



TRIATHLON
SOUTH AUSTRALIA

Sanctioning Procedure for Club Races

Updated
12/12/2008

This document is based on a document of the same name (V1.5) published by Triathlon NSW in April 2007. It was endorsed by the Triathlon SA Technical Representative on 4/10/07 and is republished here under the Triathlon SA name with permission of Triathlon NSW.

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Aim of this procedure.

- i. To help Clubs make Club races safe and fair
- ii. To ensure all participants in Club races are covered by the appropriate insurances as either a member of Triathlon SA/Triathlon Australia (annual race licence holders) or via a one day (race licence) membership
- iii. To assist Clubs discharge their duty of care and therefore assist Club personnel to minimise or eliminate financial loss due to Clubs arising from personal injury, damage to assets, damage to the environment and the reputation of Clubs

1. Precis

Clubs must observe the following procedures in order to make Club races safe and to improve the protection available to Club Officials

- Club races are meant for Club members only. If a Club race involves participation by non-Club members or non-race licence holders, the race will incur additional insurance premiums i.e. one day race licences as indicated on the sanctioning documents and National Sanctioning Policy
- This policy explains some of the technical, administrative and communication processes that should be used by Clubs to manage the risks associated with organising Club races
- Insurance policies may be void when used against a claim arising from an incident at a Club race if these procedures are not followed

2. Club Race Defined

A 'Club race' is a speed contest organised by an Affiliated Club for Club members. The race may be a Triathlon, Duathlon, Aquathlon or a single Triathlon discipline (eg a fun run organised as part of a triathlon event). Club race organisers are covered for insurance under the public liability policy taken out by the Club annually when affiliating with Triathlon SA

All Club races MUST be sanctioned by Triathlon SA/Triathlon Australia. To find out whether a race satisfies the Triathlon SA definition of a Club race, refer to part 9 of this policy.

3. The Role of Triathlon SA and Triathlon Australia

The Australian Sports Commission has vested Triathlon Australia with the responsibility of managing all aspects of Triathlon in Australia. Triathlon Australia has delegated to Triathlon SA the function of assessing all races held in South Australia against a criteria relating to safety and fairness. Although this mainly applies to sanctioned races organised by Race Directors for all members of the public, the function also extends to races organised by Clubs for their respective members.

4. Administration of Club Races

Before a Club organises a Club race, the Club should address the following matters:

- i. Establish that the proposed race satisfies the Triathlon SA definition of a Club race (refer to part 9 herein).
- ii. Ensure that the Club is able to stage the race in accordance with the technical requirements of Triathlon SA outlined herein.
- iii. Ensure that the proposal to stage Club races has been approved by the Club Management Committee and that this approval is recorded in the minutes of the meeting of the Management Committee.
- iv. Ensure that the Club is affiliated with Triathlon SA and that the Club maintains a current Club public liability insurance policy.
- v. Encourage that all participants are full financial Club members of an Affiliated Club and/or TSA/TA.
- vi. Adopt a Club policy which, in order that they are covered by personal insurance, encourages all active Triathletes to take out an annual race licence.

- vii. Establish a method to collect and issue one day licence fees belonging to Triathlon Australia.

5. Dealing with the Police and Council

Most Club races are small affairs which don't have much of an impact on the local neighbourhood. Because of this, most clubs have not obtained the approval of the Police or local Council, or even written to them telling them about the races. However, in order for Clubs to be sure that they are complying with all the laws and are acting in the interests of their members, Clubs should request the assistance and/or the approval of the Police and Council to stage a Club race. Clubs are recommended to write to both the Police and Council (or other land owners where the event takes place) advising the following details of Club races:

- i. What type of races are being staged
- ii. Where the races are being held; include maps showing the roads, parks and waterways used, as well as any road closures that may be desirable
- iii. When races will be held on each course, i.e. specific dates, winter or summer, etc.
- iv. The location of marshals and warning signs placed by the Club on each course
- v. The maximum and minimum number of competitors that will race on each course
- vi. Send a copy of the certificate of insurance issued to the Club by Triathlon Australia insurance broker when the Club affiliates with Triathlon SA. (The Council may require its name to appear on the policy as an interested party. The insurance broker will do this without a problem.)
- vii. Request any information that will help make the race safer
- viii. Request an on-site meeting to inspect the courses. If this occurs, the Club should take minutes of the meeting and record the names of people in attendance.

The Police and Council will probably reply in writing advising their approval of the races, subject to the Club abiding by certain conditions.

Clubs should inspect courses regularly and request the Council to repair or remove any hazards to competitors on the course, e.g. pot holes.

