



# PARKS & RECREATION

## LARGE SCALE ATHLETIC EVENT SUPPLEMENTAL PACKET FOR LIMITED SPECIAL USE PERMIT

Dear Event Organizer,

This is dedicated to the many event organizers, race directors and volunteers who promote and organize triathlons or running events in Lake Wilderness Park. Thank you for considering Lake Wilderness Park for your running event.

This packet contains race organization, technical requirements and information specifically designed for the unique developmental & safety requirements of all participants. The completed Park Event Application packet including the requirements listed here for triathlons or running events must be completed and submitted to the Parks & Recreation Department 45 days prior to the scheduled date. You will be contacted following a review of your application. We wish you the best with your event!

### EVENT ORGANIZERS NEXT STEPS

This manual provides general guidelines for planning your event and getting it permitted. Event organizers interested in putting on a race or program using City property or right-of-way must work closely with the Maple Valley Parks & Recreation staff and provide any requested details or requirements concerning the event.

#### Process

- Request an Event packet including the Large Scale Athletic Event Supplemental from the City of Maple Valley Parks & Recreation Department located in Lake Wilderness Lodge 60 days before your event date.
- Upon receipt of the application packet, City of Maple Valley Parks & Recreation staff will review it and will either approve it or the Event Organizer will be contacted with any changes required.
- The required post-race paperwork and fees must be submitted within the (45 day) timeline as indicated above.

Event may be refused for the following reasons:

- Poor past performance
- Insufficient time to process application
- Incomplete application
- Outstanding past requirements
- Failure to comply with all conditions set by City of Maple Valley Parks & Recreation
- Any other issues that may affect the City of Maple Valley Parks & Recreation's ability to obtain information from the applying party.
- Dates not available and/or conflicting event

Sincerely,

City of Maple Valley  
Parks & Recreation Department

#### Mailing Address:

Maple Valley Parks & Recreation  
P.O. Box 320  
Maple Valley, Wa 98038

For information or questions please call 425.432-9953

E-mail : [parks@maplevalleywa.gov](mailto:parks@maplevalleywa.gov)

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# PARKS & RECREATION

## LARGE SCALE ATHLETIC EVENT SUPPLEMENTAL QUESTIONNAIRE FOR LIMITED SPECIAL USE PERMIT

### BASIC EVENT INFORMATION:

Company/Organization: \_\_\_\_\_ Date of Event: \_\_/\_\_/\_\_\_\_  
 Type of Event(s):  Marathon  Triathlon  Other: \_\_\_\_\_

### DIVISIONS INFORMATION:

Division (Age/Group)	Swim Distance	Bike Distance	Run Distance	Projected Start	Projected # of Athletes
#1				/ / at : AM / PM	
#2				/ / at : AM / PM	
#3				/ / at : AM / PM	
#4				/ / at : AM / PM	
#5				/ / at : AM / PM	

### PROJECTED WEATHER:

\_\_\_\_\_  
 \_\_\_\_\_

### COMMENTS:

\_\_\_\_\_  
 \_\_\_\_\_

### OTHER DOCUMENTS ATTACHED

- Copy of Participant/Athlete Waiver naming City of Maple Valley (required for ALL events)
- Parking/Traffic Plan
- Communications Plan (required for large scale events)
- Check Point/Water Stop List with description (required for large scale events)
- King County DNRP Trail Use Permit (required for any group that use the Cedar River Trail)
- Right-of-way permits (both Maple Valley and 3<sup>rd</sup> parties)
- Use Permits form 3<sup>rd</sup> Parties Property (School District, Arboretum, etc.)
- Basic Incident Briefing Packet (ICS Form 201), required for events over 500 people (to be used to distribute to Parks, PD, FD, and other interested parties/agencies)
- Safety Analysis (ICS Form 215A)
- Full Incident Action Plan Documentation (ICS Forms: 202, 203, 204, 205, 205A, 206, 207, 208, and related documentation as needed).
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**TRANSITION AREA/FINISH**

Surface Type: \_\_\_\_\_% Grass \_\_\_\_\_% Dirt \_\_\_\_\_% Paved \_\_\_\_\_% Other

Number of Transition/Finish Marshals: \_\_\_\_\_ Type of Fencing: \_\_\_\_\_

Describe security arrangements: \_\_\_\_\_

Bick Racks? Yes / No, if yes how many? \_\_\_\_\_ Are they numbered Yes / No / N/A

Is the transition area set up to prevent crossover from incoming and outgoing participants? Yes / No

