

## **Section 4: Competition Management Table of Content**

### **4.1 SWIM**

- a) General:
- b) Warm-up and Pre-Swim Area
- c) Swim Start
  - Elite Athletes
  - Under 23
  - Junior
  - Age Group/AWAD
- d) Managing the Swim Course
- e) Water Safety
- f) Swim Exit

### **TRANSITION**

- a) Transition layout:
  - Elite
  - U/23
  - Junior
- b) Managing the Transition Area: Elite/U23/Junior
- c) Officials
- d) Media
- e) Coaches and Managers
- f) VIPs and other Dignitaries
- g) Age Group Competitors
- h) Managing the Age Group Transition

### **4.3 BIKE COURSE**

- a) General
- b) Elite Bike Course
- c) Age Group Bike Course
- d) Managing the Bike Course
- e) Wheel Stops – Elite Only
- f) Personnel
- g) Volunteers
- h) Officials – Elite
- i) Officials – Age Group
- j) Media
- k) Medical
- l) Spectators, Coaches and Managers

### **4.4 RUN COURSE**

- a) General
- b) Run Course – elite
- c) Personal
- d) Volunteers
- e) Officials
- f) Officials – Age Group
- g) Media
- h) Medical
- i) Aid Stations
- j) Spectators, Coaches and Managers

#### **4.5 THE FINISH**

- a) Layout
- b) Personnel
- c) Officials
- d) Volunteers
- e) Managing the Finish Area

#### **4.6 LIVE COVERAGE, TIMING AND RESULTS**

- a) During the elite competition
- b) Minimum live results
- c) Format
- d) Timing System
- e) Results
- f) Results Distribution
- g) Final results posting to [www.triathlon.org](http://www.triathlon.org)

#### **4.7 MEDICAL OPERATIONS**

- a) General
- b) Layout and positioning of Medical Facilities
- c) Personnel
- d) Equipment
- e) Ambulances and Access
- f) Hospitals
- g) Medical Records

#### **4.8 DOPING CONTROL**

- a) General
- b) Personnel

#### **4.9 COMMUNICATIONS PLAN**

- a) Venue Communication Centre (VCC)
- b) Equipment
- c) Access
- d) Training
- e) VCC Staffing and Hours of Operations
- f) Radio Distribution and Retrieval
- g) Radio Talk Groups
- h) Radio Talk Groups and Cal Sign Assignment

#### **4.10 CONTINGENCY AND EVACULATION PLAN**

- a) Introduction
- b) The Venue Description
- c) Communication Command Centre
- d) Category of Evacuation
- e) Urgent Evacuation
- f) Non-urgent Evacuation
- g) Evacuation Procedures

## Section 4: Competition Management

### 4.1 SWIM

#### a) General:

- Certified Course Measurement must be provided.
- Water temperature must be taken and posted daily beginning seven days prior to the competition.
- Water temperature must be taken and posted one hour prior to the start of the event on race morning.
- Temperature readings must be taken in the middle of the course, and at two other points throughout the course that are a minimum depth of 60 cm. The average temperature is the official temperature
- The decision regarding wetsuit usage will be determined one hour prior to the competition according to the Competition Rules.

#### c) Warm up and Pre-Swim Area:

- A secured area for athletes' belongings should be provided as per Venue Technical.
- Sealed water should be provided for Elite/U23 and Junior competitors.
- A pre-start zone (staging area) must be provided to control athletes' access to the start..
- The Elite athletes will be announced according to the Announcer's Protocol.
- Warm-up times for all athletes must be included on athlete's information booklet and posted at the race site.
- The 45minute warm up swim for the Elites athletes should end no more than 10 minutes prior to the start.
- 
- The warm up area for Age Group athletes must be separate from the swim start and racecourse.

#### d) Swim Start:

- The women and men's races for Elite, Under 23 and Junior athletes will be completely separate with a minimum of 30 minutes between the finish of one and the start of the next.
- 
- All waves will be given the final swim instructions by the Chief Swim Official prior to the start of their respective wave starts.

