



2017
Race Sanctioning
Document &
Form

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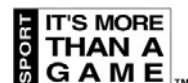


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INTRODUCTION:

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

BENEFITS OF SANCTIONING YOUR EVENT WITH STAC:

1. **A Willing Partner:** In accordance with our mission statement, the Saskatchewan Triathlon Association is committed to the development of the sport of triathlon and all multisport extensions of that activity. Therefore, our mandate is to partner with our local organizing committees to ensure events meet or exceed expectations and goals.
2. **Liability Insurance:** STAC offers a comprehensive insurance and risk management package including \$5 million liability policy.
3. **Participant Insurance:** For our events, all participants are required to be either an annual or race-day member of the Saskatchewan Triathlon Association. In doing so, all participants receive insurance coverage as outlined in this document.
4. **Provincial and National Affiliation:** By sanctioning your event with STAC you are directly partnering with the sport governing body for triathlon in Saskatchewan as recognized by Sask Sport Inc. Indirectly, your event is additionally affiliated with the National Sport Organization for triathlon in Canada, Triathlon Canada.
5. **Standardized International Competition Rules focused on fair and safe events:** STAC follows nationally and internationally accepted competition rules and guidelines for all multisport events as regulated by Triathlon Canada and the International Triathlon Union (ITU). In addition, the Saskatchewan Triathlon Association Supplemental rules are available for reference. These apply to participatory events for adults and youth.
6. **Triathlon Canada Accredited Officials:** STAC 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:** Through our Member Assistance Program (MAP) we may be able to provide grant-funding support for your event.
8. **Event Promotion:** All events sanctioned by the Saskatchewan Triathlon Association can be featured on our online race/event calendar as well as monthly newsletters.

SANCTION REQUIREMENTS AND FEES:

For 2017, all events, including clinics and races of any description and length, require a **sanctioning fee of \$100**. All cheques should be made payable to the Saskatchewan Triathlon Association Corporation (STAC). All sanction fees must accompany the completed sanction application (see sanctioning timelines).

The following requirements are intended to ensure the safety of all athletes, volunteers, officials and spectators. It is the policy of STAC to ensure that safety is the principal consideration of Race Directors. **If not able to meet any requirement, STAC 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 Triathlon Canada Level 1 and Level 2 Officials workshop. In this area, exemptions may be provided to the event.

TRIATHLON CANADA LEVEL 1 OFFICIALS WORKSHOPS: STAC plans each fall/spring to host a Level One workshop. We will host this workshop in Regina, Saskatoon, and other communities via live classroom sessions or via web conferencing if interest and need warrants. The Level One workshop is a general introductory workshop to the rules of triathlon. All event volunteers will benefit from completing this workshop. We especially encourage all of your key event volunteers such as your captains (swim, transition, bike, run) to undergo this training.

TRIATHLON CANADA LEVEL 2 OFFICIALS WORKSHOPS: The Level 2 workshop focuses on event management and organization. Therefore, it is a required component for all Race Directors. STAC annually schedules the Level 2 Officials workshop in in the spring. We will host this workshop in Regina, Saskatoon, and other communities via live classroom sessions or via web conferencing if interest and need warrants.

STAC Officials receive funding support for assisting at our sanctioned events. Being an official is a great way to give back to the sport! Contact STAC for more information about our Officials Program.

INSURANCE INFORMATION

The insurance provided the Saskatchewan Triathlon Association Policy provides \$5 million in Commercial General Liability as an affiliated member of Sask Sport Inc. Here are the basic details our insurance program. Please contact us for further details:

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.

Limits of Liability:	Commercial General Liability (Including Participants Liability and Non-Owned Automobile Liability)	\$ 5,000,000
	Tenants "All Risks" Legal Liability	\$ 250,000 (per loss)
	Directors & Officers Liability (Wrongful Acts/Errors & Omissions)	\$ 5,000,000 (per occurrence)

Insurer: Lloyd's Underwriters
(Administered by All Sport Insurance Marketing Ltd.)

Broker: Aon Reed Stenhouse Inc.
2103 – 11th Avenue, 8th Floor
Regina, Saskatchewan S4P 3Z8

REMEMBER: It is a requirement of our sanctioning process that ALL participants must possess either a STAC race-day Membership for the event in question or a current STAC Annual Membership. It is the responsibility of the race director and the local organizing committee to ensure all participants meet this standard. Failure to comply with this policy may jeopardize insurance coverage at your event.

CERTIFICATE OF INSURANCE FOR YOUR EVENT

Many municipalities and recreation facilities will require of you to be listed under our insurance policy. The Saskatchewan Triathlon Association can provide you with a Certificate of Insurance Document listing your group and any additionally insured organizations on our insurance policy. Download a copy of the Certificate of Insurance Request Form from the STAC web site.

