



School Triathlon/Duathlon Program

Guide to Organizing a TRISCO Event



TRIATHLON
 **QUÉBEC**

INTRODUCTION

Congratulations! You've decided to organize a school triathlon in your establishment! Triathlon Québec is proud of this initiative and has produced this *GUIDE TO ORGANIZING A TRISCO EVENT* to help with the logistics in order to ensure that everyone has a fun and positive experience.

In this guide, you'll find all the steps leading to a successful event! Rest assured that Triathlon Québec will answer any additional questions you might have and will even meet with you to validate all aspects of the competition, to ensure its safety for both participants and volunteers.

Triathlon Québec's mission is

- to be a leader and reference for the development and promotion of triathlon in Québec.
- to offer an integrated, adapted and unifying structure promoting safety for both recreational and competitive athletes.
- to encourage the growth of each participant according to their personal goals by promoting a healthy lifestyle.

We invite you to visit our website where you'll find a wealth of information: www.triathlonquebec.org (in French only).

We hope you'll enjoy organizing your event and we look forward to meeting you.

The Triathlon Québec Team

trisco@triathlonquebec.org



WHAT IS TRIATHLON?

Triathlon is a multisport race. In the summer, it consists of swimming, cycling and running, whereas the winter version includes snowshoeing or running, speed skating and cross-country skiing.

By trying out swimming, cycling, running, snowshoeing, speed skating and cross-country skiing, participants get a taste of what triathlon is all about. Through trial races and regular training, more and more people opt for an active lifestyle that includes daily swims, bike rides and runs.

Since the early 2000, Québec has seen a steady increase in participants. So much so that in recent years, clubs and events have registered record turnouts! One can only wonder how far this will take us. Is it a fad or a turning point? As Pierre Lavoie likes to say, "If we haven't reached the transition point yet, it's just a matter of time." We must therefore continue our work and realize, as a society, that it is through our health and the education of our young people that we will build a better tomorrow.



ORGANIZING A TRIATHLON

STEPS TO FOLLOW TO ORGANIZE A SCHOOL TRIATHLON

CHOOSING A ROUTE

- Choose the simplest route possible.
- Avoid high-traffic routes.
- Triathletes from different disciplines passing one another should be avoided.
- Contact the pool to check availability.
- Get all the approvals and permits from local authorities for each route/location, including all aspects of swimming, cycling, running, transitioning and all city jurisdictions.

SEND TRIATHLON QUÉBEC RELEVANT INFORMATION ABOUT YOUR EVENT

- Name of the school and town/city where the event will take place.
- If not on schoolgrounds, location of the event.
- The date, start time and approximate end time.
- The number of expected athletes, including their age groups and competing distances.
- The name, email address and telephone number of the event organizer.
- A short description of the route: type of surface, length, topography, water depth and temperature, etc.

A TECHNICAL DELEGATE WILL MEET WITH YOU* TO VISIT THE COMPETITION VENUE (AS NEEDED)

- They will check all the technical aspects of the courses and site.
- They will make recommendations regarding the routes, transition zones and schedule.
- They will make recommendations regarding volunteer placement.
- If need be, the delegate can also attend the event*.

* Schools that have already had one or two visits from Triathlon Québec before and/or during an event are considered able to independently hold an event. For an exemption, please contact trisco@triathlonquebec.org.

OTHER ORGANIZATION FACTORS

THE FINISH AREA



The finish area must be completely secure to ensure a controlled end-of-the-race for both participants and volunteers.

NUTRITION

Don't forget to fuel your mind and body!

Triathlon Québec acknowledges that **HEALTHY FOOD** helps you feel in shape, positive, happy, and motivated. Here are some food tips for your students... and the whole staff.



Eating a good breakfast before the race is essential.



We strongly suggest giving your students water after the competition.

After exerting themselves, the children will also be hungry. We suggest offering them a healthy snack, such as fruits or vegetables. High-sugar or trans-fat foods should be avoided.

AN ECO-FRIENDLY EVENT

Triathlon Québec cares about the environment and for this reason we encourage you to organize an eco-responsible event. Here are a few examples that could make a big difference:



- Limit the use of water bottles (with pitchers)
- Use recycled and biodegradable cardboard cups
- Use paper bags for post-race snacks
- Donate the remaining food
- Favor local foods and seasonal fruits and vegetables
- Use recycled unbleached napkins

For more information, visit <https://www.triathlonquebec.org/ecoresponsabilite/> (in French only).

