



Event Sanctioning Reference for Race Directors

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TABLE OF CONTENTS

INTRODUCTION:	2
SANCTION REQUIREMENTS AND FEES	3
REQUIREMENTS TO BECOMING A RACE DIRECTOR	3
OVERVIEW OF STEPS TO COMPLETE	3
EVENT INSURANCE	5
OFFICIALS AT YOUR EVENT	6
COST OF OFFICIALS AT TRI SASK SANCTIONED RACES	6
OFFICIATING DURING THE RACE	6
EVENT RULES JURY	8
EVENT CONSIDERATIONS	8
AGE GROUP WORLD CHAMPIONSHIP QUALIFIER	8
PARATRIATHLON AND XTERRA	8
RACE INCIDENT AND ACCIDENT RESPONSIBILITIES	9
SETTING UP YOUR RACE	11
MAPS	13
TRANSITION AREA	14
SWIM	16
BIKE	17
RUN	18
FINISH	19
ATHLETE AID	19
VOLUNTEERS	21
AWARDS & BANQUET	21
NEW: STRATEGIC EMERGENCY MANAGEMENT PLAN (SEMP)	23
SEMP – CARE OF ACUTE MEDICAL CONDITIONS	24
SEMP – PROTOCOLS	25
FUNDING FOR YOUR EVENT	26

INTRODUCTION:

Race Directors and event organizers are vital to the sport and the Saskatchewan Triathlon Association Corporation is proud to be able to work in partnership with you. As the Sport Governing Body for Triathlon in Saskatchewan, TRI SASK's goal is to work with you to sanction your event to ensure a fair and safe triathlon and/or multisport competition. Please read through the sanction application carefully and do not hesitate to contact the TRI SASK office with any questions or comments.

BENEFITS OF SANCTIONING YOUR EVENT WITH TRI SASK:

1. **A Skilled Partner:** Our mandate is to partner with our local organizing committees to ensure events meet event goals and standards for safety and fairness. Through the leadership competencies of our officials, staff, and coaches, you will have access to the latest knowledge and experience to increase the success of your event.
2. **Liability Insurance:** TRI SASK offers a comprehensive insurance and risk management package including \$5 million liability policy.
3. **Participant Insurance:** For sanctioned events, participants are required to have an annual membership or Day license. In doing so, all participants receive insurance coverage should an accident occur during the event. Optional personal and bike insurance is available to annual members for purchase at a negotiated TRI SASK rate through the CCN Bikes member registration.
4. **Provincial and National Affiliation:** By sanctioning your event with the sport governing body in Saskatchewan you have access to resources and support funded by Sask Sport Inc. Your event is affiliated with the National Sport Organization for triathlon in Canada, Triathlon Canada and there may be benefits available from affiliation.
5. **Standardized International Competition Rules focused on fair and safe events:** TRI SASK follows nationally and internationally accepted competition rules and guidelines for all multisport events as regulated by Triathlon Canada and World Triathlon. In addition, Supplemental Provincial rules are available for reference for Saskatchewan, Alberta, and British Columbia. These apply to participatory events for adults and youth in Saskatchewan.
6. **Triathlon Canada Accredited Officials:** TRI SASK assigns our Triathlon Canada accredited officials for each event to ensure high standards and quality are achieved. Our goal is for our officials to partner with you to ensure the competition is fair and safe. The officials also provide extra value as experienced triathlon volunteers for your event.
7. **Financial Support for Safe Sport Club Events:** If your club has adopted Safe Sport, your event is eligible for funding through our Member Assistance Program (MAP).
8. **Event Promotion:** Share your marketing and event promotion and we will share on our online race/event calendar as well as in social media and member and friends' newsletters.

SANCTION REQUIREMENTS AND FEES:

In 2023 we waived the fees for event sanctioning recognizing lower than expected registration following Covid-19.

In 2023, Triathlon Saskatchewan also recognized the turnover in Race Directors and Local Organizing Committees and invested a significant portion of our capacity and interaction budget to educate new RDs and provide technical support around event sanctioning.

In 2024 we raised the sanctioning fee from \$100 to \$200 and introduced annual requirements for sanctioned clubs. These requirements include:

- Payment of the sanctioning fee within the CCN Bikes event sanctioning application.
- STAC Admin access to CCN Bikes Event Registration.
- Individual registration for all training programs and events within CCN-Bikes with the STAC annual membership and Day License rules applied.
- Safe Sport requirement tracking within CCN Bikes sanctioning application for Race Directors, LOC leaders, Coaches, Officials and Board Members.

The following requirements are intended to ensure the safety of all athletes, volunteers, officials and spectators. It is the policy of TRI SASK to ensure that safety is the principal consideration of Race Directors. **If they are not able to meet any requirement, TRI SASK and the Technical Delegate must approve modification or change.**

REQUIREMENTS TO BECOMING A RACE DIRECTOR:

The Saskatchewan Triathlon Association requires the following of all race directors:

1. All Race Directors must be an annual member in good standing of the Saskatchewan Triathlon Association.
2. Have completed Provincial Technical Official Level 1 (general introduction) and Level 2 (event management and organization) online training.
3. Have completed Triathlon Saskatchewan's Local Events Management Course consisting of four video modules accessible in the Member Library of the www.trisask.org website.

