



# TECHNICAL OFFICIAL

## Technical Officials Checklist

Please ensure that you carry out all duties as outlined below for the role that you have been allocated. If you are unsure on a task please discuss with the CRO or TD.

Note: Not all events will have both a Technical Delegate and a Race Referee appointed in which case the duties of both these roles will be undertaken by one person.

The roles and descriptions listed below are those most commonly found at Tri NZ sanctioned events only and describe only the tasks that are required under Tri NZ rules. For World Triathlon events there is a more comprehensive check list that includes additional roles and additional tasks. This can be found at:

[https://www.triathlon.org/uploads/docs/World\\_Triathlon\\_TO\\_Checklist\\_20210209.pdf](https://www.triathlon.org/uploads/docs/World_Triathlon_TO_Checklist_20210209.pdf)

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### Head Referee

Appointed by the Technical Delegate of the Event and is responsible for making the final decision on all rules violations reported by Technical Officials

- In conjunction with Tri NZ and the TD, allocate roles to the Technical Officials who have been assigned to the race
- Coordinate preparation of run-sheets with TD
- Prepare appeal and protest forms. Ensure they are available at the Finish Line
- Prepare official notice board at the finish line
- Be present to advise and assist competitors on any technical matters relating to the course, the competition rules or competitors equipment
- Rule of any items of non-standard equipment to confirm it is allowed
- Start the race
- Be available to the Technical Team during the race to rule on any violations and to give advice
- Post the details of any penalties issued on the official notice board at the finish line. Details must include the athlete's race number, the violation and the penalty given.
- Make best efforts to meet with any athletes who have been disqualified to ensure that they are aware of the disqualification and to advise them of their options (including protesting).
- Be available to athletes at the finish who may wish to discuss penalties or other aspects of the race
- Advise the TD of any appeals that will require the Competition Jury to be convened
- Collect and process all protests and appeals
- Confirm final finishing order by any means necessary
- Sign off on official results immediately after the race
- Assist the TD in convening the post race TO debrief and assist with completing the post race report

### **Chief Race Official**

Appointed by the Technical Delegate and Race Referee of the Event and is the team leader for the Technical Officials. The CRO monitors and supports the work of all Technical Officials. Except in large events this role will be a joint role carried out by the TD, RR or another chief official

- If asked, assist TD to communicate assignments to all Technical Officials
- Distribute and recover Technical Vests, Radios and other equipment.
- Assistant Starter when required
- Supervise and support all Technical Officials during the event.
- Prepare Start Lists and other documents for Technical Officials
- Act as a “trouble-shooter” to provide additional resource or support at different stages of the race (e.g.: in transition during transitions, at the finish line etc)
- Ensure all Technical Officials have a break and are fed during the event day

### **Chief Swim Official + Assistant Swim Officials**

Depending on size of event may be assisted by one or more other assistant swim officials.

- Conduct a briefing with Assistant Swim Officials. Agree the division of duties.
- Check the Start Area, including start line, numbering (if any) and hazards
- Ensure that all TO's are familiar with the start process including false starts and early start procedures
- Check the sound system and start mechanism
- Verify the set-up of the course and course measurements
- Check for any hazards on the swim course
- Measure the water temperature and declare the official temperature at least one hour prior to start time. In conjunction with the TD, make the official determination on wetsuit usage based on the parameters contained in the competition rules
- Brief all safety personnel and any other on-water support or media vessels
- Administer the Swimming Conduct Rules
- Report when lead athletes are exiting the water
- Report when all athletes are out of the water

### **Chief Transition Official + Assistant Transition Officials**

- Check Transition including rack numbering, entry and exits and flows of athletes to ensure it is fair. (Note that this should have been checked by the TD in advance. Do not make any changes without checking with the TD.)
- Organise a briefing with Assistant Transition Officials to ensure everyone knows their role.
- Confirm bike rack numbering and spacing
- Supervise equipment checks (in particular check helmets for correct fit, that all bar-ends are plugged and that there are no obvious defects of safety hazards associated with the bike). Note that bike checks are visual only.
- Ensure that the Transition Area is secure (note: It is NOT the job of the TO's to act as security guards but ensure that this function is being performed by the LOC)
- Ensure that only race equipment is placed in the transition area and that no large boxes or bags are left in transition during the race. Remove any such items if necessary.
- Check that athletes have not marked their positions and remove any such marking
- Administer the Transition Conduct Rules
- Inform TO Team of Lead Athletes in and out of transition
- Be prepared to administer swim penalties
- Supervise mount/dismount areas
- Conduct periodic tidy-ups, especially after the swim transition
- Liaise with the Chief Swim TO and medical/safety personnel to account for any bikes which remain in racks at the end of T1
- Ensure that athlete bib numbers are being correctly worn

