

EVENT MANAGEMENT WORKBOOK



**SEASON
2009-2010**



Event Management Workbook

This workbook provides a planning and management tool for hosting successful events, whether they be triathlons, duathlons or aquathlons. It contains operational plans for pre-event, event and post-event planning. It is included as a tool that enables clubs to set time frames, identify essential tasks and list those who are responsible for each task. The work book is divided into four different sections.

- **Pre-Event Planning**
- **Race Day Management**
- **Post-Event Guide**
- **Budget**

Triathlon Queensland (TQ) is providing this workbook to reward the contribution that Clubs make in running and coordinating events. The initiative also aims to increase the quality of events by making them safer and better delivered.

Sanctioning:

Benefits to be gained from conducting a sanctioned event include access to:

- 1) Public liability insurance (up to \$20 million) for all competitors, staff and volunteers involved with the event.
- 2) Appropriate participant insurance. Participant is covered through their Personal Insurance through TA membership or by paying a one day fee payable on race day.
- 3) The Event to be included in TQ and/or Triathlon Australia (TA) race calendars.
- 4) Sanctioning may assist in obtaining local authority permits and permissions where required.
- 5) Access to TA Race Operations Manual
- 6) Provision of TA Technical Officials
- 7) TA Race Competition Rules which can be viewed on the Triathlon Queensland website (<http://www.triathlonqld.com.au/Events/RulesTechInfo.aspx>).
- 8) Ability to bid for and stage State and National Championship events.
- 9) Use of Triathlon Queensland and Triathlon Australia brand and logo.

The National Sanctioning Documents can be viewed on the Triathlon Queensland website (www.triathlonqld.com.au).

For further information or assistance with the completion of the sanctioning documents, please contact Triathlon Queensland Ltd on (07) 3369 9600.

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The Organisation

Triathlon Queensland Limited is the state sporting organisation responsible for the strategic development of the sport of Triathlon within Queensland. We have 32 affiliated clubs/squads. Additionally 1800 members are affiliated with Triathlon Queensland as individuals.

Established formally 25 years ago in 1983, the sport of Triathlon has grown significantly in Queensland with over 18 000 participants in triathlon events around Queensland annually.

Triathlon Queensland's vision is to provide for Triathlon today and develop the Sport for the future.

Mission

Triathlon Queensland will develop, promote and encourage the growth of the sport through:

- Professional administration and services for all Triathlon Queensland members and volunteers at all levels.
- Encourage, support and develop quality events through leadership in event management and club participation.
- Administer and develop club governance for maximum participation.

Values

- Excellence in sports administration and governance
- Progressive education and training of volunteers, clubs and participants
- Create strategic alliances with external organisation to benefit the sport
- Sport Development through service delivery and promotion
- Athlete development through excellence in event organisation and management

Triathlon Queensland is developing as an organisation and we will continue to increase the programs and services we deliver to provide better participation outcomes for our members and clubs. Triathlon is a great sport and as the state sporting organisation we will continue to develop the sport throughout Queensland

Pre-Event Planning

This planning tool is to assist organisations with conducting triathlon type events. Not all sections may be applicable to your event.

1. Risk Management	Yes / No / n/a
2. Event Approval/Permits	Yes / No / n/a
3. Sanctioning	Yes / No / n/a
4. Promotion of Event	Yes / No / n/a
5. Organise Volunteers, Staff & Services	Yes / No / n/a

If you have not finished one of the points above, continue with the specific list below.

1. Risk Management

Risk Management	Comments	Deadline	Person	Done
Complete Risk Management Plan				<input type="checkbox"/>
Sanction Event – if appropriate				<input type="checkbox"/>
Prepare Budget				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

2. Event Approval/Permits

Event Approval	Comments	Deadline	Person	Done
Finalise Venue				<input type="checkbox"/>
Check Dates (Provisional Dates, Conflicts)				<input type="checkbox"/>
Finalise Event Dates				<input type="checkbox"/>
Site Plan				<input type="checkbox"/>
Notification of public by letter box drops				<input type="checkbox"/>
Road closure signage				<input type="checkbox"/>
Police Permit				<input type="checkbox"/>
Ambulance (contact and book) Notify other Emergency services				<input type="checkbox"/>
Road closure announcements in local press				<input type="checkbox"/>
Council approvals				<input type="checkbox"/>

3. Sanctioning

Determine if you require your event sanctioned. Refer to the table below.