OVERVIEW OF STEPS TO COMPLETE:

1. **Sanctioning Application: Submission of a** completed (no TBD in fields) event sanctioning application, found online at [Login | CCN \(ccnbikes.com\)](https://ccnbikes.com). The application should be submitted a month prior to registration opening and at least three months prior to the event to allow for the sanctioning process, which involves multiple people and organizational functions (policy, procedure, human resources, and the availability of a Technical Delegate as the “head” official for the event.
2. **Sanction Fee Payment:** Fee payment of \$200 will be initiated within the CCN Bikes sanctioning application. Paying the sanctioning fee does not guarantee sanctioning, rather to engage Tri Sask in the event sanctioning process.
3. **Initial Application and Registration Form Review.** TRI SASK requires participants to register for sanctioned events through the CCN Bikes online registration application (no bulk registrations). CCN Bikes validates membership or initiates the purchase as well as review and agreement to waivers and policies such as Tri Sask’s Code of Conduct and Air Quality and Visibility.

Sanctioning requires STAC admin (info@triathlonsaskatchewan.org) access to the event registration application in CCN-Bikes. All event registrations will be reviewed for membership rules (Annual Membership and Day License Option) as well as those of TRI SASK, Triathlon Canada (“TriCan”), and World Triathlon competition rules and race guidelines. Competition ages are computed using December 31 of the event year.

4. **Application Review Process:** The Tri Sask Executive Director, Technical Officials Coordinator and/or Technical Delegate (TD), the head official assigned to your event will review the application and event registration. Expect communication by email as to the results of the review, which typically takes place in stages—initial review of the registration and application. Follow-up review in response to specific issues and challenges raised in the initial review or as needed basis. A high degree of professionalism is expected in online and offline interactions with the individuals involved in the sanctioning process before, during, and following the event.
5. **Event Sanctioning Decision:** Once STAC has completed the sanctioning process, a decision will be made to sanction the event by the Executive Director. These decisions are made on the recommendations of the Technical Officials Coordinator and the Technical Delegate assigned to your event.

6. **Certificate of Insurance:** Once your event has been sanctioned, you can request a Certificate of Insurance (COI). Send this request to the STAC ED, who will forward it to the Insurance Broker, who will then issue the certificate to the Race Director.
7. **Assignment of Event Officials:** TRI SASK officials will be assigned by the Technical Officials Coordinator and TD. You can assist this process by passing along the names of volunteers who would like to become trained Provincial Technical Officials to the Technical Officials Coordinator, who will follow up with training. During the event, TRI SASK officials are considered representatives of TRI SASK with the authority to implement all policies and procedures, including those that may require modification and cancellation of the event. The Code of Conduct also applies to the treatment of officials who must make these decisions. The race/event must comply with the “Sanctioning Requirements” found in this package and relevant policies.

LOOKING TO HOST A NEW EVENT?

TRI SASK would love to see more events in Saskatchewan hosted by friends, volunteer associations, community groups, and for-profit businesses. To express interest in hosting an event, please complete this short form by clicking [here](#) to provide the details of your event.

SANCTIONED EVENT INSURANCE

Once your event is sanctioned, you can request a Certificate of Insurance under our Commercial General Liability Policy.

Here are the basic details of our insurance program.

Named Insured: Saskatchewan Triathlon Association Corp.

The policy pays all sums you are legally liable to pay arising from bodily injury or property damage to third parties arising out of your premises and operations, subject to the Master Policy terms and conditions.

Insurer: Game Day Insurance

Broker: Arthur J. Gallagher

Many municipalities and recreation facilities will require a Certificate of Insurance from the underwriter to show coverage. We can facilitate these requests for events that have been sanctioned. Please forward requests to:
executivedirector@triathlonsaskatchewan.org.

REMEMBER: It is a requirement of sanctioned Clubs that ALL event participants possess either a TRI SASK Day License for the event in question or an Annual Membership. Encourage members to purchase the optional accident and bike pedal insurance to provide personal injury and bike protection coverage outside of the event while training 24/7.

OFFICIALS AT YOUR EVENT:

The goal of our officials is to assist you to host a fair and safe event. Our officials also assume the role of educator and ambassador of sport. Our officials are trained to officiate based on World Triathlon Competition Rules. Our officials are not empowered to circumvent Competition Rules. We do consider the level of the participant and encourage our officials to assist novice participants to improve their knowledge of the sport and its participation.

The Saskatchewan Triathlon Association is responsible for assigning officials to your event. Some of the considerations which factors in the number and level of training of officials assigned are:

1. Type of event(s) (triathlon, duathlon, etc.)
2. Pool swim versus open water swim
3. Expected competition level i.e. novice versus championship (or both?)
4. Number of expected entrants
5. Location
6. Other factors

COST OF OFFICIALS AT TRI SASK-SANCTIONED RACES:

Your event is responsible for reimbursing any transportation and accommodation costs TRI SASK officials incur. To reduce the cost of officiating, contact us to schedule an official's course with volunteers local to your area.

OFFICIATING DURING THE RACE

1. Officials are to be treated the same as your volunteers. Race Directors are asked to provide a meal for each official if one is being served.