## **Chief Bike Official + Assistant Cycle Officials**

- In conjunction with the TD and RR, plan how the Cycle Course is to be managed in relation to the competition rules (e.g.: depending on the number of TO's, are there any groups of athletes on whom the TO's should focus, are there any "green zones" on the course etc?)
- Confirm times for road closures/road opening
- Obtain all Bike Course paperwork – in particular penalty vouchers – and distribute to bike team
- Conduct a briefing with all Assistant Cycle Officials and assign them in accordance with decisions from above meeting
- Ensure that all cycle TO's have the necessary safety equipment and are dressed appropriately
- Verify the course measurement and course setup including implementation of the TMP
- Check the road conditions and note any hazards that might need to be marked, covered or coned
- Ensure corners are swept
- Brief with all motorbikes on the course including media
- Assign and manage the TO's assigned to the cycle course
- Manage the dispatch of Motorcycles onto the course
- Administer the Cycling Conduct rules
- Inform Head Referee of athletes who retire and obtain their timing chips
- Advise TO Team when lead athletes are approaching transition
- Advise TO Team when the last cyclist is off the course
- Report when all athletes are off the cycle course
- Observe and Note any issues related to the setup of the Course and the positioning of marshals which could assist in the delivery of a safer/fairer event in future
- When Penalty boxes are in play ensure officials are briefed on the procedures (liaise with Chief Penalty Box on this)
- Return any timing chips collected

## **Chief Cycle Penalty Box Official + Assistant Penalty Box Officials**

Each Penalty Box should be staffed with 1 Official and at least 2 volunteers per penalty box

- Meet with Assistant Penalty Box Officials and Head Referee to agree the process for reconciling the penalties
- Obtain stop watches and the necessary documentation
- Ensure penalty boxes are located as per the athletes briefing
- Ensure that there is a table and chairs and it is a clearly defined area for athletes to enter
- Check the penalty box signs (including "penalty box ahead" sign) have been placed correctly
- Ensure enough penalty forms are at each box including:
  - Penalty box Athlete form
  - Penalty base stand down record sheet
- When athletes stop for a penalty and have dismounted their bikes commence timing their penalty. Take account of competition rules in regard to what the athletes are allowed to do and what they may not do:
  - Time is paused if the athlete wants to use the toilet
  - Time is paused if the athlete wants to maintain their bike
- Complete the penalty base stand down record sheet and cross check with the blue drafting forms as delivered by the motorbike officials.
- Complete a reconciliation. Ensure that Head Referee is informed promptly of people who have not stopped to serve their penalty.
- Return stop watches to the TO Box

### **Chief Run Official**

Depending on size of event may be assisted by one other officials.

- Verify the course measurement and that the course is set up as per plans
- Ensure that any hazards are appropriately marked and that marshals are in appropriate positions
- Administer the Running Conduct Rules. In particular monitor for:
  - Pacing by people not in the race
  - Outside assistance
  - Athletes cutting the course or not running to the side of the road
  - Athletes are wearing their bib numbers
- Advise Head Referee of any athletes who retire from the race. Get their timing chip.
- Advise when the lead athletes are approaching the finish (200-400m)
- Report when the last athlete is off the run course

### **Chief Aid Station Official**

This role is only required if sealed bottled water is being provided because of drug testing requirements.

- Ensure that all water is delivered by an official and is supervised at all times when on the course
- Ensure that all boxes and bottles are sealed – discard any that are not sealed
- Supervise and brief the volunteers on opening the water and how to hold the bottles for the athletes. Caps are to be removed completely from the bottles
- Ensure that aid stations are well stocked during the event
- Organise to return any unused bottles to event headquarters

### **Chief Lap Auditor + Assistant Lap Auditor**

(Only required for multi-lap races )

- Ensure that the Lap Boards and Bell are in position for both the cycle and run
- Keep count of the laps and display the correct number of laps remaining to the athletes as they pass the lap board.
- Announce over the radio to TO's as the leaders complete each lap and, if possible, as the final athlete completes each lap
- Keep a note of some of the numbers in the lead group and tail group to ensure laps are correct.
- Ring the bell as the athletes commence their final lap
- In an age group multi-lap event where lapped athletes are not withdrawn from the event the lap number shown is for the lead athlete, you do not need to change for each athlete.

### **Chief Penalty Box Official (Run)**

Assisted by one other official.

- Obtain Stopwatches and Penalty Box paperwork
- Ensure penalty board and numbers are in place
- Ensure that the board is clearly visible to the athletes
- Check the penalty box signs (including "penalty box ahead" sign) have been placed correctly
- Be in contact with the Head Referee for receiving and confirming the athletes violations.
- In an Elite Race, do not post any penalties without the approval of the Head Referee.
- Note the time at which the penalty was posted and take a photo of the penalty board showing the numbers.
- When a penalty is served, remove the number from the board and take a photo
- If required ensure that there is an area for the coaches near the penalty box so they can view the numbers
- Advise the Head Referee if an athlete with a penalty passes you and goes to the finish without serving their penalty

### **Chief Finish Line Official + Assistant Finish Line Officials**

This role is generally carried out by one official assisted by the TD and/or Race Referee.

- Review the finish line set up with the TD
- Secure the finish line tape
- Supervise the placement of the finish line
- Supervise the flow through the finish area
- Check for availability of photo-finish equipment and/or video
- Ensure that experienced TO's hold the finish tape and are prepared to make first level judgment in the event of a tie
- In the event of a tie, assemble all of the evidence (TO's, video, photo finish)
- Record the race numbers of at least the first 10 male and female competitors and cross check these with the numbers recorded by the timing personnel