be able to work in partnership with you.

Please read through the sanctioning application carefully and do not hesitate to contact the office or the Sanctioning committee with any questions, comments or concerns.

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## Section 1

### **PURPOSE OF THE SANCTIONING PACKAGE & APPLICATION PROCESS**

**Purpose:** The Triathlon Manitoba Sanctioning Application process is a cooperative venture between the Race Director and/or Local Organizing Committee and Triathlon Manitoba. Triathlon Manitoba is committed to ensuring that high-quality events are held in the province of Manitoba.

#### **Why Sanction?**

1. To provide you with the information you need in order to organize a safe and enjoyable race for the athletes.
2. To give you the opportunity to put your plan in writing. The benefits of having a written plan are that you will have thought through, in detail, all of the steps that you need to take in order to organize a safe race. You will have a document to which to refer when carrying out each step, thereby reducing the chances that you will overlook something important.
3. To communicate your plan to Triathlon Manitoba and determine areas in which Tri MB can help you to carry out your plan.
4. To give Triathlon Manitoba Sanctioning Officials the opportunity to review your plan and to make recommendations in areas that may require some improvements. This builds an extra safeguard into your plan, further ensuring that something important does not get overlooked and that your race is the safest and most enjoyable that it can be.
5. To become an officially sanctioned race along with its benefits:
  - Insurance - \$5 million comprehensive liability (subject to change).
  - Free Tri MB membership for each race director
  - Eligibility to bid for national and international competitions.
  - Access to newsletter and web site for promotion of your event.
  - Access to Triathlon Manitoba race equipment, including timing hardware and software.
  - Invitation to annual race directors' forum.
  - Triathlon Manitoba certified officials will attend your event.
  - Triathlon Manitoba will endeavor to assist you in any way possible.

#### **Process overview**

- 45 days prior to the event, the following must be submitted to the TriMB office: the electronic version of the Sanctioning package application; the \$500 sanctioning fee and the Sanction Agreement Form (Section 2, page 16) -- mailed or delivered; your electronic version of the event info. The \$500 fee is 100% refundable if all sanctioning information is submitted on time and race equipment is returned in a timely manner and in good working order. If either the pre- or post-information is submitted late, \$100 will be subtracted from the deposit refund per late submission. If any equipment is returned late or damaged, the fee may be only partially refunded or not at all.
- Upon approval of the sanctioning package, a confirmation notice will be sent to the race directors.

#### **Refusal**

Sanctioning of any event in Manitoba can be refused by Triathlon Manitoba for any of the following reasons:

- Poor past performance
- Failure to meet sanctioning probation conditions
- Concerns that the race management is not capable of meeting Triathlon Manitoba sanctioning/safety considerations, or other factors indicating potential problems in race operations
- Insufficient time to process the sanctioning request
- Incomplete sanctioning requests
- Outstanding past requirements and obligations
- Not being a member on good standing of Triathlon Manitoba
- Failing to comply with conditions of sanctioning
- Any other issue, which Triathlon Manitoba deems, is a serious concern, which may affect Triathlon Manitoba's ability to obtain insurance coverage.
- Such other matters as Triathlon Manitoba may consider in preserving the reputation of the association and/or reasonable safety concerns.

Any Member of Triathlon Manitoba who is affected by a decision of the Sanctioning Committee, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as described in the appeals policy.

## The Sanctioning Process

Sanctioning applications must be received electronically to Triathlon Manitoba a minimum of 45 days prior to the event.

This allows adequate time for the sanctioning committee and head official to review the package and communicate feedback or make suggestions regarding safety concerns or race organization. Race directors will receive an email or phone call by a member of the sanctioning committee outlining any feedback following the review so that there is sufficient time to incorporate any comments. Events will not receive an official sanction designation on the race calendar until the sanction process is complete and satisfactory.

If your event course is:

- (A) IDENTICAL TO LAST YEAR OR WITH MINOR COURSE CHANGES AND THE RACE DIRECTOR IS THE SAME PERSON -
1. Complete and submit Section 2, along with \$500 *application fee*. **Copies of maps** from the previous year are acceptable, **unless** there is change in which case a new map must be submitted or if the previous maps were not up to par.
  2. The director of sanctioning will contact the race director to discuss the application. A meeting and/or site visit may, or may not be required.
  3. Be sure to acquire all permits required and have available at request of sanctioning director, head referee, or technical delegate.
- (B) THE SAME COURSE, BUT NEW RACE DIRECTOR, or A NEW EVENT, or THE EVENT YOU ARE ORGANIZING HAS BEEN RUN BEFORE, BUT WAS NOT IN THE PREVIOUS SEASON -
1. Carefully read all criteria and complete this entire package. Submit with \$500 application fee.
  2. A sanctioning committee delegate will contact your race organization prior to planning stages to prevent any unforeseen surprises.
  3. A mandatory site visit.
  4. Be sure to acquire all permits required and have available at request of sanctioning director, head referee, or technical delegate.

Please complete all forms legibly and **as comprehensively as possible**. The more information and details you can provide the more effective this application becomes. Please include any relevant information not solicited in this application and provide copies of any supporting documentation you may have.

If you are unsure about anything regarding sanctioning, contact the Triathlon Manitoba office at 204 925 5636, [triathlon.ed@sportmanitoba.ca](mailto:triathlon.ed@sportmanitoba.ca).

After completing, email it to: Triathlon Manitoba [triathlon.ed@sportmanitoba.ca](mailto:triathlon.ed@sportmanitoba.ca) Attn: Director of Sanctioning

Only an electronic copy of this document must be submitted to Triathlon Manitoba. Please make and keep a copy of this document once it has been completed.

The criteria are essentially drawn from the ITU Operations Manual, with some adaptations to local conditions. Some safety criteria not found in the Operations Manual are included to prevent common safety omissions.

Some events are unique in structure where some of the criteria may be waived, or additional criteria put in place. Safety and event quality must not be compromised.

### ADMINISTRATION

1. A confirmation package, including course maps, should be sent to all registered racers, and/or post information to a web site, phone or email participants confirming their entry was received.
2. Final race results will reflect DNFs and disqualifications by officials.
3. Sanctioning application **must** be submitted electronically no later than 45 days prior to event date.
4. Triathlon MB must approve race entry forms prior to public distribution. Remember to include One-Day Members Fees or Triathlon Manitoba membership number or other Tri Can recognized association (USA & other out of country athletes will need to pay the one-day member fees), as well as name, gender and birth date. Please include Triathlon Manitoba web site URL – [www.triathlon.mb.ca](http://www.triathlon.mb.ca) on race entry forms. Email electronically to [triathlon.ed@sportmanitoba.ca](mailto:triathlon.ed@sportmanitoba.ca) for approval.
5. Application fee of \$500 must be received by Triathlon Manitoba with this application. One Day Member fees and sanctioning fees **must** be paid within 60 days following an event (See Section 3, page 2).
6. A volunteer list indicating their city/town of residence **must** be submitted within 60 days of the event (See Section 3, page 4).
7. A list of the One-day Members who raced, indicating their birth date and city/town of residence **must** be submitted electronically within 60 days of the event (See Section 3, page 5).