#### e) Elites/U23/Junior Athletes Start:

- The dive start will be from a permanent solid structure as outlined in the Venue/Technical section. In no instance will a running start from dry land be permitted.
- The competitor's race number will be marked on both sides of the cap.
- Maximum numbers per wave are  
**Elite:**
  - Elite Men: 1 wave of 75 athletes
  - Elite Women: 1 wave of 75 athletes**Under 23:**
  - Under 23 Men: 1 wave of 75 athletes
  - Under 23 Women: 1 wave of 75 athletes**Junior:**
  - Junior Men: 1 wave maximum of 75 athletes
  - Junior Women: 1 wave maximum of 75 athletes

- -
- f) **Age Group:**
- Swim start times will be determined by the TD based on the swim course layout and the number of athletes entered.
  - Age Group Waves will not exceed 150 competitors
  - Waves will have different coloured swim caps (orange and yellow swim caps can not be used) ..
  - 
  - Deep water starts are acceptable for age group athletes.
  - **Historically 1 wave for each of the following has been appropriate:**  
 AWAD  
 Men 20 to 24 and 25 to 29  
 Men 30 to 34 and 35 to 39  
 Men 40 to 44 and 45 to 49  
 All men 50+  
 Women 20 to 24 and 25 to 29  
 Women 30 to 34 and 35 to 39  
 Women 40 to 44 and 45 to 49  
 All women 50+
- g) **Managing the Swim Course:**
- Lifeguards: Minimum of 15 certified lifeguards (on surfboards, kayaks, or canoes) staggered throughout the course.
  - Medical: Minimum of 4 medical personnel- two on the water and two on land
  - Officials: Technical officials will be placed at each turn buoy and should have video cameras. Technical officials should be placed on each boat on the Field of Play to ensure the safety and the fairness of the competition.
- h) **Water Safety (Boats on the course):**
- There will be a minimum of 2 motorized safety boats positioned throughout the course.
  - Each boat must be equipped with communication to the Venue Communication Centre (VCC).
  - Watercraft must be prevented from crossing any section of the swim course.
  - Provision must be made for a beaching point for powerboats to drop off any injured athletes or members of the media without crossing the swim course.
  - Exhaust fumes must not affect air quality around competitors.
  - Wakes must not affect the athletes.
  - Recreational watercraft must be prevented from coming within 50 metres of the course.
- i) **Swim Exit:**
- The swim exit should be clearly marked by 3.5 metre high branded pillars/ columns
  - The swim exit should be a minimum of 5 metres wide.
  - The swim exit should be carpeted and free of debris.
  - There will be an official with a video camera to monitor the swim exit.
  - An aid station is required at the swim exit.
  - Medical personnel will be stationed at the swim exit
  - Timing personnel and equipment, while present, should be not visible or in camera view of swim exit.

**TRANSITION AREA:**a) **Transition Layout: Elite**

- Layout as described in Venue Technical Section.
- Minimum of .75 metres for each competitor's area.
- The position of elite competitors in the transition will be according to their world ranking.
- World Ranked #1 will be closest to Bike Exit.
- The bike racks should be placed on either side of the transition area. The numbering system should switch back from the left to the right hand with even numbers on one side and odd numbers on the other side.
- The transition area will have a sign indicating the last name, country flag or code and race number of each athlete. The identification should be placed in such a manner that is visible to spectators and unobtrusive to the athletes.
- Bike boxes must be provided. Weather conditions must be considered in the management of the athlete's equipment. (For example, box covers in case of rain.)
- The Transition area must be carpeted.
- The entrance and exit of transition should be clearly visible and marked by event branded pillars or gantries 3.5Metres high.

b) **Transition Layout: U23/Junior**

- Minimum of .75 metres for each competitor's area.
- The position of junior competitors will be determined by random draw by National Federation conducted by the Technical Delegate.
- The bike racks should be placed on either side of the transition area. The numbering system should switch back from the left to the right hand with even numbers on one side and odd numbers on the other side.
- Bike boxes must be provided. Weather conditions must be considered in the management of the athlete's equipment. (For example, box covers in case of rain.)

c) **Managing the Transition for Elite/U/23/Junior competitors**

- Security:
- Transition entrances and exits of must be controlled by clearly uniformed security personnel.

d) **Officials:**

- Two officials will be assigned to the Transition Area.
- Two officials will be assigned to the Mount and Dismount Line.
- No other personnel are required in the transition for the Elite, Under 23 and Junior competitions.

e) **Media:**

- The Official ITU Television Host Broadcaster cameraman and the Official ITU Photographer will be the only media allowed inside the Transition Area.
- The TD has the authority to remove these members of the media if, in his/her opinion, they are compromising the safety or fairness of the competition.
- All other media are corralled in an area adjacent to the Transition Area.

f) **Coaches and Managers:**

- Coaches and managers are not allowed in the Transition Area.
- There will be a designated coaches and managers area adjacent to the Transition Area.

