



## Head Official's To Do List

### **Before Race Day**

1. Review Sanctioning Package – familiarize yourself with the course and race literature distributed to participants; make note of any errors that require correcting either prior to the race or need to be announced at the pre-race briefing.
2. Contact Officials on your list to make sure they are attending. Advise officials that they are to be at the race site (specific location) one hour prior to the start of the race.
3. Call or email race director and introduce yourself. If you can visit the course in advance of race day great, if not, plan to arrive two hours earlier than the race start. Note any features that do not comply with the sanctioning agreement. Determine if they will have to be changed.
4. Conduct preliminary water temperature check prior to race start; inform race director of temperature and any potential bearing on wet suit use. Remind the race director that you require a method of taking the water temperature i.e. a boat must be available and a life jacket for anyone heading out in that boat.

### **Race Day**

1. Arrive at Race Site for Pre Race inspection (if not already done – arrive two hours early – if you have already done this, arrive one and a half hours early.) If open water swim, take water temperature 1 hour prior to race and determine if wet suits will be wither required or permitted. Temperature should be measured at three points along the course and averaged.
2. If there is an Elite Heat or Kids of Steel race, make sure that you or other officials check bikes for appropriate equipment restrictions.
3. Meet with Race Director, note any last minute changes to Race Course, T-shirts, etc for officials; determine whether roads are closed or not. Go over penalties and information for athlete's pre-race meeting.
4. Create competition Jury.
5. If motorcycles are available ask one to take you (or other experienced official) out to review the bike course; if not, drive the course (perhaps on the way to the site.) Check for hazards on the course (i.e. ice/slush, gravel in corners, no staffing at busy intersections etc.) Realistically there is not always enough time to do this on race morning.
6. One hour prior to Race Start – hold meeting with officials.
  - a. Give T-shirts etc, if applicable
  - b. Advise them of changes to Race Course
  - c. Advise them as to where they are to be stationed (transition, bike, etc.)
  - d. If riding a motorcycle arrange for them to meet with their drivers – get a schedule for leaving.
  - e. Advise as to penalties they will be issuing (i.e. stop and go, variable time, penalty box) and if there are any special situations that are to be considered.

- f. Advise them when making a DQ or assessing a penalty, they are to note the athlete number, time of infraction, location and as many details as possible (male, female, color of helmet or bike etc, and why the penalty was assessed)
  - g. Advise as to where they will be meeting at the end of the race, and how often to report in (i.e. half-iron distance race); competitors appealing penalties must inform the head referee within 15 minutes of finishing.
7. Half Hour before the Race Start, have the Race Director call athletes meeting and deliver pre-race briefing.

#### **After Race**

1. Meet with officials, gather penalties and DQ's and any notes that they have (include these in the race report
2. Make list of DQ's and penalties, post one copy, keep other for race report.
3. If necessary, assemble the competition jury
4. Thank Race Director and Officials for their time and courtesy, tell them that you are leaving
5. Make sure that all equipment from the Tri BC Bag has been returned and that arrangements have been made to get the bag to wherever it has to go.
6. Complete race report and email it to [officials@tribc.org](mailto:officials@tribc.org) AND the race director within seven days.

**Thank You !!**