

Process and Requirements

TriNB requires a completed sanctioning package, and signed agreement, to be submitted 5 months prior to the event. Any application received later than 30 days before the date of the event will not be considered. The 2018 Applications are sent to the Sanctioning Committee, c/o Technical Director: thelinderator@gmail.com

Sanctioning Fee: \$ 150.00 submitted to the TriNB Secretary Treasurer.

Your fee should be sent at the same time as your sanctioning application and signed agreement. Cheques are payable to Triathlon New Brunswick and are mailed to the TriNB Secretary Treasurer, who will confirm receipt of same to the Sanctioning Committee. **Note:** Sanctioning fees help TriNB subsidize travel costs for a pre-event site visit (if required), a Technical Delegate and certified officials on the day of the event.

The Sanctioning Committee will confirm receipt to the RD, process the application, and the RD will receive notification of sanctioning within 10 days of submission. TriNB will, once the sanctioning application is submitted with the fee, add the event to their website. An event can appear on the TriNB website, but in a "Pending Sanctioning" mode, until the Sanctioning Committee approves the application. An insurance certificate will be provided to the RD and the TD by TriNB.

Sanctioning of events can be refused for some of the following reasons:

- ~ Insufficient time to process the sanctioning application
- ~ Incomplete applications
- ~ Poor past performance (if applicable) by the RD and/or the LOC
- ~ Concerns over event fairness, safety, and insurance requirements
- ~ Any issue which TriNB deems unsatisfactory (ie. lack of police screening check, failure to pay sanctioning fee, conflicts of interest)

Race Directors must be current members of TriNB. It is highly recommended that RD's attend an official's clinic and become a certified TriCan official. TriNB encourages the members of the event LOC (and any volunteers) to attend a TriCan Level I officials' clinic. Race Directors are not permitted to participate in their event; the LOC and TD relies heavily on the RD for guidance throughout the course of the event. Race Directors may be required to arrange for any overnight accommodations for officials; the Technical Director will notify the RD if this is necessary.

Police Checks

RD's and their LOC members must undertake a police screening check if their event is Kids of Steel or Youth series. Please visit your local Police/RCMP to complete this process in a timely manner, and mail results to the Sanctioning Committee. The results will be kept in total confidentiality.

ITU Documents: Current Rules, EOM, and Officials

It is imperative that the RD be completely familiar with the current International Triathlon Union's (ITU) Rules and Regulations. RD's should also utilize the TriCan Event Organizer's Manual in preparation for their event. These documents are available on the TriNB website.

Once the event sanctioning is confirmed, the Sanctioning Committee will coordinate the attendance of a Technical Delegate (TD), additional officials as required, and communicate this to the RD. If the Sanctioning Committee requires a site visit prior to the event, the RD will be contacted and arrangements made. The assigned Technical Delegate promotes safety and fair play above all else. An event without officials is an event that is not insured.

ITU Documents: Current Rules, EOM, and Officials continued

TriNB will offer a TriCan Level I officials clinic to assist in the training of their volunteers. Please contact the Sanctioning Committee to make the required arrangements.

On the date of the event, the RD and LOC will provide the TD and officials team with a rest area and refreshments. The officials will be introduced at the race briefing. The TD will also provide a technical race briefing, in conjunction with the RD's briefing, before the event begins.

Event Medical Requirements and Sector Safety

The RD must have an Emergency Action Plan (EAP) prepared and provide medical aid for the entire duration of the event, with EMT's or St. John Ambulance. Local police and fire authorities should also be made aware of this event. The TD will be informed of the location of the nearest medical facility. Each sector of the event (ie. transition, swim, bike, run) must have medical assistance personnel available.

Dept. of Transportation, Community, and Organizations

The RD and LOC must contact the DOT to apply for road permits. No permits = no event!! They should contact the local community authorities to announce their intention of an event which will disrupt the daily activities of their citizens. The RD will list all organizations to be named insured's under the TriNB insurance policy. The Sanctioning Committee and TD should be made aware of any other event being held in the community on the same day. The event location should provide adequate parking available to athletes.

Sponsorship

TriNB's major sponsors should be the prominent sponsor in the event. Promotional material, logos, and/or advertising will be provided to the RD and it **must** be displayed. RD's are encouraged to have local supporters and sponsors as well, but the major sponsors must be promoted. Failure to do so may result in the event not being sanctioned. During the race briefing the RD, or a TriNB Board member, will thank the race series sponsors for their support.