- g) **VIPS and Other Dignitaries:**
- VIPs and other dignitaries are not allowed in the Transition Area.
  - There will be an appropriate VIP viewing area adjacent to the Transition Area.
- h) **Age Group Competitors:**
- Age group athlete positioning in the transition will be determined by the order of their swim wave start.
  - Minimum of 60 cm for each athlete's area.
  - Bike positions should be clearly marked with a laminated card of 10cm by 10cm with the athlete race number.
  - Each bike rack row will be clearly marked and visible to the competitors
  - The design of the transition area will ensure that all competitors run an equal distance without their bikes.
  - The design of the transition should be set up so that there are no cross overs of athletes.
  - The surface of the transition should be smooth, level and be clear of debris or other obstacles.
  - There should be an Aid Station at the Run Exit.
  - The entrance and exit of transition should be clearly marked and visible by event branded pillars or gantries 3.5metres high).
- i) **Managing the Age Group Transition:**
- Security: All entrances and exits of transition must be controlled by clearly uniformed security personnel.
  - Officials: The number of officials assigned to the transition area will be determined by the ITU TD based on the number of competitors in the competition. Two officials will be assigned to the Mount and Dismount Lines.
  - Volunteers: There should be adequate numbers of trained volunteers to direct and manage the flow of athletes maintain order and cleanliness of the Transition Area.

#### 4.3 BIKE COURSE

- a) **General:**
- IAAF certified measurement of the course must be provided to the ITU TD.
  - All roads will be closed to vehicular traffic. The road surface must be hard, smooth and without debris or other hazard. All roads must be swept prior to competition.
  - All elements of the Elite Bike Course should be applied to Under 23 and Junior Competitor's Bike Courses.
  - Note: The Junior Bike Course is the Sprint distance.
- b) **Elite Bike Course:**
- The Elite Bike Course should have a minimum of 6 laps and a maximum of 8 laps.
  - The Bike Course should be technically challenging with hills and corners.
  - One hundred and eighty degree turns are not acceptable.
  - Out and back courses will not be allowed unless there is at least a one (1) metre buffer lane, or a grass or concrete meridian, separating the out-going and in-coming cyclists
  - Cross-overs during the bike segment are not allowed
  - The Bike Course should be a minimum of 5 metres wide.
  - The road leading in and out of transition will be secured with at least 400 metres of hard fencing.
  - The course should avoid railroad tracks, bridges with gates, drawbridges etc.

- c) **Age Group Bike Course:**
- The Age Group Bike Course can be an out and back course.
  - If a lap course is proposed a maximum of 3 laps are allowed provided it is deemed safe and fair
- d) **Managing the Bike Course:**
- All corners and areas of high spectator involvement must be completely secured with hard fencing
  - Fencing should extend for 400 metres at both the exit and entrance of transition
  - Encased or covered in plastic straw bales, or similar safety devices, must be used to protect athletes on sharp corners and around dangerous objects
  - If speed bumps or other anti-speeding devices exist on the course, they must be covered with matting, ramps or other 'smoothing' devices.
- e) **Wheel Stops – Elite :**
- A minimum of two Wheel Stops will be provided.
  - The placement of the Wheel Stops will be determined by the TD.
  - Ideally, a bike store will provide wheels and personnel. In the absence of vendor-supplied wheels, athletes will have the opportunity to place their own 'wheel stop wheel' with the officials at the bike check in.
  - Wheel Stop areas must be secure.
  - Provisions must be made to transport the wheels to the Wheel Stops at least thirty minutes prior to the race.
  - The Wheel Stop is managed and controlled by an official.
  - Wheel stops are not required for age group competitors
- f) **Personnel:**
- **Police:** Police and security personnel must be present at every access road, intersection and turn onto the course.
- g) **Volunteers:**
- A minimum of 30 (the number of volunteers is determined by the course layout) trained volunteers should be assigned to the Bike Course.
- h) **Officials – Elite/U23/Junior Bike Course:**
- One official on a motorcycle will patrol the Bike Course.
  - A vehicle control official will determine the number of motorcycles during the race.
  - A Lap Auditor official will be assigned to monitor and control the bike laps.
  - One official will be assigned for each Wheel Stop.
  - All motorcycle drivers on the Field of Play must meet with the TD the day before the event.
  - Everyone on a motorcycle must wear a helmet while on the motorcycle.
  - Laminated signage should be provided for the motorcycles (Official Vehicle).
- i) **Officials – Age Group Bike Course:**
- The number of officials on motorcycles patrolling the Bike Course will be determined by the TD.
  - A vehicle control official will determine the number of motorcycles during the race.

