

EVENT ORGANISERS AND TECHNICAL OFFICIALS

The success of every event requires all those that are involved to work together as one team, and key to this is the relationship between the Event Organisers and Technical Officials. Both Event Organisers and Technical Officials are ultimately working towards the same aim - giving competitors the best possible experience.

EVENT ORGANISER RESPONSIBILITIES

- Deliver the best possible event experience for competitors!
- Carry out a thorough risk assessment of all aspects of the race and the event in general, completed on the British Triathlon Risk Assessment Template.
- Ensure that suitable insurance provision is in place for the event as a whole and that day memberships are emailed to non-members.
- Liaise with your appointed Technical and Motorcycle Official(s) to confirm logistics and expectations ahead of the event.
- Send the Motorcycle Official Event Registration Form to British Triathlon in advance of the event so insurance provision can be arranged.
- Ensure that the British Triathlon Event Permit has been received and is displayed at registration.
- Ensure the event is safe to take place for competitors, volunteers and the general public.
- Ensure that medical provision is in place and the event is not started until it is confirmed as ready. Liaise with the Event Team and Technical Official if there will be a delay.
- Deliver the operations of the event as per the stated Normal Operating Procedures, and take on feedback and suggestions that the Technical Official(s) may have.
- Be responsive and make any changes that are required on the day e.g. adverse weather conditions, roadworks.
- Implement the Emergency Action Plan where required. Ensure that all Event Team, marshals, volunteers and Technical Officials know what to do in case of an incident.
- Deliver the main race briefing and any subsequent briefings (i.e. at poolside or lakeside).
- Support the Technical Official in any penalty decisions that have been made.
- Hold a debrief with the Technical Official at the end of your event, and confirm penalties or changes to results that need to be made.
- Reimburse the Technical Official(s) their agreed expenses claim.

TECHNICAL OFFICIAL RESPONSIBILITIES

- Deliver the best possible event experience for competitors!
- Contact the Event Organiser at least two weeks before the event to confirm logistics and information about the event as per the Pre-Event Checklist.
- Confirm beforehand your expected expenses claim and agree a timeframe for reimbursement.
- One hour before the race start take the water temperature (open water events only).
- Contribute to the race briefing and support the Event Organiser with any technical queries they may have beforehand.
- Check with the Event Organiser (or Safety Officer) that the event is safe to start.
- If you have safety concerns, be proactive and raise your concerns and suggestions with the Event Organiser or Safety Officer.
- Do not make event operational changes yourself unless competitor safety is in immediate danger.
- Introduce yourself to the timing company and agree how any penalties will be relayed to them. Display a blank penalty sheet at the timing tent (or other suitable location).
- Avoid marshalling the event as you will need to be able to proactively engage with competitors at all times.
- Proactively educate and interact with competitors to prevent penalties being issued, though recognise when it may be appropriate to issue one.
- Where penalties are issued, make every effort to speak to the competitor that has been penalised. Ensure these are posted in a timely manner and the timing company informed.
- Hold a debrief with the Event Organiser at the end of each event, and raise with them any issues or opportunities for improvement. Nothing in the TO report should be a surprise when the Event Organiser reviews it.
- Submit your post-race report on the OMS within 14 days.
- Do not make any negative comments about or concerning any event on social media about the event as these could be misinterpreted, unless agreed with the Event Organiser.