### GENERAL

1. Each leg of the race should be measured accurately, using appropriate technology (See Appendix A – Course Measurement Guidelines).
2. A form of electronic timing, giving separate splits for each leg of the race and for the overall race, by category, is required. Triathlon Manitoba owns such a system.
3. You must ensure that there are washroom facilities in the vicinity of the transition zone (within 200 meters). Portable toilets are strongly recommended if facilities are not readily available.
4. On race day, all competitors must be body marked with their race numbers on the **outer, lower left calf** (or both) and the **outer, upper left arm** ( or both) to ensure visibility to officials. Markings may also be made on the right, if necessary, for timing purposes.
5. Familiarize yourself with the ITU and Triathlon Canada Competition Rules available on their website. Please indicate in the confirmation package to athletes that ITU rules will apply or if there are any exceptions in Manitoba. A security plan must be in effect to protect athletes and equipment.
6. Common race distances are: 1500m/40K/10K (Olympic), 750m/20K/5K (Sprint), and 300m/10K/3K (Try-a-Tri / Youth).
7. The Head official/technical delegate has the responsibility to ensure the safety of participants and volunteers, and to ensure that the principles of fair play are respected. The Head Official and/or Triathlon Manitoba technical delegate have the authority to rule upon conditions that they deem to be hazardous or that fail to meet Triathlon Manitoba's Race Sanctioning Criteria, Safety Standards, and Competitive Rules. As a sanctioned event, you are obligated to make the necessary adjustments in accordance with the ruling. If you disagree with the ruling of the Head Official/technical delegate, you are to comply with the ruling, and then to send a written report of the incident to Triathlon Manitoba.
8. Failure to comply with a ruling by the Head Official or technical delegate will result in a review of the incident by the Triathlon Manitoba Board of Directors.
9. A plan to account for athletes that DO NOT FINISH must be in place for each leg of the event.
10. Give prior consideration to alternative plans in case of inclement weather. For example – if you host a sprint duathlon, your first run leg could be used in place of a cancelled swim.

## 11. Minimum age requirements for sanctioning events: Determined by age as of current competition year

Try-a-tri	300m swim/ 10km cycle / 3km run	12 years
Sprint Triathlon	750m swim / 20km cycle / 5km run	16 years
Sprint Duathlon	2.5km run / 20km cycle / 5km run	16 years
Foilman	950 m swim / 30km cycle / 7.2km run	18 years
Olympic Distance Triathlon	1500m swim / 40km cycle / 10km run	18 years
Long Duathlon	5km run / 40km cycle / 10km run	18 years
½ Ironman event	1.9 km swim /90 km cycle / 21 km run	18 years
Relay	Applicable to Sprint and Olympic Distance	16 years for Sprint, 18 years for Olympic

12. Para-triathlete: any person who has a disability in the following categories: hand cycle (hand cycle on the bike portion and racing chair on the run portion), lower extremity (rides regular bike and runs with prosthesis or crutches), wheelchair (rides regular bike and transfers to a racing chair), upper extremity above the elbow, upper extremity below elbow, double below or above elbow, blind (must be guided), les autres (multiple sclerosis, muscular dystrophy, cerebral palsy). A Para-triathlete may have a handler for assistance in transition; a wheelchair participant may need two handlers.

### VOLUNTEERS

1. Provide enough volunteers to ensure that safety concerns and event start times are not delayed.
2. **A volunteer must be located at all major intersections and course turns.**
3. All volunteers who are controlling traffic must be at least 18 years of age, hold a valid driver's license, and wear a bright safety vest.
4. Volunteers must be located at aid stations.
5. Volunteers should be clearly identifiable with bright colored T-shirts, vests, or hats.
6. Give consideration to providing water and snacks to your volunteers.

### SWIM

1. Numbered swim caps provided to competitors. Different colored caps per event required (Grand prix, sprint).
2. Verify water quality prior to race day; refer to [http://www.gov.mb.ca/natres/watres/wq\\_beach\\_data.html](http://www.gov.mb.ca/natres/watres/wq_beach_data.html)
3. The swim course must be measured with laser tangents, GPS, or other suitable method approved by Triathlon Manitoba. TriMB has a GPS unit and a laser range finder available. ( $\pm 5\%$ )
4. The turns on the swim course must not exceed 120 degrees.
5. Turn buoys must be arranged so that they will always be on either the right or the left, but never in slalom combination.
6. There must be a **minimum** of two **certified** lifeguards (with a min. of bronze cross, first aid and CPR training) for up to the first 50 athletes in the water, and another lifeguard for every fifty athletes in the water afterward. Guards should be positioned on watercrafts so as to quickly lend assistance to swimmers. *Race director must have copy of lifeguard's certificate on hand on race day.*
7. For open water swimming, a minimum of three watercraft are required. Watercraft may include kayaks, paddleboards, canoes and/or motorboats. On bodies of water where motorboats are permitted, one of the watercrafts must be a motorboat. The required minimum may be waived provided the course can be adequately supervised without the use of watercraft; however you must request this exemption when applying for sanctioning.
8. All watercraft must have lifejackets and an individual on board with CPR training, this can be the lifeguard.
9. Boats will be equipped with communications to officials and race headquarters on the shore.
10. Lifeguards/boats must have flutter boards or buoys to throw to someone if assistance is needed.
11. The maximum number of competitors permitted **in the water** at a time must not exceed 150 competitors.
12. The Head Official will make the ruling within one hour of the start of the race whether or not wetsuits will be allowed.
13. Swim buoys must be large enough to provide a significant sighting for athletes at water level.
14. A check off system for swimmers **entering** and **exiting** the water must be in place. This may be done as part of the race day check-in and body numbering and/or as swimmers enter the water. We encourage the use of an enclosed check-in area, where check-off is done prior to athletes enter the water.
15. Have a contingency plan in place in case of inclement weather/water temperature/conditions (i.e. plan a course if changed for a shorter swim or a run).
16. Special consideration should be given to Para-triathletes. Para-triathletes may be started in the first wave as they usually require more time to complete the race course, also racing chairs will not cause as much clutter on the run course.

<b>Age Group Competitors</b>			
<b>Swim length</b>	<b>Wetsuits forbidden above</b>	<b>Wetsuits mandatory below</b>	<b>Maximum stay in water**</b>
750m	22°	14°	30 minutes
1500m	22°	14°	1 hour 10 minutes

\*\*Conditions may warrant exceptions to these times which may be made in consultation with the Head Official for the event.

## TRANSITION ZONE

1. The design of the transition area must ensure that all competitors travel an equal distance.
2. Rows of bicycle racks must be placed at least 6 metres apart (from bike support bar). We suggest an optimal # of bikes is **4** per rack)
3. The line at which competitors must mount and dismount their bicycle must be **clearly** marked. A clearly marked dismount zone must precede the dismount line no less than 5 meters in length.
4. Athlete entry/exit areas must be at least 3 metres wide.
5. Ensure appropriate placement of signage.
6. Consideration should be given to put in place a security check system to prevent loss of equipment due to theft.
7. During the event the transition zone should **only** be accessible to athletes, certified Triathlon Manitoba officials, and transition zone volunteers.
8. The entire transition zone must be well defined with a fencing that prevents spectators from readily entering.
9. If there is no place for spectators to move from one side of the course to another, there must be a controlled intersection, manned with volunteers, through which spectators can pass.
10. Safety must always be a consideration. Be sure traffic flows in & out in separate entry/exit zones.
11. The transition zone can be compressed as bulk of athletes finish, however it cannot be completely disassembled until all athletes have finished.
12. Extra space will be required for wheelchairs and tandems. Setting up Para-triathletes close to a fence is a good space for them to have extra room and be out of the flow of traffic. At least three bikes spaces should be allocated for a wheelchair athlete. All Para-triathletes should be provided a chair next to their bike in the transition area if needed.
13. A penalty box area close to the run exit in the transition zone that is covered, with adequate space for chair and standing room.

## CYCLE

1. The course should be measured with a calibrated Jones Counter or a GPS or with another suitable method approved by Triathlon Manitoba. ( $\pm 5\%$ ) Measurements by car *odometer* or bike computers are not recommended.
2. The cycle course begins with a clearly marked mount line at least 50cm wide, and finishes with a clearly marked dismount zone 5m in length ending with a dismount line of the same width as the mount line.
3. There must not be any crossovers or intersections between cyclists and runners.
4. If using a lap course instead of an out-and-back, no more than 4 laps are permitted.
5. Distance markers every 5 km are recommended.
6. Turns must be clearly marked.
7. There must be warning signs placed on the highway cautioning vehicular traffic that a road race is in progress and that caution should be exercised. Signs are to be located at every opportunity where vehicular traffic can enter the cycle course from another major roadway.
8. When possible Police should be located at all major intersections where traffic is heavy. Have the Police/RCMP Permit on hand at the race site.
9. Race volunteers should be placed at every access road, intersection and turn if deemed necessary.
10. All volunteers who are controlling traffic must be at least 18 years of age, hold a valid driver's license, and wear a bright safety vest.
11. It is recommended that volunteers control traffic from one direction only.
12. At points at which athletes are turning left off of a major highway, signs and possibly other warning systems such as flashing lights, must be located so that vehicular traffic has adequate stopping distance. These intersections are to be manned with volunteers or police.
13. Corners, especially, must be swept clean of debris. The entire course must be checked the morning of the race, and cleared of hazards e.g. broken glass.
14. Areas of high spectator involvement must have some method of preventing spectators from crossing the course at inappropriate times.
15. A motorized trail vehicle whose role will be to verify safety of athletes/volunteers and inform volunteers of course closure must be provided. This vehicle must be equipped with a cell phone or alternate method of communication.
16. A motorized lead vehicle is recommended.