Is the area fenced off from the spectator area? Yes / No

Is there an aid station near the Transition Area/Finish? Yes / No

Will your race accommodate athletes with a disability? Yes / No

If yes, describe transition area considerations: \_\_\_\_\_

Will there be a wheelchair accessible washroom on site? Yes / No

If yes, where? \_\_\_\_\_

**TRANSITION AREA/FINISH COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY ACTION PLANS**

**911 CALLING:**

- Whenever 911 is called, we ask that you, at the earliest reasonable time please notify the Parks and Recreation Department. You can either notify any on-duty City Staff, or call (and leave a message if after hours) the Parks and Recreation Office at 425-432-9953.

**ELECTRICAL STORMS**

1. If an electrical storm is sighted, heard or reported to be developing, good judgment and common sense are critical to the safety and wellbeing of guests and staff.
2. Clear the beach and other open areas immediately at the first sign of an electrical storm: thunder, lightning or the approach of large, dark cumulus cloud buildups. (Strong winds, sudden drop in temperature, heavy rain and/or hail are common prior to, during and after these storms.)
3. Do not allow swimming until at least 45 minutes after the last sign (thunder or lightning)

**CATASTROPHIC EVENT (ACT OF NATURE/GOD, TERRORISM, ETC.):**

- In the event of a Catastrophic Event, it is your responsibility to account for your people. A basic head count should be maintained if at all possible.
- NEED MORE!

**FIRST AID PROCEDURES (FULL MEDICAL PLAN REQUIRED FOR EVENTS OF 500 OR USING MORE THAN ONE AREA/FACILITY)**

\_\_\_\_\_

\_\_\_\_\_

**WATER RESCUE PLAN (IF USING PFDS, IF NOT A FULL WATER SAFETY PLAN IS REQUIRED)**

\_\_\_\_\_

\_\_\_\_\_

**MEDICAL PLAN (REQUIRED FOR ANY SPORTING/ATHLETIC EVENT OVER 100 PARTICIPANTS)**

Medical Director/Coordinator: \_\_\_\_\_ Phone (on-site): (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Level of Qualification:  Doctor  Nurse  EMT  Other: \_\_\_\_\_  
Who Makes final medical decisions: \_\_\_\_\_  
Number of Medical/First Aid Staff: \_\_\_\_\_ (minimum ratio is 1:100 athletes) Medical Staff in Communication Plan? \_\_\_\_\_  
Location of Medical Headquarters: \_\_\_\_\_  
Explain Emergency Vehicle Access (also show on map(s)): \_\_\_\_\_

Name and Number for Ambulance Service: Maple Valley Fire & Life Safety, 911  
Describe policy and procedure for transportation of injured to hospitals: \_\_\_\_\_

**AID STATION #1** Name: Finish Line/Transition Area  
Location: \_\_\_\_\_  
Station Lead: \_\_\_\_\_ Phone (on-site): (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Supplies on Hand: \_\_\_\_\_  
Number of: \_\_\_\_\_ Doctors \_\_\_\_\_ Nurses \_\_\_\_\_ EMTs \_\_\_\_\_ First Aiders  
Communications:  Cell Phone  HAM Operator(s)  2 way-radios  Other: \_\_\_\_\_

**AID STATION #2** Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Station Lead: \_\_\_\_\_ Phone (on-site): (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Number of: \_\_\_\_\_ Doctors \_\_\_\_\_ Nurses \_\_\_\_\_ EMTs \_\_\_\_\_ First Aiders  
Communications  Cell Phone  HAM Operator  2 way-radio  Other: \_\_\_\_\_

**AID STATION #3** Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Station Lead: \_\_\_\_\_ Phone (on-site): (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Number of: \_\_\_\_\_ Doctors \_\_\_\_\_ Nurses \_\_\_\_\_ EMTs \_\_\_\_\_ First Aiders  
Communications  Cell Phone  HAM Operator  2 way-radio  Other: \_\_\_\_\_

**AID STATION #4** Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Station Lead: \_\_\_\_\_ Phone (on-site): (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Number of: \_\_\_\_\_ Doctors \_\_\_\_\_ Nurses \_\_\_\_\_ EMTs \_\_\_\_\_ First Aiders  
Communications  Cell Phone  HAM Operator  2 way-radio  Other: \_\_\_\_\_

