

Safety Plan- Risk Management Outcomes.

<b>Name of Race Organizing Club/Committee</b>		
Key Organizing Committee		
Role Undertaken	<b>Name</b>	<b>Contact</b>
<b>Race Director (1)</b>		
<b>Race Director (2)</b>		
<b>Safety Officer</b>		
<p><b>In the space below, please briefly detail the organizing experience of those listed above and detail their suitability for the role.</b>  <b>Note 1: Experience does not necessarily have to be from triathlon sport.</b>  <b>Note 2: If you have worked with a national governing body as part of your race/event experience, please provide details of the governing body and a contact.</b></p>		

<b>List of Organizing Committees</b>		
<b>Role</b>	<b>Key Contact</b>	<b>Phone</b>
Race Director		
Head of Swim		
Head of Bike		
Head of Run		
Head of Transition		
Head of Finish/Timing		
Head of Registration		
Participant Administrator (pre/post race)		
Cost Management		
Website Administrator		
PR/Sponsorship Liaison		
Public Body Liaison		
Timing Company		
Transport & Logistics		
Racking / barriers provider		
Signage provider		
Radio communications provider		
Entertainment		
<p><b>For affiliated triathlon clubs, insurance for events will be provided by_____ . Local Authorities, commercial groups etc will need to source public liability insurance cover. The minimum cover must be £10million. Competitors are covered thru their membership or day license.</b></p>		
Insurance company		

**Protecting Vulnerable Groups (PVG)**

Everyone who participates in triathlon is entitled to do so in an enjoyable and safe environment while all children and vulnerable adults are entitled to a duty of care and to be protected from abuse. USAT legislation identifies areas of activity under 'Regulated Work' that are common to triathlon activity, such as supervising children/vulnerable groups, being in sole charge of children/vulnerable groups and/or providing advice and guidance to children/vulnerable groups. For people who have these roles within our sport and at events, the necessary USAT checks need to be made. The check involves each candidate completing a 4 page form and evidencing the appropriate ID checks. Full information regarding PVG can be found at [www.triathlonscotland.org](http://www.triathlonscotland.org).

Roles which may require a USAT check	Name	Check complete & certificate awarded
First Aid		
Safety Officer		
Supervisors		
Other		

**Race Partners**

Organization	Key Contact	Phone
Police		
Local Council		
Local authority Water Safety Officer		
Local Hospital		
First Aid Providers		
Water Safety e.g. RNLI, Rescue Centre etc		

It is recommended that this race plan and a copy of event insurance are issued to the relevant public bodies and partners and where appropriate.

**Race Plan & Insurance copy Issued To**

Organization	Key Contact	Approved/Agreed (yes/no)

### Information Relevant to This Event

Event Details			
Race Name			
Race Date			
Start time			
End time			
Location			
Type of event			
Distances			
Numbers expected –	Individual:	Relay:	Junior/Children:

Event History	
Is this a new event or existing?	
If existing, how many years has it been running?	
Have there been any changes/improvements in course since last year?	

Event Timetable		
	Date and Time	Venue/Location
Site set-up		
Race sign on and registration		
Marshal/stewards etc sign-on		
Marshal/stewards etc briefing		
Marshal/stewards etc in place		
Competitor race briefing		
Event start		
Cut off time for swim		
Cut off times for bike		
Cut off times for run		
Event finish - this is the time when the organisers are no longer responsible for athletes in recovery area, transition or run courses.		
Prize Giving		

## Registration

Consideration	Response
What times(s) will registration be held? If more than one registration time, eg. Before race day and on race, please include details here.	
Where will registration(s) be held? If more than one registration time, eg. Before race day and on race, please include details here.	
How will any competitors with medical conditions inform you? At online check in, race application and/or at registration?	
Can race entries be taken on the day?	
Where will you source race numbers from? <b>Note: maximum size 225mmx225mm (8.85in)</b>	
Will there be a competitor gift? Is so, what.	
Who will lead the marshal briefing? (name)	
What will competitors receive at the finish line? <b>Note: must include water / sustenance and can include other give always, flyers, t-shirts etc</b>	

## Facilities

### Toilets

Are there toilets available?	
How many toilets?	
Where are they located?	

### Showers

Are there showers available for competitors?	
How many showers are available?	
Where are they located?	

### Changing Facilities

Are there changing facilities available for competitors?	
Where are they located?	

### Food & Beverages

Is there a post race meal for competitors? If yes, please give details of what the meal will be ie. soup, sandwiches, bbq etc.	
Will there be facilities for spectators to purchase food before, during and after the race? If yes please detail the facilities.	

