

Technical Official Race Report Guidance and Checklist

When compiling your race report it should reflect fairly upon the event - provide positive feedback where appropriate and guidance or suggestions where areas could be improved upon. Excellent ratings should be given only where no further improvement can be made.

This checklist is designed to act as a template to provide you with guidance when completing your race report. The use of this list is not mandatory but you may find it helpful to refer to.

Competitor Information
Was the competitors' information accessible before the event?
Were there maps provided on the information board for: <ul style="list-style-type: none"> • Transition • Swim Course • Cycle Course • Run Course
Was the course explained to competitors?
Was the briefing content appropriate?
Registration
Was there any delay processing competitors?
Were course maps displayed for competitor information?
Were course maps good quality and accurate?
Did registration open and close at the advertised times?
Swim Course
Were there any impediments to competitor flow?
Were all swim buoys visible to competitors at all times?
Was there sufficient water safety craft and personnel?
Were wetsuits permitted? Add water temperature to report
Did the race start at the advertised time?
Did the race have multiple waves? <ul style="list-style-type: none"> • If yes, did all waves start at the advertised time?
Transition
Did transition open and close at the advertised times?
Were competitors' bikes and helmets checked before entering transition?
Was transition secure?
Did the design/size present a fair transition for all competitors?
Were the entry and exit points visible through signage?
Were marshal present to direct competitors and secure the area?
Were there cycle racks for all competitors?
Was each competitor allocated a numbered rack position?
Were there any impediments to the competitor flow?
Was a secure baggage area provided for competitors?
Was a change area provided for competitors?

Design and Signage of Courses

Were there any impediments to the competitors' flow?

Was there sufficient signage on the course?

Was the Traffic Management Plan appropriate for the course?

Were there sufficient marshals/police on the course?

Were there any unsafe areas on the course?

Was there a sweep/emergency vehicle on the course?

Was there sufficient crowd control, where needed?

Was the cycle course shared with the run course?

Drafting

Were Motorcycle Officials present?

Was the feedback from competitors regarding drafting positive?

Marshals

Were the marshals knowledgeable and effective?

Were the marshals effectively deployed?

Were there enough marshals for the size of the event?

Overall Safety of Event

Was the safety of competitors maintained throughout?

Were there any elements of the courses/transition/the event area that gave cause for concern or are there any examples of good practice?

Was the safety of the spectators maintained throughout?

Response from Competitors

Was the response from competitors positive?

Were there any common areas of praise or concern from competitors?

Treatment of Officials and Marshals

How the Event Organiser treated the Technical Officials and volunteers?