



Race Director Guidelines

The purpose of this document is to assist Race Directors (RD) understand and carry out their duties when organising and conducting a race.

A race is defined as either a full triathlon with a swim, ride and run leg or an Aquathlon which has swim and run legs; a Duathlon which has run and ride legs. A race can also be a combination of the above and may include other legs such as a canoe.

Each year the committee will produce a race calendar which gives details of the date, venue, time, type of race and distances. This calendar will also give the names of members who will be responsible for the key tasks for that race.

These key tasks are;

1. Race Director,
2. Registration,
3. Fruit and ice provider.

Many club members have carried out these tasks in the past and are familiar with the requirements. New members who will be carrying out these tasks for the first time may require written guidance.

This document will give information for the RD only. Additional documents are available and posted on website for the other two key roles listed above.

THE RACE DIRECTOR

This person is the chief organiser and co-ordinator of the race. Most large high profile races have paid professional race directors. In the Darwin Triathlon Club's case RDs are volunteers who are giving up their time to organise and conduct the race for other members.

General

If you have any queries about what you should be doing then the first point of contact is the club President.

As RD you cannot participate in the race.

RDs are not expected to carry out all the tasks listed and are encouraged to involve others to assist them if required.

Most of the races in Darwin are run over long established courses. Prior to the event, Triathlon Australia sanctioning documents will have been submitted by the President for course and logistics assessment and sanctioning approval obtained. Incorporated within these sanctioning documents will be course maps showing each leg of the event. As these are the approved maps they must be adhered to at all times unless advised otherwise by the President or Triathlon NT.

In The Week Leading Up to the Event

The club secretary will contact volunteers listed for Registration and Fruit & Ice to confirm availability. As has been stated above, all key tasks are published but some people need reminding. If that person says they will not be available to carry out their task then they will be reminded it is their responsibility to find a replacement and to confirm who the replacement will be.

Permits for all races during the year will be obtained by the permits committee member. It is a good idea to check with the President or the permits committee person to make sure the appropriate permits are in place.

If a public swimming pool is being used, confirm with the President that a booking has been made and request details of any special requirements the venue may have. This will include collecting the key if necessary, turning on and off lights, Life guards etc.

If the race is at Lake Alexander (and there is a swim leg) water safety will be required. Lifesavers will have been prior notified and booked for the event by the committee. On race day, water safety point of contact will be you as RD.

For an open water swim the swim buoys will need to be set out as per the course map. It is a good idea to organise some one in advance to do this so they arrive early at the venue and get them set up. There are plenty of experienced members who will help with this and also have a good idea of where to place the buoys for each race distance.

At all of our events medical assistance is required. St Johns Ambulance will have been contacted and booked prior to the event by the committee. As with the water safety the point of contact at the event will be you as the RD.

You will need to make contact with the equipment officer to ensure equipment trailer will be at the venue and to arrange collection of keys to access the equipment from the shed. Discuss with the equipment officer any special equipment needs so they can make sure the appropriate equipment is available. As RD it is your responsibility to remove the equipment and/or trailer from the shed prior to the event and return as found upon the completion of the event. Remember that the equipment needs to be set up in time for the registration and race start so additional volunteers will be needed to help you out with this.

If there is a ride leg, warning signs will need to be put out on the course which is the responsibility of the RD. The RD may wish to collect or organise someone to collect the signs before the race so they can put them out on the way to the venue.

This can be quite a time consuming task depending on the course so make sure plenty of time has been allocated to do this.

It is a good idea to view the course and the transition area a day or so before a race so you can identify any obstacles or road hazards that may impact on the course or the race. In particular, sweep gravel off key turning or other points on the course.

On the Day of the Race

Turn up to the venue early to supervise and help with the set up. Enough bike racks should be set up to cater for the expected number of participants. A day or two before the actual race a complete competitor list will be forwarded to you detailing the exact number to expect and cater for. In general at our club races participants can rack their bikes where they like, but if there are two or more races then you may wish to have designated areas.

Make sure the check-in table is set up early so people can check-in and prepare for the race.

Make sure the other key people have turned up to carry out their tasks and are confident they know what they are doing.

Ensure the swim buoys are put in the water and check to make sure they are in the correct place.

Set out the transition area with witches' hats. This is to be done at the entrance and exit to the bike transition.

Lay out witches' hats so participants are guided from the swim leg to the bikes and from the bikes onto the run. In particular make it clear where to run so no short cuts are made or turns missed.

Set out the turn around points if needed on the run.