17. Any race vehicle that uses an amber roof light, must apply for a RCMP Special Lighting permit. Contact your local RCMP authorities for the application information and submission details.
18. When Para-triathlete wheelchair participants are involved help may be required to move over curbs, speed bumps and railroad tracks. Hand cycles are very light and may be lifted.

## **RUN**

1. The course should be measured with a calibrated Jones Counter, GPS, or with another suitable method approved by Triathlon Manitoba. ( $\pm 5\%$ ) Measurements by car odometer or bike computer are not recommended.
2. The run course must not intersect with the cycle course.
3. Distance markers every 1km are recommended.
4. Turns must be clearly marked.
5. Areas of high spectator involvement must have some method of preventing spectators from crossing the course at inappropriate times.
6. Trail vehicle (not necessarily motorized) whose role will be to verify safety of athletes/volunteers and inform volunteers of course closure must be provided. If trail vehicle is a cyclist they must wear a helmet.
7. Course must be clearly marked every 10 to 15 metres when it traverses an undefined area such as a trail or parking lot.
8. Any race vehicle that uses an amber roof light, must apply for a RCMP Special Lighting permit.
9. A good course for Para-triathletes would be a paved road with runners to the left side of the road. Racing chairs may require help up and down curbs, speed bumps and railroad tracks. Racing chair move faster than runners, it is advisable to start Para-triathletes in the first wave to decrease potential cluttering on the run course. Racing chairs may have bells attached to them to warn runners they are coming.

## **DRAFTING EVENTS**

1. The women and men's races will be separated so as not to allow for overlap on the course.
2. A medical person must be in the trail vehicle with equipment and communication.
3. Bike racks must be clearly identified.
4. Bike checks will need to be completed by officials or other designated volunteers (preferably the day before the event).

## **FINISH**

1. The finish line mark must be at least 50 millimetres in width. The leading edge of the line shall be designated as the "finish". Two posts with an overhead banner are recommended.
2. For timing purposes, a competitor will be judged as "finished" the moment any part of the torso, not including the head, neck, shoulders, arms, hips, or legs, reaches the perpendicular line extending from the leading edge of the finish-line.
3. Only authorized medical personnel, timers, aid station volunteers, and certified Triathlon Manitoba officials should be allowed in the post-race area.
4. There must be tents or other adequate facilities for:
  - a) results/timing/communications
  - b) officials
  - c) post-race food/fluids
  - d) medical
  - e) announcing
  - f) massage if provided

## **RACE COURSE MANAGEMENT**

1. The Sanctioning Committee recommends that race directors consider instituting a defined maximum time for athletes to complete their event prior to course closure, and that this information is included in their event information and brochure. The head official in consultation with the race director may make exceptions to the posted time at their discretion.
2. If instituting cut off times, the Race Director shall appoint a designate who will communicate to the Head Official any athlete not meeting the specified times. This designate would look after all three disciplines pertaining to the cut off times.



**AID**

1. The following aid stations must be provided:
  - a. Swim finish/entrance to transition area (optional)
  - b. For bike courses longer than 40 km, a minimum of one bottle exchange must be provided.
  - c. Transition - at run departure
  - d. Should be no more than 1.75 km between aid stations on run course.
  - e. Finish/post-race area, for immediate access by athletes. Supplies include liquids and food, including fruit.
2. Supplies should include water, cups, fruit, ice, and replacement fluid/isotonic drinks.
3. Please account for volunteer and official refreshment needs when determining "aid" supplies.
4. The quantities recommended by the **ITU Operations Manual** are listed below. **Use this as a guideline to develop a plan that is appropriate for your race.**
5. When providing food, please be cautious of proper food handling guidelines.
  - a. swim finish/entrance to transition
    - two cups per athlete
    - 200 ml water per athlete
  - b. bike
    - minimum of 350 ml water per athlete per station
    - fruit is optional
  - c. transition at run departure
    - 3 cups per athlete / 200 ml per athlete per station
    - 100 ml replacement fluid per athlete per station
    - 0.5 kg ice per athlete
  - d. run
    - 3 cups per athlete
    - 200 ml per athlete per station
    - 100 ml replacement fluid per athlete per station
    - 0.5 kg ice per athlete
  - e. finish/post-race area
    - 1000 ml per athlete
    - additional sealed fluids such as fruit juices and replacement drinks
    - minimum of 0.5 kg ice per athlete
    - food, including fruit

**MEDICAL**

1. A volunteer medical director is required. This volunteer director would ensure your event medical personnel have everything they need and are familiar with the course.
2. There must be a minimum of one medical person on site for the first 100 athletes, and another medical person for every additional 100 athletes. A medical person may be a qualified first-aider/responder, licensed nurse, paramedic or physician. **Note:** Volunteer professionals (i.e. doctors, nurses) attending events **are not covered by our insurance** for administration of any professional care. They would normally carry their own professional malpractice insurance coverage. So if you are considering a volunteer please have them check first or considering hiring someone (example Canadian Ski Patrol).
3. The medical headquarters will be located as close to the finish line as possible and must provide access to a discreet shelter or private facility for administering treatment.
4. There will be a place for medical supplies.
5. The following are the **ITU Operations Manual** guidelines for medical supplies. These guidelines are based upon the experiences of caring for tens of thousands of competitors in multi-sport endurance events throughout the world. **Present these to your race medical person in order to develop an appropriate plan for your race:**
  - Cots for 5% of competitors
  - Bandage & splint materials to care for 5% of competitors
  - Blankets and towels will be adequate to care for 15% of competitors
  - One litre of water per 5 athletes, plus whatever other fluids the race physician chooses
  - Medication for acute cardiac care
  - Care for respiratory and other acute problems will be available
  - Suture material and emergency surgical supplies will be available
  - One electronic rectal & tympanic thermometer will be available for every nurse on site
  - Intravenous set-ups for 10% of competitors, with one litre of fluid per set-up. Recommended fluid is 5% dextrose, 1/2 normal

saline solution, or a similar solution

- One kg of ice per 4 competitors
- 6. The medical headquarters will have nearby access to at least one operational phone.
- 7. Qualified medical personnel equipped with all necessary cardiopulmonary resuscitation supplies including portable defibrillator must be on site for events which are sprint distance and longer (See Appendix B for contacts that can provide these services). A radio must be provided to the medical personnel. The medical personnel must have direct radio communication with the medical HQ. "
 

NOTE: ½ Ironman or longer events will still be required to have an ambulance, equipped with all the necessary cardiopulmonary resuscitation supplies and trained personnel on site. It will be equipped with direct medical communication to the medical headquarters. A radio must be provided to the medical personnel.
- 8. Ambulances/emergency vehicles will have direct access to the finish line and to the medical headquarters. There will be at least one hospital nearby. A notification letter must be sent to the Director of Emergency Services (Sample Letter in Appendix C) at the appropriate hospital explaining the date, time and nature of the event, that we have first responders on site but that in the unlikely event of serious injury we may need to utilize their ambulance and emergency services. A copy of the letter must be attached to your sanctioning package submission. Emergency room personnel will have been briefed as to what sorts of problems to expect.
- 9. Medical spotters should stand at the finish line to identify affected athletes and to escort them to the medical headquarters. There must be a minimum of one spotter for the first 100 athletes, and then another spotter for each 100 athletes.
- 10. Please account for the possibility that your volunteers/spectators/bystanders may require medical attention.
- 11. Head Official should be notified of all medical situations.

