

2014 Race Director Checklist

(For your use only, please do not return to USAT)



Prior to Registration

- Read all the information provided on the handout in the sanction approval box
- Provide your medical team with the 2014 USA Triathlon Incident Report form

Day of Registration

- Provide your registration volunteers with information on their responsibilities along with the 2014 Packet Pickup Guide and the 2014 Packet Pickup Flow Chart
- Provide the 2014 Most Commonly Violated Rules document to athletes either in their registration packets or post it near packet pickup

Day of Race

****The following five items must be in place before the race begins****

- Lifeguards and swim safety mechanisms are in place
- Medical personnel are on-site and in place
- On-course law enforcement are in place or confirmed ready
- The transition area is secure and the race course from swim to TA is set up
- The event timer is present and their equipment is ready to start

Post-Race

My UPS Tracking # is _____

****All materials must be received by USA Triathlon postmarked within 15 days of the event to avoid a \$200 fine****

- Accounting form
- Collected one-day and annual membership money
- Signed waivers and membership applications
- Incident report form(s)
- Electronic results file (adult events only)
- Officials Evaluation (if applicable)