Set up the drinks station if required. In general the weather is always hot in Darwin and a drink station should be available for most races. Some races are very short, say less than 30 minutes, and then the RD may decide to have drinks at the finish line only. If the race is longer (for example where the run is more than 5km) more than one drink station may be required. Discuss this with the President if unsure.

Check-in strictly closes 15 minutes before the scheduled start of the race. Make an announcement that check-in will close ten & then five minutes before that time. Also announce what time you will be holding the race briefing.

Race Briefing

This is an important role the RD must carry out. At most races there will be new and inexperienced members and the race briefing is important to pass on some necessary information.

Introduce yourself as the RD

Welcome everyone along and in particular welcome new members.

Describe in detail each leg of the race.

Remind all participants of some basic rules and instructions such as.

- If during the swim you feel you need assistance stop and hold one arm in the air and water safety will come to you
- If there is an incident in the water then there will be three long blasts on the air horn. If this happens then all are to exit the water.
- Where to get on an off your bike (mount and dismount zones).
- That you must have your helmet on before touching your bike and take your helmet off after racking your bike.
- Torso must be covered at all times for the ride and run leg of a race.
- Drafting on the bike leg is not permitted. You may wish to go into a little more detail on this and even have a quick demonstration.
- If there are teams racing advise them that the change over from one member to the other must take place in transition only. This will include the handing over of the team timing chip from one team member to the next
- Tell participants to take and drink an appropriate amount of water during the race.
- Remind participants that shoes must be worn on the run leg.
- Road rules must be obeyed. You must stop at red lights – unless advised otherwise.

If there are juniors racing announce this to the group so everyone is aware they are also sharing the course.

General

Make sure the timing mats are in place and confirm that they are turned on and recording.

Start the race as close to the advertised start time as possible and make a note of the exact start time.

Fill in check list below to make sure all tasks covered.

Congratulate yourself on a job well done.

Thank you for volunteering.



| RACE DIRECTOR CHECK LIST | Date of race | Tick |
|---|---------------------|-------------|
| Have the caution cyclist and other bike course signs been put out. | | |
| Make sure the transition area is clear of glass or other hazards. | | |
| Have the swim buoys been put in place | | |
| Make sure some one is able to set up and run the drink station (if required) | | |
| Make sure enough bike racks are out. | | |
| Close Check-in about 15 minutes before the race is due to start. | | |
| Give competitors 10 & 5 minute warning of when the race briefing will start. | | |
| Keep the process on time so the race starts on time. | | |
| Give a clear and accurate race briefing. | | |
| If there is more than one race explain clearly which race is first and how long until the next race or wave starts | | |
| Make sure the timing box/s are turned on and recording (beeping when chip crosses mat). | | |
| Make sure any road or other marshals (including mount and dismount) are ready to move into place. | | |
| Make sure water safety is in place. | | |
| Make sure St Johns Ambulance are in place | | |
| Have a transition guard in place to watch bikes while swim is taking place | | |
| Have a marshal in place at the toilet block intersection to prevent vehicles entering while swim is taking place. | | |
| Provide assistance during the race where needed. | | |
| Organise people to help pack up the racks and other items to go back into the equipment trailer as found. | | |
| Make sure the trailer is transported back to the shed. | | |
| Confirm with the Equipment Officer that the drink containers are correctly stored and the fruit platters are taken to be cleaned. | | |
| Give yourself a big pat on the back for a job well done. | | |

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| Race Director comments. | |
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Road Sign Positions on Bike Course

Below is the recommendation of which roads to place signs on and which type of sign.

The signs are to be put in a prominent place so cars entering Dick Ward Drive and other roads that the race will be conducted on are warned that there will be cyclists on the road.

A-Frame signs are free standing while the flat signs need to be leant up against a pole. There should be some string on the flat sign to tie them to the pole so they don't blow over.

The list below is where the signs should be placed and the type of sign to use. The start is at the Sunset Cove roundabout and heads back towards Lake Alexander. There are 5 A-Frame signs and 10 Flat signs.

| Road | Sign Type |
|---|----------------|
| On the Island at the Nightcliff side of the Sunset Cover roundabout | A-Frame |
| Runge Street | Flat |
| Musgrave Street | Flat |
| Old McMillans Road | Flat |
| Orchard Road | Flat |
| Nation Crescent | Flat |
| Tang Street | A-Frame |
| Totem Road | A-Frame |
| Fitzer Drive | Flat |
| Nadpur Street | Flat |
| Douglas Street | Flat |
| Ross Smith Avenue (Put a sign for the cars turning right and left) | A-Frame & Flat |
| Cnr East Point Road leading up to the Lake | A-Frame |
| Lake Alexander Entrance Gates | Flat |
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