## COMMUNICATION

1. A public address system must be on site.
2. Radio Communication between key members of the race committee is required.
3. The Head official/Technical Delegate must be provided with a radio.
4. Race Director should carry a cell phone for emergencies when radio contact cannot be made. Cell phone numbers should be made available to all officials and volunteers.

## OFFICIATING

1. Officials should be treated the same as your volunteers. Race Directors are asked to provide a meal for each official if one is being served. Please thank the officials publicly.
2. The race must use certified Triathlon Manitoba officials.
3. The race must locate motorcycles (and extra helmets) for the cycle officials. You should also make some arrangements for compensating the driver, just as you compensate your other volunteers, and offer some coverage for the mileage. The Head Official will indicate to you how many vehicles are required in advance of the event. S/he will need to meet with the drivers the morning of the event.
4. The race site should include a space adjacent to the transition zone for an "Officiating Headquarters". As part of this "Headquarters", there must be a place to hang an "Officiating Notice and Penalty Board" for athletes to clearly view from the transition zone.
5. Members of the coordinating team (Swim, Cycle, Run, or Transition) or the race director may be required to sit on the Competition Jury. In addition, your medical person must be available during Competition Jury meetings to provide "expert" information, if necessary.
6. The Race Director and Swim/Cycle/Run/Transition/Medical Coordinators should meet with the Head Official before the event.
7. You must supply a boat and driver so that the officials can check the water temperature the day of the race, a min. of 1 hr prior to the athletes' pre-race meeting.
8. Race Directors must provide the Head Official with the number of athletes in each distance category.
9. The Head Official must be permitted to speak to the competitors at the pre-race meeting.
10. Assistance with officials' accommodations or home stays would be appreciated.

## AWARDS

1. Awards are distributed to the top three finishers in all categories and at least one deep in relays.
2. For Grand Prix Events use the following categories: 18 to 24, 25 to 29, 30 to 34, 35 to 39, 40 to 44, and 45 to 50, etc. For the Sprint Series: Junior (16to19), 20 to 24, 25 to 29 .... and 60+. Para-triathlete athletes should be in a separate category.
3. A post-race award ceremony must be held.
4. If holding a meal and/or awards ceremony outdoors, plan an alternate indoor facility in case of inclement weather.

## RACE TIMING & RESULTS

Race directors are responsible for the management of timing. Participants expect accurate results and wish to review them as quickly as possible. As such, this section of the sanctioning package will provide race directors with both guidelines and recommendations to meet the needs of athletes. At a minimum, race directors should be recording the start and end time of each participant but most participants wish to evaluate each leg of the race and as such 3 to 4 different timing splits should be recorded.

### Timing Requirements

- Each athlete must have a unique identifier (timing band or timing chip) other than race number and body marking.
- The system must employ some type of back-up system to alleviate any electronic malfunctions.
- At the pre-race meeting, athletes should be provided instructions on how to have their time recorded.

### Results Posting

It is the responsibility of each race to ensure accurate timing and results for all athletes. Triathlon Manitoba will provide each race dedicated space on the Triathlon Manitoba website to post results. Results are posted as is.

To ensure a standard format for results, the following fields must be provided to Triathlon Manitoba. Results in a format not meeting this standard will either be delayed or not posted. (Note: these fields are common results fields for most events.) The format must be in a tabular format of gender/age categories (and elite if applicable) within each event (Olympic Tri, Sprint Tri, Long Du, Sprint Du, etc), and each athlete's row in a table must include:

- Name
- Club – a registered Triathlon Manitoba club name (if the athlete is a member of one), **or** "Tri MB" (if the athlete has a Full Membership directly with Triathlon Manitoba) **or** blank (if a One-Day Membership was purchased) **or** City (the name of a city and/or province).
- Finish time
- Swim time (or run 1 time for a duathlon)
- T1 time (optional)
- Bike time (this must include both transition times if T1 and T2 times are not listed)
- T2 time (optional)
- Swim+Bike time (optional but encouraged because it shows an athlete's placement at T2)
- Run time

Triathlon Manitoba will provide space to post the following information so that results can be as informative and positive as possible:

- A description of weather conditions
- Deviations from standard course distances
- Names of officials
- Names of key volunteers
- Names of sponsors
- Any "thank you's" that contribute to a positive feeling about the race

# TRIATHLON MANITOBA INSURANCE

# COVERAGE

## POLICY DETAILS:

### LIABILITY INSURANCE SUMMARY OF TERMS & CONDITIONS OF ATTACHED POLICY

This information is based on Insurance information for 2015-16.

- A. One master policy to insure all listed member Associations of Sport Manitoba who elect to participate.
- B. Certificates to be issued to each individual Association.
- C.
 

Aggregate Limit	\$5,000,000.00
Occurrence Limit	\$5,000,000.00
- D. Bodily Injury / Property Damage & Expense deductible - \$500.00 per Claim.
- E. Minimum deductible per Association - \$500.00
- F. Directors, Employees, Volunteers, Coaches, Managers, Referees, Members and Member Leagues are added as additional insured.
- G. Sport Manitoba Inc. is added as additional named insured.
- H. Municipalities, Government Departments, Sponsors and Facility Owners are added as additional insured, covering their vicarious liability, at no additional cost. The City of Winnipeg is added as additional insured as well.
- I. Policy would cover all Provincial Sanctioned events.
- J. "Injury to Participant" coverage included (Clarification: this coverage is applicable if an individual sues because they were injured due to negligence. **It is not participant accident coverage.**)
- K. "Wrongful acts" coverage for Directors and Officers.

**Triathlon Manitoba is pleased to have secured this package and have it available to athletes and race directors at a reasonable price.**

**The cycle portion for all races must be on a roadway or path that would be passable by car. Tri MB insurance does not cover Mountain Bike events held on trails. Upon request, partnerships can be made with the Manitoba Cycling Association.**

## GENERAL SANCTIONING FEES

All TriMB sanctioned events are assessed a sanctioning fee based on this formula:

- a) For events organized by sanctioned Triathlon Manitoba clubs:  
5% x number of participants x entry fee
- or
- b) For events organized by all other individuals and groups that are Manitoba residents:  
10% x number of participants x entry fee  
-- Application may be made to the Triathlon Manitoba Board of Directors to have the sanctioning fee reduced to 5% in the 2<sup>nd</sup> year of running the event if the event shows major contributions to the development of the sport of triathlon in Manitoba. The application must be sent electronically to Triathlon Manitoba for Board approval prior to sending in the sanctioning application, and by the end of April 30th.

Clubs sanctioned by Triathlon Manitoba are charged lower sanction rates because the profits from the event directly support the triathlon community. Individuals residing outside of Manitoba who wish to organize a sanctioned event should contact the office for additional sanctioning requirements.

A \$500 sanctioning fee is payable at the time of sanctioning application submission. This fee is 100% refundable if all sanctioning information is submitted on time and race equipment is returned in a timely manner and in good working order. If either the pre- or post-information is submitted late, \$100 will be subtracted from the deposit refund per late submission. If any equipment is returned late or damaged, the fee may be only partially refunded or not at all.

Note - An entry fee includes all fees paid for functions (but not merchandise) associated with the event (e.g. meals, parties, etc).

Note: Sanction fee at regular entry rates is still charged to complimentary entries provided by race organization.

Refer to the Race Fee Remittance Form on Page 43 to calculate the fee. **Fees are due to the Triathlon office 60 days following your event.**

### ONE DAY MEMBER FEES

All sanctioned Triathlon Manitoba events are required to collect a ONE-DAY MEMBER FEE from non-members of Triathlon MB. Out-of-country athletes should be charged the One Day Member Fees due to the uncertainty of insurance agreements abroad. This fee is collected through the race application/registration process where a membership number is provided by the registrant, or they are charged accordingly:

Triathlon / Duathlon event with an entry above \$40	Cost: <b>\$20.00</b>
Triathlon / Duathlon event with an entry \$40 and under	Cost: <b>\$10.00</b>
For any relay participant	Cost: <b>\$10.00 per person</b>

Neglecting to collect and remit this one day member fee to the association nulls and voids the sanctioning agreement.

