Post-Event Reporting Document

World Triathlon - Duathlon

|  |  |
| --- | --- |
| ✓ | Indicates satisfactory or well done |
| X | Indicates improvement required |
| n/a | Indicates no applicable |

A combined ✓ **X** indicates that some elements were satisfactory and some need improvement. A comment must accompany any **X**. The report is intended to assist LOC and World Triathlon in the always challenging job of improving our events and presenting the sport at the best possible level for athletes, media, television, sponsors and spectators.

Once the report is finalized, please forward to World Triathlon. As soon as the Report is reviewed, a copy will be forwarded to all relevant parties.

|  |  |
| --- | --- |
| **Event:** |  |
| **Location:** |  |
| **Date:** |  |
| **LOC:** |  |
| **Team Leader (TL) - if applicable:** |  |
| **Technical Delegate (TD):** |  |
| **Assistant Technical Delegate (ATD) - if applicable:** |  |
| **Medical Delegate (MD) - if applicable:** |  |
| **Head Referee (HR):** |  |
| **Media Delegate (MED) - if applicable:** |  |
| **TV Producer (TV) – if applicable:** |  |
| **Report ‘s submission date:** |  |

|  |
| --- |
| **GENERAL** |

|  |  |
| --- | --- |
| **1. Event Details** | **Data** |

|  |  |  |
| --- | --- | --- |
| 1.1 Start Times | Women |  |
| Men |  |
| Paratriathlon *(if applicable)* |  |
| 1.2 Air Temperature *(all events)* | |  |
| 1.3 Athletes’ briefing presentation (*Please attached the ppt. file to this report)* | | |
| 1.4 Accurate distances | Bike course |  |
| Total bike course’ elevation |  |
| Run course |  |
| Total run course’ elevation |  |
| 1.5 Paratriathlon accurate distances  *(if applicable)* | Number or sharp corners in the bike (≥ 90 degrees) |  |
| Number or sharp corners in the run (≥ 90 degrees) |  |

|  |  |
| --- | --- |
| **2. General Overview** | **Score (1-5)** |
| 2.1 Safe and fair |  |
| 2.2 Spectator friendly |  |
| 2.3 Media friendly |  |
| 2.4 Sponsor services |  |
| 2.5 Event ‘Look and Feel’ |  |
| 2.6 Legacy for community |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. LOC Strengths** | **✓** | **X** | **Comment** |
| 3.1 LOC Management Structure |  |  |  |
| 3.2 LOC Commitment and connection to the community |  |  |
| 3.3 Special committee strengths |  |  |
| 3.4 Adequate number of trained volunteers |  |  |