2. The race must locate motorcycles (and extra helmets) or vehicles with drivers for the cycle officials. You will also need to make some arrangements to compensate the driver, just as you compensate your other volunteers, and offer some coverage for the mileage. The technical delegate will indicate to you how many vehicles s/he needs well in advance of the event. S/he will need to meet with the drivers prior to the event - the day before, preferably, but definitely the morning of - so please pass the names and phone numbers along to the technical delegate.
3. The technical delegate may request communications equipment.
4. You will need to provide a space within the transition zone for an "Officiating Headquarters". As part of this "Headquarters", there must be a place to hang an "Officiating notice and penalty board" for athletes to clearly view from the transition zone.
5. Your medical person must be available during competition jury meetings to provide "expert" information, if necessary.
6. The Race Directors and swim/cycle/run/transition/medical coordinators must meet with the technical delegate one to two weeks prior to - and the day before - the event to review the race plan and potential issues.
7. An entry printout showing age group categories, bib numbers, and names should be made available to the technical delegate the day before the race.
8. The technical delegate must be provided with the opportunity to speak to the competitors at the pre-race meeting. Please thank the official publicly, even if controversial calls are made - it comes with the territory - since all officials are volunteers. Also, please offer the same volunteer privileges offered to your other volunteers.

For events with a competitive aspect, a rules jury is necessary as a process to settle athlete appeals. The TRI SASK Head Official/Technical Delegate is responsible for identifying jury participants. This identification process is done in consultation with the Race Director and the Local Organizing Committee. The technical delegate will establish a 3- person rules Jury, which will have final say on all documented competitor complaints or infractions (e.g. drafting, pacing violations).

The Jury may be made up of the following people:

- a. An athlete representative (should be a non-competitor at that day's event, a non-TRI SASK Board member, but must be a TRI SASK member in good standing).
- b. An appointed race official (other than the Race Director).
- c. A TRI SASK Board of Director representative (if available).

EVENT CONSIDERATIONS:

AGE GROUP WORLD CHAMPIONSHIP QUALIFIER:

Do you want to attract athletes from across Canada to your event?

Do you want to see your participants have the chance to represent Team Canada and travel to the World Triathlon Age Group Championships?

Your event can be considered as a qualifier for the World Triathlon Age Group Triathlon Championships. The number of spots allocated to SK by Triathlon Canada is determined by the size of the PSO membership. The typical number of spots allocated to SK is 2 per 5-year age category for each gender: 18 to 19, 20 to 24, 25 to 29, 30 to 34 etc.

The allocation of spots to PSOs by TC and claim process is in the fall. When TRI SASK receives the allocation from TC, an email request to claim a spot is disseminated to each of the sanctioned club Presidents, along with the fee, which vary by triathlon and multisport events and distances. The claim process is time sensitive, so if you miss the deadline communicated in the email, the spot will be allocated to those who have requested. Any unclaimed spots by TRI SASK will be redistributed by Triathlon Canada to the other PSOs until all qualifying spots have been allocated.

If you host an Age Group World Qualifier in a given year, the event will provide qualifying world spots for age group athletes at the following year's Age Group World Championships. Visit the Triathlon Canada web site (www.triathloncanada.com) for more information about the Age Group World Qualifier Program.

PARATRIATHLON

A growing sector of our sport is participation by paratriathletes at our events. When presented with the opportunity to support paratriathletes, the Saskatchewan Triathlon Association encourages our race directors to partner with TRI SASK to reduce barriers to participation. Because the current participation levels are not significant in number, we work with our race directors on a per-event basis to ensure our goals of a fair and safe event for all participants are met. Additional funding support from TRI SASK may be available to assist with reducing barriers to participation among paratriathletes.

EVENTS NOT COVERED UNDER TC COMPETITION RULES: XTERRA®

The Saskatchewan Triathlon Association Corporation (TRI SASK) welcomes the opportunity to consider sanctioning events that are not covered under World Triathlon Competition Rules. Xterra® style events are an example of this. Because TRI SASK only has the ability to certify our officials under World Triathlon Competition Rules, TRI SASK reserves the right to consider modifications to Xterra® Rules so the application of the rule(s) at an event follows WT Competition Rules.

RACE INCIDENT/ACCIDENT RESPONSIBILITIES:

With successful planning your event the risk of accident/incident should be reduced. But, in any sporting event, especially one with three disciplines, incidents and accidents can and will occur. If an incident or accident occurs, TRI SASK requests they be reported as soon as possible to the [STAC ED](#) with a written report from the RD within 24 hours of the event. [Similarly, if the STAC ED contacts you about an incident or accident, please respond as soon as possible.](#)

Notify the TRI SASK [Executive Director](#) of any accident or incident immediately. If the ED contacts you about a reported incident or accident, respond as soon as possible and provide all information requested. This is in addition to any reports requested by the Technical Official assigned to your event. Be prepared to submit a complete report of the accident/incident along with any policy report number and contact information of the people involved within 24 hours.