Private race promoter/affiliated clubs: Cover \$20 million	Premium	Done
A. Sanctioned event that allows non-TA members to compete in full triathlon events (Swin, Bike, Run) and a field greater than 100 entrants	\$465.00	<input type="checkbox"/>
B. All other events (inc. Aquathlon, Duathlon and open Club Triathlon events with more than 100 entrants).	\$270.00	<input type="checkbox"/>
C. Club Sanctioned Events that allows own club members only AND maximum field 100 entrants (No sanctioning required from TQ, as Club insurance covers this event).	Nil	<input type="checkbox"/>

The National Sanctioning Documents can be viewed on the Triathlon Queensland website (www.triathlonqld.com.au).

Link:

<http://www.triathlonqld.com.au/Events/Howtorunanevent/SanctioningDocuments.aspx>

Sanctioning Procedure (if A or B were applicable)

- All sanctioning documents are to be returned to Triathlon Queensland.

Triathlon Queensland
Suite 2.14, 150 Caxton Street
Milton QLD 4064
P: 07 3369 9600
F: 07 3369 9400

- Race Date Application to TQ – **Form A**, with \$50 fee.
- Apply to TQ for event sanctioning: At least **28 days** prior to Event date
 - Complete **Form B** – New event, new venue, new course design or Race Director change.
 - Complete **Form C** - Event was sanctioned last season with same course, same venue and same RD.
 - **Forms D-E** must be submitted, whether Form B or C has been completed.
 - Payment details:
 - If you are paying by cheque, please make cheque out to Triathlon Australia and return with your forms to Triathlon Queensland and it will be forwarded to Triathlon Australia for you. Alternatively, you can deposit your payment directly into Triathlon Australia's bank account.
 - Triathlon Australia's bank account details are:
Account Name: Triathlon Australia
BSB: 114 879
Account Number: 105 755 979
- **If race has been sanctioned**, things to do after the event:
 - Complete **Form F** – Sanctioned Event Invoice, and send to TQ/TA with payments within 14 days of the event.
 - Race Director to notify TA of possible insurance claim (Form I), if any incidents occurred, within 48 hours.
 - Race Director to complete Race Director Report (Form G) within 14 days after Race Date to TQ.

Sanctioning Time Frames

Sanctioning Time Frames	When
Form A - Race Date Application	As soon as possible
Form B or C – Sanctioning Documents	28 Days prior to Event date
Form F – Sanctioning Invoice	Within 14 days after the Event

4. Promotion of Event

Promotion of Event	Actions	Deadline	Person	Done
Produce Entry Form/Online Registration				<input type="checkbox"/>
Sponsorship				<input type="checkbox"/>
Brochure, Posters, Flyer				<input type="checkbox"/>
Media				<input type="checkbox"/>
Website				<input type="checkbox"/>
E-Mail to Athletes				<input type="checkbox"/>
Inform the Press				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

5. Organise Volunteers, Staff & Services

Organise Volunteers & Services	Comments	Deadline	Person	Done
Volunteers (Registration, Timing, Results, Transition, Commentator, Catering, Water)				<input type="checkbox"/>
Medical Personal (First Aid Point)				<input type="checkbox"/>
Convenors				<input type="checkbox"/>
Race Director				<input type="checkbox"/>
Race Referee (provided by TQ if required)				<input type="checkbox"/>
Starter				<input type="checkbox"/>
Race Commentator				<input type="checkbox"/>
Water Safety				<input type="checkbox"/>
Marshalls – sufficient to ensure coverage at all confusing or cautious areas; transition area.				<input type="checkbox"/>
Volunteers - number required				<input type="checkbox"/>
Traffic controllers				<input type="checkbox"/>
Road closure infrastructure				<input type="checkbox"/>
Course Map				<input type="checkbox"/>
				<input type="checkbox"/>