- j) **Media:**
  - The number of media motorcycles on the course will be determined by the TD and monitored by the vehicle control official.
  - For Elite races generally, two motorcycles are available for the Host Broadcaster, one motorcycle is available for pool media and still photographers and one motorcycle for the ITU photographer.
  - Media presence is generally not an issue during age group races. However, if present they will be managed by the chief bike official
- k) **Medical:**
  - Trained medical personnel should be positioned every 500 metres on the Bike Course.
  - Medical personnel should be equipped with radios or cell phones.
  - An ambulance should be placed at key access points along the course.
  - Provisions should be made to get slightly injured athletes and their bikes back to the Transition Area without interfering with the Field of Play.
- l) **Spectators, Coaches and Managers:**
  - Spectators should be prevented from entering the course and/or interfering with the competition.

#### 4.4 RUN COURSE

- a) **General**
  - IAAF certified measurement must be provided to the ITU TD.
  - The course will be closed to vehicular traffic.
  - The road surface must be hard, smooth and without hazards.
  - Turns should be wide and sweeping and well branded.
  - There will be no crossovers.
  - Where there are laps they must be of equal distance.
  - The course must be sufficiently marked so that there can be no doubt as to the correct course.
  - There will be distance markers 1km from start and 1km from finish.
  - Steep curb drops or other such hazards should be altered for safety purposes. Steps up or down are potentially dangerous for competitors
  - All turns will be marked with arrows leading into and out of the turns.
- b) **Run Course - Elite**
  - There will be a minimum of three laps for the elite run.
- c) **Personnel:**
  - Police:
  - Police and security personnel must be present at every access road, intersection and turn on the course.
- d) **Volunteers:**
  - A minimum of 10 (the number of volunteers is determined by the course layout) trained volunteers should be assigned to the Run Course.
- e) **Officials:**
  - One official will patrol the Run Course.
  - A Lap Auditor will be assigned
  - This board will indicate the number of laps remaining for the race leader.
  - The race leader will receive a bell notification with one lap to go.

- The lap counting board should be visible to the announcer
  - A spotter in constant radio communication with the announcer will be stationed at the lap counting board.
  - An official will be placed at each Aid Station.
- f) **Officials – Age Group Run Specific:**
- The number of officials patrolling the age group Run Course will be determined by the TD.
- g) **Media:**
- The number of media motorcycles on the course will be determined by the TD and monitored by the vehicle control official.
- h) **Medical:**
- Trained medical personnel should be positioned every 500 metres on the Run Course.
  - Medical personnel should be equipped with radios or cell phones.
  - Provisions should be made to get injured athletes back to the Transition Area without interfering with the Field of Play.
- i) **Aid Station:**
- Aid stations should be a maximum of 2 km apart throughout the run and should extend 30metres in length for Elite races and 40metres for age group races.
  - Aid stations should be linear and easily accessible to the athletes.
  - Aid stations should have a minimum of 10 trained volunteers.
  - Sealed water ONLY at Elite/U23/Junior aid stations
- j) **Spectators, Coaches and Managers:**
- Spectators should be prevented from entering the course and/or interfering with the competition.

#### 4.5 THE FINISH:

- a) **Layout:**
- As defined in the Venue Technical section of this Manual.
- b) **Personnel:**
- Security
  - Security must be assigned to all access points.
- c) **Officials:**
- There will be one official assigned to the Finish Area.
  - Two officials will hold the finish banner.
- d) **Volunteers:**
- A limited number of finish line volunteers will be assigned under the direction of the TD.
  - Six trained volunteers will be assigned to the role of Athlete Chaperone. These people will be responsible for ensuring that the Elite, Under 23 and Junior medallists will be available at the assigned time and location for the official medal ceremony.
- e) **Managing the Finish Area:**
- The Finish Area must be completely secured with a solid fence (minimum 1-metre tall) and security personnel to ensure a controlled finish for the competitors.
  - Only an Official ITU Television Host Broadcaster (ITU Crew) camera and the Official