Media

RD's/LOC can provide a race commentator and race photographers. To promote your event, RDs/LOC are encouraged to post pictures of their event during and after the race on social media. To help TriNB promote your successful race, email the link to where your race pictures are located or share your race pictures with TriNB c/o Technical Director: **thelinderator@gmail.com** and TriNB will post the pictures on their FaceBook page.

Course Maps

Course maps for transition, swim course, bike course, run course and finish line area are required with this application. Descriptions should include directions and flow through entrances and exits. Also include where the timing mats (if used) will be located. Once sanctioning is approved, the course maps are required on the race website (if applicable), and will be made available to athletes at registration and race kit pick-up time, by means of poster-size diagrams which are displayed in a suitable area. The LOC should provide a volunteer to be located in this area and to be prepared to answer questions from athletes; this will help in avoiding confusion.

Volunteers

The event could not happen without volunteers. The RD and LOC will provide a Volunteer Committee. The volunteers will be provided with adequate instruction, ensuring that all information is standardized and communicated clearly. All volunteers should be made visible during the event by means of special marking. Volunteers on the field of play **MUST** have safety vests. Volunteers should be provided with fluids and nutrition for the duration of the event, as well as bathroom breaks if the distance of the event is standard distance or more. TriNB will offer a TriCan Level I officials clinic to assist in the training of their volunteers.

Paratriathletes

TriNB encourages athletes with disabilities to participate in sanctioned events. Every effort will be made to accommodate their requirements. The RD and LOC will provide a volunteer to assist. Should the paratriathletes have a special teammate, provisions will be made for them. All the information will need to be communicated to the sector Committees, TD, and officials. Specific details on race modifications for disabled athletes should be confirmed in advance by the athlete with the RD and the Sanctioning Committee. While events will be managed individually and conditions cannot be consistently guaranteed, TriNB supports and abides by the Triathlon Canada Policy on Athletes with a Disability (AWAD).

Timing

The RD and LOC will be responsible for providing proper timing methods for the event. The choice of timing (manual or Race Roster) must be relayed to the Sanctioning Committee with this application. ONLY the head official assigned to the race may amend the race results. If chip timing is utilized, the timing mechanisms will be distributed to athletes during the day-of-the-event registration process.

Swim Cut-Off Times

The 2018 season will see time cut-offs to the open water swim portions of the race. For a sprint distance triathlon, an athlete must be able to swim 750m in 35 minutes. For an standard (Olympic) distance triathlon, an athlete must be able to swim 1500m in 1hr10 minutes. If it is determined that the athlete cannot complete the swim portion in the amount of time, then they may finish the swim but will not be permitted to finish the race. These time cut-offs will be implemented for the safety of the athlete, but also in fairness to the Race Director and other athletes in unnecessarily lengthening the race, delaying the post-race reception/awards, or adding to the length of time volunteers are out on the course.

Swim caps

TriNB will provide swim caps to your event. They will be distributed to athletes during the day-of-the-event registration process.

Transition Set-Up i.e. Space allotment

In accordance with the ITU Event Organizer's Manual, the minimum amount of space provided in transition for each athlete is 0.75m. (page 99), with at least 5m between rows. If this set-up cannot be accommodated, the Technical Delegate will determine the optimum set-up for racks and how much space each athlete is permitted. This may limit the amount of the athlete's equipment and placement of same.

Event Details

Local Organizing Committee Members:

- ~ Registration and Race Kit Committee: _____
- ~ Transition Committee: _____
- ~ Swim Committee: _____
- ~ Bike Committee: _____
- ~ Run Committee: _____
- ~ Volunteer Committee: _____
- ~ Communication Committee: _____
- ~ Medical/Police Committee: _____
- ~ Organizations to be named insured's under the TriNB insurance policy – please list:

Event Registration and Information:

- ~ How will participants be informed of race details? (check all that apply)
 - Pre-race meeting
 - Advance emails
 - Signs
 - Announcements on site
- ~ On-line registration cut-off date: _____
- ~ Race day registration? Yes ____ No ____ Time open, time closed the and the location: _____
- ~ Transition opens at what time: _____
- ~ Body marking provided? Yes ____ No ____ If no, decals will be provided.
- ~ Event start time: _____
- ~ Course maps provided at registration and on site? Yes ____ No ____

