

# Triathlon Manitoba Officials Checklist

## Before the Race

- Review race website – what events are offered? Important information for athletes?
- Look at maps –know the course. How many loops for each discipline/distance. Option: print out and bring with you.
- Review schedule of events – race start times, transition opens and closes, pre-race briefing etc.
- Know what time to arrive and if possible what your assignment is so you can be prepared.
- Pack your kit – snacks, whistle, rule book, watch, hat, sunscreen/bug spray, rain gear, running shoes, sun glasses, (warm clothes for motorcycle), pen/notebook etc.

## Upon Arrival at the Race Site

- Check in with Head Referee / identify the Race Director
- Receive your assignment and instructions; get equipment you need ready i.e. flags, thermometer
- If assigned one, check out a radio – turn it on/test it
- Review transition flow – know it inside and out. Review your area – bike, run, swim – know flow.
- Where should athletes rack their bikes – are racks designated for specific distances, age groups etc.
- Where is medical? Lost and found? Registration? Washrooms/change rooms? Mechanic? Start/Finish? Mount/dismount line? Penalty violation board and Penalty box?
- Get to know your LOC counterparts – make friends i.e. if in TZ meet TZ volunteers/sector chief. Provide an overview of your role/responsibilities.
- Be proactive – let the HR know if something is not right in your area. Ex: mount line is not set up.
- Be diplomatic – everyone is working hard and volunteering their time!
- Smile, be helpful and pleasant – remember athletes are nervous– be calm and enhance both the race volunteers/LOC and athletes’ experience.

## After the Race

- Debrief with the Head Referee – provide list of violations, common occurrences, opinions on how things worked. Any suggestions for next year to make things smoother? Review incidences – look at this as learning opportunities.
- Hand in radios and vests
- Thank the Race organizers and your sector volunteers – provide praise and support

**Thanks for your time in volunteering as a triathlon official to make our sport fair and safe!**