TIMING

You can use manual stopwatches, but if you plan on having more than 100 participants, we recommend only recording total times. Also, many school events do not record children's times as they're only participating to have fun. Paying microchip services are offered by some companies (budget a minimum of \$800).



Contact us for a list of timekeepers.

VOLUNTEERS

Organizers should ensure that all volunteers are familiar with the facilities, venues, and medical procedures.

We recommend holding a pre-race meeting with your volunteers to ensure that everyone knows their role during the event.

When recruiting volunteers, ask if they have any experience in triathlon, bike repair, nutrition, or even group facilitation, as this could be useful to maximize human resources.

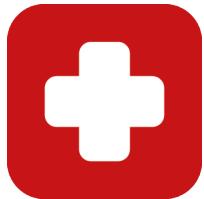
Volunteers should be assigned the following tasks:

1. Checking the equipment and controlling access to the transition zones.
2. Starting the races.
3. Ensuring the safety of the swimming pool (lifeguard).
4. Ensuring that participants stay on course and/or follow the route.
5. Ensuring the safety of the cycling route (parking entrance, intersections, obstacles).
6. Ensuring athletes complete the correct number of laps for the cycling and running portions (some schools mark the kids' forearms or use rubber wristbands).
7. Welcoming kids at the finish line.
8. Controlling access to the transition zones.



** See Appendix 6 for a detailed list of things to check with your volunteers.*

FIRST AID



Remember to bring a first aid kit and to have competent people on site ready to intervene at a moment's notice.



APPENDIX 1: TAILOR-MADE TRIATHLONS

Triathlon Québec is aware of the constraints you may face in organizing your event, whether they pertain to the time of year or a lack of (financial or material) resources.

This is why we are offering a range of event options to suit your needs throughout the school year
(<https://www.triathlonquebec.org/triathlon101/disciplines/>) (in French only).

1. Classic triathlon
2. Duathlon
3. Cross triathlon
4. Cross duathlon
5. Aquathlon
6. Aquabike
7. Winter triathlon
8. Winter duathlon

APPENDIX 2: CATEGORIES AND MAXIMUM DISTANCES FOR EACH DISCIPLINE

The following are the maximum recommended distances.

TRIATHLON

Classic triathlon combines the following three sports: swimming, cycling, and running.

	Swimming	Cycling	Running
Kindergarten, 1 st grade	25m	1km	250m
2 nd & 3 rd grades	75m	2km	750m
4 th & 5 th grades	150m	4km	1,5km
6 th & 7 th grades	200m	6km	2km
8 th & 9 th grades	375m	8km	2.5km
10 th & 11 grades, college, staff	375m	10km	2.5km

DUATHLON

Summer duathlon combines the two following sports: running, cycling, and more running.

	Running	Cycling	Running
Kindergarten, 1 st grade	250m	1km	150m
2 nd & 3 rd grades	750m	2km	250m
4 th & 5 th grades	1,5km	4km	750m
6 th & 7 th grades	2km	8km	1km
8 th & 9 th grades	3km	6km	1,5km
10 th & 11 grades, college, staff	5km	10km	2.5km

CROSS TRIATHLON

Cross triathlon is a three-stage race that combines the following sports: swimming, mountain biking, and off-road running.

	Swimming	Cycling	Running
Kindergarten, 1 st grade	25m	1km	250m
2 nd & 3 rd grades	75m	2km	750m
4 th & 5 th grades	150m	4km	1,5km
6 th & 7 th grades	200m	6km	2km
8 th & 9 th grades	375m	8km	2,5km
10 th & 11 grades, college, staff	375m	10km	2,5km

CROSS DUATHLON

Cross duathlon combines the 2 following sports : off-road running and mountain biking.

	Swimming	Cycling	Running
Kindergarten, 1 st grade	250m	1km	150m
2 nd & 3 rd grades	750m	2km	250m
4 th & 5 th grades	1,5km	4km	750m
6 th & 7 th grades	2km	6km	1km
8 th & 9 th grades	3km	8km	1,5km
10 th & 11 grades, college, staff	5km	10km	2,5km

AQUATHLON

Aquathlon consists of a two-stage race combining swimming and running.

	Swimming	Running
Kindergarten, 1 st grade	25m	250m
2 nd & 3 rd grades	75m	500m
4 th & 5 th grades	200m	1km
6 th & 7 th grades	300m	1,5km
8 th & 9 th grades	375m	2,5km
10 th & 11 grades, college, staff	500m	2,5km

AQUABIKING

Aquabiking consists of a two-stage race combining swimming and cycling.