|  |
| --- |
| **TECHNICAL OPERATIONS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Start / Run Course – 1st leg** | **✓** | **X** | **Comment** |
| 4.1 GPS / Laser measurement |  |  |  |
| 4.2 Start zone   1. Width 2. Spacing 3. Numbering 4. Carpeted |  |  |
| 4.3 Start procedures |  |  |
| 4.4 Introduction of athletes |  |  |
| 4.5 Road surface, topography, technical challenges |  |  |
| 4.6 Aid Stations (locations, distance between, equipment) |  |  |
| 4.7 Km markers |  |  |
| 4.8 Lap counting boards |  |  |
| 4.9 Penalty box (location, signage) |  |  |
| 4.10 Paratriathlon *(if applicable)*   1. Wheelchair accessible course. No maximum gradient of over 5%. At the steepest point. 2. Non-a trail type run courses. 3. Run course to be wide enough to allow a wheelchair athlete and another athlete space to pass each other. 4. VI Free leading zones (locations, signage) 5. Aid stations trained to serve VI athletes. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Transition** | **✓** | **X** | **Comment** |
| 5.1 TA layout and design |  |  |  |
| 5.2 Athlete ID plate as per Branding Guidelines |  |  |
| 5.3 Boxes for race gear adequate in size and labelled with athletes’ number |  |  |
| 5.4 Mount, Dismount Line / Zone clearly marked |  |  |
| 5.5 Transition carpeted |  |  |
| 5.6 Paratriathlon *(if applicable)*   1. Folding chairs provided in the transition area. 2. Spacing according to the World Triathlon CR. 3. Transition zone’s surface. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Bike Course** | **✓** | **X** | **Comment** |
| 6.1 Road surface, topography, technical challenges, laser/ GPS measurement |  |  |  |
| 6.2 Course swept and clear |  |  |
| 6.3 Traffic controlled and road closure safety |  |  |
| 6.4 Wheel stations |  |  |
| 6.5 Whistles and flags – caution areas for pedestrians, media, officials |  |  |
| 6.6 Lap counting boards |  |  |
| 6.7 Lapped athletes |  |  |
| 6.8 Number of motorcycles available for technical officials |  |  |  |
| 6.9 Motorcycles “lens drafting” – proximity to athletes |  |  |  |
| 6.10 Paratriathlon *(if applicable)*   1. No maximum gradient of over 12%. 2. Width of the road/corners. 3. Penalty box (locations, signage) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7. Run Course - 3rd leg** | **✓** | **X** | **Comment** |
| 7.1 Road surface, topography, technical challenges, laser/ GPS measurement |  |  |  |
| 7.2 Paratriathlon *(if applicable)*   1. Wheelchair accessible course. No maximum gradient of over 5%. At the steepest point. 2. Non-a trail type run courses. 3. Run course to be wide enough to allow a wheelchair athlete and another athlete space to pass each other. 4. VI Free leading zones (locations, signage) 5. Aid stations trained to serve VI athletes. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8. Finish Area** | **✓** | **X** | **Comment** |
| 8.1 Gantry position and width (min 5m wide) |  |  |  |
| 8.2 Distance from gantry to media stand (min 15m) |  |  |
| 8.3 Finish line markings |  |  |
| 8.4 Photo finish cameras in place |  |  |
| 8.5 Position of timing equipment |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Recovery Area** | **✓** | **X** | **Comment** |
| 9.1 Distance to the finish area |  |  |  |
| 9.2 Appropriately staffed |  |  |
| 9.3 Sufficient shade available and cool down equipment (cool baths) |  |  |
| 9.4 Sufficient water, replacement fluids, fruit available |  |  |

|  |
| --- |
| **SPORT PRESENTATION & CEREMONIES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **10. Sport Presentation** | **✓** | **X** | **Comment** |
| 10.1 Athlete Introduction Protocol adhered to |  |  |  |
| 10.2 Announcers approved and briefed |  |  |
| 10.3 A PA system that covers all key competition areas |  |  |
| 10.4 Music selection appropriate for the venue and culture |  |  |
| 10.5 Language – English and host |  |  |
| 10.6 Big Screen |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **10. Medal Ceremony Presentation** | **✓** | **X** | **Comment** |
| 11.1 Set-up, Ceremony Look and location |  |  |  |
| 11.2 Hostesses properly dressed |  |  |
| 11.3 Managed by LOC SP Manager |  |  |
| 11.4 Presentation rehearsed with all involved staff |  |  |
| 11.5 Flags, anthems, flowers and champagne |  |  |
| 11.6 Presenters appointed as per World Triathlon protocol |  |  |
| 11.7 Paratriathlon *(if applicable)*   1. Medals and flowers for all categories and guides 2. Wheel chair accessible podium |  |  |  |

|  |
| --- |
| **VENUE OPERATIONS SERVICES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **12. Athlete Services** | **✓** | **X** | **Comment** |
| 12.2 World Triathlon Website accuracy |  |  |  |
| 12.3 Suitability of briefing venue   1. PA system 2. Room Layout 3. Refreshments and bottled water |  |  |
| 12.4 Athlete Information Booth   1. Training times posted 2. Air & Water temperature posted 3. Full event schedule available |  |  |
| 12.5 On site ‘Athlete Lounge’   1. Location 2. Furnishings 3. Food service 4. Volunteers 5. Secure clothing storage area 6. Access to toilets and adequate number of toilets |  |  |
| 12.6 Paratriathlon *(if applicable)*   1. Proper credentials for personal handlers, and swim exit assistants, 2. Handlers’ briefing and training conducted by the TD. 3. Athletes’ race packages 4. Wheelchair accessible athletes’ briefing venue |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **13. Anti-Doping Control** | **✓** | **X** | **Comment** | |
| 13.1 Number of urine tests |  |  |  |
| 13.2 Adequate number of appropriate people to act as chaperones (English speaking, over 19 years of age, available for the whole time that they are needed) |  |  |  |
| 13.3 Doping Control Station (proximity to finish, set-up, fluid supply, processing rooms) |  |  |  |
| 13.4 Doping Control Agency completing the tests information | Agency’s name: |  | |
| Contact person: |  | |
| Email address: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **14. Volunteer Services** | **✓** | **X** | **Comment** |
| 14.1 Field of Play: look of the event – Uniform etc. |  |  |  |
| 14.2 Understand responsibilities |  |  |
| 14.3 Assertive to control the situation, proactive, prepared |  |  |
| 14.4 No cheering or getting in the way |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **15. Venue Operations Management** | **✓** | **X** | **Comment** |
| 15.1 Venue layout according to EOM |  |  |  |
| 15.2 Environment and recycling |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **16. Communications** | **✓** | **X** | **Comment** |
| 16.1 Race Communication plan/ VCC |  |  |  |
| 16.2 Radio Communication plan |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **17. Security and Accreditation** | **✓** | **X** | **Comment** |
| 17.1 World Triathlon accreditation plan |  |  |  |
| 17.2 Access areas clearly signed |  |  |
| 17.3 Site secure areas controlled |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **18. Timing Company** | **✓** | **X** | **Comment** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 18.1 Timing Company | Name: |  | | |
| Email: |  | | |
| Operators’ name: |  | | |
| 18.2 Number of timing points and locations | |  |  |  |
| 18.3 Timing system used (ea. AMB, championship etc.) | |  |  |
| 18.4 Live Timing Services During Event | |  |  |