POST RACE RESPONSIBILITIES:

Your event is finally over. You and your local organizing committee take a breath and finally relax. As with any successful program plan, you will benefit by reviewing your event. TRI SASK requires information as part of the review process. Here is a typical timeline for post-event activities:

DAY OF EVENT:

1. **TAKE DOWN:** Ensure you have enough volunteers available to assist with the successful cleanup after an event. TRI SASK encourages our event organizers to be eco-friendly and respect the facilities and areas we utilize to host our events. A sample of activities:
 - a. Ensure all signage is removed from the racecourse.
 - b. Disassemble any equipment utilized during the event such as transition bike racks.
 - c. Have a plan in place to remove all the waste generated at the event such as disposable cups at aid stations.
 - d. Return equipment if necessary.
2. **REPORTING INCIDENTS/ACCIDENTS:** Written report from the RD to STAC within 24 hours of the event.
3. **REPORTING RESULTS:** If STAC timing the event, results can be posted online as soon as they have been verified. Share with participants, coaches, as well as local media who will often post results.

DAYS FOLLOWING THE EVENT:

1. **RACE RESULTS:** If STAC is not timing your event, please submit race results to the TRI SASK office within 48 hours of the race and in Microsoft excel format requested. Year should be reported (membership year) and age adjusted (following year) in 5-year increments in sheet for each gender as follows: 25-29; 30-34; 35-39; 40-44; 45-49; 50-54; 55-59; 60-64; 65-69; 70-74; 75-79; 80 and over. Note the placings and age adjusted placing and overall time. Final race results to include DNSs, DNFs and DSQs made by officials. An excel file with the reporting framework can be requested from TRI SASK.

2. **EVENT REVIEW:** The multisport event landscape in Saskatchewan is complex with multiple groups and people involved. A post event evaluation process is a great way to debrief what went well, where things could improve, and change needed to ensure the future success of the race. TRI SASK representatives are always willing to participate in these evaluation processes.

WITHIN TWO WEEKS POST EVENT:

1. **TRI SASK FOLLOW UP REPORT:** TRI SASK requests Race Directors to submit a post-race Follow Up report including copies of receipts of expenditures within two (2) weeks following the race. The final deadline for submission of a Follow Up report to qualify for MAP Grant Funding is December 1st of the year of the event. TRI SASK Follow Up forms are available on the TRI SASK web site. Copies of all receipts and expenses must be provided with the follow-up report.
2. **SUBMISSION OF DAY-OF-RACE DATA AND FUNDS:** TRI SASK requires all Race Directors submit a full list of all entries to the event including identification of all Day-of-Race members and fees collected including mailing address and email. We prefer the data to be submitted in excel format.

SETTING UP YOUR RACE:

1. **WHAT TO PROVIDE YOUR ATHLETES:** A race package, including course maps, must be provided for each athlete in advance of the event. Since **competitors are required to know the course in advance of race day**, every effort should be made to make the course maps easy to read and self-explanatory. These should be emailed to athletes and posted on the event website at least one week before the race event.
2. **REGISTRATION:** TRI SASK access to registration in CCN to review registration page. Once approved, TRI SASK will review registrant information, including Day License or TRI SASK membership number (or other PSO membership number if BC, Alberta, and Manitoba where we recognize those memberships), and **age on December 31 of event year**. December 31 determines the official racing age for an athlete in Saskatchewan.

3. **TIMING:** Timing for tracking athletes and reporting results will increase safety and help verify the results of your event. This is particularly salient when there are a large number of participants, the event is a qualifier or is complex with multiple start and finish times. Advancements in cloud-based computing timing systems can provide real-time splits for each leg of the race and for the overall race, by category, is suggested, if you choose to utilize such timing. While STAC provides cloud-based timing services, it is the choice of your event to provide timing of any form and a procedure to validate results (e.g. two sources to compare).
4. **WASHROOMS:** You must ensure that there is one washroom per 30 competitors in the vicinity of the transition zone (within 200 meters). At least two toilets must be located directly inside or adjacent to the transition zone.
5. **BODY MARKING:** On race day, all competitors must be body marked with their race numbers lined up vertically on the outer, lower left leg and the outer, upper left arm to ensure visibility to officials. Marking may also be made on the right, if necessary, for timing purposes.
6. **SECURITY PLAN:** A security plan must be implemented to protect athletes and equipment. Ensure that you have adequate volunteers monitoring transition areas to provide a safe and secure race environment.
7. **PUBLIC ADDRESS and LOC COMMUNICATION SYSTEM:** A public address system in working order must be on site. TRI SASK officials may waive this condition for small events. Additionally, ensure that you have constant communication between your Technical Delegate official, swim, bike and run captains and other key volunteers and medical personnel. Radio is preferable, but cell phones may be used. This type of communication is the responsibility of the LOC.
8. **COMMUNICATION SYSTEM:** TRI SASK policy is to provide a radio or online application as a communication system between the head official, officials and other personnel deemed necessary by the Technical Delegate. The LOC may also have a system and should include the Technical Delegate and Chief of Technology, if one, to facilitate communication between these officials and the race RD and captains.

GUIDANCE

The TD assigned to your event will review your plan with the most recent rule updates. For this reason, the information provided below is meant to be practical and helpful, not definitive of World Triathlon rules.

