



BQA EVENT ORGANISERS GUIDE

Introduction

Introduction

*In order to align with other International Bodies the **BQA** adopts the Rules and Regulations of the **WQF**, and also adheres to **BTF** Rules.*

Quadrathlon allows a fair and comparable competition through common followed rules. Every athlete is committed to these rules and should not try to take any personal advantage from a loophole. He/she should have a decent and sportive attitude throughout the entire competition.

This guide has been prepared specifically to provide information and advice for anyone involved in, or seeking to become involved in, the organisation of Quadrathlon.

Whilst every care has been taken in the preparation of this guide and the information contained within, the **BQA** cannot accept any responsibility for inaccuracies nor for any loss or negligence arising out of this guide.

The British Quadrathlon Association is the National Governing Body Quadrathlon.

A Quadrathlon is an event combining any combination of swimming, kayaking, cycling and running". It is an individual activity and races take place against a continuously running clock.

Occasionally the order of events is changed, but the race always starts with the swim.

There are various distances

Sprint - 500m swim, 5km kayak, 15-20 km bike, 5km run.

Middle - 1500m swim, 8 - 10km kayak, 40 kilometre cycle, 10km run.

Long (which varies) 2km swim, 20km kayak, 80km bike, 20km run.

Advance Preparation

- BQA Affiliation Registration procedure
- Your event organising team
- Permissions
- Route planning
- Course measurement
- Entry form and race information

BQA Affiliation Registration Procedure

Please affiliate your event with the **BQA** so that you can receive support in advertising your event on our website and Facebook page. You can also ask for your Race to be part of our National Trophy Series. We have BQA insurance available, if you wish to take this out then you will be asked for a risk assessment form to be completed and returned before the event date to ensure your event meets the appropriate safety standards.

Your event organising team

The organisation of a Quadrathlon is complex and time consuming. If events are to be a success a team effort is needed. The following however is only a suggestion. There are many ways of structuring a team that can successfully organise a multi-sport event.

The facets of organising a triathlon can be broken down into an executive group made up of:

- Event Organiser: The person who has ultimate responsibility for the event and the organising team.
- Event Administrator: A person able to cope with the distribution and collation of event registration forms and who can step into the organisers' role if required.
- Course Organiser: A person delegated with the responsibility for the mapping, marking and measuring of the site and each course.
- Finance Administrator: A person to draw up a budget for the event and to administer all the financial aspects of the event.

These four people form the core team. Around them there may be others responsible for the cycle course and its organisation, the swim or the results service for example.

Prior to an event happening, meetings must be held to assign responsibilities and solve problems as and when they arise.

Permissions

In order to run an event effectively, sufficient planning needs to be in place in advance of entry forms being made available. The starting place for this is the local Police, to gain permission in principle, then perhaps the Local Council/Authority, site and land owners.

Once a shortlist of routes has been selected this information needs to be passed to the Council to be circulated through other services and utilities to find the status of roads on the day of the race. This will enable you to plan round any proposed road works for example.

This does not mean however that emergency road works will not take place. You need to be aware of any other events in the locality that may be affected by, or interfere with, the race. Examples include running or cycling races, car boot sales, markets or marches.

All preliminary circulars concerning your event should include:

- Proposed date of event and venue.
- Proposed timetable start, last competitor to finish and times of highway use.
- Proposed outline of the course.
- Estimated number of competitors.

Route Planning

One of the most important factors contributing to the success of a race is the chosen course. There are a number of criteria and guidelines that should be followed. These are discussed in more detail in the sections headed swim, kayak, bike and run.

There are some basic course designs:

- Out and back
- Circuit or multi-lap
- Place to place
- There can be some Flexibility in order of the disciplines eg: to ease flow/congestion, however the swim should always be first for safety reasons (body temperature), plus the ease of getting a wetsuit on.

All need careful consideration for safety, fairness and suitability.