|  |
| --- |
| **CLIENT SERVICES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **19. Spectator Services** | **✓** | **X** | **Comment** |
| 19.1 Spectator viewing areas |  |  |  |
| 19.2 Grandstand capacity (Number) |  |  |
| 19.3 Controlled flow |  |  |
| 19.4 Spectator directional signage |  |  |
| 19.5 Food and beverage vendors and Sport Expo |  |  |
| 19.6 Toilets  a) Adequate number  b) Clean and serviced |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **20. Transportation Services** | **✓** | **X** | **Comment** |
| 20.1 Airport pick up and drop off for all World Triathlon officials |  |  |  |
| 20.2 World Triathlon officials on site transportation |  |  |
| 20.3 Public Transportation and parking available for spectators |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **21. Sponsor Services and Branding** | **✓** | **X** | **Comment** |
| 21.1 Branding according to World Triathlon Guidelines |  |  |  |
| 21.2 Sponsor Branding on all event print materials |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **22. VIP & World Triathlon Family Services** | **✓** | **X** | **Comment** |
| 22.1 World Triathlon team hotel: walking distance from the venue |  |  |  |
| 22.2 Extra VIP event passes provided for World Triathlon, if required |  |  |
| 22.3 World Triathlon Family Welcome Package |  |  |
| 22.4 Approved VIP hosting areas |  |  |
| 22.5 World Triathlon office provided as per requirements |  |  |
| 22.6 Mobile phones provided |  |  |

|  |
| --- |
| **MEDICAL** |

|  |  |  |  |
| --- | --- | --- | --- |
| **23. Medical Services** | **✓** | **X** | **Comment** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 23.1 LOC Medical Director | Name: |  | | |
| Email Address: |  | | |
| 23.2 Race Medical Plan approved by World Triathlon | |  |  |  |
| 23.3 Local hospital notified | |  |  |
| 23.4 Number of ambulances on site and on course | |  |  |
| 23.5 Medical facility   1. Tent size and number of cots and blankets 2. Ice and fridge 3. Wading cool down pools (in hot weather) | |  |  |
| 23.6 Medical equipment and supplies | |  |  |
| 23.7 Communication system (dedicated medical radio channel) | |  |  |
| 23.8 Medical access to finish area | |  |  |
| 23.9 Medical access and exit from course | |  |  |
| 23.10 Accidents/ medical incidents at the event  *if yes, please submit the medical records (athletes’ age, gender, cause of accident, nature of accident) and the police reports with your report* | |  |  |  |

|  |
| --- |
| **MEDIA SERVICES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **24. General Requirements** | **✓** | **X** | **Comment** |
| 24.1 World Triathlon Media Coordinator from LOC |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **25. Media Services** | **✓** | **X** | **Comment** |
| 25.1 Press Centre for general media |  |  |  |
| 25.2 Pre-Race Press Conference |  |  |
| 25.3 Media Briefing and walk-through |  |  |
| 25.4 On course media zones and dedicated photo positions (swim, bike, run, transition, finish) |  |  |
| 25.5 Mixed Zone separate from athletes |  |  |
| 25.6 One (1) Motorcycle and driver and additional helmet for World Triathlon official photographer |  |  |
| 25.7 Photo stand and Mixed zone |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **26. Television Production** | **✓** | **X** | **Comment** |
| 26.1 Local TV crew on site |  |  |  |
| 26.2 Maximum three (3) motorcycles with drivers and extra helmets |  |  |
| 26.3 Boat and driver for camera crew (if required) |  |  |
| 26.4 Allocated priority space for World Triathlon TV camera + tripod at finish line, with clear, unblocked view of finish |  |  |
| 26.5 Post race interview set up |  |  |