COURSE MAPS

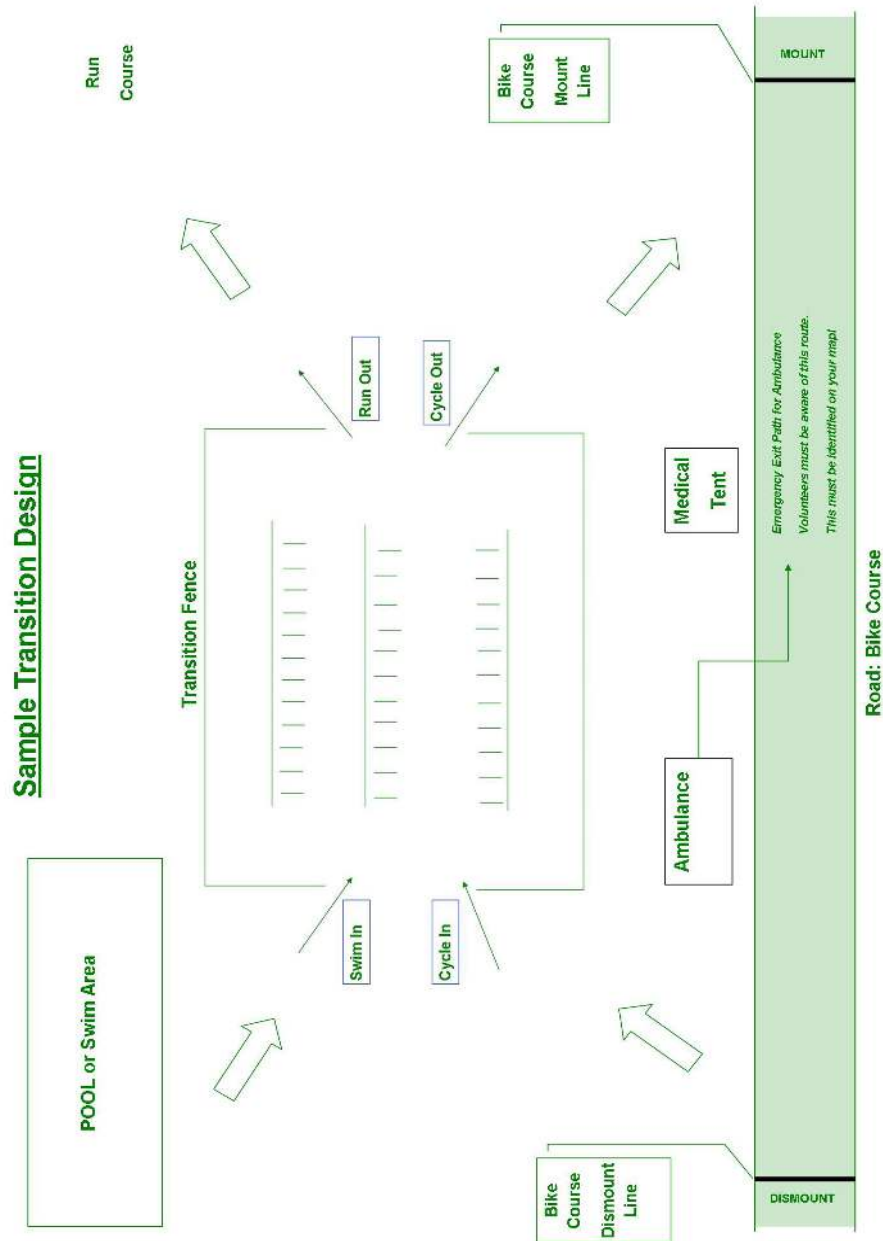
FOR APPROVAL PROVIDE DETAILED COURSE MAPS OF:

1. Please upload detailed maps of the swim, bike, run and transition in the sanctioning application. Describe the road surface for the bike and run. Please note that no section of the event can cross each other. An example of the transition MAP is included.
2. Stated swimming, cycling and running distances must be detailed prior to the event. The distance of the course must not be less than or greater than 5% of the required distance of the leg unless otherwise approved by TRI SASK. **To ensure course measurements are accurate, please ensure a trusted and reliable bike computer or Jones counter or GPS is used when preparing racecourses.**
3. Where appropriate, course details should be provided on a detailed “**city-type**” map in addition to a sketch map to enable the course to be properly assessed by the Sanctioning Committee and the technical delegate.
4. Transition area(s) including the direction of flow of athletes.
5. Aid station and volunteer placement on each of the courses; how many volunteers at each aid station and/or support spots
6. Detail where your medical team will be headquartered.
7. Detailed course maps **must be made available to the athletes prior to the race, preferably at least two weeks prior to the race.** These can be published online on the event website. Maps must be too scale. It is important to remember that athletes are responsible for knowing the course. Having appropriate maps makes this possible. It is recommended that the maps be provided in the athletes’ race package.
8. Google Earth maps will be accepted, however when using them for submission, please ensure there would be very little room, if any, for questions. The more detail you provide the less questions we will have.