Course Measurement and Marking

It is important that the course is measured well in advance. This is to ensure that alterations can be made to the course should distances be incorrect. It would put unnecessary pressure on your event team if you only measured the course a week before the event and found the distances to be short, so it is important that this is done early.

Consideration needs to be given to the marking of turn around points and km/mile markers. The signing of courses needs to be planned to ensure sufficient numbers and specificity of signs. Planning is needed as to the location and erection of the signs. It should be remembered that race signs should not be placed over existing road signs.

Your team should also plan when you will be able to erect the signs and km/mile markers. Can this be done the day before the race or can they only go up the morning of the race? This needs to be taken into consideration.

Entry forms and Race information

Competitors, as well as officials and other interested bodies need to know basic information. The information needs to be as accurate as possible at the time of printing. It can be imparted on the entry form and/or information pack.

The basic information provided to competitors and other interested parties should include:

- When: date, start and finish time, prize giving.
 - Where: location, directions and maps.
 - What: distance and type of race, terrain.
 - How much: entry fee, prize purse (if applicable), any extras.
 - Format: river/lake swim kayak, public or closed roads, wave starts, age group categories.
 - Registration: how, when, where.
 - Results: when, where.
 - The arrangements that will be in place for fluid replacement and feeding needs to be communicated to competitors prior to their arrival at the event. This is particularly important in longer distance races.
 - Consideration should also be given to placing a disclaimer on the entry form.
- Organisers should also ask athletes with specific medical conditions; e.g. asthma, epilepsy, insulin dependent diabetes, severe drug allergies, etc. to write this information clearly on the back of their race number.

Any alteration to the published information needs to be made available as soon as possible, either through the race information pack or displayed in a prominent position on race day and included in the race briefing.

Race Organisation

- Registration
- Marshalling
- Race briefing
- Transition
- Start-finish
- Timing results
- Race facilities
- Medical personnel
- Drug testing
- Communications
- Finance and budgeting
- Problems

Registration

An area should be made available for registration so the competitors can sign in and get the race instructions. It is standard to have defined points at registration -

- Check competitor BQA licences are valid.
- Check competitor against list of entrants to determine starters/non-starters.
- Check competitor information is correct (i.e. name, age, etc.).
- Issue race number(s).
- Issue T-shirts and/or other items. The registration area is also a good place to have a race information board to give race details and any last minute changes to the published programme.

Marshalling

This is an extremely important area for consideration. Once courses are finalised, identify where marshals are needed and the total number required. Recruit sufficient marshals to fill the positions as soon as possible. Local swimming, canoeing, cycling, running and triathlon clubs are good sources of event marshals. Local gyms, health clubs, women's groups, Rotary and Lions clubs are also worth approaching.

It is important that you take care of your marshals, feed them, give them event t-shirts, and/or give donations to their clubs. All this will ensure that they come back next year.

It is also important to ensure the marshals are of a calibre to carry out the function required. If there are some roles which carry more responsibility than others, try and fill these roles with experienced marshals.

Key points to note

1. Brief the marshals as to their exact duties and responsibilities as far in advance of the event as possible. Ensure each marshal knows his/her exact location. This can be done with maps and/or transporting the marshal to the location.
2. Each marshal should be given other race information including start and finish time, flow direction, emergency contacts and so on.
3. The safety of marshals on the swim, kayak, cycle and run sections is of prime importance. Under no circumstances should marshals be asked to endanger themselves. It is important that all marshals know they have no authority over road traffic. If vehicles need to be halted, slowed or diverted then a police presence should be obtained in the relevant place. All marshals on public highways should be issued with highly visible garments.

The following areas will require marshalling. The type of task will dictate the calibre of marshal required:

- Open water swims and kayak section- safety crew, start/finish marshals, turn point marshals, swim and kayak exit to transition marshals.
- Transition: check in crew, security crew, direction/flow marshals.
- Cycle: static zone referees*, junction/direction marshals, sign erection crew.
- Run: junction/direction marshals, sign erection crew.
- Others: refreshments, car parking, timing and results, registration, relief/spare marshals.
- Post race: helpers are needed to clear up, take down signs, dismantle the transition, pick up litter, etc.