- ITU Photographer will be allowed in the Finish Area.
- Medical personnel and race Officials will only enter the Finish Area in the event of an emergency.
- Doping control chaperones will approach their assigned competitors only as they exit the secured finish Area.
- Timing personnel must not be in the Finish Area or in the line of sight of the photographers on the photo stand.
- Timing bands must be removed at the exit from the Finish Area (not inside the finish area).
- The Finish Line will be clearly marked on the ground which is at least 50 millimeters in width, continuing on the interior vertical surface of the Finish Gantry 2 meters above the ground (in a contrasting colour to the Finish Gantry).
- Only an ITU approved finish tape will be used. The tape will be held by two officials
- There will be a video camera mounted on the Finish Gantry to record the finish of each competitor. It will be positioned to record competitors as they break the vertical plane extending upward from the finish line on the ground and will be used by the ITU Referee in the event of an apparent tie.
- The timing clock will be mounted in clear view of the photo stand, media stand and VIP viewing stand.
- Only the ITU logo and Official Timing Company logo will appear on the timing clock.
- There will be an Official's Notice Board adjacent the Finish area.

#### 4.6 LIVE COVERAGE, TIMING AND RESULTS:

##### a) During the Elite Event:

- The LOC is responsible for provision of results for all competition categories
- Live timing available online is a STRICT REQUIREMENT.

##### b) The minimum LIVE results splits to be provided are:

- Overall Swim time
- Time after T1
- At least 4 cycle splits
- At least 4 run splits
- Overall Finish time for entire field.

##### c) **Format:** The information must be laid out in clear, concise formatting - as directed by the ITU - with the athlete's rank, race number, name and "ITU athlete code". (\*in Live timing, the latest overall standings must be immediately available in the first column after each update)

##### d) **Timing System:**

- If a timing system using a transponder is used, the timing carpets must cover the entire width (a minimum of 4 meters) of the transition area entrance/exit. If the Smaller AMB wire transponder system is used, then the taped wire will be used - but must be covered.
- The timing mats / taped wires at the finish line should be placed underneath the carpet.
- Any other timing equipment should be concealed from view of spectators and media.
- A timing display clock is mandatory at the finish line.
- A manual back up timing system should be in place.
- Provision should be made for the effect on the system of adverse elements, such as rain and wind, concrete and metal structures in close proximity.
- Work over-spill from the age-group race must **NOT** interfere with the timing of Elite races (\*especially where live coverage of the Elite Races is taking place)

- An ITU timing co-ordinator will work closely with the LOC and timing company pre-race to help ensure all of the above requirements are considered and planned appropriately

e) **Results:**

- Results must be displayed separately for men and women - (with links to each in the electronic version)
- Results should be displayed immediately outside the finish area, in athlete's village, media areas, host hotel, and at post race functions.
- The results should be clearly sorted into the appropriate age-group and gender categories for Age Group competition before posting.
- Results should be announced (as unofficial) in part or in full during the competition - and will remain unofficial until the Chief Technology Official officially signs off on the results.
- The results should be posted on official ITU stationary with appropriate logos and sponsor recognition on all timing pages

f) **Results Distribution:**

- The responsibility for distribution of race results will be as follows:
- The Organising Committee will distribute official results immediately to the media, ITU designated PR person and the TD in both adjustable electronic form (word or excel doc) and paper form and by email to ITU HQ.
- The Organising Committee will post one complete set of race results on the event website, not later than 2 hours after the end of the competition
- Age Group results will appear separately from the Elite
- U23 and Junior results - with links to each on the electronic versions.
- Age Group results should be posted clearly by category and gender.
- The final results must include the following for each competitor:
  - Finish Place
  - Race Number
  - Last name
  - First name
  - Three letter country code (ITU / ORIS standard)
  - 
  - 
  - Category
  - Gender
  -
- There is an ITU official assigned to Results and Live Coverage (Chief of Technology).

**4.7 MEDICAL MANAGEMENT:**

a) **General:**

- The ITU Medical Committee will appoint a Medical Director to oversee the medical operations of the event.
- The ITU Medical Director will conduct one site visit prior to a world championship event
- The ITU Medical Director will liaise with the event appointed Chief Medical Officer. The ITU Medical Director reviews, with the LOC Medical Director all the information relating to medical and doping control requirements for the event
- 
- The LOC Medical Director attends the ITU Triathlon World Championships the year

prior to study and work with that Medical team.

