

NOTES FOR TECHNICAL DELEGATES AND HEAD REFEREES RELATED TO EVENTS DOCUMENTS AND RESULTS MANAGEMENT.

Dear all, please read this document. The goal is to have similar processes in all events worldwide.

1. Documents sent from the Sport Department (entries) to TDs:

- a. Mondays
 - i. Numbered start lists. *In case of modifications, TD will receive new version(s).*
 - ii. Coaches and other support team lists. *Registration closes seven days before the race according to the rules.*
 - iii. Email list. *This includes athletes, coaches, medical, etc., in both start and waiting lists and their NFs.*
- b. Two before the race briefing.
 - i. Sign-in list.
 - ii. Waiting lists, if exists.
 - iii. Online athletes' agreements link and password. *Applicable events: WTCS, WC, WPS, PWC, WCH only.*
 - iv. Instructions.

2. Procedures on withdrawals:

- a. From the moment the start list has been numbered (Monday 13.00 CEST) until 24 hours before the briefing, withdrawals communicated to the Sport Department (entries) will modify the start list. The withdrawing athlete is removed, and the next eligible on the waiting list is added and numbered.
- b. From 24 hours before the briefing until the briefing, withdrawals communicated to the Sport Department (entries) will produce the removal of the athlete from the start list and will be communicated to TD. No athlete will be added to the start list in this moment. TD will complete the start list with athlete(s) from the waiting list who attended the briefing and will assign race number(s).
- c. Athletes missing the briefing with no announcement of the absence (rule 2.7) will be removed from the start list. TD will add to the start list the following eligible athletes from the waiting list among those who attended the briefing. TD will assign race numbers to the new athletes added to the start list.
- d. Athletes withdrawing from the race after the briefing will not be removed from the start list but marked as DNS. TD will add a new athlete to the start list from those on the waiting list among those who attended the briefing and will assign a race number.

3. Change of sport class (Para triathlon)

- a. In cases where the classification panels decide a change of sport class for one or more athletes, TD will be immediately informed.
- b. TD will place the athlete(s) in the start list of the new sport class and will decide on the reassignment of race number.
- c. The new start lists will be reported to the Sport Department (entries) by the post-briefing report.
- d. HR (personally or through chief Technology) will inform LOC (the timing company) regarding the points above.

4. Actions after the briefing.

- a. Chief Registration will inform HR and TD of any athletes not attending the briefing. Once the absence announcements received by the TD are checked, the TD will include the new athletes in the start list per the previous section, if applicable. HR will determine the time penalties to apply, if any.
- b. TD will report back to Sports Department (entries) as follows:
 - i. By sending an image of the sign-in sheets.
 - ii. Informing which athletes have to be removed from the start list.
 - iii. Informing about the new athletes added to the start list and the numbers assigned.
 - iv. Informing which athletes will receive time penalties.

And also:

- v. Name and NF of the TD.
 - vi. Name, NF and email of the Head Referee.
 - vii. Names and NFs of the Competition Jury members.
 - viii. Distances of the number of laps of every segment.
- c. HR (personally or through Chief Technology) will inform LOC (the timing company) about the same points above, except for the image of the sign-in sheets.
 - d. TD will circulate a pdf version of the briefing to the email list received (recipients in BCC).

5. Withdrawals between the briefing and race-day athletes' check-in.

- a. TD will be informed if this is communicated to the Sport Department (entries). TD will call the next athlete on the waiting list who attended the briefing, will assign a race number to the new entry, and inform HR and Chief Technology, who will contact timing. The withdrawing athlete will be marked as DNS.
Note: This may result in a delay of the information to TD. It will be good to include in the briefing a note saying that any withdrawal after the briefing needs to be communicated to TD.
- b. The same process will be followed if this is communicated directly to TD. Sport Department (entries) does not need to be informed, but good to do if possible.

6. Results management and communication to the Sport Department (entries).

- a. Results format samples can be found in APPENDIX L of the Competition Rules.
[https://www.triathlon.org/uploads/docs/APPENDIX L. Results Format Examples and Guidelines1.pdf](https://www.triathlon.org/uploads/docs/APPENDIX_L_Results_Format_Examples_and_Guidelines1.pdf)
- b. HR (or Chief Technology) will ensure that LOC (timing) will produce the results according to those samples.
- c. Chief Technology will share the race details to be added to the results;
 - i. Name and NF of the TD
 - ii. Name and NF of the Head Referee
 - iii. Names and NFs of the Competition Jury members
 - iv. Distances of number of laps of every segment
 - v. Water and air temperature
 - vi. Use of the wetsuit (mandatory/allowed/forbidden)
 - vii. DSQs if any and the reason
 - viii. Time penalties applied and where they were served (T1 or run segment)
- d. During the race, Timing will be informed by HR or Chief Technology about the incident to be added to the results (DNFs, LAPs, DSQs, penalties applied, penalties served, etc.)
- e. After the race, HR and Chief Technology will check the data provided by Timing and will request to modify them if needed. Once the results are checked and correct, HR will sign them in three copies (LOC, HR and TD)
- f. The correct results will be sent by TD or HR to the Sport Department (entries). This can also be done by Timing, copying TD and HR. The format is explained in the APPENDIX L document and will include the details listed in letter c. above.
- g. An image of the signed results will be sent to the Sport Department (entries) and stored in the event file.
- h. Once the results are published on the site, the Sport Department (entries) will inform TD and HR to check them.
- i. In case any inconsistency is found, it will be addressed with HR. HR will revise results with the available evidence, involve Timing if necessary, and confirm or modify the results. A new set of results will be signed if needed.

7. Sample of post-briefing report

Event	<Event name>			
Athletes missing the briefing who need to be removed from start lists. Competition Rules 2.7	<race number> Men <race number> Women <race number> Junior men ...			
Athletes missing the briefing or being late who will receive a time penalty. Competition Rules 2.7	<race number> Men <race number> Women <race number> Junior men ...			
Athletes added to the start list	Name	NF	Number	
	-	-	-	
	-	-	-	
	-	-	-	
Para athletes removed from start list due to a change of sport class or ineligibility	Name	NF	Class	Number
	-	-		-
	-	-		-
	-	-		-
Para athletes added to a start list due to a change of sport class.	Name	NF	Class	Number
	-	-		-
	-	-		-
	-	-		-
Head Referee email				

The following table has to be filled only if pdf version of the briefing is not attached.

Name and NF of the Head Referee	<Event name>			
Names and NFs of the Competition Jury members. Competition Rules 12.6	Position	Name	NF	
	TD			
	EB or alternate			
	Host NF or alternate			
Distances and number of laps of every segment.	Swim		m	Laps
	Bike		km	Laps
	Run		km	Laps