

Report of the Head Official

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| **Once this Report is finalised, please email it to the Technical Co-ordinator (officials@tribc.org) for review. When the Report has been reviewed a copy will be placed in the race file and a copy will be forwarded to the race director** |

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| **Event:** |  | | |
| **Location:** |  | | |
|  |  | **Date:** |  |
| **Event Director:** |  | | |
| **Head Official:** |  | | |
| **Other officials and:** |  | | |
| **position held:** |  | | |
| **Add lines where:** |  | | |
| **necessary:** |  | | |
| **:** |  | | |

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| Please mark **Y** (**Yes) N (No)** or **N/A**. |
| At the end of each section add comments to provide more detailed explanations, recognizing strong and weak components of the event organization. Please mention any improvements that may be possible. |

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| **GENERAL** |

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| **1. General** | **Y** | **N** | **N/A** | **Expectations…** | | | |
| 1.1 |  |  |  | Did you receive the sanction documentation prior to the event? | | | |
| 1.2 |  |  |  | Did you speak with the race director prior to the event? | | | |
| 1.3 |  |  |  | Were there section captains? | | | |
| 1.4 |  |  |  | Did you communicate with the section captains prior to the event? | | | |
| 1.5 |  |  |  | Did the event conform to the sanction documentation? If NOT, mention in the comments what aspects need to be addressed. | | | |
| **1.6 Weather** | **Please mark all that apply** | | | | | | |
| **Air Temperature** |  | **Wind** | | |  | **Frost** |  |
|  |  | Heavy wind | | |  | **Fog** |  |
|  |  | Light breeze | | |  | **Cloudy** |  |
| **Rain** |  | Calm | | |  | **Sunshine** |  |

**Comments…**

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| **2. Violations** | **Y** | **N** | **N/A** | |  | |
| 2.1 |  |  |  | | Were there any violations during the race | |
| **Please list all violations** | | | | | | |
| **Bib Number** | **Penalty assessed** | | | **Penalty appealed?** | | **Outcome/Comments** |
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**Comments…**

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| **3. Accidents** | **Y** | **N** |  | | |
| 3.1 |  |  | Were there any accidents during this event? | | |
| **Please give details for all incidents** | | | | | |
| **3.2 Name or bib number** | **Summary of incident** | | | | |
|  |  | | | | |
|  |
| **Treatment Rendered/ Outcome (please check appropriate box)** | | | | |
| **No treatment** | | | **Treated onsite** | **Transported to hospital** |
|  | | |  |  |
| **Final Outcome** | | | | |
|  | | | | |
| **3.2 Name or bib number** | **Summary of incident** | | | | |
|  |  | | | | |
|  |
| **Treatment Rendered/ Outcome (please check appropriate box)** | | | | |
| **No Treatment** | | | **Treated Onsite** | **Transported to hospital** |
|  | | |  |  |
| **Final Outcome** | | | | |
|  | | | | |
| **3.2 Name or bib number** | **Summary of incident** | | | | |
|  |  | | | | |
|  |
| **Treatment Rendered/ Outcome (please check appropriate box)** | | | | |
| **No Treatment** | | | **Treated Onsite** | **Transported to Hospital** |
|  | | |  |  |
| **Final Outcome** | | | | |
|  | | | | |
| **3.2 Name or bib number** | **Summary of incident** | | | | |
|  |  | | | | |
|  |
| **Treatment Rendered/ Outcome (please check appropriate box)** | | | | |
| **No Treatment** | | | **Treated Onsite** | **Transported to Hospital** |
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| **Final Outcome** | | | | |
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| **TECHNICAL COURSE OPERATIONS** | | | | |
| **4. Swim Course/Start** | **Y** | **N** | **N/A** |  |
| 4.1 |  |  |  | Course design was consistent with sanction documents |
| 4.2 |  |  |  | Accurate Measurement |
| 4.3 |  |  |  | Water Temperature was checked and posted |
| 4.4 |  |  |  | Water temperature was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.5 **Wetsuits** |  |  |  | Allowed for all participants? |
| 4.6 |  |  |  | For age group only? |
| 4.7 **Swim Start** |  |  |  | Start area was wide enough for all participants in a given wave |
| 4.8 |  |  |  | Was there a pre-start area? |
| 4.9 **Waves** |  |  |  | The waves did not exceed **150** people |
| 4.10 |  |  |  | Time between waves was not less than **2 minutes** |
| 4.11 |  |  |  | There was a **14-19** year old wave |
| 4.12 **Exit** |  |  |  | Was well marked and easily seen |
| 4.13 |  |  |  | Remained clear of spectators |
| 4.**14 Safety** |  |  |  | The number of safety personnel present matched the sanction papers |
| 4.15 |  |  |  | The lifeguards were in communication with the shore |
| 4.16 |  |  |  | There was a boat to remove swimmers (if indicated on sanction document – if none was indicated mark NA) |
| 4.17 **Buoys and markers** |  |  |  | Were placed well and easily seen |
| 4.18 |  |  |  | Marine Life / Hazards removed where practicable or marked / announced |
| **4.19 Pool Swim** |  |  |  | There was adequate space in each lane. |
| **4.20** |  |  |  | Start Procedures were consistent with sanction document. |
| **4.21** |  |  |  | Pool deck safety was enforced. |
| **3.22** |  |  |  | Wave sizes were consistent with sanction document. |