**AID STATION #5** Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Station Lead: \_\_\_\_\_ Phone (on-site): (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Number of: \_\_\_\_\_ Doctors \_\_\_\_\_ Nurses \_\_\_\_\_ EMTs \_\_\_\_\_ First Aiders  
Communications  Cell Phone  HAM Operator  2 way-radio  Other: \_\_\_\_\_

**MEDICAL PLAN COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_









# MAPS

## COURSE OVERVIEW MAP

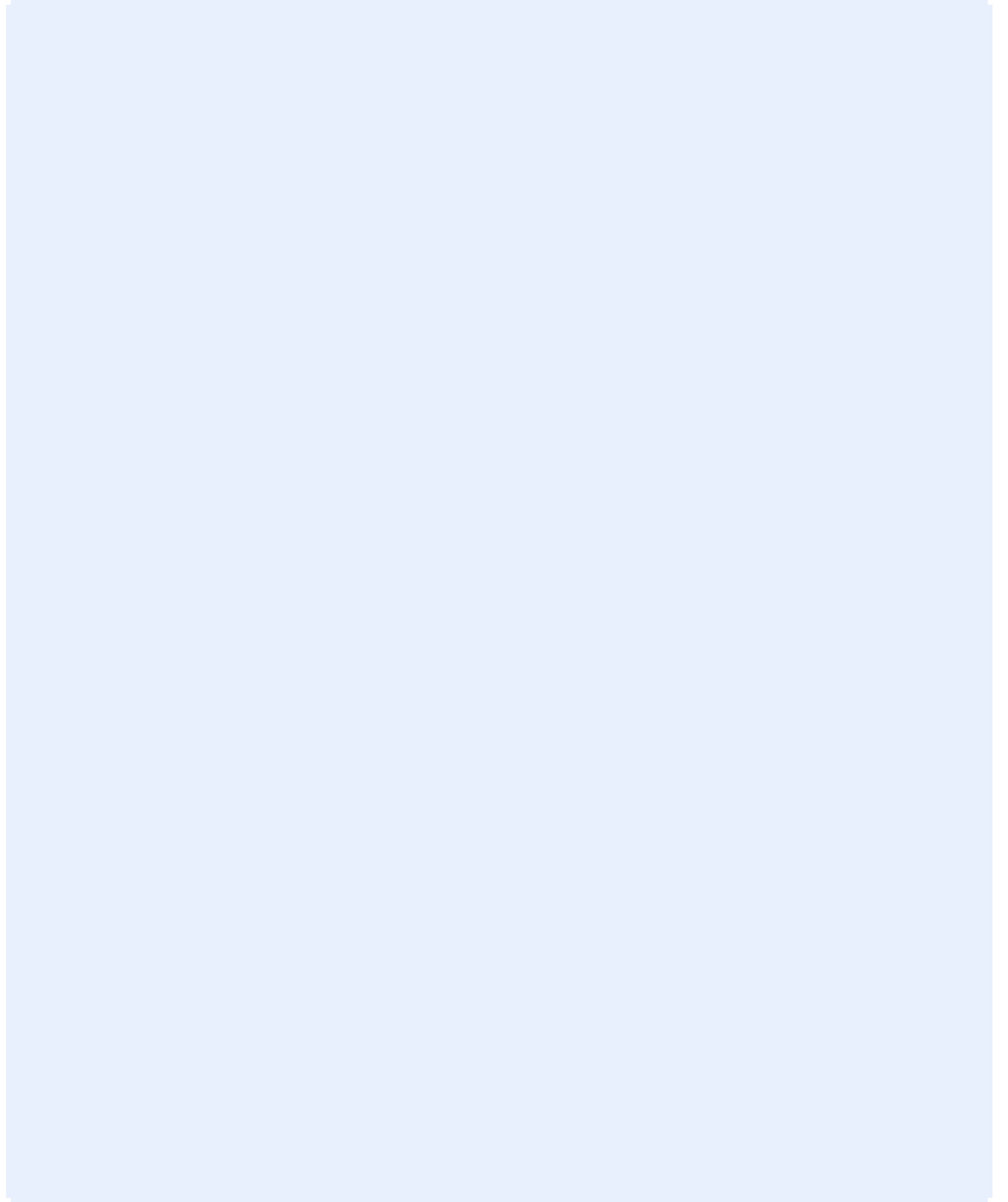
### LEGEND FOR SYMBOL USE ON YOUR COURSE MAP

(SE) Swim Exit	(AID) First Aid Station	(ETB) Exit to Bike	(ANN) Announcer/PA	(EFB) Entrance from Bike
(ETR) Exit to Run	(AMB) Ambulance	(FIN) Finish Line	(FIN) Finish Line	(T) Toilets
(DL) Mount / Dismount Line	(F) Fence Lines	(T/R) Timing Results Stations	(BR) Bike Rack(s)	