THE STEPS YOU MUST COMPLETE:

1. **Spending Plan:** This is your event budget. **This should be submitted at least**

three weeks prior to the event to allow the documents to be reviewed. STAC will not proceed with sanctioning an event minus a spending plan. We prefer submission of the spending plan document electronically.

2. **Sanctioning Form Submission:** Completion of this document including all necessary information and MAPs is required before STAC will proceed with sanctioning an event. **This should be submitted at least three weeks prior to the event to allow the documents to be reviewed.** Typically, this document is submitted with the Spending Plan. We prefer submission of the sanctioning document electronically.
3. **Sanction Fee Payment:** Fee payment must accompany the spending plan and the sanctioning package to qualify for initial sanctioning.
4. **Review Process:** During the Saskatchewan Triathlon Application Review and Approval Process we will review the document and may require additional information (deficiencies) from your LOC. At this point a technical delegate will be assigned to your event.
5. **Event Approval:** Once the all deficiencies and subsequent materials have been reviewed by technical delegate and sanctioning committee, the event will be formally approved. If requested a letter can be provided via email to the Race Director indicating that they have satisfied all requirements two weeks prior to race day.
6. **Participant Insurance:** Your LOC will be responsible to ensure all participants have proper insurance coverage (STAC Annual Membership or STAC Race-Day Membership). This must occur prior to the day of the event.
7. **Race Event Occurs:** STAC officials will be onsite to ensure a fair and safe event is hosted. During the event, STAC officials are considered our official representative and are empowered by STAC to implement STAC policies and procedures. The race/event must comply with the "Sanctioning Requirements" found in this package.
8. **MAP Follow Up Report:** Post event, your LOC will be required to complete and submit the Follow-Up Report including the submission of copies of all receipts. **This report is expected within one week following the event.** Once this has been received, STAC will issue any grant amounts due through our Member Assistance Program (MAP).

All first-year events require a minimum of one in-person meeting with a STAC representative.

EVENT REGISTRATION:**ENSURING ALL PARTICIPANTS HAVE INSURANCE COVERAGE:**

All participants are required to have event insurance from STAC. This will come in three forms: Annual STAC Membership, STAC Day-of-Race Membership or the participant is a member of another recognized Provincial Sport Organization for Triathlon. See the STAC web site for the list of recognized STAC PSO's.

1. **SETTING UP YOUR EVENT REGISTRATION:** It is your choice whether to utilize an electronic online event registration system or a manual system. STAC encourages all of our events to use online registration systems as they typically result in increased participation, improved collection of entry data, and can provide automated validation of STAC memberships (see point 2 below). All events shall be held in accordance with STAC, Triathlon Canada ("TriCan") and International Triathlon Union ("ITU") competition rules and race guidelines. Competition ages are computed using December 31 of the event year.
2. **AUTOMATED REGISTRATION VALIDATION AGAINST STAC MEMBER DATABASE:** Currently, STAC contracts CCNBikes.com for the sale, collection and storage of our Annual Member Database. If your event chooses to use CCNBikes.com as your event registration platform, you can set the registration to automatically validate entries against our existing database. By doing so, you remove the need of step number 3 in the process listed here. Contact STAC for more information.
3. **MANUAL AUDIT OF RACE ENTRIES AGAINST STAC ANNUAL DATABASE:** In the event you do not have automated validation of registration against our annual member database a manual audit of entries, prior to race day must occur. If required, STAC will provide the race director with an up-to-date list of current STAC annual members 24 hours before the start of the race. The STAC office **MAY** be able to assist with this process. Contact STAC at info@triathlonsaskatchewan.org. ***Please remember: It is the responsibility of the Race Director and the Local Organizing committee to ensure all event participants have valid insurance coverage.***
4. **SELLING OF DAY-OF-RACE MEMBERSHIPS:** As of 2014, all STAC sanctioned races offer the option of a Day-of-Race STAC Membership through your event registration process. STAC no longer offers a Day-of-Race option for retail on our web site. We only sell our Annual Membership Options.

STAC 2017 MEMBER RATES:

Annual Memberships (only available on the STAC web site):

Adult Annual Memberships: Age 20 and above: \$45

Youth Annual Memberships: Minors: up to 17 & juniors (18-19): \$20

Single-Day Memberships:

Adults: \$20. As of 2014, STAC no longer sells single-day memberships on our web site. ***It is your responsibility to track and sell single day memberships and report results to STAC.***

Youth: Minors (up to 17) & Juniors (18-19): \$10.00

Team Memberships:

Each member of a team is required to pay \$10.00 per person per event

Out of Province Adult Participants:

Saskatchewan Triathlon recognizes current and valid insurance coverage purchased from Triathlon Canada sanctioned triathlon provincial sport governing bodies. This includes current members of BC Tri, ATA and Manitoba Tri. Registrants who permanently reside in one of these provinces and have current insurance status via a triathlon sport governing body membership do not have to purchase our provincial race insurance coverage through sale of our Saskatchewan Triathlon Membership options. It is the responsibility of the athlete to prove, upon registration, the status of their membership.