**Comments…**

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| **5. Transition** | **Y** | **N** | **N/A** |  |
| 5.1 **Fencing** |  |  |  | The transition area was enclosed with secure fencing |
| 5.2 **Signage** |  |  |  | Entrances and Exits clearly marked |
| 5.3 **Racks** |  |  |  | Enough racks for all bikes |
| 5.4 |  |  |  | Rows were well spaced |
| 5.5 |  |  |  | Signage for age group or numbers on the end of the racks |
| 5.6 **Penalty Tent/Box** |  |  |  | Was a Penalty Tent or are to serve penalties made available in or near transition? |
| 5.7 **Flow** |  |  |  | Easy access to bikes and exits |
| 5.8 |  |  |  | Mount, Dismount Line clearly marked |
| 5.9 |  |  |  | Water available in or close to transition area |
| 5.10 **Volunteers** |  |  |  | The number of volunteers was consistent with the sanction papers |
| 5.11 |  |  |  | The number of volunteers was appropriate for this event |
| 5.12 |  |  |  | Transition zone was kept free of spectators and pedestrians |
| 5.13 |  |  |  | Transition was closed until race was over |
| 5.14 |  |  |  | Athletes were allowed to remove equipment during the race |

**Comments…**

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| **6. Bike Course** | **Y** | **N** | **N/A** |  |
| 6.1 |  |  |  | Accurate measurement |
| 6.2 |  |  |  | Course conformed to sanction papers |
| 6.3 Road Surface |  |  |  | Smooth, paved, free of obstacles |
| 6.4 |  |  |  | Unpaved. Free of obstacles |
| 6.5 |  |  |  | Road was rough, lots of obstacles, difficult to ride on |
| 6.6 Course |  |  |  | Out and back |
| 6.7 |  |  |  | Loops |
| 6.8 |  |  |  | Lap Auditors |
| 6.9 |  |  |  | Lead Vehicle present |
| 6.10 |  |  |  | Motorcycles for draft marshals provided |
| 6.11 |  |  |  | Course swept and clear |
| 6.12 Turns |  |  |  | Were well marked with appropriate signage |
| 6.13 |  |  |  | Athletes were warned well in advance |
| 6.14 |  |  |  | Medical on course |
| 6.15 |  |  |  | Medical emergency evacuation route |
| 6.16 Communication |  |  |  | Remote areas in radio contact with venue |
| 6.17 Volunteers |  |  |  | The number of volunteers was consistent with the sanction papers |
| 6.18 |  |  |  | The number of volunteers was appropriate for this event |

**Comments…**

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| **7. Run Course** | **Y** | **N** | **N/A** |  |
| 7.1 |  |  |  | Accurate measurement |
| 7.2 |  |  |  | Course conformed to sanction papers |
| 7.3 Surface |  |  |  | Smooth, paved, free of obstacles |
| 7.4 |  |  |  | Road was rough, lots of obstacles, difficult to ride on |
| 7.6 Course |  |  |  | Out and back |
| 7.7 |  |  |  | Loops |
| 7.8 |  |  |  | Lap Auditors |
| 7.9 |  |  |  | Lead Bike present |
| 7.10 |  |  |  | Course was clearly marked with appropriate signage |
| 7.11 Aid Stations |  |  |  | Athletes were within 1 km of water at all times |
| 7.12 |  |  |  | Aid stations were well supplied |
| 7.13 |  |  |  | Medical on course |
| 7.14 |  |  |  | Medical emergency evacuation route |
| 7.15 Communication |  |  |  | Remote areas in radio contact with venue |
| 7.16 Volunteers |  |  |  | The number of volunteers was consistent with the sanction papers |
| 7.17 |  |  |  | The number of volunteers was appropriate for this event |

**Comments…**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8. Finish Area** | **Y** | **N** | **N/A** |  |
| 8.1 |  |  |  | Finish area was enclosed |
| 8.2 |  |  |  | Finish Line was well marked |
| 8.3 |  |  |  | Position of timing equipment matched finish line |

**Comments…**

|  |  |  |  |  |
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| **9. Post Race Activities & General** | **Y** | **N** | **N/A** |  |
| 9.1 |  |  |  | Sufficient water, replacement fluids, fruit available |
| 9.2 |  |  |  | Sufficient shades available and cool down equipment (cool baths) |
| 9.3 |  |  |  | Medical access nearby |
| 9.5 Awards |  |  |  | Participation medals for all |
| 9.6 |  |  |  | Race results were reviewed by head official prior to posting |
| 9.7 Protests, appeals |  |  |  | Were any protests or appeals filed –please attach documentation if yes. |
| 9.8 Crowd Control |  |  |  | Was crowd control adequate |
| 9.9 |  |  |  | Were the number of fixed and portable washrooms adequate |
| 9.10 |  |  |  | Was there adequate signage for participants and spectators |

**Comments…**

**General Comments regarding this event…**