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**Communication of Event Information to Technical Officials**

Hello Everyone

Welcome to the TO Team for [Event Name] at [Venue] on [Date of Event].

This email is to advise you of the role you have been assigned and to provide you with the information you will need to undertake that role successfully. If you feel that some information is missing or you have any questions please do not hesitate to contact me.

**The Role of the Technical Delegate**

Attached is a document which explains my role and sets out the things that you can expect from me as we deliver this event. [Attach the “Technical Delegate’s Role Explained” document]

**Role Allocations**

Please refer to the attached role allocation sheet to see the role you have been assigned for this event. If there is any reason you feel unable to undertake your assigned role please contact me as soon as possible to discuss. Also attached is a checklist that outlines the various duties that are expected in each of the roles.

[Attach the Technical Officials Assignments Sheet]

[Attach the Technical Officials Checklist Document]

**Event Information**

The course information and athlete guide for the event is available online. Please see the following link(s)

[Links to event website for event information]

Please take the time to review this information and make sure that you are familiar with it before you attend the event.

**Pre Event Meeting**

There will be a pre-event meeting held via Zoom on [date for the meeting] at [time for the meeting]. I understand that it may not be possible for everyone to join the meeting so it will be recorded and a link sent out to everyone.

Here is a link to the meeting: [Zoom link for the meeting]

**General Information**

Dress Code

* Please wear your black TO shirt and black shorts or longs.
* You will be provided with a TO Vest at the event.
* If you are wearing a jacket, please wear your vest on the outside of the jacket.
* You need to wear enclosed footwear.
* Don’t forget your sunhat and wear sunscreen (there will be sunscreen in the TO Box)
* If you will be on a motorbike then please dress appropriately.
	+ Ideally you will wear a motorcycle jacket and leggings but at a minimum you should wear heavy trousers (at least jeans, do not wear light-weight nylon or synthetic trousers) and a sturdy jacket and sturdy shoes.

Food and Snacks

There will be a range of snacks and water available in the TO Tent but we advise that you also bring your own snacks. [For longer events advise if lunch will be provided or if TO’s need to bring their own lunch].

There will be a coffee cart on site. [or delete if not]

Code of Conduct

Just a reminder that your attendance at the event is subject to the Technical Officials Code of Conduct which can be found here: https://triathlon.kiwi/wp-content/uploads/2017/10/Tri-NZ-Technical-Official-Code-of-Conduct.pdf

We are also subject to Tri NZ’s Member Protection Policy which can be found here: https://triathlon.kiwi/wp-content/uploads/2021/01/Tri-NZ-Member-Protection-Manual-AUG-20.pdf

If there are any questions on any of the information included above please contact me as soon as possible.

Looking forward to a great event.

Kind Regards

[Your Name]

Technical Delegate [Event Name]