### Car Parking

Is there car parking available for competitors and spectators?	
Where are they located?	
Is there enough car parking for all competitors and spectators?	
Is the parking free or paid?	

### Race Headquarters

Is there a race head quarters?	
Where is it located?	

## Swim

Consideration	Response
Where will the swim take place (pool, sea or other?)	
What is name of swim venue i.e. name of pool etc	
Will there be times events? If so, how many?	
If yes to above, how will athletes be allocated into different times?	
If more than one time, how will different times be identified – e.g. different colour swim hats? <b>Note: for open water events swim hats must be a different colour to buoys marking the course.</b>	
If there are waves, how far apart will they start from each other?	
What are the wave times?	
Will wave times be available for competitors in the race briefing?	
Will wave times be available for competitors on a notice board at registration, online or on website?	
Will a warm-up or acclimatization opportunity be provided prior to the start?	
Will the start be from a static position in the water or run in from the shore? - <b>Note: static preferred – from hip to shoulder deep is generally recommended.</b>	

## Water Safety

Has the Water Safety Officer approved the swim section of the event?	
Has a water safety plan been prepared?	
<b>Pool swims</b> - will you have local authority or pool lifeguards on duty?	
If yes how many? If no what safety cover is in place?	
Water safety provided by? (company name)	
Number of motorised safety craft	
Number of other safety crafts on water	
Number of qualified lifeguards present	
Will you have any scuba divers? If yes, how many?	
Will you carry out a water quality check? If so, who?	
Who will mark the course? (name)	
Will the swim course be marked with swim buoys?	
If yes, what colour are the buoys, how high are they and how far where will they be located on the course? <b>Note: swim buoys must be min 1meter in height.</b>	
Are there any underwater obstructions /currents to note? If yes please provide details.	
What is the anticipated water temperature?	

<b>Note: At temperatures below 11°C it is recommended that open water swimming does not take place</b>	
Who is responsible for sourcing an adequate thermometer and checking the water temperature? (name)	
At what distances will you check the water temp?	
What mechanism is in place for ensuring all competitors have safely left the water?	
What is the swim cut off time?	
Person responsible for counting swimmers in (name)	

**Transition**

<b>Consideration</b>	<b>Response</b>
Where is transition located?	
Are there multiple transition areas in different areas?	
Will competitors exit water at same point as entry?	
Will bike racks be numbered? If so how?	
Will transition be neutralised?	
How many Marshals will provide directions to the competitors in & around transition/mount dismount lines, bike/run exits?	
What time does transition close before race start?	
What time can competitors collect their bikes from transition at the end of the race?	
What security measures are in place to ensure only athletes get to remove their own bikes? E.g. wrist band with race number on it?	

**Bike**

<b>Consideration</b>	<b>Response</b>
Will a check be carried out that competitors have a road worthy bike? If yes, when and how?	
Will a check be carried out that competitors have an approved safety marked helmet? If yes, when & how?	
Are competitors permitted to draft? How enforced?	
Will you have trained Motorcycle Officials on the course? If yes, how many?	
Are there any dangerous descents? If yes, how many? Please give details of these descents and how they will be managed by marshals or identified to athletes (briefing, signage etc).	
What time will the first bike be on the road?	
What time will the last bike exit onto the bike course?	
What time will the first bike come back into transition?	
What time will the last bike come into transition?	
Will Police presence be required at any specific/key junctions? If yes, please list location.	
How many marshals will be on the bike course?	
How can marshals be contacted once on the course during the event?	
Will there be mobile phone coverage around the course? If no, how will you communicate with them?	
Will food and drink bags be provided for all marshals?	
If yes, is it available on site before & during the event?	
Will warning signs be placed at any specific junctions/roundabouts? If yes, please list	
Will residents of the areas affected be made aware of the event? If yes, how?	
Will local businesses of the areas affected be made aware of the event? If yes, how?	
Will there be any road diversions/roadworks? If yes, please give details.	
How many ambulances will be available? Location?	
How many medical personnel will be available for the duration of the event? Where located?	

## Run

Consideration	Response
Are there any aid stations? If yes, how many? How far apart are they?	
If aid stations, will nutrition be provided? If yes, please give details.	
If aid stations, will drinks be provided? If yes, please give details.	
Will marshals be placed on the run course? If yes please give details of their positions.	
Will aid stations be marshalled?	

## Finish

Consideration	Response
Is there a finish chute?	
How many competitors would be able to cross the finish line together safely?	
Are there barriers to keep spectators away from the finish line?	
Will you be giving food immediately after the finish line? If yes, what food?	
Will you be giving drinks immediately after finish line? If yes, what drinks?	