**RACE ENTRY FEES** - Race entry fees are set at the discretion of the race organization. Please consider the following:

#### Junior and Family Fees -

In order to make triathlon more affordable for families and Youths, the race director is encouraged to provide a 25% discount on the race fees for Youths and on the race fees for a family of three or more racers. These two discounts would not be combined (that is, a Youth in a family would receive a 25% discount, not a 50% discount). A family is defined as: at least two family members living in the same location with at least one of them being a junior or youth.

Example 1: A family where a parent registers for a \$30 Olympic triathlon, and a Youth and the other parent register for a \$25 Sprint triathlon, would pay  $\$30 + \$25 + \$25 = \$80$  minus 25% = \$60.

Example 2: A Junior who registers for the \$45 Olympic Distance event would pay  $\$45$  minus 25% = \$33.75.

#### A La Carte Fee Structure

We would encourage you to consider breaking out your fees, moving away from a lump sum price to a la carte, where the participants have a choice of extras. Example: the basic fee, and additional costs for the extra choices such as the meal(s) & a t-shirt.

### **Triathlon Manitoba Staff Support at Events**

Triathlon Manitoba attempts to have staff present at events in a supportive role. Contacting the association well in advance of your event will assist in confirming your request for support and scheduling staff to your event.. Below is some information to clarify for race organizers the role of staff and the priorities for attendance if there are conflicts.

**Staff** – term generally will refer to the Executive Director, Program Coordinator/Administrative Assistant, or a summer student, Board member, or other official designated by the office of Triathlon Manitoba.

**Role of Staff at events** - The staff role at events is to provide **support** as needed and serve in an **information (knowledge based) role** if advice/recommendations are required. Their role is not to lead any portions of the event.

When time/commitment for event attendance is limited recommended event priorities for staff to attend are:

- i. Provincial Kids of Steel Series events
- ii. New events
- iii. Grand Prix series / funding qualifiers
- iv. Other sanctioned events

#### **Level of support for new events (i.e. completely new organizers)**

- In Year 1 Staff member will be present at the event and at initial event meetings if desired.
- In Year 2 Staff is present at the event in a support/informative role.

## RACE DIRECTOR'S ORGANIZING CRITERIA CHECKLIST

(\*Indicates optional items)

This tool is provided for your own use. Please do not submit to Triathlon Manitoba.

### ADMINISTRATION

#### Race Applications created

- \_\_\_\_\_ Ask for One Day Member Fee or Tri MB number
- \_\_\_\_\_ Ask for name, birth date and gender
- \_\_\_\_\_ List on web site
- \_\_\_\_\_ Entry form approved by Tri MB office (prior to its publication)
- \_\_\_\_\_ Completed and submitted sanctioning application with \$500 fee a minimum of **45 DAYS IN ADVANCE.**
- \_\_\_\_\_ Made request for equipment
- \_\_\_\_\_ Confirmation of entry with athletes

### SPONSORSHIP

- \_\_\_\_\_ Triathlon Manitoba sponsorship recognition (banners, etc)

### GENERAL

- \_\_\_\_\_ Recommend the use of portable toilets where washroom facilities are not readily accessible.
- \_\_\_\_\_ Body markings outer, upper left arm, and outer, lower left calf.
- \_\_\_\_\_ Announcer and PA

### VOLUNTEERS

- |  |                          |
|--|--------------------------|
| _____ Major intersections                          | _____ Control spectators |
| _____ Course turns                                 | _____ Food Services      |
| _____ Transition zone security                     | _____ Communications     |
| _____ Aid stations                                 | _____ Head Coordinators  |
| _____ Check off system at bike and run turnarounds |                          |

### SWIM

- \_\_\_\_\_ Verify water quality prior to race day; refer to [http://www.gov.mb.ca/natres/watres/wq\\_beach\\_data.html](http://www.gov.mb.ca/natres/watres/wq_beach_data.html)
- \_\_\_\_\_ Determine number and position of swim buoys
- \_\_\_\_\_ Measured with appropriate technology – GPS / laser tangent
- \_\_\_\_\_ Turns maximum 120 degrees
- \_\_\_\_\_ Turns always on either right or left (i.e. no slalom)
- \_\_\_\_\_ Minimum 2 lifeguards for initial 50 athletes in the water. Another lifeguard for each additional 50 athletes
- \_\_\_\_\_ Minimum 3 watercrafts
- \_\_\_\_\_ **Maximum 200 competitors in the water at a time**
- \_\_\_\_\_ Brightly colored swim caps with numbering are mandatory. Caps may be purchased through Tri MB office.
- \_\_\_\_\_ Submit contingency plan/route in case swim is shortened/cancelled

### TRANSITION

- \_\_\_\_\_ Athletes travel same distance
- \_\_\_\_\_ 6 metres between bike rack rows (suggest an optimal number of bikes is 4 per rack)
- \_\_\_\_\_ Bike racks must be labeled for various events.
- \_\_\_\_\_ Secure fencing
- \_\_\_\_\_ Entry/Exit areas not less than 3 metres wide
- \_\_\_\_\_ Separate cycle and run exits
- \_\_\_\_\_ Security plan to ensure safety of equipment and prevent theft
- \_\_\_\_\_ Aid station located at exit from swim and exit to run
- \_\_\_\_\_ Can compress but not completely tear down until all athletes are finished.

\_\_\_\_\_ An area close to the run exit for the penalty box that is covered with space for a chair and standing room.

## CYCLE

\_\_\_\_\_ Measured with suitable instrument (Jones Counter or GPS)  
 \_\_\_\_\_ Sound road surface  
 \_\_\_\_\_ Trained race marshals at access road  
 \_\_\_\_\_ \*Police at major intersections where there is traffic  
 \_\_\_\_\_ Highway or park permits  
 \_\_\_\_\_ Warning signs  
 \_\_\_\_\_ All corners to be swept  
 \_\_\_\_\_ Turn markers  
 \_\_\_\_\_ \*Distance markings every 5km of bike course  
 \_\_\_\_\_ Areas of spectator involvement controlled  
 \_\_\_\_\_ Bottle exchange for distances over 40km  
 \_\_\_\_\_ Trail vehicles (must include medical personnel for draft legal races)  
 \_\_\_\_\_ Clearly marked mount/dismount line  
 \_\_\_\_\_ Provide volunteer with vehicle to lead and sweep course

## RUN SECTION

\_\_\_\_\_ Measured with suitable instrument (Jones counter, GPS)  
 \_\_\_\_\_ \*Distance markings every 1km  
 \_\_\_\_\_ Trained race marshals at access road  
 \_\_\_\_\_ Areas of spectator involvement controlled  
 \_\_\_\_\_ No cross over with bike or run course  
 \_\_\_\_\_ Traffic cones every 10-15m where no road  
 \_\_\_\_\_ Adequate aid stations (maximum interval of 1.75 km between aid stations)  
 \_\_\_\_\_ Provide volunteer on bike to lead and sweep course

## AID STATIONS

\_\_\_\_\_ \*Swim to transition  
 \_\_\_\_\_ Supplies water, cups, replacement fluid/isotonic drinks  
 \_\_\_\_\_ \*Supply fruit, ice  
 \_\_\_\_\_ Transition to run  
 \_\_\_\_\_ Finish/post-race area

## FINISH LINE/POST RACE

\_\_\_\_\_ Display clock at finish line  
 \_\_\_\_\_ Medical personnel  
 \_\_\_\_\_ \*Post-race area secure  
 \_\_\_\_\_ \*Finish Chute  
 \_\_\_\_\_ Marked finish line (50cm in width)  
 \_\_\_\_\_ Post-race food and fluid  
 \_\_\_\_\_ \*Massage therapy

