

# SPORTSTIKS TRIATHLON CHECKLIST

## Race day checklist for organisers

### 1. Athlete Check-In & ID

- ☐ **Registration Desk Setup:** Alphabetise or group bibs by wave/age/gender for quicker processing. Include clear signage to reduce confusion.
- ☐ **Race Number Tattoos & Bibs:** Ensure each athlete receives their correct bib, temporary tattoo set, and timing chip (if applicable).
- ☐ **Application Station:** Provide tables with mirrors, bowls of water, sponges, and instructions for tattoo application. Add a bin for waste strips.
- ☐ **Safety Pins & Spares:** Always have a backup box of safety pins, wristbands, pens, and emergency bibs for late entries or replacements.

### 2. Volunteer Briefing & Communication Plan

- ☐ **Briefing Sessions:** Hold a short pre-race meeting for volunteers. Hand out printed role summaries if needed.
- ☐ **Key Roles to Cover:** Course marshals, aid station crew, registration staff, timing support, medical liaison, baggage handlers, and clean-up crew.
- ☐ **Communications:** Distribute walkie-talkies to team leads. Use a WhatsApp group for instant communication across the venue.

### 3. Venue Setup – Start/Finish & Facilities

- ☐ **Start Line:** Set up arch, timing mats, fencing, and crowd barriers early. Ensure loudspeakers/PA systems work.
- ☐ **Finish Line:** Create a clear exit path. Have volunteers ready to guide finishers toward water, medals, and timing result areas.
- ☐ **Facilities Signage:** Put up signs for toilets, medical, baggage drop, registration, and exit routes using bold, weatherproof materials.
- ☐ **Timing System:** Double-check your backup timing method (manual or second chip reader) and ensure batteries/power banks are in place.

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### 4. On-Course Safety & Medical Support

- ☐ **Course Inspection:** Walk or drive the course early in the morning to check for debris, weather hazards, or last-minute changes.
- ☐ **Aid Stations:** Equip each with water, electrolytes, cups, bins, and trained volunteers. Stock enough supplies for later waves.
- ☐ **Medical Presence:** Station trained first responders at the finish line and mid-point. Make their positions known to all volunteers.
- ☐ **Emergency Signage:** Mark exits and defibrillator locations. Have an emergency action plan printed and shared.

### 5. Contingency Kit & Supplies

Keep a labelled plastic crate with:

- ☐ Duct tape, zip ties, scissors, sharpies, bibs, safety pins
- ☐ Paper towels, wet wipes, hand sanitiser
- ☐ Chargers or extension leads
- ☐ Printed start lists, waivers, and emergency contact numbers
- ☐ Extra signage, markers, and clipboards

### 6. Athlete Briefing & Start Coordination

- ☐ **Briefing Timing:** Schedule 10–15 minutes before the race. Use a PA system if available.
- ☐ **Key Points to Cover:**
  - Route overview and turns
  - Cut-off times or rules (e.g. no headphones, drafting)
  - What to do if injured or lost
  - Where to find water and medics
- ☐ **Wave Starts:** Announce each wave clearly and have marshals ready to funnel athletes into their start areas.



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### 7. Crowd Management & Traffic Flow

- ☐ **Spectator Areas:** Clearly separate athlete-only zones from spectator paths with tape or cones.
- ☐ **Parking & Access:** Ensure car parks are signposted and have marshals. Keep access routes clear for emergency vehicles.
- ☐ **Crossing Points:** Position volunteers at crossings or driveways intersecting the course, equipped with flags or signs.

### 8. Post-Race Process

- ☐ **Finish Area Staff:** Assign volunteers to hand out medals, drinks, and direct athletes to the exit or recovery zone.
- ☐ **Timing & Results:** Monitor live timing uploads. Display results if possible and prepare for enquiries or disputes.
- ☐ **Lost Property & Feedback:** Set up a small “Lost & Found” table. Offer QR code posters linking to your feedback form.

### 9. Debrief & Pack-Down

- ☐ **Tidy-Up Crew:** Assign volunteers to specific clean-up zones (course, water stations, signage, toilets).
- ☐ **Incident Log:** Record any injuries, medical incidents, or complaints.
- ☐ **Sponsor Recognition:** Take photos for sponsor reports and social media. Thank partners publicly.