- 

b) **Personnel:**

- The Local Organising Committee will appoint a Race Medical Director (RMD). The Race Medical Director is responsible for the overall medical operations of the venue, and should preferably have experience in major sport/endurance events. The Race Medical Director is responsible for informing the ITU Medical Director and/or TD about the medical organisation of the competition.
- The RMD appoints other medical staff; organises the facilities in cooperation with the Venue Technical Manager; and organizes supplies and equipment.
- Two paramedics per 100 competitors is the minimum suggested.
- There should be one (1) physician per 200 athletes, with a minimum of four (4) physicians.
- There will be one (1) nurse per 100 athletes, with a minimum of six (6) nurses.
- Two doctors must be present and on duty for the entire event. One doctor should be located within the medical facility and the other doctor must be mobile.
- Physicians have the authority to withdraw a competitor at any point for safety or health reasons.
- Doctors, nurses and paramedics must be clearly identifiable and have the authority to enter the Field of Play in the event of medical emergencies.
- Medical Spotters will be placed along the swim course.
- Medical Spotters will be placed every 500 metres on the bike course and will be supplied with radios and cell phones. The spotters will not be in the Field of Play, but will have access in the case of an emergency.
- Medical Spotters will be placed on the run course (numbers will be determined based on the course design).
- Paramedics and stretchers must be in attendance adjacent to the swim exit, transition area and at the finish area.
- The Competition Manager must ensure that all marshals and other race officials are aware of all medical facilities and their locations.

c) **Equipment:**

- see Fit out "Medical Equipment and Supplies appendix in this Manual

d) **Ambulances and Access:**

- A minimum of 3 ambulances will be required per 100 athletes: 1 ambulance will be stationed near the Finish Area and the medical facility 2 ambulances will be stationed strategically on the bike course
- Ambulances will be equipped with the following: direct communication with medical headquarters and direct communication with all necessary cardiopulmonary resuscitation supplies and trained personnel.
- Ambulance Emergency Access routes must be planned both from the race site and bike course.

e) **Hospitals:**

- Nearest hospital must be informed of the event well in advance and advised of the possible emergency that may arise.

f) **Medical Records:**

- Accurate and complete medical records must be kept on all medical instances. Those

records must be submitted to the ITU Technical Director and the ITU Medical Director. See appendix for reporting form layout.

- The records must be shredded after the events to protect the primacy laws in place in each jurisdiction.

a)

#### 4.8 DOPING CONTROL:

##### a) General:

- Provision should be made to accommodate Doping Control at the event.
- (See Venue/Technical).

##### b) Personnel:

- Should a Doping Agency be present they will require six doping control personnel. *ITU complies with WADA on all Doping Rules and Regulations* (See ITU Website for all current information on Doping Control).
- WADA communicates directly with ITU. In some countries the National Federation may have certain obligations to the National Doping Agency, please check with your NF on this issue.

#### MESSAGE FACILITIES

a) A massage facility should be in place adjacent to the Athletes Lounge, but not in the medical facility area.

- The massage facility should be a tent or other such covered facility.
- Massage personnel should be determined by the number of competitors and the level of service offered. Massage is not a requirement, but is STRONGLY recommended as a service to the athletes. .

#### COMMUNICATIONS PLAN:

##### a) Venue Communication Centre (VCC):

- Provides the critical communications link between the various elements of the race to ensure smooth movement of athletes, spectators, and vehicles.
- Should operate from a trailer and walled tent or other such housing that will be erected and clearly marked by signs.
- The centre will house the communications' stations and the radio operators.

\*Please see Appendix Communications Flow Chart

##### b) Equipment:

- The equipment, i.e. radios and charging units that will be utilized on race day, will be stored in the secure trailer.
- The VCC will operate with a minimum staff on the days prior to the race to facilitate the set up period.

##### c) Access:

- Access will be restricted to VCC staff, Race Executive, and the various sector leaders.
- It will be secure and off limits to the public.

##### d) Training:

- At the Pre-Race Day orientation VCC staff will be available to talk with each of the groups regarding portable radio use and protocol. Portable radios will be on hand for demonstration purposes. This will be followed by a short question and answer period.
- VCC staff should have the opportunity to become familiar with the Centre during the days prior to the race.