	Swimming	Cycling
Kindergarten, 1 st grade	25m	1km
2 nd & 3 rd grades	75m	4km
4 th & 5 th grades	200m	4km
6 th & 7 th grades	300m	6km
8 th & 9 th grades	375m	8km
10 th & 11 grades, college, staff	500m	10km

WINTER TRIATHLON

Winter triathlon combines the following three sports: snowshoeing, speed skating, and cross-country skiing.

	Snowshoeing/Running	Skating	Skiing
Kindergarten, 1 st grade	250m	1km	750m
2 nd & 3 rd grades	500m	1,5km	1km
4 th & 5 th grades	750m	2km	1,5km
6 th & 7 th grades	1km	3km	2km
8 th & 9 th grades	1,5km	4km	2,5km
10 th & 11 grades, college, staff	3km	6km	4km

WINTER DUATHLON

Winter duathlon combines the two following sports: snowshoeing (or running) and speed skating, snowshoeing (or running) and cross-country skiing, or speed skating and cross-country skiing.

You can use the same distances as the winter triathlon minus the third sport.

APPENDIX 3: RULES

For school and initiation events, kids should not incur penalties, as the goal is to teach young people the rules of the competition and to motivate them. It's crucial that they have a positive experience and MOST IMPORTANTLY that they have fun! We want this to encourage them to move more!

Participants and parents must demonstrate sportsmanship and courtesy at all times.

ESSENTIAL SUMMER RULES

SWIMMING

- Swimming can occur in a lake or in an indoor/outdoor pool.
- Competitors can use flotation devices such as PFDs, floats, noodles, and even boards.
- Propulsion devices, such as fins, are prohibited.
- Competitors are allowed to receive help from someone behind them in the pool. Swimmers are allowed to rest on the helpers' arms, a board, or watercraft as long as they do not use them to move forward.
- Wearing goggles is not mandatory, but highly recommended.

TRANSITION ZONE

- Only participants are allowed in the transition zone.
- You must register, have your bib with you and your mark/wristband before entering the transition zone.
- Your bike must be safe and in working order: working breaks, proper air pressure in the tires, etc.
- Cycling is prohibited in the transition zone. You must walk your bike.
- Helmets must be worn and clipped at all times when moving your bike.
- You must get on/get off your bike at the designated spots.

CYCLING

- Wearing a certified cycling helmet is mandatory.
- Helmets must be clipped before touching the bike.
- Helmets must be in good condition. They should not be damaged or cracked.
- Helmets must be adjusted to fit the participant's head ahead of time.
- Helmets can only be unclipped and taken off once the bike has been stored in the participant's transition zone spot.
- All types of bicycles are allowed.
- For safety reasons, we highly recommend removing bike stands prior to the race.
- Earphones are prohibited on the course.
- Drafting is prohibited during the race (see Appendix 1)
- See Appendix 1 for information regarding pedals.

RUNNING

- Bibs must be worn on the chest during the running portion of the race.
- Earphones are prohibited on the course.

ESSENTIAL WINTER RULES

SNOWSHOEING

- Snowshoes must be worn on the participant's feet for the whole course.
- Competitors must put on/take off their snowshoes in their designated spot in the transition zone.

RUNNING

- Bibs must be worn on the chest during the running portion of the race.
- Earphones are prohibited on the course.

SPEED SKATING

- Wearing a certified helmet is mandatory (skating, cycling, hockey, ski).
- Helmets must be clipped before putting on skates.
- Helmets can only be unclipped and removed after taking off and storing skates in the competitor's designated space in the transition zone.
- All types of skates are allowed (including Nordic blades).
- Skates must be put on and laced up on the athlete's transition chair.
- Nordic skates must be put on on the athlete's transition chair.
- The race organizer may provide a special area with chairs on the edge of the rink for athletes to put on/take off their Nordic blades. This area must be approved by the technical delegate prior to the event.

CROSS-COUNTRY SKIING

- Storing skis and wrist straps in the transition zone is prohibited.
- Skis and poles must be stored upright at all times in the transition zone. The tip of the poles must point down whereas the tip of the skis must point up. You can only set your skis down and put them on along with the wrist straps after the mount line.
- Skis must be attached to the feet and the straps to the wrists when exiting the transition zone, i.e., after the mount line; all types of skis are allowed. The technical delegate/race official may apply additional restrictions depending on the course.
- Skis and wrist straps must be taken off before entering the transition zone, i.e., before the dismount line, and must be upright at all times.
- Competitors are only allowed to take off their skis 10 m after the finish line, after the last ski check (to see that the number matches the competitor's).