## MEDICAL

\_\_\_\_\_ Qualified medical person  
 \_\_\_\_\_ Ambulance at race site  
 \_\_\_\_\_ Designated hospital has been notified by mail prior to your event. Copy required for sanctioning.  
 \_\_\_\_\_ Ambulance has direct access to medical headquarters  
 \_\_\_\_\_ Medical tent/area  
 \_\_\_\_\_ First aid supplies  
 \_\_\_\_\_ Medical personnel and equipment at the discretion of Medical Director  
 \_\_\_\_\_ Evacuation Plan  
 \_\_\_\_\_ Communication equipment  
 \_\_\_\_\_ Copy of Medical Incident Report available at event site (nil report required)  
 \_\_\_\_\_ Keep Head Official informed of any medical situations



**COMMUNICATIONS**

- \_\_\_\_\_ Communication between key members of the race committee
- \_\_\_\_\_ Swim course
- \_\_\_\_\_ Bike course
- \_\_\_\_\_ Run course
- \_\_\_\_\_ Officials
- \_\_\_\_\_ Roving Communication
- \_\_\_\_\_ Medical tent
- \_\_\_\_\_ Headquarters
- \_\_\_\_\_ \*Course Cut-off time Designate

**OFFICIALS**

- \_\_\_\_\_ Motorbikes/drivers/helmets identified
- \_\_\_\_\_ Names/phone numbers of motorbike drivers to Head Official
- \_\_\_\_\_ \*Compensation for motorcycle drivers (gas \$)
- \_\_\_\_\_ Entry numbers of each event to Head Official
- \_\_\_\_\_ Thank officials (volunteers)
- \_\_\_\_\_ Officiating headquarters
- \_\_\_\_\_ Competition Jury Representative
- \_\_\_\_\_ Boat and driver to check water temperature 60 minutes prior to pre-race meeting
- \_\_\_\_\_ Head Official speaks at pre-race meeting

**AWARDS**

- \_\_\_\_\_ \*Awards to top 3 finishers in all categories
- \_\_\_\_\_ Post-race awards ceremony
- \_\_\_\_\_ Alternate location for inclement weather if outside
- \_\_\_\_\_ Thank sponsors, key personnel etc.

## APPENDIX A

### Triathlon Manitoba – Course Measurement

Prepared by Laurent Lacroix and David Markham, January 2002

There are currently no standards for accurate measurement of triathlons. The purpose of this document is to put standards in place for later implementation and evaluation. Its goal is to establish procedures for measuring, marking and documenting swim, cycle and run courses so that they are as accurate as practical and reproducible from year to year. The procedures are intended to be simple enough for anyone to measure a course without having to attend training sessions. The required equipment can be loaned from the provincial association.

The principles stated in this document are based on current road running course measurement practices. For detailed information on setting up a calibration course, the Calibrated Bicycle Method, or course certification, refer to the Run Canada Course Measurement online procedures manual at <http://www.coursemeasurement.ca> or contact Laurent Lacroix. email: [llacroix@mts.net](mailto:llacroix@mts.net), phone: (204) 832-2301

### *Measurement*

#### **General**

Courses must be at least the stated distance, which must accurately reflect the actual course length upon exit of the transition zone, rather than merely stating the standard distance. The stated distance must be  $\pm 5\%$  of the standard distance according to ITU regulations. A short course prevention factor of 1 m per km should be added to running and cycling courses while 1 metre will be added for every measured segment of the swim course. For example, a run course with a stated distance of 10 km will be measured to 10010 metres, while a 1500 metre swim course measured with a rangefinder with a recommended range of 200 metres will be measured to 1508 metres. Two measurements of each course are required (two measurements by one person or one measurement by two people), and they should agree to within 0.08% for cycle and run courses, and within 2.5% for swim courses. It is unlikely that two measurements will produce exactly the same result. Utilize the measurement that results in the longer course. If the difference between the two measurements is much greater than 0.08%, (2.5% for swim courses) find out what went wrong and fix it. Remember the best course is the simplest course, i.e., the one that requires the least monitoring and is easy for the athletes to follow. The more complicated the course, the more monitors you need and the course map will take longer to draw (and you also run a greater risk of something going wrong on race day).

#### **Swim courses**

Accurate measurement, layout and marking of swim courses pose a challenge to event organizers. The guiding principle is to perform the most accurate measurement possible considering the conditions and resources available. Reschedule the measurement if environmental factors pose a hazard to the measurer or would adversely affect the reliability of the measurement.

As digital measurement technology evolves, more sophisticated equipment has become available and affordable. Swim course measurement has evolved the most in recent years, and continues to do so. Currently, the recommended method is the use of a laser range finder and/or GPS to determine distance, course layout and position of buoys. Other methods may also be used, be sure to carefully document the procedures and results. Check against another method of measurement when possible.

The laser rangefinder has a stated accuracy of  $\pm 1$  metre over 200 to 1200 metres, depending on the type of range finder, reflectivity of the target and environmental conditions. The colour, surface finish, size and shape of target all affect reflectivity and range. The brighter the colour, the longer the range. For example, red is highly reflective and allows for longer ranges than the colour black, which is the least reflective. A shiny finish provides more range than a dull one. A small target is more difficult to range than a larger target. The angle to target should be perpendicular to the device. Lighting conditions also affect the range of the unit. The less light (e.g. overcast skies), the farther the unit's maximum range will be. Try to steady the rangefinder as much as possible. (Source: <http://www.bushnell.com>, the Bushnell *Yardage Pro Scout* instruction manual)

Consult the manufacturer's range specifications for the device being used. Do not exceed the maximum recommended distance. For a device with a maximum of 200 metres, measure the course in 200 metre segments. Drop a small buoy at every interval, pay attention to wind and current to ensure that their effect on buoys' movements is minimized. Since the accuracy of the device is  $\pm 1$  metre, err on the side of short course prevention by adding one metre per measured segment. It is quite likely that two watercraft will be required for the measurement. Two-way radios will allow communication between the measurer and the person holding the target. Each should have a compass, to ensure that the target is perpendicular to the emitted energy pulse. The target surface should be facing due south if the rangefinder is pointing due north. In addition, the compass bearings will ensure that the course is laid out in a straight line.

Double-check the course if there is a large discrepancy between primary and secondary measurement methods. When using GPS, be sure to record which satellite signals the device has locked on to. Record the GPS's accuracy, if stated, and the longitude and latitude or UTM grid positions of all buoys, the start, and finish. Record a waypoint at each buoy where that indicates a turn in the course, and all other buoys to check how their placement corresponds to rangefinder readings, if time permits.

**Caution:** Accuracy of consumer-grade GPS units can vary greatly depending on the satellite reception, geographic location and familiarity of the user, while surveyor-grade GPS measurement is much more accurate. If a surveyor is hired to do the measurement, be sure to ask for a copy of the data prior to the measurement.

## Cycle Courses

The preferred method for measuring cycle courses is the Calibrated Bicycle Method, using a Jones/Oerth Counter calibrated over a minimum distance of 300 m. The only difference between cycle and run course measurement procedures is that strict adherence to the shortest possible route is not required for the cycle measurement; estimate the probable trajectory of a prudent, experienced cyclist. Measurement using car odometer, consumer-grade GPS and aerial survey maps is NOT acceptable, though recording positions of km markers and turn-around points with the GPS can aid signage crews in finding marks at these locations.

## Run Courses

The preferred method is the Calibrated Bicycle Method using a Jones/Oerth Counter. The calibration course must have a minimum length of 300 m. The running course is defined by the shortest possible route that a runner could take and not be disqualified. It should be measured along the shortest possible route (SPR), at no more than 30 cm from curbs that lie along the SPR, and cutting across the road to follow a direct tangent between turns.

A given runner may not follow the shortest possible route, just as a runner on a track may be forced to run further to pass another runner. The actual path of any given runner is irrelevant. The shortest possible route is a reasonably well-defined and unambiguous route and ensures that all runners will run at least the stated race distance. Detailed instructions on measuring run courses can be obtained at <http://www.coursemeasurement.ca>. Hard copies are also available from Triathlon Manitoba.

