



National Office Headquarters  
5825 Delmonico Drive  
Colorado Springs, CO 80919-2401  
phone 719. 597. 9090  
fax 719. 597. 2121  
[www.usatriathlon.org](http://www.usatriathlon.org)

## Guide to Setting up a New Youth Triathlon Event

### Pre-Race Preparation

- Train staff/volunteers on procedures such as registration, finish, timing (if utilized), and the course.
  - Consider youth-specific volunteers if you also have an adult event.
  - Ensure that signage is clear and concise
  - For directional cues from staff and volunteers, ensure it is physical via arm motions, verbal in nature, as well as encouraging.
- Prepare finisher medals and ensure they are easy to handout at race finish.
  - Finisher medals should be youth focused with colors and engaging and/or exciting visuals if possible.
- Race entry forms/registration should be marketed at least 60 days prior to race day both online and hard copy if deemed necessary
- Publicity. Provide entry forms to running stores, YMCA's, colleges, and sports complexes.
  - Schools, community groups, park and recreation departments, other local events (adult and youth), community organizations, swimming clubs, running clubs, cycling clubs, local businesses
- Order race numbers and safety pins in advance of race date (or write racer number on athlete in a visible area)
- Get bags for race packet pickup – sometimes supplied by a local sponsor, sports commission or convention and visitors bureau
  - Items within the goody bag should be youth focused whether it be hard materials, promotional materials, or coupons
- Create a check list of things needed for the race.
- Get your volunteers early. They will be needed for: registration, start, finish, course turns, aid stations on course, equipment setup, mile markers out on course and aid station set up on course, and cleanup.
- Make sure details are defined and listed for participants. This includes:
  - Date/ time(s) of race
    - Things to also consider whether you are hosting the youth race on the same day or separate day as the adult race: ensuring times do not overlap so parents can race and be finished in time to assist their children (race times, packet pick up times, transition check in/out times), other races in the area, not extending the day too long for the sake of families.



MEMBER



National Office Headquarters  
5825 Delmonico Drive  
Colorado Springs, CO 80919-2401  
phone 719. 597. 9090  
fax 719. 597. 2121  
[www.usatriathlon.org](http://www.usatriathlon.org)

- Date/time/location for early packet pickup (if utilized) and race day packet pickup. Items to keep in mind or include:
  - Contact name, phone number and e-mail address
  - Sponsor logos
  - Location of start and finish (does this affect the adult race?)
  - Age division breakdown including distances
  - Entry fee
  - Requirements to race (USAT Youth Annual Member)
- Facilities layout
  - Easily accessible without crossing course too many times, line of sight for safety of athletes, ensuring that those either starting or completing the adult race knows there is also a youth race.
- Course map which can also be placed on your race website
  - Clear, concise, includes race distances

#### **Minimum items to be included in Race Packet**

- Safety pins and race number/bib
- T-shirts (if applicable)
- Additional items that a sponsor wishes to supply
- Course map for youth athletes and parents (also available online) to review and directions on how to access them online

#### **Pre-Race Day**

- Mark the course well at start, finish, and turns
  - If you are hosting multiple races, it must be taken into account if there is a different course for youth and adult. If so, suggestions would include different signage noting which race or different color marking chalk depending on the race.
- Get coolers, cups, sports drink and know where you will get water race day for start, finish and aid stations Have the ability to re-fill coolers if necessary.
  - If utilizing an energy gel, ensure it is caffeine free is giving to youth. Prior to race, make sure parents know what you are offering.
- Get tables for registration and aid stations
- Secure lifeguards and medical personnel in advance of race
  - While a minimum ratio must be met for all races in order to sanction, it is highly recommended there are additional lifeguards for a youth race.
- Get cash for day of registration and cash box
- Get pens/pencils for registration
- List of pre-registered runners for registration table



MEMBER



National Office Headquarters  
5825 Delmonico Drive  
Colorado Springs, CO 80919-2401  
phone 719. 597. 9090  
fax 719. 597. 2121  
[www.usatriathlon.org](http://www.usatriathlon.org)

- Blank entry forms for registration
- Blank USAT Membership Forms for those wishing to purchase a Youth Annual membership
- Trash bags for start/finish and aid stations
- Minor medical supplies: Band-Aids, tape, gauze, etc.
- Secure post-race refreshments and post-race food (if possible)

### Early Registration (if utilized)

- Allow to pick up packets before race day – this needs to be planned out in accordance with the other races over the weekend.
- Provide bags for packet pickup
- Cut off online registration before early packet pickup and have updated registration list available.
  - If you have registration on-site too, run online registration through race morning.

### Registration – Race day

- Get tables on course for start/finish/aid stations
- Table for registration (separate table for form fill-out and for paying in order to expedite check-in process)
  - T-shirts organized
  - Bags for t-shirt and other items
  - Update registration list (if parents and youth are picking up on the same day, make sure that they can go to one area to get packets for both the adult and youth races)
  - Clearly marked signs for registration/check-in lines
  - Sufficient trained personnel
  - Pencils and pens
  - Cash box and change
  - Appropriate items needed to number racers

### Pre-Race Briefing

- Explain overall event and how, if at all, it is affected by the adult and/or youth race. Be sure to explain nuances or policies/procedures that they need to be aware of.
- Review course layout and procedure for the racers
- Instructions for finish/receiving medals
- Be energetic to get all racers excited about the race and multisport

### Start

- Start at appointed time – CRUCIAL!
- Prominently marked starting line
- Portable PA system if necessary
- Use starting gun or air horn so all can know exact start



MEMBER



National Office Headquarters  
5825 Delmonico Drive  
Colorado Springs, CO 80919-2401  
phone 719. 597. 9090  
fax 719. 597. 2121  
[www.usatriathlon.org](http://www.usatriathlon.org)

## Course

- Clearly marked with signs and volunteers
- Accurately measure course and noting which course is for adult and which is for youth
- Volunteers at each turn or directional signage so athletes know where to go

## Aid Stations

- Tables, coolers, cups, new water hose, sports drink and water. Know where you will get your water for each location and have the ability to refill.
- Trash bags, cleanup crew
- Transportation to and from for workers and equipment
- Well-staffed
- Well supplied

## Medical

- Certified lifeguards the swim course.
- Medical personnel on-site to cover the entire course.

## Finish

- Tables for coolers, cups, water, sports drink.
- Prominently marked with inflatable arch, balloon arch, tape, etc.
- Volunteers to keep finish area clear of spectators
- Volunteer to hand out finisher medals after crossing finish line
- Workers to keep finishers in line and direct to aid station and results table

## Other

- Workers/Volunteers should be designated by vests, t-shirts, arm bands.
- Other engagement opportunities for families and/or youth
  - Food trucks, games, inflatables, face painting, etc.

## Sanctioning Considerations

- If you offer a youth event in conjunction with an adult event, you will need to sanction them as separate events.
- USA Triathlon suggests having the youth event before or after the start or finish of the adult event.
- If the events run in conjunction, the transition must be separated between youth and adults.
  - No overlap on the swim, bike, and run courses.
- If youth athletes are participating in a youth only division (splash and dash) then the race directors will need to create a youth event application.



MEMBER