Race Day Management

1. Event Logistics

Registration	Comments	Deadline	Person	Done
Set up registration area				<input type="checkbox"/>
Race packs & checklist				<input type="checkbox"/>
Course maps on display				<input type="checkbox"/>
Start/Closing time				<input type="checkbox"/>
Products/Prize monies as per entry conditions presented				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Transition Area	Comments	Deadline	Person	Done
Set up Transition Area				<input type="checkbox"/>
Compound size				<input type="checkbox"/>
Race Briefing, audible/content				<input type="checkbox"/>
Race marshals, quantity				<input type="checkbox"/>
TQ Officials, quantity				<input type="checkbox"/>
Open/closing times				<input type="checkbox"/>
Competitor flow				<input type="checkbox"/>
Security				<input type="checkbox"/>
Baggage Area				<input type="checkbox"/>
Race marshals Checkout/quantity				<input type="checkbox"/>
Public address system				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Swim Course	Comments	Deadline	Person	Done
Set up Swim Course				<input type="checkbox"/>
Water Safety				<input type="checkbox"/>
Start/Exit Zone				<input type="checkbox"/>
Accurate distance/measure				<input type="checkbox"/>
Passage from exit to transition				<input type="checkbox"/>
Water quality/temperature				<input type="checkbox"/>
Time Start				<input type="checkbox"/>
Wave starts				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Cycling Course	Comments	Deadline	Person	Done
Mount/Dismount Area/Line				<input type="checkbox"/>
Race marshals				<input type="checkbox"/>
Course direction/clean corners				<input type="checkbox"/>
TQ Officials				<input type="checkbox"/>
Draft Officials				<input type="checkbox"/>
Police				<input type="checkbox"/>
Communications				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Run Course	Comments	Deadline	Person	Done
Race marshals				<input type="checkbox"/>
TQ officials				<input type="checkbox"/>
Communications				<input type="checkbox"/>
Water stations				<input type="checkbox"/>
Course layout, size, efficiency				<input type="checkbox"/>
Motor Bike Riders				<input type="checkbox"/>
Last Competitor Bike				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

First Aid Area	Comments	Deadline	Person	Done
Medical Tent position/visibility				<input type="checkbox"/>
Medical Staff/quantity				<input type="checkbox"/>
Secure Area				<input type="checkbox"/>
Ease of access				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Penalty Box	Comments	Deadline	Person	Done
Technical Official				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Water Station	Comments	Deadline	Person	Done
Volunteers				<input type="checkbox"/>
Location				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Volunteers	Comments	Deadline	Person	Done
Narrating				<input type="checkbox"/>
Information				<input type="checkbox"/>
Task allocation				<input type="checkbox"/>
Briefing				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

2. Event Equipment

Registration	Comments	Deadline	Person	Done
Blue tack				<input type="checkbox"/>
Cash/Coin				<input type="checkbox"/>
Chairs				<input type="checkbox"/>
Elastic Bands				<input type="checkbox"/>
Erasures				<input type="checkbox"/>
Extension leads				<input type="checkbox"/>
Large paper				<input type="checkbox"/>
Late entry forms				<input type="checkbox"/>
Large paper/cardboard signs				<input type="checkbox"/>
Lockable money box				<input type="checkbox"/>
Pens/Pencils				<input type="checkbox"/>
Power supply				<input type="checkbox"/>
Race Chest number/pins				<input type="checkbox"/>
Rulers				<input type="checkbox"/>
Tables				<input type="checkbox"/>
Thick waterproof textas				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Transition Area	Comments	Deadline	Person	Done
Entry/Exit gates				<input type="checkbox"/>
Cycle racks				<input type="checkbox"/>
Signage-gates/entry/exit				<input type="checkbox"/>
Barrier legs				<input type="checkbox"/>
Brooms				<input type="checkbox"/>
Cable ties				<input type="checkbox"/>
Electricity supply				<input type="checkbox"/>
Flag Bunting				<input type="checkbox"/>
Microphone handsets				<input type="checkbox"/>
Rope				<input type="checkbox"/>
Star pickets				<input type="checkbox"/>
Star pickets caps				<input type="checkbox"/>
Traffic cones				<input type="checkbox"/>
Vests for marshals/volunteers				<input type="checkbox"/>
Gaffa Tape				<input type="checkbox"/>
Barrier netting or fencing				<input type="checkbox"/>
				<input type="checkbox"/>

Recovery Area	Comments	Deadline	Person	Done
Chairs				<input type="checkbox"/>
Cutting board				<input type="checkbox"/>
Extension lead				<input type="checkbox"/>
Toilets				<input type="checkbox"/>
Knives/Cutters				<input type="checkbox"/>
Garbage bins				<input type="checkbox"/>
Ice – Medical				<input type="checkbox"/>
				<input type="checkbox"/>

Swim Course	Comments	Deadline	Person	Done
Swim Caps				<input type="checkbox"/>
Buoys				<input type="checkbox"/>
Traffic cones				<input type="checkbox"/>
Star pickets				<input type="checkbox"/>
Star pickets cap				<input type="checkbox"/>
Vests for marshals/volunteers				<input type="checkbox"/>
Barrier netting or fencing				<input type="checkbox"/>
Water Safety Gear (inflateable, surf rescue)				<input type="checkbox"/>