**Caution:** It has been demonstrated that calibrating a bicycle wheel on a smooth surface and measuring on a rough surface will result in a short course.

## ***Calibration***

Calibration courses should be at least 300 m in length, preferably on a flat surface that closely resembles that of the course to be measured. Calibration courses can be measured with a tensioned steel tape or Electronic Distance Measurer used by a surveyor, and adjusted appropriately for environmental conditions. Refer to <http://www.coursemeasurement.ca> for detailed procedures.

The pre-measurement calibration is the initial step that must be performed in the measurement of a road course. The post-measurement calibration assures against systematic sources of error such as a slow leak, or tire expansion due to an increase in ambient temperature. At least four pre-measurement and four post-measurement calibration rides are required. The average of the pre-and post-cal should be used to determine the distance, though the larger of the two is also accepted.

## ***Course Markings***

### **General**

When possible, course markers should be visible, permanent and easy to locate. Course markings should respect guidelines set out by park or municipal officials. Damage to property will create ill will between organizers/participants and residents or administrators of the venues. Someone possessing the documentation on course marking locations should accompany signage crews. Exact distance and direction of crucial course markings (start, finish, and turn-around) in relation to at least two man-made landmarks is a must!

### **Swim courses**

Since no permanent markings are possible for most open water swim courses, courses must be remeasured every time the course is set up.

### **Cycle and Run Courses**

Start and finish of cycle and run courses must be clearly marked to aid officials in setting up the location of timing areas. For cycle courses, every 5 km should be marked, and for run courses, every kilometre should be marked. P-K nails or concrete nails with washers can be hammered into asphalt, or a line can be chiseled into concrete. When possible, use paint to label the marker on the road surface. Be aware that Provincial and National Parks are protective of their roadways. Consult with park officials on mutually acceptable means of marking the road. Tying brightly coloured ribbon to a tree or signpost in the proximity of the mark will enable signage crews to more easily spot the location of a marker from a moving vehicle.

**Caution:** Paint wears out and nails are easily torn out by snow ploughs (where applicable). **Protective eyewear is necessary when laying course markings!**

## ***Documentation***

### **General**

Without good documentation for the course, mistakes could easily be made in laying out the course on race day. By the time of next year's race, there may be a new race director who knows nothing about the original course measurement. In addition, all the marks you've painted on the road may have faded into oblivion by the following year!

The course map is the most important documentation of your course. Its purpose is to provide, ideally on a single sheet of paper for each leg of the event, all the information a race director needs to run the race using the course.

It should document exactly how the course is laid out and where the crucial start, finish, and turn-around points are located. Remember to indicate North on the map.

## Swim courses

When possible, use GPS to record longitude and latitude of buoy positions to aid in quicker buoy placement and remeasurement from year to year. Indicate landmarks on shore and distance between buoys.

## Cycle and Run Courses

There are many ways to draw course maps. However, they must all clearly show how the course is to be run and where crucial points are located. Each map shows how the shortest possible route (SPR) was followed. This assures the certifier that the measurer was aware of and followed the shortest possible route in the measuring.

Since the SPR is not a consideration for most cycle courses, the cycle map may be much simpler. It is assumed that cyclists will respect rules of the road. If this is not the case (e.g. the course is closed to traffic), it should be indicated on the map.

If part of the cycle or run course crosses an "undefined" surface (one which does not offer preferred direction of travel, such as a large parking lot or an open field), defining a course presents certain problems. Often these areas are traversed between prominent landmarks, which provide guidance for measuring the course as well as laying it out on race day. If the route is straight, only the entry and exit points need to be defined. If the route is curved or uses several landmarks, such as light poles in a parking lot, the route must be coned and monitored.

## Certification

Course Certification is a process by which a course is measured according to international standards and the measurement data is reviewed by a recognized certifier. Once the data is verified and accepted, a certificate with a course ID number is sent to the measurer, who then forwards a copy to the race director. Canada's national certification system functions independently of Athletics Canada and is funded solely through certification fees. Triathlon event organizers who would like their run courses to be "certified accurate" can have the measurer send completed application forms with a \$25 certification fee and the appropriate maps to Bernard Conway. Certification of calibration courses costs \$10. Copies of the measurement data/certificates should be made available to the race director and the technical delegate overseeing the event.

For further information on course measurement and certification in Canada, contact:

Bernie Conway  
IAAF/AIMS Measurement Administrator for the Americas  
Athletics Canada Chief Measurer and National Certifier  
IAAF/AIMS Grade "A" Measurer  
67 Southwood Cres.  
London, Ontario  
N6J 1S8  
Phone: (519) 641-6889  
Fax: (519) 633-4887  
[measurer@rogers.com](mailto:measurer@rogers.com)

Laurent Lacroix  
IAAF/AIMS Grade "A" Measurer  
131 Sunnyside Blvd  
Winnipeg, Manitoba  
R3J 3M1  
Phone: 832-2301  
[llacroix@mts.net](mailto:llacroix@mts.net)

## Measurement data sheet for Jones/Oerth Measurements (Ride 1)

Date \_\_\_\_\_ Measurer \_\_\_\_\_

Calibration Course  
Location \_\_\_\_\_

Length \_\_\_\_\_

### Precalibration

Temperature at start \_\_\_\_\_ Finish \_\_\_\_\_

Ride 1 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 1 \_\_\_\_\_

Ride 2 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 2 \_\_\_\_\_

Ride 3 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 3 \_\_\_\_\_

Ride 4 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 4 \_\_\_\_\_

Average counts: \_\_\_\_\_ = (sum(difference 1+ difference 2 + difference 3 + difference 4))/4

Counts per km \_\_\_\_\_ = Average counts \_\_\_\_\_ / Calibration course length \_\_\_\_\_ X 1000

Short Course Prevention Factor \_\_\_\_\_ = Counts per km \_\_\_\_\_ X 1.001

Start Counts \_\_\_\_\_ Time \_\_\_\_\_ Temperature \_\_\_\_\_

1 km \_\_\_\_\_

2 km \_\_\_\_\_

3 km \_\_\_\_\_

4 km \_\_\_\_\_

5 km \_\_\_\_\_

6 km \_\_\_\_\_

7 km \_\_\_\_\_

8 km \_\_\_\_\_

9 km \_\_\_\_\_

10 km \_\_\_\_\_ Time \_\_\_\_\_ Temperature \_\_\_\_\_

### Post calibration

Temperature at start \_\_\_\_\_ Finish \_\_\_\_\_

Ride 1 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 1 \_\_\_\_\_

Ride 2 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 2 \_\_\_\_\_

Ride 3 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 3 \_\_\_\_\_

Ride 4 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 4 \_\_\_\_\_

Measurement data sheet for Jones/Oerth Measurements (Ride 2) May be a 2<sup>nd</sup> rider or a 2<sup>nd</sup> ride to the first marks.  
Record the counter's numbers at the start, splits and finish determined on Ride 1.

Date \_\_\_\_\_ Measurer \_\_\_\_\_

Calibration Course Length \_\_\_\_\_ Location \_\_\_\_\_

Precalibration

Temperature at start \_\_\_\_\_ Finish \_\_\_\_\_

Ride 1 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 1 \_\_\_\_\_

Ride 2 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 2 \_\_\_\_\_

Ride 3 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 3 \_\_\_\_\_

Ride 4 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 4 \_\_\_\_\_

Average counts: \_\_\_\_\_ = (sum(difference 1+ difference 2 + difference 3 + difference 4))/4

Counts per km \_\_\_\_\_ = Average counts \_\_\_\_\_ / Calibration course length \_\_\_\_\_ X 1000

Short Course Prevention Factor \_\_\_\_\_)= Counts per km \_\_\_\_\_ X 1.001

Start Counts \_\_\_\_\_ Time \_\_\_\_\_ Temperature \_\_\_\_\_

1 km \_\_\_\_\_

2 km \_\_\_\_\_

3 km \_\_\_\_\_

4 km \_\_\_\_\_

5 km \_\_\_\_\_

6 km \_\_\_\_\_

7 km \_\_\_\_\_

8 km \_\_\_\_\_

9 km \_\_\_\_\_

10 km \_\_\_\_\_ Time \_\_\_\_\_ Temperature \_\_\_\_\_

Post calibration

Temperature at start \_\_\_\_\_ Finish \_\_\_\_\_

Ride 1 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 1 \_\_\_\_\_

Ride 2 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 2 \_\_\_\_\_

Ride 3 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 3 \_\_\_\_\_

Ride 4 Counts start \_\_\_\_\_ finish \_\_\_\_\_ difference 4 \_\_\_\_\_

## Maps

The course map is the most important documentation of your course. Its purpose is to provide, ideally on a single sheet of paper, all the information a race director needs to run the race using the course.