* It is important to note that on the cycle course, static zone referees do not have to be qualified referees. The people in this role can simply be experienced marshals who have been fully briefed on the drafting rules.

Race Briefing

There should be a separate briefing for competitors and marshals. The time and location of the briefings need to be clearly advertised beforehand. The competitors briefing should be in an area that allows the expected number of competitors to gather and hear what is being said. Any information updates can be given at the briefing.

In the case of wave start events it may be necessary to have a series of briefings. In these circumstances the information given at each briefing must be the same so as to prevent any possibility of competitors gaining any unfair advantage. The race referee should be made aware of the time and location of the briefings and be asked to say a few words to the competitors. This will emphasise the fact that a referee is present at your event.

Transition Area

The transition area should be a defined area that excludes all other persons apart from competitors and officials. Some form of barriers / fencing should be used to form a transition compound; rope or marker tape is not sufficient.

The transition area needs clearly marked openings for entry from the swim, kayak, cycle exit and entry and run exit. These openings should be wide enough to allow competitors to proceed without any interference or hindrance. Each opening should be manned for directional and security reasons.

The cycle exit and entry points need to be manned by experienced marshals to ensure helmet rules are enforced and dismount violations do not occur. Cycling in the transition area is not permitted.

Special attention should be given to the flow of competitors through the transition area to ensure that there are no points where competitors have to cross paths.

The layout of the transition area should be such that no advantage can be gained from the position allocated to an athlete for bike racking and leaving cycling/running kit.

There should be some form of racking or support for competitors' bicycles within the transition area (this is usually made up from scaffolding poles). The racking should be checked to ensure it is safe before the day of the event.

Sufficient space should be provided to allow each competitor to lay out their equipment for the race and to be able to change equipment without any interference or hindrance. It is important to remember that in quadrathlons competitors will be barefoot from the swim and kayak exit to when they don their shoes for cycling, hence the surface from the swim to the transition area and in the transition area should be smooth and free from debris. Many events use transition matting to achieve this.

Start and Finish

The start and finish lines need to be clearly defined. The start procedure should be made known to all competitors and there should be a system of recall and/or penalty for false starting.

It is preferable to have a finish chute leading to the finish line to channel competitors and to exclude non-competitors. A finish gantry is also desirable. In races where large crowds are expected provision should also be made to have an exclusion zone behind the finish line to protect competitors. In these cases, crowd barriers should be considered. Careful thought should be given to the flow of spectators as well as competitors particularly in and around the start/finish areas.

Timing and Results

A system needs to be in place that can cope with the demands of the race. Small numbers of competitors can often be processed and results produced by hand. In larger races or races with staggered start times a more sophisticated system, such as chip timing may be required.

Whatever timing system is employed it should be able to produce a list of overall winners on race day, then dispatch a complete set of results to all competitors within a week of the race.

Race Facilities

Consideration should be given to the following:

- Sufficient parking for competitors, spectators and officials.
- Toilet and wash/changing facilities.
- Baggage storage and secure area.
- Refreshments and catering facilities for competitors, officials and spectators.

Fluid replacement for competitors should be available at least after each discipline. The transition area and the finish area are logical sites for fluid replacement stations. The longer the race and the hotter or more humid the conditions the more fluid replacement stations are necessary. In standard distance races it is normal to have stations midway through the run and at the finish area.

Medical Personnel

The recruitment of suitable medical personnel is vital. There are a number of organisations suitable for this purpose such as the St Andrews ambulance and Red Cross services. Early consultation by the organiser is important to ensure the availability of sufficient personnel. The local hospital accident and emergency department should be notified about the race.