6. Briefing Participants Before a Club Race

- i. Before the start of a Club race, all participants must be briefed regarding the nature of the race as well as the conditions by which they are required to participate. A verbal briefing should include statements such as:
 - a Normal road and aquatic rules apply during the race
 - b A general description of the course and any hazards which may jeopardise the well-being of participants
 - c Describe the location of all marshals on the course
 - d Describe the location of all drink and first aid stations on the course
 - e Advise participants that, if they breach any road or aquatic rules, then they may be penalised by the Club, as well as the Police, etc.
 - f Advise participants that they are responsible for their own safety and well-being during the race and that they should withdraw from the race if they don't feel well
 - g That all participants adhere to the RCR (Race Competitions Rules)
- ii. A plain English notice and a map of the course should be displayed at the race venue containing the above statements. Participants should be requested to read the notice to become familiar with the race conditions before the start of the race.
- iii. New Club members and/or other Affiliated Club members should be interviewed before the race to ensure that they are familiar with the race conditions.
- iv. In the case of minors (under 18 years), the Club should advise the parents or guardians of Club race rules.
- v. The above conditions should be issued in writing to all Club members when joining the Club and regularly published in correspondence and newsletters issued to Club members.

- vi. Ensure that participants from non-English speaking backgrounds, or people with learning difficulties, are made familiar with the race conditions.

7. Public Liability and Personal Injury Insurance Cover

- i. when a Club Affiliates with Triathlon SA, the Club is provided with coverage under the Triathlon Australia public liability insurance policy. The Triathlon Australia policy is renewed every 12 months, commencing 1 July. Clubs are also required to renew their insurance before 30 June of each year.
- ii. The insurance policy covers Club race organisers of Club events, which are described in part 9 herein. If a race does not meet the criteria for a Club race, then the Club may not be covered under the public liability insurance policy taken out by the Club. The Club must then apply for an open race approval from Triathlon SA/TA to obtain insurance for the race. The insurance provided with an open race approval only applies on the day of the race which is the subject of the application.
- iii. The following table indicates if the participants in a Club race (i.e. Club members, non-Club members and Triathlon SA/TA annual members) are covered for public liability insurance and personal injury insurance whilst competing in a Club race.

Table 1 Insurance Coverage for Participants in Club Races

	Affiliated Club Member with TA membership	Affiliated Club Member without TA membership	Non-Club Member without TA membership	Non-Club Member with TA membership
Public Liability	Yes	No	No	Yes
Personal Injury	Yes	No	No	Yes

8. Making Club Races Safe

Clubs owe a duty of care to all race participants and the public. Club races must be safe for all participants, irrespective of whether they are old, young, experienced or inexperienced Triathletes, non-members, new members or founding member(s). Club races must be conducted in accordance with normal road rules and laws, except with the written approval of the relevant authority. Clubs must take reasonable precautions on the assumption that all participants regard the race as a speed contest (not just a casual training session). Minimum precaution should include:

- i. Swim courses should be located as close as possible to land, otherwise swimmers should be accompanied by marshals on paddle boards or other floating devices.
- ii. Clearly identifiable Club Race Marshals should be located at those locations where competitors will be turning from one street to another or at any other points so required by the police. Marshals are not authorised to alter the flow of traffic in favour of competitors (unless accredited by RTA Traffic). Marshals should warn motorists and competitors of imminent dangers.
- iii. Warning signs should be liberally placed on the course to warn competitors, motorist and pedestrians of hazards created by the race. Signs should be placed at locations which will give motorists the greatest chance to slow down before approaching a hazard. Signs may be placed at low priority intersections instead of using a marshal.
- iv. Signs should use pictures in conjunction with short simple words, e.g.
 - Runners/Cyclists Ahead
 - Triathlon in Progress
 - Slow Down
 - Right Turn Ahead
 - U-Turn ahead
 - Directional arrows showing left and right turns

- v. Traffic cones should be placed on the course to guide cyclists and runners on the designated route, i.e. intersections and bends in roads where competitors may be tempted to cut through the bend by entering the wrong side of the road.
- vi. All marshals should wear a bright vest owned by the Club and carry flags or other devices to assist in warning competitors and the public.
- vii. Runners and cyclists should not share the same course; otherwise the chance of collisions greatly increases. If they do share the same course, visual dividers should be used to separate runners from cyclists. Clubs should own a supply of Traffic cones and other barricade devices.
- viii. Clubs should place marshals or warning devices near hazards (e.g. pot holes) using a combination of traffic cones, signs, chalk etc. **DO NOT USE PAINT or SPRAY CANS.**
- ix. Drink stations should be located on the run course. This may simply comprise a sign directing people to a bubbler or tap located on public land.
- x. A medical kit should be located at the race venue to enable people to administer first aid. Depending on the proximity of the course to medical facilities, Clubs should arrange for medical personnel to be in attendance at Club races, e.g. St John Ambulance Brigade members or people with a St John Ambulance certificate, doctors or nurses. Notification of the Club event should also be communicated to the nearest SA Ambulance Station/Centre. A list of key emergency phone numbers should also be on hand.
- xi. Mobile phones should be carried to key marshals so they can communicate with emergency services (000) and the transition area.
- xii. Club races should be staged in accordance with the Triathlon Australia race competition rules. The Club should not depart from these rules, except if a particular rule does not relate to a safety issue, e.g. procedures for lodging a protest.
- xiii. Clubs should encourage its members to become active Technical Officials to help apply the RCR at Club events. Similarly, active Technical Officials that are members of a particular Club staging a Club event, should assist in RCR application also.
- xiv. Clubs should adopt and consistently apply penalties for competitors who breach race rules, road rules or laws during Club races.
- xv. Clubs should send a motor vehicle onto the course to be on standby in case of any accident, or to pick up any competitors who have withdrawn from the race.
- xvi. Clubs should send a motor vehicle onto the course to be on standby in case of any accident, or to pick up any competitors who have withdrawn from the race.