# TRANSITION & FINISH LINE MAP

## LEGEND FOR SYMBOL USE ON YOUR COURSE MAP

(SE) Swim Exit	(AID) First Aid Station	(ETB) Exit to Bike	(ANN) Announcer/PA	(EFB) Entrance from Bike
(ETR) Exit to Run	(AMB) Ambulance	(FIN) Finish Line	(FIN) Finish Line	(T) Toilets
(DL) Mount / Dismount Line	(F) Fence Lines	(T/R) Timing Results Stations	(BR) Bike Rack(s)	



# RUN/WALK/MARATHON COURSE MAP

## LEGEND FOR SYMBOL USE ON YOUR COURSE MAP

(TA) Transition Area

(AID) First Aid Station

(Xm) Mile Marker

(V) Volunteer

(AMB) Ambulance

(R/S) Run Start

(R/F) Run Finish

(PD) Police Officer

(T) Toilets

(W/S) Water Stop

(C/P) Check Point

# SWIM/WATER COURSE MAP

KEY: M/B=Marker Buoy, Color= Color of Buoy/Marker, Boat=Boat, Kayak=Kayak, R/B=Rescue Board, LG=Lifeguard

## LEGEND FOR SYMBOL USE ON YOUR COURSE MAP

(S/S) Swim Start

(S/F) Swim Finish

(M/B) Marker Buoy

(B) Boat

(B-LG) Boat w/ Lifeguard

(K) Kayak

(K-LG) Kayak w/ Lifeguard

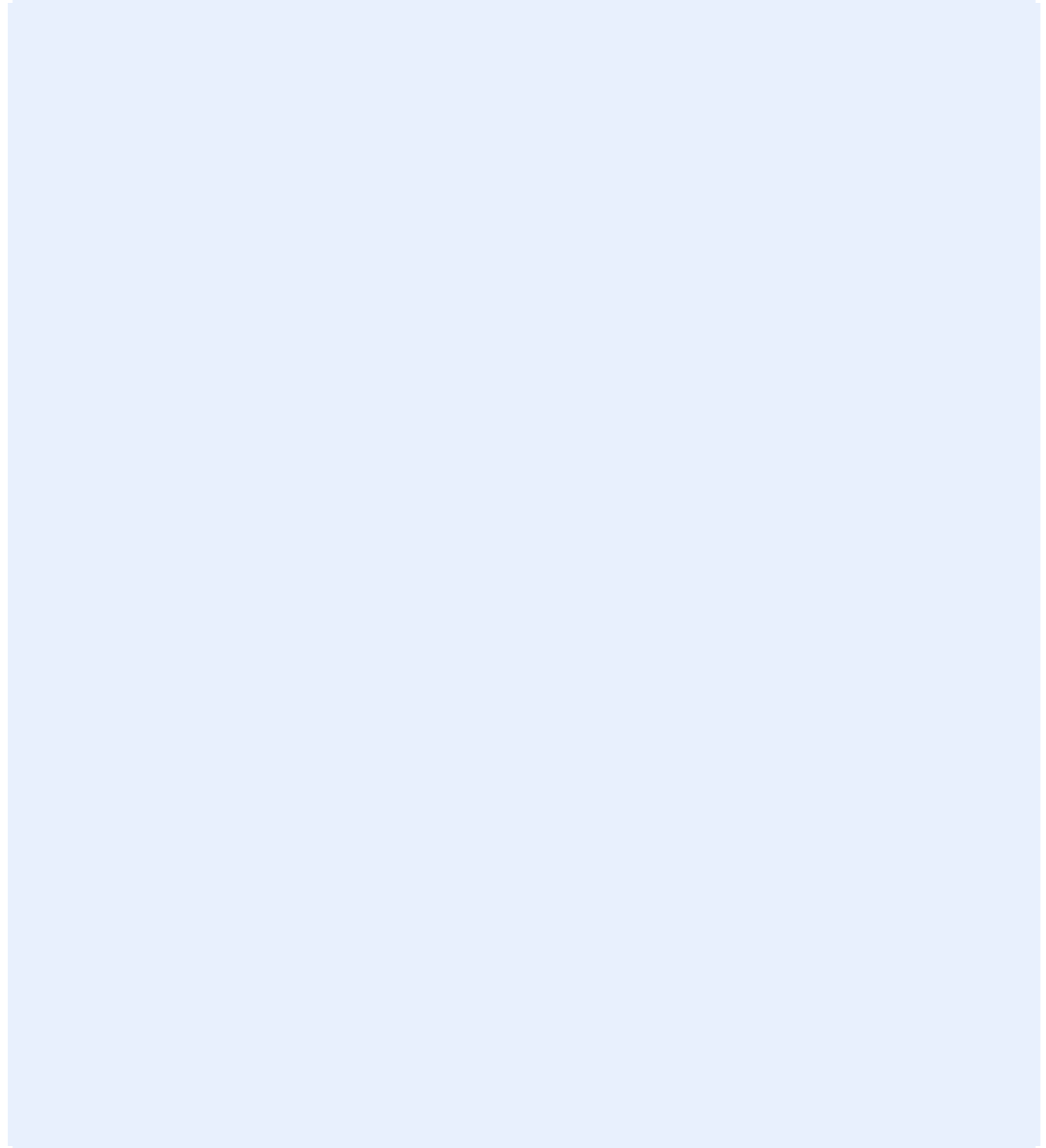
(R/B) Rescue Board w/ LG

(T) Toilets

(C/P) Check Point

(AID) First Aid Station

(T/A) Transition Area



# CYCLE COURSE MAP

## LEGEND FOR SYMBOL USE ON YOUR COURSE MAP

(TA) Transition Area

(AID) First Aid Station

(Xm) Mile Marker

(V) Volunteer

(AMB) Ambulance

(R/S) Run Start

(R/F) Run Finish

(PD) Police Officer

(T) Toilets

(W/S) Water Stop

(C/P) Check Point

# Helpful Information:

## GETTING STARTED

The following criteria for organizing a triathlon or race through the City of Maple Valley Parks & Recreation has been developed to ensure safety and consistency at events held in Lake Wilderness Park and Lake. Some events are unique in structure where some of the criteria may be waived, or additional criteria put in place by the Maple Valley Parks & Recreation staff.

1. Develop an event organizing committee
2. Develop the racecourse, keeping in mind the Maple Valley Parks & Recreation rules.
3. Complete the application and submit to Maple Valley Parks & Recreation 60 days prior to your event, complete with permit approvals and deposit fees as outlined by Maple Valley Parks & Recreation.

## CITY RULES/POLICIES:

### FINISH LINE

1. The finish line must be clearly marked. The leading edge of the line is normally designated as the "finish".
  - a. Commonly 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.