TRANSITION AREA

1. The design of the transition area will ensure that all competitors travel an equal distance. Ideally, athletes should enter and exit on opposite sides of the transition zone each time they enter and exit.
 - a. There will be no crossovers between cyclists and runners.
 - b. If using a lap course instead of an out-and-back, there will be a maximum of 4 laps.
 - c. Ideally, the transition area should have separate cycle and run exists.
2. Athlete exit areas must be at least 3 meters wide.
3. There must be a security check system to prevent loss of equipment due to theft.
4. The transition zone will only be accessible to athletes, certified Saskatchewan Triathlon Association Corporation officials, and transition zone volunteers. An exception will be Kids of Steel events where parents are allowed to help with setup and teardown but must not enter transition while the event is in progress.
5. The entire transition zone must be well secured with fencing that prevents spectators from readily entering.
6. If there is no place for spectators to move from one side of the course to another, there must be a controlled intersection, manned with volunteers, through which spectators can pass based on direction from the volunteers.
7. Safety must always be a consideration. Be sure traffic flows in & out of transition on opposite sides. Note that this traffic flow also increases the level of fairness.
8. In appropriate locations, you are required to clearly mark mount and dismount lines.
9. Aid stations should be located at the exit from the swim and exit to the run.
10. You must ensure that there is one washroom per 30 competitors in the vicinity of the transition zone (within 200 meters).

SAMPLE TRANSITION MAP



SWIM COURSE

1. OPEN WATER SWIM - whenever possible, the following guidelines will be applied:
 - a. Water and Air Temperature and how it relates to wet suit rules – TRI SASK officials will follow ITU Competition guidelines.
 - b. A minimum of two lifeguards for 100 participants. One lifeguard for every additional 50 athletes.
 - c. For all open water swims, a satisfactory system for accounting for each competitor entering/exiting the swim-start and entering/exiting the water must be described on the sanctioning application.
 - d. Wave starts required for events with more than 125 Entrants. No more than 150 entrants in each wave.
 - e. One boat/kayak/canoe for each 200 meters of swim course at minimum.
 - f. One power emergency boat on the course at all times. Larger races will require a minimum of two boats.
 - g. Turns in the swim course must measure 90 degrees, or greater.
 - h. Turns in the swim course must be either right or left (i.e. no slalom)
 - i. Swim Caps: caps provided/numbered on both sides
 - j. Boats will be equipped with communications to officials and race headquarters on the shore.
 - k. Boats (not including kayaks) will have **1** or more volunteers with current First Aid/CPR training.)
 - l. The ruling on whether or not wetsuits will be allowed will be made by the Technical Delegate/Head Referee at least one hour before the race starts. This decision is to be made in consultation with LOC but it is the responsibility of TD/HR.
 - m. Swim buoys must be large enough to provide a significant sighting for athletes at water level.
2. POOL SWIM:
 - a. Comply with local pool regulations regarding lifeguards. The suggested protocol is one lifeguard for every 50 entrants.

- b. Maximum six swimmers per lane in a 25-meter pool (where applicable).

BIKE COURSE

1. Traffic Control - Major intersections (lights and major highway intersections require four marshals **plus** police control. Minimum of one sign per intersection warning motorists of "Race in Progress". If more than one sign is placed at one intersection each one is to be spaced 50 meters apart warning motorists of "Race in Progress". Turn around points should have a minimum of three signs on each side of the highway spaced 50 meters apart. Police **or other experienced volunteers** should be present on both sides of the highway at turn around points.
2. The course must be measured with a trusted, reliable bike computer, Jones Counter or GPS. Measurements by car are not suitable. A properly calibrated bike computer may do an adequate job. Although GPS instruments are accurate, measurements should be verified using a properly calibrated bike computer, particularly on a bike course with many curves and corners.
3. There will be warning signs placed on the highway cautioning vehicular traffic that a road race is in progress and that caution should be exercised. Signs are to be located at every opportunity where vehicular traffic can enter the cycle route from another major roadway.
4. There will be no crossovers between cyclists and runners.
5. If using a lap course instead of an out-and-back, there will be a maximum of 4 laps.
6. Distance markers every 5km are recommended. Corners, gravel on the highway, and high- speed areas, especially, must be swept clean of debris. The entire course must be checked by officials prior to the race for cycle hazards.
7. Areas of high spectator involvement must have some method of preventing spectators from crossing the course at inappropriate times. It is recommended that fencing be used in these areas along with sufficient volunteers, equipped with whistles and signs, to patrol any crossings.
8. Course Marshals
 - a. Minimum of one stationary and one mobile marshal for each 20 km of course.
 - b. For events with 150-250 entrants, an additional mobile marshal for each 20 km of the course is required.
9. Aid Stations
 - a. An aid station is required in the transition area and at the turnaround.

- b. Additional signage and/or race officials should be established in the event that NO police assistance can be secured.
- 10. The mount and dismount lines will be clearly marked and have an experienced official located at these lines. The dismount line will be preceded by a clearly marked dismount zone, which must be no less than 5 meters in length.
- 11. The bike course requires both lead and trail vehicles.