##### e) VCC Staffing and Hours of Operation:

- Prior to the race day, and during set up, either the Centre Captain or Assistant Captain will staff the VCC. Staff will not be present during the night, however site security should be in place.

- On race days the VCC will operate at maximum staffing levels.
  - Two volunteers from each of the following groups; RACE, SECURITY, OFFICIALS, MEDICAL, must be identified by the captains of the above-mentioned elements of the race.
  - Those volunteers will be made available for duties in the VCC on race day.
  - Volunteer duties will include:
    - (i) Monitoring their radio channel.
    - (ii) Transmitting and receiving messages via radio.
    - (iii) Distribution and retrieval of radios (**Appendix III -Radio sign out sheet**)
    - (iv) Maintaining incident logs (**Appendix IV**)
- f) **Radio Distribution And Retrieval**
- During the training sessions, race captains will be provided with radio sign-out sheets and course/stadium maps. The Captains will complete the sign-out sheets (**see appendix III**) by writing the names (in the spaces provided) of their volunteers who will be equipped with a radio.
  - Additionally, the Captains will plot the positions of the radio operators on the course maps. The completed course maps and sign-out sheets must be returned to the VCC Captain on completion of the races.
  - On the morning of the races, volunteers will report to the VCC where their portable radios will be ready for pick-up at the appropriate workstations. The volunteers will be required to sign for the receipt of their portable radio.
  - At the end of the day's events, the various Captains will ensure that all portable radios are returned to the VCC and signed in.
  - Communications staff will ensure all radios are present and VCC staff will be responsible for the final inventory check and return of all radio equipment.
- g) **Radio Talk Groups**
- Nine (9) radio talk groups will be utilized on race day. Other support groups will use their own radio frequencies.
  - Officials talk group
  - Executive talk group.
  - Medical talk group.
  - Race talk group.
  - Security talk group.
  - Announcer talk group.
  - Media talk group.
  - Television Talk Group
  - Site talk group
- h) **Radio Talk Groups And Call Sign Assignment**
- **Executive Talk Group:** Five (5) portable radios and cases will be assigned to the Executive Director, Competition Manager Venue Manager ITU Technical Delegate, and one other at the discretion of the ITU TD. Those radios should be made available seven (7) days prior to the competition. One (1) radio will be retained in the VCC.
  - **Officials Talk Group:**
    - (i) Fifteen (15) radios and cases will be assigned to the Technical Director and the officials.
    - (ii) One (1) radio will be for the exclusive use of that director.
    - (iii) Thirteen (13) radios will be assigned to the various on-course officials.
    - (iv) One (1) radio will be retained in the VCC and used by the officials that are

assigned to the Centre for radio communications duties.

- **Race Talk Group**
  - (i) Twenty-seven (27) portable radios will be assigned to the Competition Manager.
  - (ii) One (1) radio will be for the exclusive use of that Director.
  - (iii) Twenty five (25) radios will be assigned to the various race captains, i.e.
  - (iv) Swim 4, Bike 10, Run 8, Transition 3.
  - (v) One (1) radio will be retained and monitored in the VCC by a Communications volunteer.
  
- **Venue Talk Group:**
  - (i) Five radios for the set up and for the day of the event will be available
  - (ii) At least one Venue. radio will be retained in the command centre.
  
- **Medical Talk Group:**
  - (i) Twenty-four (24) portable radios are assigned to the Medical element of the race as follows: On course medical (17)
  - (ii) Emergency Response Team (ERT/Ambulance) (3)
  - (iii) St. Johns (Spectator Medical) (2)
  - (iv) Medical Director (1)
  - (v) VCC (1)
  - (vi) Medical Captain will use call sign MED 1.
  - (vii) On course medical radio operations will use call signs MED 2-18.
  - (viii) ERT assigned to the race (ambulance crew) will use call sign ERT 1. The roving patrol will use EMS 2
  - (ix) St. Johns Ambulance roving foot patrol will use call signs ST. JOHNS 1 & 2.
  
- **Security Talk Group:**
  - (i) Eleven (11) portable radios and carrying cases are assigned to SECURITY.
  - (ii) One (1) Security radio will be issued to the SECURITY DIRECTOR who will use the call sign SECURITY 1.
  - (iii) Nine (9) radios will be assigned to the SECURITY volunteers who will use call signs SECURITY 2 through 10
  - (iv) One (1) radio will be retained and monitored in the VCC by a SECURITY volunteer.
  