For those travelling to Saskatchewan who do not have current and valid member status with their home provincial triathlon sport governing body, Saskatchewan Triathlon offers a **Single-Day insurance option of \$20**. All race-day memberships are sold through the event organizer's registration process. Race-day memberships are not available on the STAC web site.

All annual membership categories are available for electronic purchase through the Saskatchewan Triathlon Association web site at www.triathlonsaskatchewan.org.

It is the responsibility of the Race Director and the Local Organizing Committee to ensure all participants have valid and current Saskatchewan Triathlon Membership coverage (Annual or Day of Race).

MEMBER ASSISTANCE PROGRAM (MAP) GRANTS:

Most events sanctioned with the Saskatchewan Triathlon Association qualify for funding assistance. All MAP Grant funds are provided to events upon submission of the follow up report including copies of all expenses listed on the report. Our MAP Grant Schedule:

STANDARD MAP FUNDS:

- STAC Sanctioned Clinics: \$200
- STAC Sanctioned Races: \$400*

**Please note: In 2017, STAC will no longer support costs associated with event photographers. The Standard MAP Race Funding for 2017 has been increased by \$100 from \$300 to assist your event to cover any costs in this area.*

ADDITIONAL OPTIONAL MAP FUNDS AVAILABLE:

- **Ambulance Support:** \$750
If we require your event to have an ambulance on site for an event, STAC will provide **up to** \$750 per event day for ambulance support.
- **NEW: Officials Transportation and Accommodation Support**
Beginning with the 2015 race season, your event will be responsible for any transportation and/or accommodation costs incurred by the STAC assigned race officials. STAC will reimburse your event in full through a MAP grant any costs occurring in this area. Officials will submit to your LOC for any reimbursement required in this area. Receipts for expenses are required when submitting.
- **Discretionary MAP Funding:**
STAC may be able to offer additional MAP Grant funding support for your event. For example, discretionary amounts may be provided if your race experiences unforeseen expenses. Decisions on discretionary MAP Grant funding are made by our Finance and Audit Committee and are typically guided by the principles and policies of STAC.

PROFIT VERSUS NON PROFIT EVENTS, CLUBS AND GROUPS:

NON-PROFIT AGENCIES WISHING TO HOST STAC SANCTIONED EVENTS:

Any group formally recognized by the Government of Saskatchewan or a similar body as a registered not-for-profit may apply for sanctioning with the Saskatchewan Triathlon Association. As a registered not-for-profit group, you may be eligible for consideration for any and all MAP Grant Funding Support listed in this document.

Deriving a profit does not disqualify your event from receiving MAP Grant funding or sanctioning by Saskatchewan Triathlon. For example, a registered not-for-profit triathlon club may generate a profit from one event only to use those profits to benefit another club activity. If your event is not officially affiliated as a club with STAC you may still be eligible for MAP funding upon special approval of the STAC Finance and Audit Committee. A not-for-profit group with a goal to raising funds in support of a charity may be an example of this type of group. Contact STAC at info@triathlonsaskatchewan.org for further information.

FOR-PROFIT AGENCIES WISHING TO HOST STAC SANCTIONED EVENTS:

STAC will consider sanctioning events hosted by for-profit agencies. How do we identify whether a group is a for-profit agency or not? STAC considers all groups or agencies to be for-profit if they are not recognized as a registered not-for-profit by the Government of Saskatchewan or a similar body. Any for-profit agency wishing to have an event sanctioned by STAC must meet all sanctioning requirements identified in this document including the following aspects:

1. **SUBMISSION OF A SPENDING PLAN:** As with all events hosted by recognized non-profit agencies, a spending plan must be submitted. If the plan reflects an objective to generate a significant profit from the endeavor, STAC will still consider sanctioning the event but may elect to waive any MAP grant assistance to the event. As specified earlier in this document, **the spending plan should be submitted at least three weeks prior to the event to allow the documents to be reviewed.**
2. **EVENT FOLLOW UP REPORT:** As with all events hosted by recognized non-profit agencies, a follow up report with copies of all receipts listed must be submitted post event by for-profit groups. This is required even if the event will not be eligible for a MAP Grant. Non-compliance with this requirement may result in future events not receiving sanctioning from STAC. As specified earlier in this document, **this report is expected within one week following the event.**

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 to the sport. Our officials are trained to officiate based on ITU Competition Rules. Our officials are not empowered to circumvent ITU Competition Rules. We do consider the level of the participant of you event and encourage our officials to assist novice participants to improve their knowledge of the sport and its participation. It may be beneficial for Race Directors to review the ITU Competition Rules. ITU rules are located on their website at www.competitions.org. Please indicate in the confirmation package to athletes that ITU rules will apply. Note also the Saskatchewan Triathlon Association's Supplemental Rules for participatory adult and youth events.