RUN COURSE

- 1. The course must be measured by an official with a trusted, reliable bike computer, Jones Counter or GPS. Measurements by car are not appropriate. A properly calibrated bike computer should provide sufficient accuracy.
- 2. There must be no crossovers between runners and cyclists.
- 3. Distance markers every 1km are recommended.
- 4. Turns must be clearly marked and manned with volunteers.
- 5. Athlete transition exit areas must be at least 3 meters wide.
- 6. Traffic congestion should be placed every 10 m where no course definition exists.
- 7. A trail bike must follow the last participant.
- 8. Aid Stations:
 - a. An aid station is required in the transition area.
 - b. The equivalent of one aid station required for each 2 km of the run course.
 - c. Depending upon local weather conditions and in events where the cycle and run exceed 40 km and 10 km respectively, it is recommended that electrolyte-replacement fluids in addition to water be supplied at all aid stations. Ensure the water versus electrolyte fluids are separated and clearly marked such that the athletes know which fluid type they are receiving.
 - d. Disposal zones to be set up 25 meters before the aid station and 100 meters after so athletes can dispose of cups, bottles, and other discarded materials.

FINISH

1. The finish line mark will be at least 6 metres in width. The leading edge of the line shall be designated as the "Finish".
2. The finish line area should have a solid fence to ensure a controlled finish for the competitors.
3. For timing purposes, a competitor will be judged as "finished" the moment any part of the torso, not including the head, neck, shoulders, arms, hips, or legs, reaches the perpendicular line extending from the leading edge of the finish-line.
4. There will be tents or other adequate facilities supplied for:
 - Results/timing/communications
 - Officials
 - Post-race food/fluids
 - Medical
 - Announcing
 - Massage (optional)

ATHLETE AID

1. Locations:
 - a. Swim: finish/entrance to transition area
 - b. Bike: a bottle exchange for bike courses longer than 40k (not mandatory but recommended.)
 - c. Transition: at run departure
 - d. Finish/post-race area: for immediate access by athletes away from the finish line. Supplies include liquids and food, including fruit.
2. Supplies include water, cups, fruit, ice, and replacement fluid/isotonic drinks.

3. The quantities recommended by the ITU Operations Manual are listed below. Use this as a guideline to develop a plan appropriate for your race.
 - a. Swim finish/entrance to transition
 - i. Two cups per athlete
 - ii. 200 ml water per athlete
 - b. Bike (where provided)
 - i. Minimum of 350 ml water per athlete per station
 - ii. Fruit is optional
 - c. Transition at run departure
 - i. 3 cups per athlete
 - ii. 200 ml per athlete per station
 - iii. 100 ml replacement fluid per athlete per station
 - iv. .5 kg ice per athlete
 - d. Run
 - i. 3 cups per athlete
 - ii. 200 ml per athlete per station
 - iii. 100 ml replacement fluid per athlete per station
 - iv. .5 kg ice per athlete
 - e. Finish/post-race area
 - i. 1000 ml per athlete
 - ii. Additional sealed fluids such as fruit juices and replacement drinks
 - iii. Minimum of .5 kg ice per athlete
 - iv. Food, including fruit
 - v. Consider chairs, benches, or other seating areas.
4. Please account for volunteer (including officials) refreshment needs when determining "aid" supplies.

VOLUNTEERS

Carefully consider your volunteer base and where you place volunteers in your race. At all times volunteers should be aware of the scope of their responsibilities and the resources they should have questions. Volunteers with less experience should be placed appropriately mentored if possible.

1. Identify the minimum number of volunteers required for each area of your event (i.e. swimming facility or area, transition area, bike course, run course).
2. Consider volunteer support needs in the days leading up to the event and for post event clean-up.
3. During the race, volunteers should be clearly identifiable with bright colored T-shirts, vests, or hats and athletes are to be notified of Identification method at the race briefing.
4. Ensure volunteers have access to nutrition and hydration during the event.
5. Ensure volunteers understand communication protocols.
6. Inform volunteers they may operate in areas also supported by TRI SASK officials and may share similar duties.

AWARDS & BANQUET

1. Prizes (if any) must be equally distributed between male and female winners.
2. Age categories are typically set in 5-year age categories. Race Directors may use 10-year-old age divisions but must be offered 80+. Five-year age divisions: Junior: 16 to 19, 20 to 24, 25 to 29, 30 to 34, 35 to 39, 40 to 44, 45 to 49, 50 to 54, 55 to 59, 60 to 64, 65 to 69, 70 to 74, 75 to 79, 80+ **Ages are determined on December 31 of event year.**
3. Adequate food and liquid refreshment must be available at the post-race ceremony.

TRI SASK does not sanction any activity where alcoholic beverages are served. If you are planning a component of your event where you wish to serve alcoholic beverages, TRI SASK will not be able to provide insurance coverage.

4. If you are holding a meal and awards ceremony outdoors, plan an alternate indoor facility in case of inclement weather.

STRATEGIC EMERGENCY MANAGEMENT PLAN (SEMP)

Race Directors are required to upload a Strategic Emergency Management Plan (SEMP) to the sanctioning application.

Our Expectations and Requirements of your SEMP:

1. Plan for Care of Acute Medical Conditions
2. Identification of Decision-Making Protocol
3. Communication Plan Information for Participants

SEMP – CARE OF ACUTE MEDICAL CONDITIONS

1. **MINIMUM REQUIREMENT FOR MEDICAL COORDINATOR:** As in past

sanctioning documents, TRI SASK requires our events to identify a Medical Coordinator. A qualified first responder must be on site and dedicated to working as such (i.e. not a participant or with other volunteer responsibilities). At a minimum, this person must have current accredited first aid training. For larger events, TRI SASK prefers the medical delegate to have advanced training such as a nurse, medical doctor or EMT, or the presence of an Ambulance.

