**EVENT NAME**



**Technical Official Information**

**Technical Delegate:** *NAME*

**Race Referee:** *NAME*

**Event Details**

*Include start times, timetable, Athlete briefing, website etc*

**Technical Briefing Time and Location:**

**Start time on event day:** *(if different to the briefing time)*

**Technical Debrief**

*Details on when and where.*

Please remember to take notes during the race in your area to be included in the race report.

**Dress Code**

* Tri NZ Technical Vest – supplied by Tri NZ
* Tri NZ Dry Fit T-Shirt – supplied by Tri NZ
* Black shorts or longs
* Closed comfortable footwear
* If you are on a motorbike long black pants or jeans are mandatory along with suitable footwear.
* You may wear a sunhat and any warm/wet weather clothing underneath the technical vest.
* All other gear needed will be provided (penalty books etc).

**Food & Sunscreen**

Please ensure that you bring sunscreen and some snacks for during the day. Tri NZ will provide some water and muesli bars but it will be a long day so please ensure you are prepared.  
*At some events the LOC will provide passes to the volunteer tent – include details here*

**Radios**

Tri NZ has 12 radios and most people will be allocated one. If you are unsure on how to operate a radio please ask the TD for the event.

*At events other than the Tri Series the LOC are providing the radios so adjust quantity where required.*

**Petrol Vouchers**

These will be provided to you at the debrief. Details on the petrol vouchers can be found at the following link:

<http://www.triathlon.org.nz/services/officials-volunteers/funding-for-technical-officials.html>

*Please note: if this is your first event before qualifying as a level 1 official you will not receive a petrol voucher.*

**Penalty Time for the event**

*Enter details of the penalty time for drafting for each event*

**Drafting:** With the increased number of competitors at many of the events around the country we are seeing an increase in the number of athletes drafting. Our aim is fair play, not getting a specific number of penalties. We would like to think that the competitors accept that cheating is no longer permitted because we have taken positive steps to prevent it so that drafting does not take place. INCLUDE PENALTY BOXES IF APPLICABLE

**Paratriathlon *(remove if not applicable)***

At this event there are paratriathlon categories and to date there are XXX entered. Some key points for Paratriathlon

* Pre-transition area *insert information on location and also who will be managing this area if applicable*
  + This is located at *XXXXX*
  + Pre-transition can only be used by Tri1, TRI2, TRI3 and TRI5 athletes.
  + In this area athletes can remove their wetsuits and they can also collect their ambulatory/prosthetic devices.
  + TRI1 (only) are allowed to have their handlers in this area to assist with removing of wetsuits and also getting the athletes into their day chairs.
* Handlers
  + TRI 1 athletes are allowed two handlers and TRI2-TRI5 are allowed one handler in the transition area.  TRI6a and TRI6b are not allowed a handler however their guide can act as the handler.
  + All handlers are subject to the competition rules and one handler is allowed to assist up to two athletes providing both athletes are in the same category and are the same gender.
  + Handlers are there to assist their athlete during both transitions.  They are allowed to help their athlete with removing clothing and wetsuits, they can help with prosthetics and also with all the equipment that the athlete needs for the event, this includes shoes, helmets, sunglasses, goggles, cap etc.
  + The handler can help lift the athlete in and out of a wheelchair and handcycle.
  + The handler can help with changing a flat tyre or repairing a bike if it is in transition or at an official wheel stop.
  + A handler cannot propel the athlete forward. Unless an exception has been given by the TD or RR for a difficult area in transition or steep incline.
  + For TRI6a and TRI6b athletes the guide must be the same gender as the athlete and cannot lead, pace, push or pull the athlete during the event. The exception, for safety reasons, is 10metres before and after an aid station, an acute turn, Penalty box, transition area or any other area determined by the TD.
* Transition
  + No guide dogs are allowed in transition area at any time
  + TRI6a and TRI6b need to be located closest to the mount line followed by TRI5, TRI4, TRI3, TRI2, TRI1 (in that order).
  + TRI1 athletes are allowed to ride the handcycle inside the transition
  + TRI1 athletes must completely stop at the dismount line before continuing.
  + but they must
* Please ensure that you are up to date with the full rules for paratriathlon which can be viewed at the following link on pages 47-57.

<http://www.triathlon.org/uploads/docs/itusport_competition-rules-2013_final.pdf>

**Team Culture**

Please remember you are ambassadors for our sport. We are there to ensure the event is safe and fair and so the athletes and volunteers enjoy the event and return in the future. You will be working alongside the Local Organizing Committee (LOC) and Volunteers, and it is important that we all work as a team. Remember if you see something that needs fixing or doesn’t look right to first check with the TD or the LOC before making changes. An effective working relationship with the entire team will ensure a successful event.

During the event it is important you appear presentable at all times. Some basic points include:

* Standing up when on duty rather than leaning on a barrier or sitting down
* It is generally a long day and you are allowed to take a break. If you do take a break remember to either take your vest off or go into the Officials lounge. Please ensure you tell someone you are taking a break so they know where you are.
* Do not eat whilst performing your duties
* No talking on mobile phones (except for official purposes) whilst performing your duties
* Always ensure you appear presentable
* As hard as it is we cannot clap or cheer on athletes.
* Encourage and support and mentor your fellow officials. We are a team and we often have new officials at the event so please ensure that they understand what is required and what to look for.

**Additional Information**

*Include further information here*

If you have any questions please email me or call me on my mobile.

Look forward to seeing you in *CITY* and thank you for giving up your time for the event!

*NAME OF TD*

*CONTACT EMAIL*

*CONTACT PHONE NUMBER*