2. Within the finishing area the following must be available: First Aid Station- in a tent or separate building, aid station; a communication system with the announcer to inform the spectators about winners and other competitors entering the finish area.

### TRANSITION ZONE

1. The design of the transition area should ensure that all competitors travel an equal distance.
2. Bicycle rows must be placed so that when bicycles in place, there is a lane, which is a minimum of 6 feet for bicycles to travel into and out of the transition area.
3. The line at which competitors must mount and dismount their bicycle must be clearly marked.
4. Athlete entry/exit areas must be at least 4 feet wide and well-marked.
5. During the event it is recommended that the transition zone only be accessible to athletes, certified officials, and transition zone volunteers. If a racer needs help in the transition zone a volunteer will help them.
6. The entire transition zone must be well defined with a fencing/flagging that prevents spectators from entering.
7. Safety must always be a consideration. Be sure traffic flows in & out in separate entry/exit zones (i.e. no crossover between bikes and runners)
8. Transition layout should be in order of heats/age groups whenever possible.
9. Ensure appropriate placement of signage.
10. Medical stations **must** be nearby.
11. Extra space will be required for wheelchairs, and tandems. Setting up ADA athletes close to a fence is a good space for them to have extra space and be out of the traffic flow. At least three bike spaces should be allotted for wheelchair athletes. All ADA athletes should be provided a chair next to their bike in the transition area if needed. If the transition area is on a grass surface cutting the grass short is preferred.

### RACE SUPPORT CRITERIA & AID STATIONS

1. Aid stations are to be located:
  - a. Transition/Finish - at run departure
  - b. Mid-way on bike course for longer distances.
  - c. Available mid-way through the run for distance in excess of 1.5 mile. Number of stations should be increased for warmer conditions.
  - d. At the Finish line/post-race area, for immediate access by athletes.
2. Post-race refreshments are recommended. The minimum recommendation is fruit; cookies; water/juice.