If your measured path was not always the shortest possible route that a runner could run using **any** part of the street or road, then traffic barricades or cones must be set up to insure that the runners cover at least the distance you measured. Your course map must indicate **exactly** where such barriers are to be placed and also show where monitors are to be stationed. If this seems like too much trouble, just measure the shortest route assuming no barricades and you'll be safe.

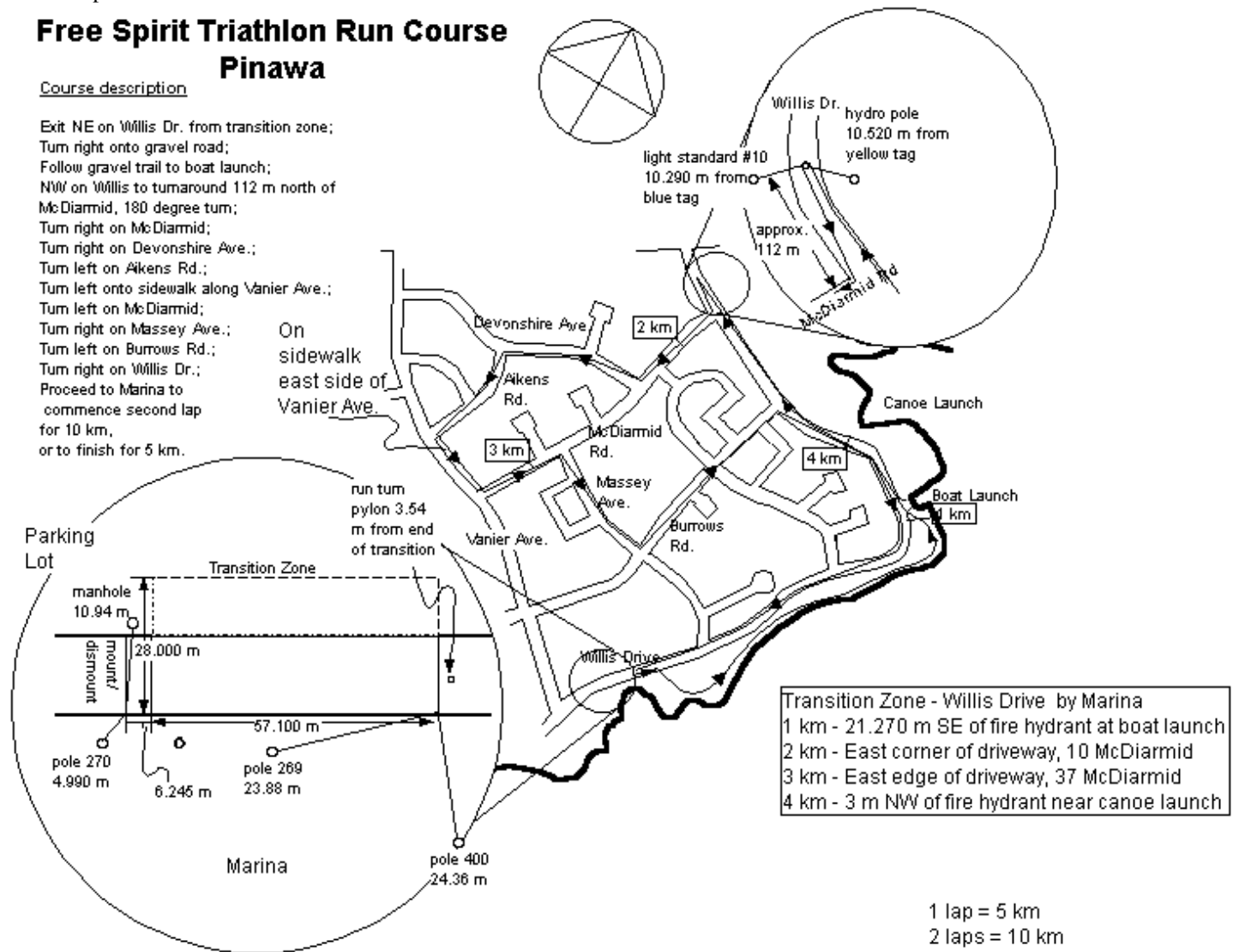
Your map **must** include descriptions of the **exact** locations of the **start, finish**, and any **turn-around** points. This is done by giving precise tape-measured distances from nearby permanent landmarks. In writing such descriptions, **do not assume** that your painted marks on the road will still be visible. Instead, think of your descriptions as instructions for re-locating the marks without having to remeasure the entire course in the event of repaving the road. In complicated cases, it may be necessary to include detailed blow-up maps of some or all of these points. Show and list locations of splits; use a separate sheet if there is insufficient room on the map. The map **must** indicate the direction of true north. **Do not** use colors, as the map will likely be photocopied (black & white).

For more examples of maps, refer to the Athletics Canada measurement site: <http://www.mts.net/~llacroix/appendix-c-coursemaps.html>

### Free Spirit Triathlon Run Course Pinawa

#### Course description

Exit NE on Willis Dr. from transition zone;  
Turn right onto gravel road;  
Follow gravel trail to boat launch;  
NW on Willis to turnaround 112 m north of  
McDiarmid, 180 degree turn;  
Turn right on McDiarmid;  
Turn right on Devonshire Ave.;  
Turn left on Aikens Rd.;  
Turn left onto sidewalk along Vanier Ave.;  
Turn left on McDiarmid;  
Turn right on Massey Ave.;  
Turn left on Burrows Rd.;  
Turn right on Willis Dr.;  
Proceed to Marina to  
commence second lap  
for 10 km,  
or to finish for 5 km.



Transition Zone - Willis Drive by Marina  
1 km - 21.270 m SE of fire hydrant at boat launch  
2 km - East corner of driveway, 10 McDiarmid  
3 km - East edge of driveway, 37 McDiarmid  
4 km - 3 m NW of fire hydrant near canoe launch

1 lap = 5 km  
2 laps = 10 km



## APPENDIX C

### \*SAMPLE LETTER TO SEND TO LOCAL HEALTH FACILITY\*

To: Director of Emergency Services  
Nearby Responding Facility  
Rural Manitoba

From: John Doe  
Medical Coordinator  
(Insert name) Triathlon

Dear Sir / Madame,

On Sunday, (date and year) we (or triathlon club name) will be hosting a Triathlon and Duathlon in the (town) area.

This will consist of an open water swim of 750 metres to 1500 metres, a cycling race of 20 to 40 kilometres, followed by a running race of 5 to 10 km. The swim will be occurring in (name) lake starting and ending at (beach or location). The cycling course will be extending from (area of transition) 'eastward' down (highway name or number), and the running course will be (brief location).

We would anticipate having (expected number) participants in a large variety of age groups.

We wish to make you aware of this event because although we will have adequate lifeguards and first responders on site, in the unlikely event of serious or life-threatening injury we may require the use of your emergency services including ambulance. Should there be any expected difficulties with availability of services on this day please contact me/us at your earliest convenience.

This is an important community event and we thank you in advance for your kind attention and assistance.

Sincerely,

John Doe.  
Home telephone  
Daytime or Work telephone  
Fax number  
Email address.