The Saskatchewan Triathlon Association is be responsible for assigning officials to your event. Some of the considerations which factors into 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

COST OF OFFICIALS AT STAC SANCTIONED RACES:

As mentioned under MAP Grant area of this document, your event is responsible for reimbursing any transportation and accommodation costs STAC officials incur. STAC will fully reimburse these costs through the MAP Follow Up Submission process assuming all relevant receipts of expenditures are provided.

Our officials also receive honorariums from STAC. It is STACs responsibility to distribute honorariums. As the event organizer, you do not have to supply official's honorariums. Our ambition is to train local officials for all of our events. Please contact us to schedule an official's course for your event and check the STAC web site for regularly scheduled courses.

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 for compensating 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 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.

EVENT RULES JURY:

For events with a competitive aspect, a rules jury is necessary as a process to settle athlete appeals. The STAC Head Official/Technical Delegate is responsible to identify 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 persons:

- a. An athlete representative (should be a non-competitor in that day's event, a non-STAC Board member, but must be an STAC member in good standing).
- b. An appointed race official (other than the Race Director).

- c. A STAC Board of Director representative (if available).

ATHLETE 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 ITU World Age Group Championships?

Your event can be considered as a qualifier for the ITU World Age Group Triathlon Championships. **Triathlon Canada** provides PSO's such as the Saskatchewan Triathlon Association the ability to apply for the right to host a world championship qualifier.



Typically, the Saskatchewan Triathlon Association will apply to Triathlon Canada for an event to be an Age Group World Championship Qualifier in either the sprint or standard distance triathlon events. Other world qualifying events such as for duathlon may be considered and available.

Generally, 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 ITU Age Group World Championships.

The typical number of spots available is one World Spot per age category for each gender: 18 to 19, 20 to 24, 25 to 29, 30 to 34 etc.

Visit the Triathlon Canada web site (www.triathloncanada.com) for more athlete information about the ITU World Qualifier Program.

To find out more information about the fees associated with hosting an event with World Spots available, please contact STAC via email at info@triathlonsaskatchewan.org or by phone at 306-519-1822.

PARATRIATHLON

A growing sector 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 STAC to reduce barriers to participation. Because 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 STAC 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 (STAC) welcomes the opportunity to consider sanctioning events that are not covered under Triathlon Canada Competition Rules. Xterra® style events are an example of this. Because STAC only has the ability to certify our officials under Triathlon Canada Competition Rules, STAC reserves the right to consider modifications to Xterra® Rules so the application of the rule(s) at an event is in compliance with Triathlon Canada Competition Rules. On the STAC Web Site (www.triathlonsaskatchewan.org) we provide downloads of both the ITU and the Xterra® Rules.

A COMPARISON OF XTERRA® AND TRIATHLON CANADA COMPETITION RULES:

1. Swim:

1.1 -The water temperature/wetsuit rules should recognize the addition of consideration of ambient air temperature when considering wetsuit use and safety of competitors as set out by ITU and Triathlon Canada.

1.4 -General swim should exclude the wearing of socks & compression socks

2. Bike:

2.2 -The rule states that "both feet must be on the ground before the chin strap is unbuckled". -This is to be amended to the TC/ITU practice, that the chin strap is buckled before the bike is removed from the rack and remains buckled until the bike is returned to the rack. Where there are no racks, the bike must be in its designated spot when the helmet being put on or taken off.

2.7 STAC recognizes that drafting is allowed in these events and a proper passing protocol is in place.

4. Transition:

4.1 The mount/dismount should take place at designated LINES outside of the transition area. The rule as it is stated allows the riders to ride to the entrance of the transition area and mount at the exit of the transition area.

4.2 Helmets:

See 2.2. The implication is if you remove your helmet in the course of the race (and ride without it) the penalty is 2 minutes. It must be disqualification.

5. Protests:

5.6 Protests: The rule, while solid, does not have a fee set. Any protest or appeal must be accompanied by \$50. This is to prevent any frivolous claim having to be considered.

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. STAC requires information as part of the review process. Here is a typical timeline of post-event activities:

DAY OF EVENT:

1. **ACCIDENT/INCIDENT REPORTING TO STAC:** Our hope is through successful planning your event is accident/incident free. But, of course this may not be the case. If an incident occurs which will warrant any specific considerations STAC requests a report from the LOC within 24 hours of the event. Please report in writing any incidents to STAC at info@triathlonsaskatchewan.org.
2. **TAKE DOWN:** Ensure you have enough volunteers available to assist with the successful cleanup after an event. STAC 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 race course
 - b. Disassemble any equipment utilized during the event such as transition bike racks.
 - c. Have a plan in place to remove all waste generated at the event such as disposable cups at aid stations.
 - d. Return Equipment if necessary.
3. **REPORTING RESULTS TO THE MEDIA:** Local media will often post results from our events. Helps to know print deadlines for local media outlets in advance.