## **MEDICAL**

1. A certified first-aid person must be on site. This person may volunteer in another position near the transition/finish area as long as they are able to leave their job at any time. For larger events it is recommended to have a dedicated medical person with higher level of training.
2. There must be a minimum of one medical person on site for the first 100 athletes, and another medical person for every additional 100 athletes. A medical person may be a qualified first-aid/responder, EMT, licensed nurse, paramedic, or physician.
3. There should be a place identified for medical help and supplies.
4. The following are guidelines for medical supplies
  - a. Ice is readily available.
  - b. Bandage & splint materials to care for 5% of competitors.
  - c. Blankets and towels if weather is less than ideal.
5. The medical person will have nearby access at least one operational cellular phone.
6. Local EMS must be notified when and where the event is going to take place.

## **COMMUNICATION**

1. A public address system must be on site.
2. A megaphone is also recommended.
3. Radio Communication between key members of the race committee is recommended.
4. In some areas a local radio club may be available to volunteer their services.
5. Roaming radio equipped first responders on bicycles or in automobiles are recommended.
6. For large event a formal communications plan may also be required.

## **OFFICIATING**

1. The official's job at a race is primarily education. Participants will not be disqualified unless a major infraction is committed. This may include: cutting the course, un-sportsman like behavior, receiving extensive outside assistance or the intentional impeding of another competitor.
2. The Race Director should meet with the officials before the event.

## **RUN**

1. **The run course must not intersect with the cycle course.**
2. Race officials should be posted at every access road, intersection and turn if deemed necessary.
3. Turns must be clearly marked.
4. Trail cyclist whose role will be to verify safety of athletes/volunteers and inform volunteers of course closure must be provided.
5. Course must be clearly marked every 30 Yards when it traverses an undefined area such as a trail or parking lot.
6. In the case of out and back courses, a registration/control count is necessary at critical points.
7. Before and after each intersection and turn, additional markings e.g. arrows on the ground, should lead into and out of the intersection or turn.
8. If the race progresses through a residential or business area, all residents and businesses should be advised to exercise caution when entering/exiting their driveways.
9. The use of a color-coding system is recommended:
  - a. A colored wristband or number is provided to each competitor for a particular distance
  - b. A matching colored flag or sign will indicated the turnaround point for each distance. This system is helpful to both the athletes and volunteers to ensure they complete the correct course.
10. A good course for ADA athletes would be a paced road with runners to the left side of the road. Racing chairs may require help up and down curbs, speed bumps, and railroad tracks. Racing chairs will move faster than runners, it is advisable to start ADA athletes in the first wave to avoid any potential cluttering on the run course. Racing chairs may have bells attached to them to warn runners they are coming.

## CYCLE

1. **The cycle course must not intersect with the run course.**
2. Race officials should be posted at every access road, intersection and turn if deemed necessary.
3. Turns must be clearly marked.
4. A trail cyclist whose role will be to verify safety of athletes/volunteers and inform volunteers of course closure must be provided. Who?
5. There must 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.
6. When appropriate certified flaggers or police should be located at all major intersections where traffic is heavy.
7. Points at which athletes are turning left off of a major highway, signs and possibly other warning systems such as flashing lights, must be located so that vehicular traffic has adequate stopping distance for high speeds. These intersections must be manned with certified flaggers or police.
8. Only certified flaggers or police can control traffic.
9. Corners, especially, must be swept clean of debris. The entire course must be checked the morning of the race, and cleared of hazards e.g. broken glass.
10. A control/registration count at critical points is necessary on out and back courses to ensure fair completion of the course by all athletes
11. Cycle courses should avoid sharp declines particularly for the younger ages. Smaller wheels cannot handle the speed of many down hills and crashes are not uncommon.
12. Areas of high spectator involvement must have some method of preventing spectators from crossing the course at inappropriate times.
13. If the race progresses through a residential area, all residents should be advised to exercise caution when entering/exiting their driveways.
14. The use of a color-coding system is recommended:
  - a. A colored wristband or number should be provided to each competitor for a particular distance
  - b. A matching colored flag or sign will indicate the turn around point for each distance
15. This system is helpful to both the athletes and volunteers to ensure they complete the correct course.
16. When ADA wheelchair participants are involved help may be required to move over curbs, speed bumps, and railroad tracks. Hand cycles are very light and may be lifted.

## RACE COURSE CRITERIA - SWIM

Generally it is expected that the participants will be proficient enough swimmers to complete the swim segment comfortably.