2. **NUMBER OF MEDICAL PERSONS REQUIRED:** There will be a minimum of one medical person on site, and another medical person for every 100 athletes.
3. **WHEN IS AN AMBULANCE REQUIRED?** If your race is held at a location outside of a 20-minute drive to the nearest hospital, you will require an ambulance onsite at all times during the race. In addition to the ambulance, all races should have a suitable emergency vehicle on standby and this vehicle should follow the last athlete around the course.
4. **REQUIRED ASPECTS OF AMBULANCE SUPPORT:** In the event an ambulance is present at your race, ambulances must have direct access to the finish line and to the medical headquarters. In your transition map supplied with this document, you are required to identify the location of the medical headquarters and to identify the route emergency vehicles including ambulances will take to access or leave the racecourse. If onsite, the ambulance personnel must be notified of the preferred exit route and volunteers notified of responsibilities required to assist the exit of the ambulance.

5. COMMUNICATION WITH MEDICAL DELEGATE AND FIRST

RESPONDERS ON SITE: For our larger events, TRI SASK requires officials to use a communication system such as a two-way radio or app like Zello. We also include in the system the race director, medical delegate and the first responder on site. For smaller events, you may be required to account for this internal race communication.

6. **MEDICAL HEADQUARTERS:** The medical headquarters will be located as close to the finish line as possible and will provide a discreet shelter or private facility for administering treatment. There will be a place for medical supplies. Any medical personnel stationed in the medical headquarters must be included in the two-way race communication system with the head official and race director.
7. **MEDICAL SUPPLIES:** The following are guidelines for medical supplies from World Triathlon to consider when planning your race:
 - a. Costs for competitors
 - b. Bandage & splint materials to care for 5% of competitors
 - c. Medication for acute cardiac care
 - d. Care for respiratory and other acute problems will be available
 - e. Suture material and emergency surgical supplies will be available
 - f. One electronic rectal & tympanic thermometer will be available for every nurse on site
 - g. EKG/defibrillators will be available
 - h. Blankets and towels will be adequate to care for 15% of competitors
 - i. One litre of water per 5 athletes, plus whatever other fluids the race physician chooses
 - j. Intravenous set-ups for 10% of competitors, with one litre of fluid per set-up. One kg of ice per 4 competitors
8. **MEDICAL SPOTTERS:** Medical spotters are medical or paramedical personnel who stand at the finish line to identify affected athletes and to escort them to the medical headquarters. There will be a minimum of one medical spotter; and another spotter for each 100 athletes.
9. **VOLUNTEERS:** Please account for the possibility that your volunteers may require medical attention.

SEMP – PROTOCOLS Any number of issues may arise which result in consideration where an event would be postponed or cancelled. The issues an event may face include but are not limited to:

- Poor Air quality, low light and visibility
- Lightning
- Significant increased wind speed and gusts
- Heavy Rain
- Extreme cold
- Traumatic incident at race site

TRI SASK requires race directors to submit plans which will acknowledge and identify the following:

1. **SEMP - DECISION PROTOCOL:** As a condition of our sanctioning, the Head Official and/or the Medical Coordinator at any race event sanctioned by TRI SASK are ultimately responsible for any final decisions made with respect to the safety and well-being of race participants and support personnel. Any decision made by the Race Director, LOC, Head Official, or Medical Coordinator to postpone or cancel an event must be made in consultation with each other. If any of these parties deem the event should be postponed or cancelled, then all efforts must be made to execute that action. These parties do not have to agree.
2. **SEMP - COMMUNICATION PLAN:** The event Race Director is responsible for detailing in the submission of this document how event participants and volunteers will be notified in the event an emergency of some nature is occurring. The most common general example of this would be weather induced conditions such as the existence of lightning, poor air quality and visibility or extreme weather conditions such as wind, rain, and cold. World Triathlon and TRI SASK have guidelines and policies that the officials will utilize when evaluating the impact of the conditions on the event. This includes whether to continue with the event as planned, modify the event, or cancel the event. Race organizers need to consider the effects of extreme weather and to notify athletes and volunteers of weather events in registration, SEMP and briefings.

Aspects of your communication plan should include how athletes and volunteers will be notified of changes in programming such as event postponement, resumption and event cancellation.

- This plan must identify who is responsible for communicating information.

TRIATHLON SASKATCHEWAN SANCTIONING

- This plan should identify where shelter can be obtained.
- Athletes must be informed during the athlete briefing on potential weather issues and procedures.

World Triathlon and TRI SASK have guidelines and policies that the officials will utilize when evaluating the impact of weather conditions on the event. This includes whether to continue with the event as planned, modify the event, or cancel the event. Race organizers need to consider the effects of extreme weather in race planning, event registration, SEMP and athlete briefings.

REMEMBER: If weather conditions are deemed unsafe for athletes, weather conditions will be unsafe for volunteers.

FUNDING FOR YOUR SANCTIONED EVENT:

MEMBER ASSISTANCE PROGRAM (MAP) GRANTS:

Sanctioned Clubs that have adopted Safe Sport are eligible to apply for Membership Assistance Program funding for race expenses. See the TRI SASK MAP policy for funding and application details by clicking [here](#).