There should be sufficient personnel to cope with the worst case scenario, particularly if a sea or cold water swim starts the event. For events involving open water swims it is recommended that a ratio of 1 first aid professional to each 80 competitors is maintained.

The placement of medical facilities is important. They are likely to be most needed after the swim, at the race finish and at high risk points on the cycle course. These points should be identified by you and your safety officer and communicated to the medical personnel prior to the race. All First Aid points must have access for ambulances.

Drug Testing

Drug testing is only likely to happen at World Championships and other major races where there is an elite wave.

Communications

A communications system can be technically advanced or fairly unsophisticated but it does need to have been tested in advance of the race. The system needs to be able to:

- Contact you, the race organiser, in case of problems during the race.
- Contact the on-site medical personnel.
- Contact external medical services quickly.
- Relay information to the commentary team.
- Contact the race referee.

Nowadays almost 1 in 2 people have a mobile phone and this can be an attractive alternative.

Provide all the marshals and officials with a list of important telephone numbers and, if possible, arrange a central clearing point for information.

Information needs to be made available to all concerned parties. Competitors and race personnel need to know many things but in particular any changes of information. A great aid to putting out information is a good PA system and race commentator. The PA system should be audible in as many areas as possible. Appeals and calls for particular persons, etc. can then be broadcast in a matter of moments.

Finance and budgeting

Race Budget

Preparing a race budget is an extremely important part of putting on an event. Without a comprehensive race budget it is not possible to calculate the income and expenditure or to balance the books. A race budget should include all items of expenditure, accurately assessed.

Entry Fees

The setting of an entry fee is a decision made the event organiser. However discount rates are a good incentive for BQA licence holders, or early bird entry's , compared to the non-members and late entry's.

Insurance

It is a requirement of the BQA that the race MUST have insurance cover.

If an affiliated BQA organiser who has purchased **BQA** insurance is promoting the event and they have completed a risk assessment then they will have insurance cover in place and will be given the insurance certificate.

Prizes

As the race organiser, you decide the level of prize funds (unless the race has commitments of set by the WQF) Cash prize funds are not essential. The majority of races award competitors with kit, nutritional products or vouchers from one or more of their sponsors, please be aware the allocation of prizes may vary from race to race.

Financial Security

It is important that the race is able to fulfil its financial obligations. Problems in this area will reflect badly on the sport, and the organiser. Extra and unexpected costs might be incurred for any road closures, athlete's expenses, swim entry or exit platforms, spectator facilities, Police and council, etc. It is important to keep these in mind when you are preparing your budget.

Problems

Most events that take place are meticulously planned and organised. However, they may be

A few problems in certain areas because of one or more of the following:

Lack of Course Marshals:

If an event is inadequately marshalled it is likely to fail in some aspect. Every junction where a change of direction is required should be marshalled by at least one person.

The marshals must always be alert and capable of the task they have been set. It must be remembered that they are not allowed to direct traffic, they are there only to advise the competitor.

Results:

The preparation of results for a triathlon can be very frustrating. For all but the smallest races it is essential that a computerised result's system is used. Many systems are available at a price, or individuals may offer the service again at cost.

Time Keeping:

Time keeping is particularly tricky and should always be done by two or three people. When one competitor at a time is finishing one person can cope but when five finish at once life can get a bit complicated. Competitors can become very irate if their time is wrong or missed altogether.

Competitor information:

Make sure that this is available to competitors at least 14 days before the event and that it clearly states the essential information.

- Event location.
- Start time and approximate finish and presentation time.
- Swim, kayak, cycle and run course details / information
- Parking information.
- Any local rules information.

Race Components

- Water Safety
- Swim section
- Kayak section
- Bike section
- Run section

Water Safety

You and your team should make sure that the choice of water for an open water swim and kayak is suitable for the purpose and that the competitors are not being placed in any danger due to the route or condition of the selected water.