How will you adapt your race in case of unexpected circumstances (e.g. bad weather):

Provide break-down of **expected** number of athletes per component of event:

- ~ Standard distance (Olympic): _____
- ~ Sprint distance: _____
- ~ Try-A-Tri distance: _____
- ~ Teams: _____
- ~ Duathlon: _____
- ~ Other: _____

Will there be radio/cell phone contact between the Race Director and (check all that apply):

- ~ Lifeguards on the water
- ~ Watercraft during the swim
- ~ Lead vehicle on the bike course
- ~ Sweep vehicle on the bike course
- ~ Lead vehicle on the run course
- ~ Sweep vehicle on the run course
- ~ Aid stations
- ~ Police on the course

Will a warm-up time be provided for the swim? For the bike?

Where for the swim:

Where for the bike?

Transition and Mount/Dismount:

Describe the surface of the transition area (grass, gravel, etc):

Is there secure fencing around the transition zone?

Security volunteer provided before/during/after event to prevent theft?

Describe the flow of transition (should be one-way exits):

of Bike racks required?

Adequate space for flow-through and between rows?

What type of bike racks will be used?

Will the racks be designated by age group, race category, etc?

How many volunteers will be provided for the transition zone?

Describe the Mount Line (location, surface, and how are you marking it?):

Describe the Dismount Line (location, surface, and how are you marking it?):

How many volunteers for Mount/Dismount area?

Are there washrooms or portable toilets available for transition?

Is there a water aid station located near-by?

Is there medical aid located near-by and what is the strategy to assist athletes seriously injured to get to medical attention?

Describe communication method:

Will teams have a designated area in Transition?

If parathletes are participating in this event, they will have a designated area in Transition?

Swim

Is this a pool swim?

How many certified lifeguards?

Will there be lane counters provided?

Describe the exit from the pool to transition:

How many participants per lane?

If **not** a pool swim, describe water type (river, lake, ocean, etc):

Have you had the water quality tested?

Expected water temperature:

Safety requirements:

- ~ motorized boats and how many:
- ~ paddle boards and how many:
- ~ canoes/kayaks and how many:

Medical assistance provided on water?

How many certified lifeguards?

How many volunteers for the swim course?

Where are they located?

Describe how the buoys will be set-up, when it will be done, and who will do it:

What are the distances between the buoys, what direction do the athletes swim, and does the course follow the ITU guidelines:

Describe the flow of the swim course (clockwise/counterclockwise), including the entrance and exit:

Are there any known hazards?

How will you monitor to make sure all of the swimmers are safely out of the water:

Will there be waves of athletes? If so, what is the break-down and time between waves:

Is there medical aid located near-by and what is the strategy to assist athletes seriously injured to get to medical attention?

What is the back-up plan should the weather/water conditions constitute a non-swim event?

Describe communication method:

Bike

DOT/Municipality permits completed?

Describe the road surface:

If the bike course is not a closed course, what are you doing to ensure safety?:

Will you be providing a trail vehicle?

How many motorcycles will you have for officials?

Describe the bike course (out and back, loops, etc.):

Will you provide aid stations on the bike course? If so, how many and where are they located:

Is there medical aid located on the course and what is the strategy to assist athletes seriously injured to get to medical attention?

Are there any known hazards (ie. rail tracks, bridges, Tim Hortons, churches)?

Will you have the necessary areas of the bike course swept of debris (ie. gravel, road kill)?

Will you have the necessary signage in appropriate places?

Turn markers; what are you using, how many are there and where are they located?

How many volunteers for the bike course?

Where are they located?

Will you be providing police at all major intersections?

Are there any cross-overs with the run course?

Describe communication method:

Run

Describe the terrain (off-road, grass, sidewalk, etc.):

Describe how the athletes will run (left, right, or varying):

Do run and bike routes share any part of the course?

If so, how are they separated?

Is there any crossover between the bike and the run courses?

Will you provide aid stations on the run course? If so, how many and where are they located:

Will you provide distance markers:

Turn markers; what are you using, how many are there and where are they located?

How many volunteers for the run course?

Where are they located?

Is there medical aid located on the run course and what is the strategy to assist athletes seriously injured to get to medical attention?