- **Announcer Talk Group:**
  - (i) Five (5) portable radios and carrying cases will be assigned to the Announcer talk group.
  - (ii) One (1) radio will be for use by the Stadium Announcer.
  - (iii) Three (3) radios will be for the use of the on course spotters.
  - (iv) One (1) Announcer radio will be retained at the COMMAND location for use by the Command team.
  - (v) This channel will not be monitored at the VCC.
  
- **Media Talk Group:**
  - (i) Three (3) portable radios are assigned to the Media Relations function.
  - (ii) Two (2) radios will be for the exclusive use of the Media Relations team.
  - (iii) One (1) MEDIA radio will be assigned to the Command Team.
  - (iv) This talk group will not be monitored in the VCC.
  
- **Television Production Talk Group:**
  - (i) Three (4) portable radios are assigned to the TV PRODUCTION function.

- (ii) Two (2) radios will be for the exclusive use of the Camera Operators.
  - (iii) One (1) radio will be assigned to the ITU Team Leader
  - (iv) One (1) TV radio will be assigned to the Command Team.
  - (v) This talk group will not be monitored in the VCC.
- **Cellular Phones:**
    - (i) Cell phone use will be kept to a minimum.
    - (ii) Only the race executive and others identified as essential users will be provided with cell phones.
    - (iii) Twenty (20) cell phones, batteries and chargers will be delivered to Race HQ two weeks prior to the days of the event.
    - (iv) At the time of issue of the phones, a directory will be developed and circulated to the users. A copy will also be available at the VCC
    - (v) Communications with City Transit and Transportation and Streets Police and Hospital will be conducted via the cell phone retained in the VCC. Contact numbers for on-duty personnel will be displayed in a prominent location in the Centre.

#### 4.10 CONTINENCY AND EVACUATION PLAN:

- a) **Introduction:**
  - XYZ is located at XYZ.
- b) **The Venue description:**
  - Regular access to the venue description
  - The ITU World Championship is a XYZ-day event that and takes full control of the venue by way of a contract with the City of XYZ.
  - During the Triathlon, vehicular access is limited to the venue
  - XYZ number of participants and XYZ number of spectators are expected to attend the event
- c) **Communications/Command Centre:**
  - The Command Centre is located at XYZ
  - The ITU Technical Delegate and Senior Police Official will be responsible for directing evacuation procedures as deemed necessary.
- d) **Category Of Evacuation:**
  - (1) Urgent Evacuation: Caused by circumstances that pose an immediate threat to the life or safety of anyone in the park.
  - (2) Non-Urgent Evacuation: Caused by circumstances that pose a threat to crowd safety, however the identified danger is not immediately apparent.
- e) **Urgent Evacuation:**
  - Would be involved in the case of a tornado warning, severe winds, torrential rain, or any confirmed danger to lives where it was decided that evacuation was the best course of action. Advance warning of weather related dangers would be provided to the Command Centre by the Emergency Radio Network that would provide severity and estimated time of arrival at location.
  - In the case of urgent evacuation, the attendees will be alerted by the P.A. system and mobile loud hailers.
- f) **Non-Urgent Evacuation:**
  - Will be implemented as a result of some threat of danger to the general public where

the danger is not immediately apparent.

g) **Evacuation Procedures:**

- These evacuation procedures could apply to the entire site or to one or more particular areas, depending on the situation. The evacuation plan will be implemented only as a final resort.
- The ITU Technical Delegate or Senior Police Official shall be responsible for declaring an evacuation following consultation with:
  - (1) Triathlon Executive Director
  - (2) Communications Director
- The implementation of the Evacuation Plan will deploy manpower in the following way:
  - (1) The senior police officer will advise all police personnel on site to assist with immediate evacuation.
  - (2) Security personnel with loud hailers on golf carts will advise the attendees of an immediate evacuation.
  - (3) The City Transit senior inspector will be informed of the immediate evacuation and to deploy transit equipment accordingly.
  - (4) The Triathlon Volunteer Coordinator will instruct all volunteer supervisors of the evacuation order.
  - (5) The Triathlon Site Captain will advise all commercial vendors and contract services of the evacuation order.
  - (6) Triathlon volunteers will direct pedestrian traffic at all entry/exit points into the venue.