There are a number of factors that need considering before an area of open water should be used depending on whether it is in the sea, a lake or a river:

- Access, proximity of kayak start.
- Likely water temperature.
- Currents or eddies.
- Water quality.
- Other users of the water.
- Depth minimum of 1 metre deep at any point, excluding start and exit.
- Conditions underfoot at start and exit.
- Any overhanging or underwater hazards.

You should consult with regular users of the water in question; i.e. commercial users, canoeists and lifeguards. Access to the area is very important as this will not only determine how easy it is for the event to take place but also, in the event of something untoward happening, how easy it is for emergency services to gain access to the area.

Course design should allow for minimal congestion at the start of the race. For courses that are out and back or involve laps, provision should be made to separate swimmers or kayakers going in conflicting directions. The start and finish areas should be clearly defined. The start should be wide enough for the proposed number of entrants so that all competitors can make a safe start without interference from others.

The finish area should be marked so that there is no confusion as to exactly where the swim is completed and the competitors can proceed to their kayaks and back into the water to paddle.

There must always be a safe transition area to keep the kayakers before the swim and also to be returned to after the quadrathletes have finished kayaking.

Swim Section

The actual swim course should be marked with buoys that are clearly visible to the swimmers when in the water. Turn buoys should be at least 1 metre high. All markers should be fixed so they will not move in the prevailing water conditions. A lead boat or canoe should precede the leading swimmer in each wave. Swimmers must wear brightly coloured swim hats. Body marking is advisable but often impractical when wetsuits are worn.

Safety cover, safety craft and/or canoes must be provided. Personnel assigned to water safety must be in the ratio of 1 to, at most, every 20 competitors.

Emergency exit points should be available for swimmers to leave the water and separate exit points should be available for safety craft.

At no point during the swim should any competitor be more than 50 metres from assistance. In addition to canoes at least one motorised safety craft should be used at every event.

First aid and warming facilities also need to be available.

Even when the water temperature and conditions are good it is advisable to have hot drinks available.

Hypothermia can occur in relatively warm water particularly in very thin or weaker swimmers. A cut off time for the swim should be agreed with the race safety officer and Chief referee prior to the event. If any competitor fails to complete the swim before the cut off time he/she should be removed from the water and may be ordered to retire.

The cut off time will be dependent on the water conditions, temperature and the length of the swim.

Environmental Conditions:

The race referee will shorten or cancel the swim if the water temperature is too COLD (14°C) or excessive water flow or wave conditions may also warrant such a decision.

In all open water swims, alternative plans should be made in case environmental conditions make the swim section unsafe forcing it to be cancelled or curtailed.

Water Quality is of prime importance. The Environment Agency / National Rivers Authority should be contacted for advice on the area of water to be used. Water testing should be arranged and the results of these displayed for competitors prior to the event.

- Wave starts should be used with a maximum of 50 swimmers per wave. Waves are usually organised by age groups, sex, and elite athletes.
- Swim starts should be wide enough to increase the chance of the faster swimmers getting away from the chasing pack and spreading out the field.
- The first turn should be at least 400 metres from the start to avoid too much congestion which will tend to bunch the field.

The temperature should be taken, one hour prior to the start. The referee will then decide the ruling pertaining to the use of wetsuits if the water is too WARM.

Where the use of wetsuits is forbidden

- SPRINT/MIDDLE distance (22°C) - Clothing covering any part of the legs below the knees is also forbidden.
- LONG distance (24°C) - Clothing covering any part of the legs below the knees is also forbidden.
- Longer sleeved trisuits, which have become more popular are allowed in the UK.

Artificial aids are NOT allowed.

- Artificial propulsion devices/fins/paddles
- Flotation devices or snorkels
- Gloves, socks or stockings/calf guards
- Wetsuit shorts

Kayak Section

The kayak course should be marked with buoys at turn round points and should be at least 1 metre high. All markers should be fixed so they will not move in the prevailing water conditions.

