

# SPORTSTIKS

# TRIATHLON CHECKLIST

## Athlete Check-In & ID

### Essentials for Athlete Check-In

- Pre-sort race packs by wave, gender, or age category - colour code if possible for speed.
- Clear signage is key - label tents or desks (A-F, G-L etc.) with waterproof signs.
- Create a check-in flow:
  - Queue
  - Desk Check
  - Receive Pack (bib, tattoos, timing chip)
  - Tattoo application station
  - Exit to transition
- Station volunteers at each stage to keep things moving and answer questions

### What to Include in the Race Pack

- Race bib (printed and pre-numbered)
- Temporary number tattoos
- Timing chip (ankle band or bib - integrated)
- Safety pins or race belt
- Wristbands (optional - for ID, wave colour, or access)
- Athlete briefing leaflet/map (optional)

### Tattoo Application Station Tips

Set up tables with:

- Bowls of clean water
- Sponges or cloths
- Mirrors
- Tattoo instruction sheets
- A small bin for waste strips

Have a couple of volunteers on hand to help nervous or first-time athletes

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### Contingency Kit for Registration Zone

- Spare bibs (blank or emergency numbers)
- Safety pins and wristbands
- Sharpies (for manual ID if needed)
- Tape, scissors, zip ties
- Extra tattoos (by number range)
- Pens, clipboards, printed athlete lists
- Power bank or extension cable (if using digital check-in)

### Pro Tips for a Calm, Efficient Check-In

- Open registration early if possible (e.g. day before the race).
- Use printed checklists or a tablet with athlete lists by name or bib number.
- Train volunteers the day before — give them a map and cheat sheet.
- Make sure there's shade/rain cover — no one likes a soggy check-in.
- Station a “float” volunteer to troubleshoot, run spares, and keep spirits high.

### For the design of your Athlete ID

- Printable athlete check-in checklist
- Space for your event logo and sponsor logo
- Section for volunteer notes or feedback
- QR code slot for your full athlete guide or results portal

## Finally - Have Fun!