1. The use of flotation devices athletes is not recommended.
2. Design swim course as per maximum age group distances and ensure accurate measurements.
3. It is advisable for the younger age groups to set up the course parallel to the shore.
4. Turn buoys must be arranged so that they will always be on either the right or the left, but never in slalom combination.
5. There must be a minimum of **four (4) certified lifeguards**. The maximum number of participants per wave is 50. It is a good idea to also have a number of staff or volunteers in the water as marshals to assist those needing help.
6. You must also maintain the "30 second rule" (10 seconds to recognize a distressed swimmer, and another 20 seconds to respond and be hands-on with the swimmer) for any occupied portion of the swim course
7. It is to your advantage to have a separate and secure area for spectators to watch the swim.
8. Lifeguards should be in the water, on paddleboards or other appropriate rescue equipment.
9. Swim buoys must be large enough to provide a significant sighting for athletes at water level.
10. If providing swim caps (recommended), they should not be the same color as the swim buoys.
11. Water depth should be measured taking into account the height of short or young competitors. It is preferable that they could stand at shoulder level if needed.
12. A check off system for swimmers entering and exiting the **water must be in place**. This may be done as part of the race day check-in and body numbering and/or as swimmers enter the water.

## AWARDS

1. It is recommended that all finishers should be recognized for event completion, such as a competition ribbon/certificate or other race souvenir.



## **RACE APPLICATION**

1. Every entrant or their legal guardian if the entrant is under 18 years of age; in the event must complete a waiver of liability with the City of Maple Valley named.
2. Race applications should include: name, gender and birth date, waiver and medical info. It must also include the triathlon's company race line, web site and phone number.

## **GENERAL**

1. A pre-race bike check and briefing must be planned and is recommended prior to race
2. An onsite pre-race meeting should be held on site 15-30 minutes prior to the event start. The race director should go over final instructions and give the head official an opportunity to speak.
3. On race day, all competitors must be body marked with their race numbers on the outer, lower left leg and the outer, upper left arm to ensure visibility to officials.
4. Markings may also be made on the right, if necessary, for timing purposes.
5. You must ensure that there are an adequate number of washrooms or portable restrooms in the vicinity of the transition zone (within 200 yards).
6. Ensure that adequate race signage is available.
7. A security plan should be considered to protect athletes and equipment.
8. Give prior consideration to plans in case of inclement weather.
9. Plan for set-up and take down volunteers.
10. A wheelchair accessible washroom near the transition area is necessary both for ADA athletes and spectators.

## **VOLUNTEERS**

A number of volunteers are required to ensure a safe and well-run event for all participants. The following are some key considerations:

### ***Run/Cycle Courses***

- A volunteer must be located at all major intersections and course turns.
- Volunteers should be clearly identifiable with bright colored vests.
- Only certified flaggers or police controlling traffic should have stop signs and/or flags. (By law no volunteer can control traffic; only certified flaggers or police).

### ***Aid Stations***

- Between two to four volunteers depending on the number of competitors.
- Each volunteer should be at least basic first aid qualified, with the possible exception of a radio-operator.

### ***Timing***

- One starter and then groups of three for each timing station.

### ***Transition***

- Volunteers to assist with flow of traffic and mount/dismount line.

Now that you understand the criteria required for hosting a triathlon at Lake Wilderness Park you can proceed to filling in your event application/maps for submission.

## **TRIATHLON EQUIPMENT LIST (SUGGESTIONS)**

Trailer  
Megaphone  
Hand Held Stop Signs  
Sledgehammer  
Sandwich Boards - to post signs  
Bike racks  
Cooler Jug  
Safety Vests  
Swim Buoys  
Vacuum Inflator for buoys (Shop Vac with hose & ends)  
Pylons or polyposts  
Timing equipment  
Race Clock  
Caution Signs  
Wooden Stakes  
Pennant Flagging  
Sound system  
Coolers  
Medical Kit  
Officials Kit (with thermometer / dry erase kit etc)  
Clipboards  
Tents / Canopies  
Finish line system (scaffolding or chutes)  
Two-way radios / phones  
Chalk / spray paint / other course marking aids  
Generator  
Highway safety flags  
Assorted directional signs  
Cinderblocks

## **TRANSITION AREA**

Remember when designing a transition area that all athletes should travel an equal distance. There is **NO** riding in the transition area, so have your mount/dismount line clearly marked before the entrance. Please ensure there are 6 feet between the bike racks **for athletes** to rack their bikes and run onto the run course.