Safety cover, safety craft and/or canoes must be provided. Marshals assigned to water safety must be in the ratio of 1 to, at most, every 20 competitors. Marshals should be placed at appropriate places on the kayak course and in particular at high risk places such as turn arounds and sharp turns on the river.

At least one motorised safety craft should be used at every event.

Emergency exit points should be available for kayakers to leave the water if needed.

A cut off time for the kayak should be agreed with the race safety officer and Chief referee prior to the event. If any competitor fails to complete the kayak before the cut off time he/she should be removed from the water and may be ordered to retire.

The cut off time will be dependent on the water conditions, temperature and the length of the kayak.

The race referee will shorten or cancel the kayak if necessary. Excessive water flow or wave conditions may also warrant such a decision.

- It is allowed to use any sort of kayak or canoe, (K-1, wild water kayak, sea kayak, surf ski, touring kayak etc). Every kind of paddle is allowed. There are no restrictions in size, form or material.
- The Competitor is personally responsible that his/her equipment is in legally in satisfactory condition. Their boats sufficiently buoyant to remain afloat and to support the crew in the event of capsize. Buoyancy must be fixed in the boat reasonably sufficiently so it keeps the boat floating level when filled with water, or by the provision of sealed bulkheads (as in sea kayaks)
- The use of sit on kayaks is this allowed, the organiser may use a kayak hire company particularly for a novice event.
- The wearing of life jackets or buoyancy aids is compulsory for all paddlers ranked in marathon racing divisions 7, 8 and 9 and for novice paddlers with no racing experience.
- Life jackets must comply with either the European Standard 'EN393 or 395 or International Standard 'ISO 12402'.
- Race organisers may require all competitors to wear life jackets or buoyancy aids, they will have the FINAL say as to who should wear them on Race Day. This may be compulsory as part of the Race Safety Rules, or it may be depending on weather and water conditions. These must be provided by the competitors.
- Competitors must be able to swim adequately in the waters on which the race is being held.
- All paddlers are required to render assistance to other competitors in distress.
- Any assistance to get in or out of the kayak is forbidden. In exceptional cases the organizer may allow assistance by race officials to get in or out of the kayak. For example, if the Organizer asks marshals to help athletes get started or get out due to difficult conditions (weather or launching) or if an athlete needs help after a capsize.

Cycle Section

The cycle is likely to present most problems as, in most cases, the course will be shared with other road users and because of the high speeds which athletes can achieve during the cycle.

There are a number of aspects that need particular consideration including course design and the attitude of the Police to cycling on the highway.

Course Design and Marking:

The design of the cycle course can influence its safety and the incidents of drafting. A testing course with hills, particularly in the early stages, is desirable. A course with mostly left hand turns is best but where right hand turns are included marshals and Police should supervise them. The width of the roads must be suitable for the competition; consideration must be given to the control of the numbers of competitors on the course at any one time or at any particular point.

Lapped or out and back courses should be avoided unless it can be demonstrated that provision has been made to ensure the safety of all road users, that drafting will not be caused by the choice of this type of route and that severe congestion will not occur.

The surface of all parts of the route should be hard and in good repair. Areas that may cause difficulty due to contaminate (glass, gravel etc.) should be swept and/or cleaned. All junctions/turns should be marshalled and identified areas policed.

It is important that road users who join a triathlon or duathlon course are made aware that a race is in progress. Warning signs stating that a cycling race is taking place should be placed on major roads joining the course prior to their junction with the course. Distance markers should inform competitors of the distance covered, ideally every 5kms. Dangerous descents and sharp blind bends should be avoided.

Triathlon and the Police:

The Police attitude towards triathlon/quadrathlon, although improving, is not consistent. It is not clear from the relevant sections of the Road Traffic Act (RTA) how our particular sport should be viewed.

Triathlon/Quadrathlon is neither a cycle road race nor a time trial as defined in the RTA.

Within the RTA there is a clause that allows Chief Constables discretion as to which other events they allow on public roads. Triathlon/Quadrathlon operates under this clause.