What is your plan to account for athletes who do not finish the run course?

Describe communication method:

Duathlon Details:

Describe the second run:

Describe the terrain (off-road, grass, sidewalk, etc.):

Describe how the athletes will run (left, right, or varying):

Will you provide aid stations on the second run course? If so, how many and where are they located:

Will you provide distance markers:

How many volunteers for the second run course?

Where are they located?

Will duathlon athletes have a separate bike rack in transition?

Describe communication method:

Team Details:

Describe what your plan is for team participants?

Describe how the team members will tag off:

Finish Line, Prizes, Refreshments

Describe your finish line set-up:

Is there medical aid located at the finish line and what is the strategy to assist athletes seriously injured to get to medical attention?

How many volunteers for the finish line?

Where are they located?

What time is the course considered closed:

What approximate time will you begin your closing ceremony?

Are you offering prizes? If so, describe:

Will you be offering food and refreshments to athletes?

TRIATHLON NEW BRUNSWICK
SANCTION AGREEMENT

Please read this agreement carefully.
Your signature below acknowledges your understanding of the Agreement.

I, the undersigned, as the duly authorized race promoter/director, have read and agreed with all Management and race sanctioning criteria, safety standards, and competitive rules, and agree to abide by and enforce all rules and regulations and decisions of Triathlon New Brunswick/Triathlon Canada/International Triathlon Union. I further understand and agree that the standards and conditions set forth by Triathlon New Brunswick/Triathlon Canada/International Triathlon Union are minimums and that special or unusual conditions may require further precautions and actions in the interest of safety.

In consideration of receiving event sanctioning and insurance from Triathlon New Brunswick, it is hereby agreed that the undersigned, the race promoters, sponsors, organizers, and any and all entities involved with the production of this event, jointly and severally agree to defend, to hold harmless, and to indemnify Triathlon New Brunswick and its officers, directors, and agents connected with the organization and conduct of a sanctioned event, against any and all cost, claim, legal expenses and liabilities which are connected with or arise directly or indirectly out of the preparation for or conduct of this event(s): to cooperate with Triathlon New Brunswick and its agents in the event of any personal injury or other legal action(s) arising out of this event; and to keep race records and releases for six (6) years after the event and to make the same available at all times to Triathlon New Brunswick. It is understood and agreed that Triathlon New Brunswick makes no warranties, expressed or implied to the promoting organization of promoter, to competitors, to spectators, or to any other person or entity.

It is further agreed that I will fully uphold and comply with Triathlon New Brunswick/Triathlon Canada/International Triathlon Union Competition Rules. Any requests for additions or exceptions to the competitive rules have been submitted in writing to Triathlon New Brunswick. Once a certified Triathlon New Brunswick Technical Delegate is assigned to this event, I agree to cooperate with the TD in meeting all Triathlon New Brunswick standards and subsequently enforce and support all officiating decisions made by the approved and trained officials.

I agree to distribute prize money, if any, equally to all qualified men and women participants. I agree to pay, in full, the amount of prize money listed in this sanction application.

If notified by Triathlon New Brunswick at any time, I will allow drug testing at this event and will comply with all drug-testing requirements set forth by Triathlon New Brunswick, Triathlon Canada, International Triathlon Union, or the Canadian Centre for Ethics in Sport.

It is further agreed that:

- (1) All participants/parents/guardians will sign an Acknowledgement Waiver and Release from Liability forms available from Triathlon New Brunswick.
- (2) There are no changes to my race from previous years in terms of course, distances, or any items related to safety. The only changes are event date and time as noted at the race director meeting. Additional changes have been document and submitted with this signed form.
- (3) Race results and a short, post-race report will be submitted to Triathlon New Brunswick within 10 days after the event along with outstanding sanctioning or other fees.
- (4) I will verify the Triathlon New Brunswick membership of all participants and collect waivers for all participants. Those not having a membership will be required to purchase one at my race and I will remit all fees for these memberships as well as the required information. I will abide by new protection of personal information legislation in collecting participant data.
- (5) I will report all medical incidents to the Triathlon New Brunswick Sanctioning Committee immediately following the event.

I agree to the above terms and conditions, and by signing this agreement, am stating that this information in the sanction application is true. I will report any variations to my race plans in writing.

Signature: _____ Date: _____

Print Name: _____