## Results

Consideration	Response
Will you use timing chips or manual timing?	
If using timing chips, what is your back up should the timing chip not work?	
How long after race will results be made available to competitors?	

## Prizes

Consideration	Response
How many prizes will be on offer? Note: It is recommended that prizes are awarded in each age category for 1 /2 /3 place but as a minimum there shall be at least one prize in each category. Prize value must be equal for male & female winners.	
What will you provide for prizes?	
Will you have spot prizes, and if so how will you choose winners, and what will you give out?	

## **Marshal Briefings**

Below are some points which you should include in your race briefings to all stewards/marshals. Head of race sections and/or lead marshals should also brief participants about points specific to their race areas.

### **General**

- Visibility – all marshals should wear a hi-visibility jacket (where will they be able to pick one up?)
- Welfare – how will you provide food/drinks for marshals, when can they get food/drinks; when can they take breaks (post relief/toilet stops)
- Emergency plans – how will marshals contact head of race section/lead marshal; how will marshals summon first aid First Aid
- Race timetable – marshals are asked questions by participants so give them information to answer your FAQ and a race timetable
- Contact sheet – again give all key staff contact numbers to all marshals
- GPS / location position on the course (in the event that the emergency services need to be called in)
- Be loud and clear – keep the instructions clear and audible
- Point – a visual instruction is often better than a verbal one
- Be aware of competitors coming from both directions
- Do not be afraid to take any measure necessary to ensure the safety of individual and other competitors. YOU are in charge, not the competitor.
- If you are aware of a breach of rules, note the number & the suspected breach and advise the appointed Technical Official.
- All incidents and accidents to be reported to race director and appointed Technical Officials. How will they do this?
- Beware of pets, children, prams etc. crossing the course.
- Encourage – if all is well, give them a cheer!!

### **Swim**

- Be in place well before start
- Make sure people slow down coming out of swim

### **Transition**

- Ensure all bags are well out of the way
- Beware of people coming from both directions
- Ensure people have helmet on before touching bike and rack bike. Do not hesitate to stand in front of them until their helmet is done up correctly.
- Ensure numbers are clear and on correct
- Clear and bags or belongings out of the path where athletes are running

### **Bike**

- Be alert of first cyclists coming through, it's usually a surprise
- Point and shout very loud the directions
- Use slow down hand signals as required
- Keep traffic moving, don't stop traffic that is on the course (only Police are permitted to stop traffic)
- Ensure no drafting – take note of numbers and offence and advise the appointed Technical Officials

### **Run**

- Be clear as to direction for runners
- Ensure competitors stick to their side and give way to oncoming competitors
- Beware of cross over points with cyclists – shout warnings as required

	<b>0 pts</b>	<b>1 pts</b>	<b>2 pts</b>	<b>3 pts</b>	<b>4 pts</b>
<b>Analysis -</b>	Writing does not reflect an understanding of concepts and main ideas of the case material regarding human resource management.	Degree ←--→	Writing reflects an understanding of theories, concepts and main ideas of case material regarding human resource management.	Degree ←--→	Writing reflects a in-depth understanding of theories, concepts and main ideas of case material regarding human resource management.
<b>Scope and comprehension</b>	Not all assigned parts of case represented in range of topics.	Degree ←--→	Half of assigned case represented in range of topics.	Degree ←--→	A full range of case topics are covered well and in depth.
<b>Writing technique and clarity</b>	Writing is unclear and hard to understand. Contains errors in grammar, punctuation and/or spelling.	Degree ←--→	Writing is generally clear, unnecessary words are occasionally used. Paragraph or sentence structure is too repetitive. Few errors in grammar, punctuation and/or spelling.	Degree ←--→	Writing is crisp, clear and succinct. Writer incorporates an active voice when appropriate with supporting ideas and examples. No errors in grammar, punctuation and/or spelling.
<b>Integration of course material</b>	Student did not demonstrate integration of related text material.	Degree ←--→	Integration of text material is demonstrated a few errors were evident. References used	Degree ←--→	Integration of text material is evident and essential information was accurate and complete. Well referenced
<b>Pros/Cons or SWOT Analysis</b>	Student did not develop a pro/con or SWOT analysis		Pros/Cons or SWOT analysis performed, facts incomplete or too brief		Pros/Cons or SWOT completed, analysis includes grounded principles from text. Thorough.
<b>Due date</b>	Assignment was not submitted to BB dropbox by the due date.	Degree ←--→	Assignment was submitted to Bb dropbox by due date.	Degree ←--→	Assignment was placed in the Bb drop box by due date.

Grading Rubric