DAYS FOLLOWING THE EVENT:

1. **RACE RESULTS:** Race results must be submitted to the STAC office within 48 hours of the race and in Microsoft excel format. Final race results will reflect DNFs and disqualifications made by officials.
2. **RETURN OF EQUIPMENT:** Often municipalities and such will have equipment you can utilize for the event; pylons, road sign etc. Plan to have volunteers available to assist with the returning of equipment.
3. **EVENT REVIEW:** STAC encourages your LOC to host an event review session. Most events STAC sanctions have ambitions of becoming or already are annual occurrences. The endurance event landscape in Saskatchewan is increasingly competitive. A post event evaluation process is a great way to ensure the future success of the race. STAC representatives are always willing to participate in these evaluation processes. Our officials from your event will submit a report to STAC; these reports are an excellent

component for receiving feedback on your events

WITHIN TWO WEEKS POST EVENT:

1. **STAC FOLLOW UP REPORT:** STAC 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. STAC Follow Up forms are available on the STAC 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:** STAC requires all Race Directors to 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.

PLEASE REMEMBER: Notify STAC within 24 hours of the race of any incident or accident. Submit in writing a complete report of the accident/incident.

SETTING UP YOUR RACE:

1. **WHAT TO PROVIDE YOUR ATHLETES:** A race package, including course maps must be provided to each athlete. 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 posted at least a day before the race event.
2. **ENTRY FORMS:** Race entry forms must be provided to STAC prior to any distribution (see Sanctioning Requirements). Remember to include differential (Race day insurance) or STAC membership number (or other TriCan recognized association), and **age on December 31 of event year**. December 31 determines the official racing age for an athlete in Saskatchewan.
3. **TIMING:** It is the choice of your event to provide timing of any form. A form of computer timing, giving separate splits for each leg of the race and for the overall race, by category, is suggested, if you choose to provide timing.
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. Markings may also be made on the right, if necessary, for timing purposes.
6. **SECURITY PLAN:** A security plan must be in effect 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. STAC 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. Radios are preferable, but cell phones may be used. This type of communication is the responsibility of the LOC.
8. **OFFICIALS' TWO-WAY RADIO USAGE:** Generally, STAC provides our officials with a two-way radio communication system. This two-way system is for race official's use only. Our policy is to provide a radio to the head official, any officials and other personnel deemed necessary by the Technical Delegate.

MAPS

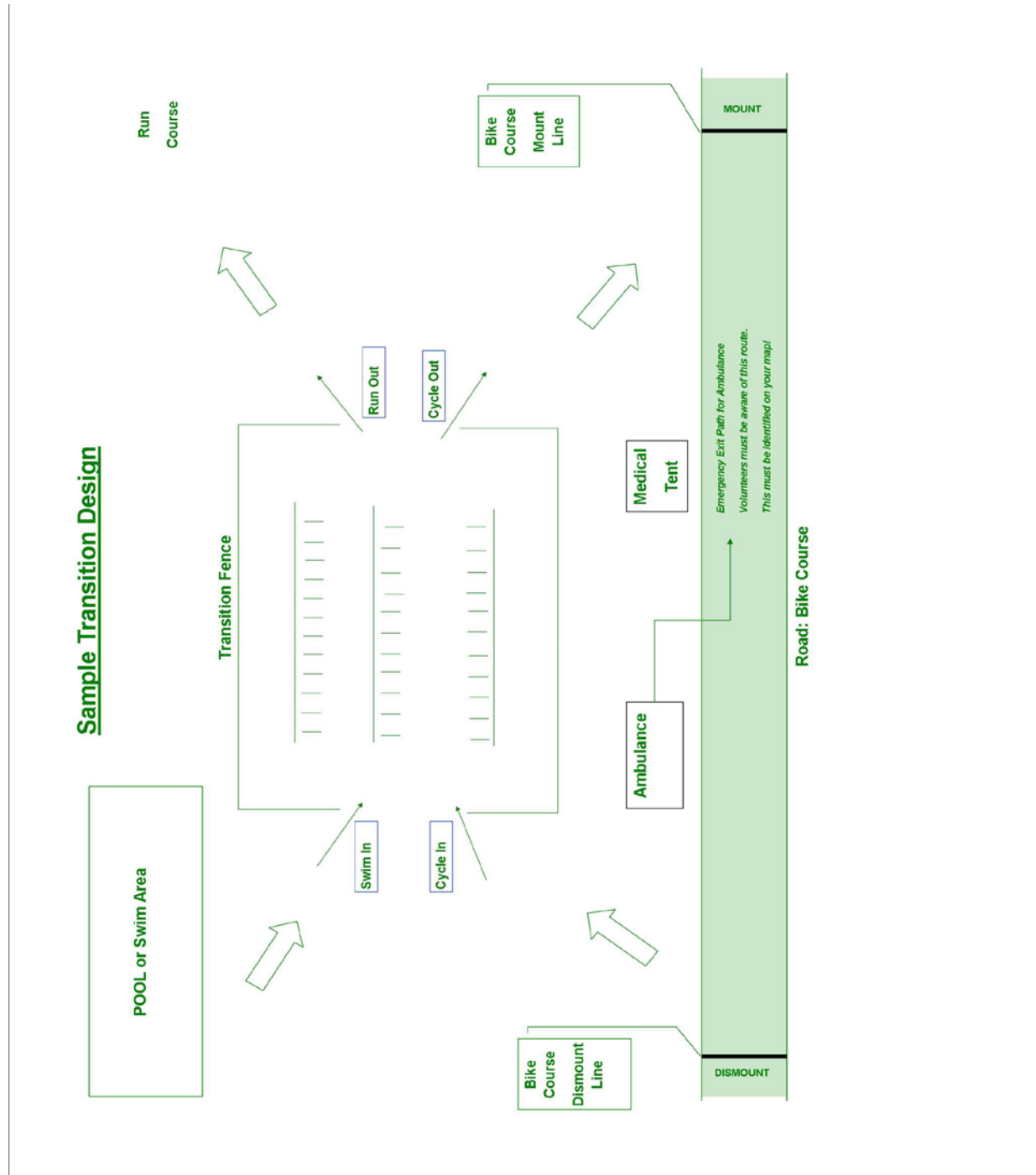
FOR APPROVAL PROVIDE DETAILED MAPS OF:

1. Please provide detailed maps of the swim, bike, run and transition. 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 swim, cycle and run 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 STAC. **To ensure course measurements are accurate, please ensure a trusted and reliable bike computer or Jones counter or GPS is used when preparing race courses.**
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. Maps must be to 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 leave very little room, if any, for questions. The more detail you provide the less questions we will have.

TRANSITION AREA

1. If requested, STAC will provide bike racks and basic fencing for transition areas. STAC shares equipment with the Saskatoon Triathlon Club Inc. (STCI). Please indicate in this document if you require the use of this equipment.
2. 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.
3. Athlete exit areas must be at least 3 meters wide.
4. There must be a security check system to prevent loss of equipment due to theft.
5. 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.
6. The entire transition zone must be well secured with fencing that prevents spectators from readily entering.
7. 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.
8. 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.
9. In appropriate locations, you are required to clearly mark mount and dismount lines.
10. Aid stations should be located at the exit from the swim and exit to the run.
11. 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

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 – STAC 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.) 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 start. This decision is to be made in consultation with the LOC but is the responsibility of the TD/HR.
 - l. 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. Suggested protocol is one lifeguard for every 50 entrants.
 - b. Maximum six swimmers per lane in a 25 meter pool (where applicable).

BIKE

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 course 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 the 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 required at the transition area and at the turn-a-round.
 - 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. Bike course requires both lead and trail vehicles.

RUN

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 cones 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 at 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 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 a resource should they 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. swim 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 STAC 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 age divisions but must be offered to 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.
4. If holding a meal and awards ceremony outdoors, plan an alternate indoor facility in case of inclement weather.

STAC 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, STAC will not be able to provide insurance coverage. Please consider other alternatives.

NEW: STRATEGIC EMERGENCY MANAGEMENT PLAN (SEMP)

New in 2017 is a requirement for Race Directors to complete a Strategic Emergency Management Plan (SEMP). Some aspects required of this plan are not going to be completely new to you. In previous years, our Race Directors have submitted components of this. For example, STAC has required you to detail and provide acceptable levels of first aid and medical support. These aspects now fall under this plan. In addition, STAC will require new aspects to your sanctioning submission to improve our ability to improve the safety of the arena our athletes to participate in.

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, STAC 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, STAC 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. **TWO-WAY RADIO COMMUNICATION WITH MEDICAL DELEGATE AND FIRST RESPONDERS ON SITE:** For our larger events, STAC supplies a two-way radio system for our officials to manage and use. In our officials support program, we supply a radio for the race director, the medical delegate and for any first responders 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 the International Triathlon Union Operations Manual guidelines for medical supplies. These guidelines are based upon the experiences of caring for tens of thousands of competitors in multi-sport endurance events throughout the world. Present these to your race medical person in order to develop an appropriate plan for your race (please note this is according to ITU and is not mandatory):
 - a. Cots for 5% of 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:

- Lightning
- Significant increased wind
- Heavy Rain
- Extreme cold
- Traumatic incident at race site

For 2017, STAC will require our 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 STAC 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 consult 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 be in agreement.
2. **SEMP - COMMUNICATION PLAN:** The event Race Director is responsible to detail 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 a weather induced condition such as the existence of lightning. Race organizers need to submit to STAC how both athletes and volunteers will be notified of changing conditions.