Cycle Condition:

Each cycle must be in a roadworthy condition but this is the responsibility of the athlete and not that of you or your team. Bike checks should be restricted to ensuring that the rules are adhered to in respect of control levers, etc., and that helmets meet the required ANSI or SNELL or EN standards.

Marshalling:

The marshalling of the cycle course is of vital importance. The quality of marshals cannot be over emphasised. There should be spare/ relief marshals available and a system to check all the marshals are in place before the first cyclist begins.

The "helmet rule" operates from the point at which the bike is un-racked to the point at which the bike is re-racked. Between these points the athlete must be wearing an approved helmet and that helmet must be done

up. Helmets must be fastened at all times. The Chief referee should be transition based so any competitor who does not adhere to the rules will be stopped and may be penalised.

Race Referee:

A race referee shall be appointed by the Event Organiser and be responsible for any appeals. The referee, with the race organiser shall have full jurisdiction over the event. If necessary, and with the advice of local safety experts, the referee shall have the power to cancel or curtail an event on safety grounds. The race referee shall chair any race jury. Please contact the BQA if a race referee is needed; we have several experience members who can help with this role.

Drafting - Motorcycle Referees:

To safeguard the future of Quadrathlon, all those involved whether as competitors, officials or event organisers must do everything possible to reduce drafting during the cycle section of races.

Local Police forces will only allow racing on the public highways if it does not cause undue interference with other road users. Clearly, if bunches of riders are allowed to form during the cycle section interference will be inevitable.

At events a motorcycle referee is invaluable. Prior to every event the motorcycle referee should be given course maps showing the location of First Aid and static communication points. In the event of an emergency this will enable them to immediately know where to go to communicate information or call for medical back up. You and the Chief referee should make your whereabouts known during the race to ensure you are always contactable.

1 motorcycle referee to each 50 competitors in mass start events is advisable.

As has been stated, cycle course design plays an important role in reducing drafting. The exit road from the transition should be wide and have a good firm surface. A hilly cycle course or at least a course with hills at the start will help reduce drafting. The roads used should be wide enough to allow two cars to pass. For events with large numbers of competitors the roads should be even wider.

Run section

As with the other courses the choice of route is important. Consideration should be given to the running surface and this should be placed in the race information to allow competitors to choose the appropriate footwear. The distance should be measured and publicised.

Circuit routes are preferable and if possible routes away from traffic are best. Out and back routes and multi-lap circuits need marshals to check that competitors have completed the correct distance or number of circuits. Turn points should be marked and marshalled.

The route should be marked along its entirety to ensure competitors can navigate the course. If the route is on a public highway then police assistance may be needed. Any points where the route crosses roads will need to be marshalled. Distance markers should be used to mark each kilometre or mile. Warning signs should be placed at regular intervals (every kilometre) if the course is open to other users.

Finish Area:

The finish line must be defined and known to the competitors and timekeepers. The structure of the finish gantry and finish chute should be sufficient to allow for a sprint or multiple finishes. An assistance or recovery area should be available. As with the transition area, a clearly defined and substantial finish area/gantry significantly adds to the quality of any event.

Medical facilities should be on hand at the finish area as this is where most traumas will be evident.

Fluid replacement should be available at the finish area and at least at one other location on the course.

Refreshments:

It is very useful to have some provision for refreshments at the race site, to keep spectators happy. This makes for a better race atmosphere as supporters/families are quite often at the race site for a few hours. The site that you are using for your event may already have these provisions. If not you could ask mobile caterers if they would like to attend, explaining the number of people you expect.