|  |
| --- |
| **TECHNICAL OFFICIAL’S ASSIGNMENTS** |

|  |  |
| --- | --- |
| **27. Post Technical procedures** | **Comments** |
| 27.1 Please list the names of the Competition Jury’s members |  |
| 27.2 How many appeals/ protests were discussed by the Competition Jury?  *(If any, please submit copy of the appeal and protest forms)* |  |
| 27.3 Are there any recommendations that you may have for rule modifications or inclusions to the World Triathlon Technical Committee, based on your experience at this event? |  |

Please include the names of the Technical Officials and their country of origin next to their assigned positions for this event. Indicate the vacant or non-applicable positions with N/A instead of a name.

Please make sure that the technical officials World Triathlon TOs’ ID is included in the table below, in order for the post-race report to be approved by World Triathlon.

Evaluate the TOs based on their performance with 1 (poor) to 5 (very good). This column will be removed from the report after World Triathlon’s approval. The TOs’ score will be used only for internal purposes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assignments** | | **Technical Official’s data** | | | | | **Evaluation** |
| **Primary Position** | **Secondary Position** | **First Name** | **Last Name** | **World Triathlon**  **TOs’ ID**  *(If known)* | **Gender**  **(M/F)** | **Country** | **(1-5)** |
| Technical Delegate |  |  |  |  |  |  |  |
| Medical Delegate |  |  |  |  |  |  |  |
| Assistant Technical Delegate |  |  |  |  |  |  |  |
| Head Referee |  |  |  |  |  |  |  |
| Chief Race Official |  |  |  |  |  |  |  |
| Chief Registration |  |  |  |  |  |  |  |
| Chief Technology |  |  |  |  |  |  |  |
| Chief Swim |  |  |  |  |  |  |  |
| Chief Transition |  |  |  |  |  |  |  |
| Chief Cycle |  |  |  |  |  |  |  |
| Chief Lap Auditor |  |  |  |  |  |  |  |
| Chief Wheel Station |  |  |  |  |  |  |  |
| Chief Vehicular |  |  |  |  |  |  |  |
| Chief Run |  |  |  |  |  |  |  |
| Chief Aid Station |  |  |  |  |  |  |  |
| Chief Penalty Box |  |  |  |  |  |  |  |
| Chief Finish |  |  |  |  |  |  |  |
| Assistant Registration |  |  |  |  |  |  |  |
| Assistant Swim |  |  |  |  |  |  |  |
| Assistant Swim |  |  |  |  |  |  |  |
| Assistant Transition |  |  |  |  |  |  |  |
| Assistant Transition |  |  |  |  |  |  |  |
| Assistant Transition (Mount/Dismount) |  |  |  |  |  |  |  |
| Assistant Transition (Mount/Dismount) |  |  |  |  |  |  |  |
| Assistant Cycle |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Cycle (AG only) |  |  |  |  |  |  |  |
| Assistant Wheel Station |  |  |  |  |  |  |  |
| Assistant Lap Auditor |  |  |  |  |  |  |  |
| Assistant Run |  |  |  |  |  |  |  |
| Assistant Aid Station |  |  |  |  |  |  |  |
| Assistant Aid Station |  |  |  |  |  |  |  |
| Assistant Aid Station |  |  |  |  |  |  |  |
| Assistant Penalty Box |  |  |  |  |  |  |  |
| Assistant Finish |  |  |  |  |  |  |  |

The following secondary positions can be assigned to any Technical Official on an World Triathlon Event:

* Starter
* Assistant Starter
* False Starter
* Start Line Official
* Finish Line Tape Holder Official
* Finish Line Handler

Please indicate if any of the secondary positions was assigned and to which Technical Official.

**SUMMARY:**

(Mandatory for TD to fill in)

**Positive aspects of the event:**

(Mandatory for TD to fill in)

**Points to improve for future editions:**

(Mandatory for TD to fill in)