Cycling Course	Comments	Deadline	Person	Done
Traffic management, signs etc				<input type="checkbox"/>
Sweep vehicle				<input type="checkbox"/>
Crowd controls, barricades				<input type="checkbox"/>
Motor Bike Riders				<input type="checkbox"/>
Chalk				<input type="checkbox"/>
Carpet (for railway lines)				<input type="checkbox"/>
Vests for marshals/volunteers				<input type="checkbox"/>
				<input type="checkbox"/>

Run Course	Comments	Deadline	Person	Done
Vests for marshals/volunteers				<input type="checkbox"/>
Brooms				<input type="checkbox"/>
Traffic management, signs etc.				<input type="checkbox"/>
Radios				<input type="checkbox"/>
Traffic cones				<input type="checkbox"/>
Chalk/Spray				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

First Aid Area	Comments	Deadline	Person	Done
Medical Tent				<input type="checkbox"/>
First Aid Kids				<input type="checkbox"/>
Stretcher				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Penalty Box	Comments	Deadline	Person	Done
Traffic Cones/Barricades				<input type="checkbox"/>
Vest for Technical Official				<input type="checkbox"/>
Violation List				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Water Station	Comments	Deadline	Person	Done
Cups				<input type="checkbox"/>
Water				<input type="checkbox"/>
Gloves				<input type="checkbox"/>
				<input type="checkbox"/>

3. Checklist during Event

Checklist during Event	Comments	Deadline	Person	Done
Radios for Marshals				<input type="checkbox"/>
Timing				<input type="checkbox"/>
Lead Vehicle				<input type="checkbox"/>
Results recording				<input type="checkbox"/>
Photographer				<input type="checkbox"/>
Number signs/bibs for competitors				<input type="checkbox"/>
Portable PA System				<input type="checkbox"/>
Stop Watches				<input type="checkbox"/>
				<input type="checkbox"/>
Timing System				<input type="checkbox"/>
Traffic signs				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Post Event

1. Post Event Tasks

Post Event Tasks	Comments	Deadline	Person	Done
Volunteer Officials – reward and recognition				<input type="checkbox"/>
Food for post race refreshments				<input type="checkbox"/>
Presentation				<input type="checkbox"/>
Site pull down				<input type="checkbox"/>
Announce the results on the internet				<input type="checkbox"/>
Final Report				<input type="checkbox"/>
Event evaluation				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Budget

1. Triathlon Budget (Expenditure)

Expenditure	Estimate Amount	Actual Amount
Accommodation		
Bike racks & barricades		
Bonds refundable		
Chest number plates and pins		
Communication – radios		
Contingencies		
Cups		
Fees – aquatic license		
Fees – one day race license		
Fees – park & hall hire		
Fees – police		
Fees – sanctioning/insurance		
Food for sale		
Fruit etc.		
Goods & services tax		
Marshals – emergency services		
Marshals – lifeguards		
Marshals and officials		
Medical services		
Motorbikes		
Postage & couriers		
Printing – entry form & results		
Prizes – cash		
Prizes – other		
Public address system		
Security guards		
Stationery		
Swim Caps		
Telephone charges		
Timing		
Toilets portable		
Transport & equipment hire		
Trophies/medals/prizes		
T-Shirts		
Volunteer aid and recognition		
Waste disposal		
Brooms		
Photographer		
First aid equipment hire		
Bunting/tape/cable toes etc		
Water/other drinks		
Signage		
Bollards/cone hire or purchase		
Radio hire or purchase		
Marshal Vests		
Total		

Guide to use the Workbook

Do not tick the Done Box until task is done.

Event Approval as an example:

Event Approval	Comments	Person	Done
Negotiate and approve Venue	Esplanade, Mooloolaba	Gary Jones	<input checked="" type="checkbox"/>
Check Dates (Provisional Dates, Possible Conflicts)	Provisional Date on 3rd of June, Conflict: Tri Qld Series on this Weekend	Margret	<input type="checkbox"/>
Finalise Event Dates	3rd of June	Gary	<input checked="" type="checkbox"/>
Write to council for endorsement			<input type="checkbox"/>

Revenue/Expenditures Budget as an example:

Revenue	Estimate Amount	Actual Amount
Bond refunds	1000	1500
Cash sponsorship	5000	6500
Food sales	3500	7000
Total	9500	15000

Expenditure	Estimate Amount	Actual Amount
Accommodation	1500	2000
Bike racks & barricades	3000	4000
Chest number plates and pins	1000	900
Total	5500	6900

Budget Balance as an example:

Budget Balance (Actual Revenue – Actual Expenditure)	Total Revenue
Total Actual Revenue	17700
Total Actual Expenditure	6900
Total Income	+ 10800