Race Variations

- Relay events
- Children's events

Relay Events

Relay events are popular, particularly towards the end of each season. They give club members and groups of friends an opportunity to compete together. The atmosphere at relay races may appear less serious than at individual races but you should be aware that the competition will still be very intense. **Team members must part of a Team and not compete in the individual event as well.**

- Relay Teams follow these basic formats:
4 Members per team, each completes one discipline.
2 Members per team, each completes two disciplines.
3 members with 1 athlete doing 2 disciplines is also acceptable.
- These are organised as part of the normal event, however allowances need to be made for specialists competing in each discipline, this can mean that the range of ability within each discipline will be much closer than usual so there could be some fast times.
- Transition and Changeover: There should always be defined or coned transition/changeover areas. Competitors must be thoroughly briefed on how changeovers are to take place. The flow of competitors through this area must be clearly thought out before the event. Transition rules must be the same as for individuals in each discipline. E.g. a cyclist changing over to/from another team member must put on their helmet after the incoming change and remove their helmet and rack their bike before the outgoing change.”
- Relay/team events that take place alongside other events they may start simultaneously, or be staggered by a short time, or start before/after the event for individuals.
- If the relay/team event starts at the same time as the individual event then competitors may be individuals or team members, but not both.
- Individuals and team members must be clearly distinguished by colour of swim hats, clearly different race numbers, or different colours of numbers, a relay kayakers must display their number on their back; a relay team must not deliberately act to benefit an individual – time penalty or disqualification for the team and the individual (at the discretion of the organisers and dependent on the circumstances).

Age Groups

Age Groups

The age group eligibility per distance categories are:

QuadKidz: Mini course - WITH PARENTAL CONSENT

Youth : Sprint, Middle - WITH PARENTAL CONSENT

Junior: Sprint, Middle

U23, Elite and Masters: Sprint, Middle, Long

- 1) QuadKidz: 12, 13, 14, 15years
- 2) Youths: 16 – 17 years
- 3) Juniors: 18 – 19 years
- 4) U23: 20 – 22 years
- 5) Elite/Senior: 23 – 39 years
- 6) Masters: 40 years and older.

Masters are separated in the following age groups:

Vet 40: 40 – 49 years

Vet 50: 50 – 59 years

Vet 60: 60 – 69 years

Vet 70: years and older

The age band category that you fall into depends on your age on December 31st in the year of competition.

Example: If you are 40 on December 29th 2018 then for the whole of 2018 you will compete in the Vet 40 age-group.

Prize Bands

The race organiser, will decide the level of prize bands, depending on the amount of entrants in the event.

(unless the race has commitments of set by the WQF). The BQA prefer a role down system, so if you receive 1st 2nd or 3rd, you will not receive a Age Group Prize. Male and female are evaluated separately, but in the overall results male and female can be listed together.

QuadKidz

We now organise a QuadKidz Series please see the BQA ‘QuadKidz’ Race Guide, for the full details (adhering to the BTF Tristar Guidelines)

- QuadKidz 9-11 years
- QuadKidz 12-15 years
- QuadKidz 16-18

Marketing and Promotions

Marketing and Promotion

Marketing your event is very important if you wish it to be a success and, remember publicity helps to promote the sport of Quadrathlon in general.

Basically there are two things to think about:

- Your promotional material and its effective distribution;
- Using the media, ie BQA Website/Facebook page

Promotion

This comes down to designing a distinctive logo for your event and then putting together attractive, looking information flyer or poster. It is essential to include venue, date, distances, eligibility and how to enter with a contact name and telephone number.

Make sure triathlon clubs, swim clubs, kayak clubs, running clubs, cycling clubs and leisure centres in the area know that your event is taking place and have information they can hand out to interested parties.

As your event will be registered with the **BQA** the information you provide will also go on our website and Facebook page.

You should also think about telling running, cycling and triathlon magazines about your event. Most magazines have a 'what's on?' section and will usually list events for free.

If you have any questions about any of the information contained in this guide, please contact the BQA contacts on our website www.britishquadrathlon.org.uk

The BQA wish you all the best in preparing for your event and most importantly enjoy it, and help spread the Word of Quadrathlon..... Small Sport with a Big Heart!