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.
- This plan should identify where shelter can be obtained.
- Athletes must be informed during the athlete briefing of relevant issues and procedures with regard to course evacuation plans and instructions to take shelter.

REMEMBER: If weather conditions are deemed unsafe for athletes, weather conditions may very well be unsafe for volunteers.

STAC LIGHTNING PROTOCOL:

STAC follows ITU Guidelines with respect to Rules on delay/postponement of an event (see 26.2 on page 83 of the ITU Event Organizer's Manual). The ITU policy states:

“There are no prescribed rules for delays and postponements; however the TD and Director of Operations would consult on weather conditions and other situations in the interests of protecting the safety of the athletes. “

The result of this policy places any decision with regard to postponement and delay as the responsibility of our Head Official and/or medical coordinator (as outlined in the ITU event organizers manual).

RECOMMENDED LIGHTNING PROCEDURES:

30/30 LIGHTNING RULE: If lightning is observed, and the associated thunderclap is heard within 30 seconds, an event will be suspended for 30 minutes before the event resumes.

AVOIDING THE THREAT OF LIGHTNING – Points of interest from Environment Canada

Listen for thunder. If you can hear thunder, you are in danger of being hit by lightning. More people are struck before and after a thunderstorm than during one.

Get to a safe place. A safe location is a fully enclosed building with wiring and plumbing. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning. If no sturdy building is close by, get into a metal-roofed vehicle and close all the windows.

Do not handle electrical equipment, telephones or plumbing. Use battery-operated appliances only.

If on water, get to shore as quickly as possible. Lightning that hits water travels well beyond its point of contact.

If caught outdoors far from shelter, stay away from tall objects. This includes trees, poles, wires and fences. Take shelter in a low-lying area.

FORM: UNDERTAKING form STAC SANCTIONED RACE

To: The Saskatchewan Triathlon Association Corporation ("STAC")

From: _____
(print name of race director)

Organization or Club: _____

WHEREAS pursuant to a sanction application agreement, dated as of _____ (the "Agreement"), by and among STAC and the Race Director, and as a material part of the consideration thereof and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Race Director hereby undertakes and agrees as follows:

1. The Race Director hereby agrees to perform and abide by the conditions and criteria of STAC including, without limitation, the following documents, a copy of which the Race Director hereby acknowledges obtaining:
 - a. International Triathlon Union and Triathlon Canada Competition Rules and STAC modifications (if applicable), or it's replacement and
 - b. STAC Race Sanctioning Package; or it's replacement and
 - c. All STAC bylaws and policies in place (such as the equipment rental policy) at the time of signing.
2. The Race Director further undertakes and agrees to pay all outstanding Sanction Fees no later than 30 days prior to the date of the event, and to submit the post-race report, day fees, day member listing, and any accident/incident report forms (if applicable) within 14 days of the event.
3. The Race Director agrees to a mandatory meeting the morning of the event with the STAC Technical Delegate to ensure all aspects of the sanctioning agreement have been fulfilled and to review the racecourse.

This Undertaking shall be enforceable against the successors and assigns of the Race Director, and shall ensure to the benefit of the successors and assigns of STAC.
IN WITNESS WHEREOF, this Undertaking has been duly executed and delivered by the Race Director on the date first written above.

Print Name of Race Director: _____

Signature of Race Director: _____ Date: _____
(if the Race Director is a society/corporation, an Authorized Signing Officer must sign on behalf of the society/corporation)

Print Name of Witness: _____

Signature of Witness: _____ Date: _____

EVENT INFORMATION: FOR PUBLICATION PURPOSES

Event Name: _____

Location: _____ Date: _____

Event Web page: _____

Email for Event: _____

Event Registration Information: _____

*Please provide the registration link for the event.**If the event will not provide online registration please include a copy of the registration form.***TYPE OF EVENT:** (Check mark all applicable events)

