



DTC Race Guidelines

The purpose of this document is to assist the club committee and volunteers, including the nominated Race Directors (RD), organise and conduct a successful and safe race.

Races are either a full triathlon with a swim, ride and run leg; an Aquathlon which has swim and run legs; a Duathlon which has run and ride legs; or a combination.

The club race calendar gives details of the date, venue, time, type of race and distances. This calendar will be the basis for attracting sponsors and volunteers to assist. The 4 key volunteer roles are:

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

Registration has been greatly simplified with the on-line system and automatic timing system. The requirements of this role and Fruit and Ice provider are outlined in another document posted on our web site.

A committee member will send an email to all volunteers finalising information a few days prior to race day. Confirming numbers attending and any specific details required.

This document gives information for the RD specifically, and also outlines other activities undertaken by others before, during and after the event.

THE RACE DIRECTOR

The Race Director is the chief organiser and focal point on race day. Is responsible for setting up and packing down for the event. The RD cannot participate in the race and earns 6 points for volunteering for the position.

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

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

SANCTIONING, PERMITS & SAFETY

All races organised by DTC are sanctioned through Triathlon Australia. In addition, depending on the event and format, other approvals and permits are required by relevant authorities. These are already in place prior to the event.

ITEM	DESCRIPTION	RESPONSIBILITY
1	Sanctioning through TA	Sanctioning & Permit Officer
2	Water Safety – through Mindil SLSC	Sanctioning & Permit Officer
3	First Aid – Upon registration a list of currently trained is collected. Major Races and out of town courses will engage St Johns.	Sanctioning & Permit Officer
4	City of Darwin Approvals (includes Application for Street Permit & Hire of Council Facilities). Signed off by NT Police prior to submitting.	Sanctioning & Permit Officer
5	Advise to NT Government Roads, Traffic and Bus sections	Sanctioning & Permit Officer
6	Other Permits/ Approvals (eg Parks and Wildlife/ Waterfront Corporation/ other Local Councils	Sanctioning & Permit Officer

PREPARATION IN THE WEEK BEFORE THE RACE

ITEM	DESCRIPTION	RESPONSIBILITY
7	Course details provided to RD	Sanctioning & Permit Officer
8	Check and confirm the course maps and be clear on how the race will be set up.	RD
9	Arrange volunteers to assist on the morning – eg water aid stations, assisting with swim buoys, bike racks/ transition, course marshalls and run course. NOTE: On the day, there are usually several members available to assist with transition set up.	RD
10	Fruit and Ice Provider and Registration volunteers checked and confirmed	Equipment Officer
11	Timing arrangements confirmed	Timing Officer
12	Collect a key to the shed	Equipment Officer/ RD
13	If a public swimming pool or the Waterfront is being used, the President will confirm all access requirements, keys etc.	President/ RD

DAY BEFORE THE RACE

ITEM	DESCRIPTION	RESPONSIBILITY
14	Collect Cycle Course Warning signs, run turn-around and cones (if required) and swim buoys. This allows them to be placed on the course the next morning on the way to the venue. Seek a volunteer available to place the swim buoys so placing them by the side of the lake on the way back to the transition can help.	RD
15	Undertake final check of the course to ensure no major issues (eg roadworks/ closures/ broken glass etc).	RD

RACE DAY

ITEM	DESCRIPTION	RESPONSIBILITY
16	Place all Cycling Course warning signs (refer to recommended locations table at end of this document) – this can take about 30 minutes – so start at around 90 minutes before race start.	RD
17	Set out run turn-around – sign and witches hat	RD
18	Place the swim buoys by the side of the lake on the way back to the transition for assistant to place in lake.	RD
19	Retrieve trailer from shed, if not already arranged with equipment officer.	Timing /Equipment Officer
20	Set up table and chairs for Registration	RD
21	Set up bike racks and transition area with assistance from members. This includes racks and cones	RD
22	Liaise with Timing Officer to ensure placement for timing mats is clear and suitable for the event	Timing Officer
23	Set out cones for swim to bike and bike to run transitions.	RD
24	Confirm with assistant that swim buoys are correctly placed	RD
25	Set up tables and coolers for water aid stations for run. This is only required when the run leg is greater than 3km	RD
26	Set up tables and eskies for post-race drinks and food. It is the responsibility of other volunteers to ensure the food and drinks are all prepared.	RD/ Volunteers

27	Ensure all required volunteers and marshalls are briefed and know what they are required to do. A key marshall will be at the road crossing point from transition and onto the cycle course.	RD
27	Give 5 minute warning for registration to close (6.40am)	RD
28	Race briefing commences at 6.45am. Items to be covered are outlined below.	RD
29	Confirm water safety and St Johns are in attendance. Arrange for water safety to also unclip and bring swim buoys into the beach.	RD
30	Confirm timing mats are all ready to go and if there is traffic management that this is also in place	RD
31	Start race as close to the advertised start time as possible. Record actual start time for each wave to be cross-correlated back to Timing Officer	RD

DURING AND AFTER RACE

The primary role for the RD during the event is to ensure the movement of athletes through transition and onto each leg occurs smoothly and safely. Marshalls in transition and at the intersection of the car park is critical for both the cycle and run legs. Carry phone in pocket at all times incase of emergency.

ITEM	DESCRIPTION	RESPONSIBILITY
32	Ensure marshalling at intersections and water aid stations are functioning correctly	RD
33	Monitor last competitor and be clear on when all competitors are off the course.	RD
34	20 minutes after completion of race, advice St Johns Ambulance that it is OK to depart	RD
35	Collect Cycle warning signs while post-race refreshments are happening (or wait until everything is packed up)	RD
36	Co-ordinate pack up of all equipment and storage into trailer and shed. Make sure all eskies, coolers and food equipment is washed and stored correctly so they will drain and not get soiled while in storage.	RD/ Volunteers
37	Lock up shed and return shed keys	RD

JOB WELL DONE!

Thank you for volunteering and contributing to the club.

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 and rules. If you do not feel confident undertaking this role, advise the President or another person from committee and they will speak.

Introduce yourself as the RD

Welcome everyone along and in particular welcome new members.

Describe in detail each leg of the race. Remember that there may be new members who are not familiar with the course. Entering and exiting transition needs to be fully described.

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
- Where to get on an off your bike (mount and dismount zones).
- That you must have your helmet on first 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 keep left and 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.
- Announce the club does have its own Defib and it is available at every race should we need it.

Road Sign Positions on Bike Course

Below is the recommended sign placement 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 locations are listed starting from the Sunset Cove roundabout and heading 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

Version History

Date	Version	Description of changes
April 2015	1.0	Initial Document Steve Goat
May 2018	1.1	2017/2018 Revised by Tony Cox
July 2020	1.2	Revised by Lucy Berk