Finally, the Club Race Organising committee should formally debrief and discuss any issues or improvements required prior to the next event.

9. Distinguishing Between a Club Race and an Open Sanctioned Race

The following questions aim to establish whether a race being organised by a Club is covered under the public liability insurance policy issued to the Club upon affiliation to Triathlon SA. If the answer is “yes”, then the Club may need to modify the race to ensure that the race complies with criteria for Club races and to ensure the race is covered under the insurance policy issued with affiliation. Furthermore, the Club should contact Triathlon SA for a decision on whether the Club should make arrangements to have a particular race sanctioned.

- i. Will there be any non-Affiliated Club members participating in the race?
- ii. Will there be any non TSA/TA Race licence holders in the race?
- iii. Does the race require a change to the normal traffic conditions for motorists, pedestrians or other cyclists?
- iv. Is the date of the race published in the Triathlon SA Open Race Calendar?
- v. Are participants required to break road rules in order to complete the race?
- vi. Are participants under the impression that they are permitted by the Club to break rules in order to complete the race?
- vii. Are participants under the impression that marshals on the course are going to stop the normal flow of motor flow of traffic and pedestrians to enable them to complete the race?
- viii. Will the race exceed 100 competitors?

10. Inter Club Racing

This procedure accommodates inter-Club racing. This involves members from more than one Club competing in a Club race. Inter Club races are ideal for large and small Clubs, as they avoid the paperwork, cost, and infrastructure associated with staging an open sanctioned a race. This procedure is applicable to inter Club races in the same way as normal Club races, but it is important that...

- Each Club taking part in a race is affiliated with Triathlon SA or some other state/territory triathlon association.
- Irrespective of the venue or host Club, each Club carries out the procedures referred to above in Item 4. *Administration of Club Races*.
- Proper safety precautions are taking if a race involves a large number of competitors.
- That an individual race does not exceed 100 competitors.

11. Sanctioning Club Races

- i. Ultimately, Triathlon SA asks, for risk management and insurance reasons, to sanction all Club races in the same way as it sanctions open races organised by commercial Race Directors. This involves Triathlon SA requesting Clubs to complete and issue the standard sanctioning application forms, within a minimum of 28 days prior to the Club Race to establish that every effort has been taken to make the Club race safe, i.e. supply of marshals, medical support and identification of hazards on the course.
- ii. As a minimum Club Race sanctioning application requires the submission of Forms A, B or C, D&E which shall accompany Police and Council approvals. In turn a Sanctioning Officer from TSA will review and approve/disapprove sanctioning via formal communication to the Club Race Director.
- iii. All forms are available from the Triathlon SA website www.triathlonsa.org.au under Racing, Sanctioning Documents
- iv. Post event forms including Form F must be reconciled with Triathlon SA/Triathlon Australia

12. One Race Memberships Licence

Triathlon Australia will now issue one day memberships to non members competing in sanctioned Club races. All non member competitors must pay a fee in accordance to the National Sanctioning Policy ref item 11 (b).

13. Amendments to the Procedure Document

- June 1996 – First version authored by Stephen Ray
- October 1996 – Made it clear that ALL competitors in a Club race must be a member of the Club staging a race.
- September 1997 – Item 10 added to endorse inter club racing. Item 13 was also added
- February 2006 – reviewed & updated by TNSW Technical Committee to align TNSW Strategic Plan.
- April 2007 – reviewed and updated by TNSW Technical Committee to align with Whole of Sport insurance policy issued by Willis
- October 2007 – reviewed and accepted by TSA Technical Representative, David Wilkinson.
- December 2008 – reviewed and amended by TSA Administration Officer, Shirley Armstrong, to change references to TSA; clarify definition of Club Race at Item 2.