- | | |
|---|--|
| <input type="checkbox"/> Triathlon: | <input type="checkbox"/> Super Sprint |
| | <input type="checkbox"/> Sprint |
| | <input type="checkbox"/> Standard |
| | <input type="checkbox"/> Other Distance |
| <input type="checkbox"/> Duathlon: | <input type="checkbox"/> Sprint |
| | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Aquathlon | <input type="checkbox"/> Sprint |
| | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Winter Triathlon | <input type="checkbox"/> Snow Shoe |
| | <input type="checkbox"/> Speed Skate |
| | <input type="checkbox"/> Bike |
| | <input type="checkbox"/> Cross Country Ski |
| | <input type="checkbox"/> Skate Ski |
| | <input type="checkbox"/> Run |
| <input type="checkbox"/> Youth & Kids of Steel ® | <input type="checkbox"/> Triathlon |
| | <input type="checkbox"/> Duathlon |
| | <input type="checkbox"/> Aquathlon |
| <input type="checkbox"/> Provincial Championship: | <input type="checkbox"/> Jr. Provincials |
| | <input type="checkbox"/> Duathlon Provincial |
| | <input type="checkbox"/> Long Course Provincials |
| | <input type="checkbox"/> Youth and Kids of Steel ® |
| | <input type="checkbox"/> National Championships: |
| <input type="checkbox"/> Qualifying Event for World Age Group championships
(open water swim event required) | <input type="checkbox"/> Standard Distance |
| | <input type="checkbox"/> Sprint distance |

DISTANCE OF EACH EVENT:

Triathlon: Swim: _____ Bike: _____ Run: _____

Duathlon: Run: _____ Bike: _____ Run: _____

Aquathlon: Swim: _____ Run: _____

Winter Triathlon: Snow Shoe: _____ Speed Skate: _____ Bike: _____

CC Ski: _____ Skate Ski: _____ Run: _____

YOUTH AND KIDS OF STEEL ® TRIATHLON

Please note: We have included the maximum allowable distances for each age division. Select distances you deem appropriate for your group. **You do not have to use the maximum distances.** Please refer to our web site for more information about KOS® Rules and Policies.

Age Divisions with maximum allowable distances:

7 and Under: Swim (50m): _____ Bike (1.5 km): _____ Run (500m): _____

8-9 years: Swim (100m): _____ Bike (5 km): _____ Run (1 km): _____

10-11 years: Swim (200m): _____ Bike (5 km): _____ Run (2 km): _____

12-13 years: Swim (300m): _____ Bike (10 km): _____ Run (3 km): _____

14-15 years: Swim (500m): _____ Bike (10 km): _____ Run (4 km): _____

16-19 years: Swim (750m): _____ Bike (20 km): _____ Run (5 km): _____

18-19 years: Swim (1.5 km): _____ Bike (40 km): _____ Run (10 km): _____

YOUTH AND KIDS OF STEEL ® OTHER EVENTS (please describe)

AGE DIVISIONS:

List specific age divisions: What is the minimum age? _____

Check mark the age divisions that will be used:

- 5 Year Age Divisions (16-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80+)
- 10 Year Age Divisions (16-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70-79, 80+)

PRIZE MONEY: Will prize money be offered? Yes or No

*Only complete this section if prize money will be awarded.
(You must have a disclaimer on race entry form)*

Maximum # Entries: Individuals: _____ Teams: _____
 Entry Fees: Individuals: \$ _____ Teams: \$ _____
 Distance of Each Event: Swim _____ Bike _____ Run _____

PERMITS/LETTERS OF PERMISSION: (Check mark and attach copies with application)

- Municipal Police RCMP City/Town Municipal District
- Other: _____

TECHNICAL DELEGATE REQUESTED (PROPOSED):

Technical Delegate: _____

Note: You may request a specific technical delegate but you are not guaranteed that the person will be assigned. STAC will assign the most economical technical delegate.

CHECK AREA(S) YOU PROPOSE OFFICIALS ARE REQUIRED AND THE MINIMUM NUMBER FOR EACH AREA:

- REGISTRATION _____ SWIM _____ BIKE _____
- TRANSITION _____ RUN _____ FINISH _____
- OTHER (specify location and number proposed) _____
- OTHER (specify location and number proposed) _____

STRATEGIC EMERGENCY RESPONSE PLAN (SEMP)

SEMP COMMUNICATION PLAN:

Detail how all volunteers and athletes for each area of your event will be notified of emergency conditions. Identify who in each area is the information distribution captain. Identify location of shelter for each area (this should be done on your event MAPS):

SWIM:

BIKE:

RUN:

TRANSITION AREA:

OTHER AREA(S):

Do areas of your course exist where it will be impossible to notify athletes of event postponement or cancellation? If so, these areas need to be identified to athletes in the athlete briefing. Please list any areas which fit this description:

RACE DIRECTOR INFORMATION

Race Director: _____

Mailing address: _____

City/Prov: _____ Postal Code: _____

Phone: _____ Phone Alternate: _____

Fax: _____

Email _____

AFFILIATED ASSOCIATION OR CLUB: (IF APPLICABLE)

Association or Club: _____

MEDICAL COORDINATOR INFORMATION:

Name of Medical Coordinator: _____

Phone: _____

Describe level of medical training of the Medical Coordinator: _____