Or, another good design is to use one common entrance and common exit at opposite ends of transition for all segments and with preferably two rows of racks with a wide alley through the middle. Athletes must all travel the same distance. For safety you wouldn't want the "from swim" and "exit to bike" adjacent to one another.

## **Organization Committee - Planning Your Race**

Planning a triathlon or race, large or small, can be a very satisfying and demanding undertaking. Typically a group of interested individuals get together and decide to hold an event. There are two key areas, that when properly organized, will ensure a safe and well run race. These are administration and guidelines for running of a race.

## EVENT ORGANIZING CRITERIA CHECKLIST

### ADMINISTRATION GENERAL

- Adequate washrooms for athletes and spectators in vicinity.
- Body markings outer, upper left arm, and outer, lower left leg or other markings appropriate for your type of event.
- Announcer and PA.
- Made request or arrangements for equipment.

### VOLUNTEERS

- Control spectators
- Course turns
- Food Services
- Transition zone security
- Communications
- Aid stations
- Coordinators
- Swim

### SWIM

- Number and position of swim buoys (for open water swims).
- Measured with appropriate technology (for open water swims).
- Turns always on either right or left (i.e. no slalom).
- Minimum number of lifeguards
- Wave maximum 50 competitors.
- Seeded athletes according to ability / age group
- Swim caps
- Are additional volunteers required to assist ADA

### TRANSITION

- Athletes travel same distance
- 6' between bike rack rows with bikes racked
- Clearly marked mount/dismount line
- Secure fencing
- Entry/Exit areas not less than 3 feet wide
- Separate cycle and run exits
- Aid station located at exit to run
- Extra space available for ADA near a fence

### CYCLE

- Measured with suitable instrument
- Sound road surface
- Trained race marshals at every access road
- Police or certified flaggers at major intersections where there is traffic
- Highway or park permits
- Warning signs
- All corners to be swept
- Turn markers
- Areas of spectator involvement controlled
- Trail vehicle and/or cyclist
- Dangerous hazards (potholes, fire hydrants) should be well marked and/or padded.
- Number check off system at turn around

## RUN SECTION

- \_\_\_\_\_ Measured with suitable instrument
- \_\_\_\_\_ Trained race marshals at every access road
- \_\_\_\_\_ Areas of spectator involvement controlled
- \_\_\_\_\_ No cross over with bike or run course
- \_\_\_\_\_ Traffic cones every 30 feet where there are no roads or paths
- \_\_\_\_\_ Adequate aid stations
- \_\_\_\_\_ Trail bike (following last participant)
- \_\_\_\_\_ Markings before and after every intersection and turn

## AID STATIONS

- \_\_\_\_\_ Supplies: water, cups, \*replacement fluid/isotonic drinks
- \_\_\_\_\_ Transition to run
- \_\_\_\_\_ Finish/post race area
- \_\_\_\_\_ Other stations as needed

## FINISH LINE/POST RACE

- \_\_\_\_\_ Medical personnel
- \_\_\_\_\_ Finish Chute
- \_\_\_\_\_ Marked finish line
- \_\_\_\_\_ Various "headquarters" facilities
- \_\_\_\_\_ Post-race food and fluid
- \_\_\_\_\_ Timing volunteers

## MEDICAL

- \_\_\_\_\_ Qualified medical person
- \_\_\_\_\_ Medical tent/area
- \_\_\_\_\_ First aid supplies
- \_\_\_\_\_ Evacuation Plan
- \_\_\_\_\_ Communication equipment

## COMMUNICATIONS

- \_\_\_\_\_ Communication between key members of the race committee
- \_\_\_\_\_ Swim course
- \_\_\_\_\_ Bike course
- \_\_\_\_\_ Run course
- \_\_\_\_\_ Officials
- \_\_\_\_\_ Roving Communication
- \_\_\_\_\_ Medical tent
- \_\_\_\_\_ Headquarters

## OFFICIALS

- \_\_\_\_\_ Officiating headquarters
- \_\_\_\_\_ Head Official speaks at pre-race meeting

## TRAFFIC CONTROL

- \_\_\_\_\_ Must be police or certified flagger
- \_\_\_\_\_ Wear a traffic vest to be clearly visible
- \_\_\_\_\_ Preferably control traffic in only one direction

## EVENT PACKAGE SUBMISSION CHECKLIST

- \_\_\_\_\_ Completed Maple Valley Parks & Recreation application with fee
- \_\_\_\_\_ Course maps included
- \_\_\_\_\_ Permits and letters of support
- \_\_\_\_\_ Entry form copy