**See Appendix 5 for illustrated rules.*

APPENDIX 4: THE TRANSITION ZONE

FOR THE SUMMER

The surface must be hard, flat and smooth.

The transition zone order will follow the order in which the groups enter the water. Make sure there is no interference between age groups in the transition zone.

The transition zone will be set up in a way that all competitors will have to run the same distance.

Try to avoid turns and curves.

Do not set up the entrance and exit at the same spot. Make sure they are separate to ease the athlete's entrances/exits and to avoid collisions (see diagram below).

Competitors can only mount their bike after exiting the transition zone and reaching the mounting line, marked by flags and green tape on the ground, courtesy of Triathlon Québec. A volunteer will be there to ensure compliance.

Competitors can only dismount at the dismount line located before the entrance to the transition zone, marked by a red tape on the ground. A volunteer will be there to ensure compliance. They can only remove their helmets after storing their bike.

Security staff will ensure that the transition zone remains completely secure from the moment competitors enter it with their equipment to when the last competitor removes their equipment. The transition zone will only be accessible to competitors and volunteers assigned to the transition zone.

The use of bike racks is not necessary. Bikes can be aligned on the ground pointing in the direction the kids will take for the cycling portion of the competition.

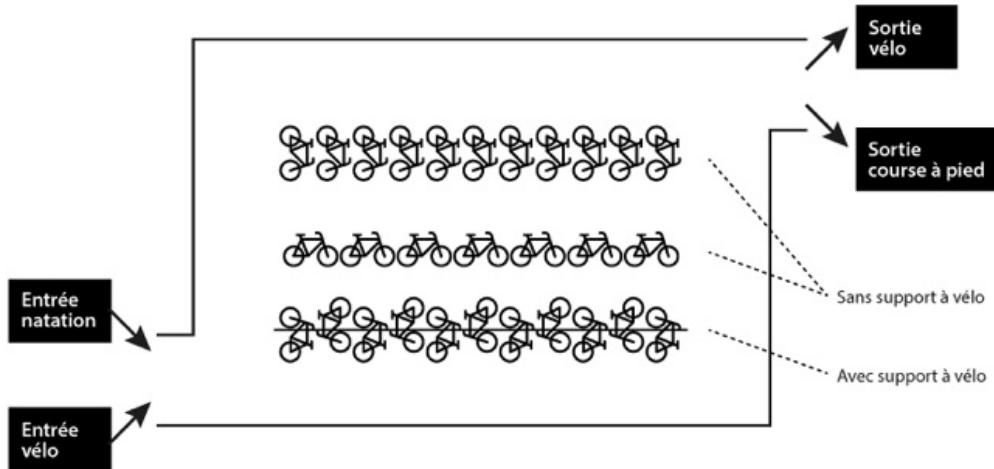


Schéma: ZONE DE TRANSITION

Entrée natation = Swimming Entrance

Entrée vélo = Cycling Entrance

Sortie course à pied = Running Exit

Sans support à vélo = Without a bike rack

Avec support à vélo = With a bike rack

Schéma : ZONE DE TRANSITION = Diagram of the TRANSITION ZONE

FOR THE WINTER

The surface must be hard, flat, and smooth. Make sure you flatten the snow in the transition zone to prevent competitors from sinking in.

The transition zone order will follow the students' starting order. Make sure there is no interference between age groups in the transition zone.

The transition zone will be set up in a way that all competitors will have to run the same distance.

Do not set up the entrance and exit at the same spot. Make sure they are separate to ease the athlete's entrances/exits and to avoid collisions (see diagram below).

Competitors must wear snowshoes (when applicable) to enter the transition zone. Helmets must be clipped before competitors start putting on their skates. They must do so on the chair. For school events, adults are authorized to put the student's skates on for them. Competitors using Nordic blades must put them on on the chair or on the edge of the rink (if a special area has been reserved). Skates can only be taken off on the chair. Helmets can only be taken off after skates have been removed.

Skis and wrist straps must be put on after exiting the transition zone at the mount line that has been previously drawn and made visible in the snow. A volunteer will be there to ensure compliance.

Security staff will ensure that the transition zone remains completely secure from the moment competitors enter it with their equipment to when the last competitor removes their equipment. The transition zone will only be accessible to competitors and volunteers assigned to the transition zone.

The use of ski racks is not necessary. Skis can be aligned on the ground pointing in the direction the kids will take for the skiing portion of the competition.

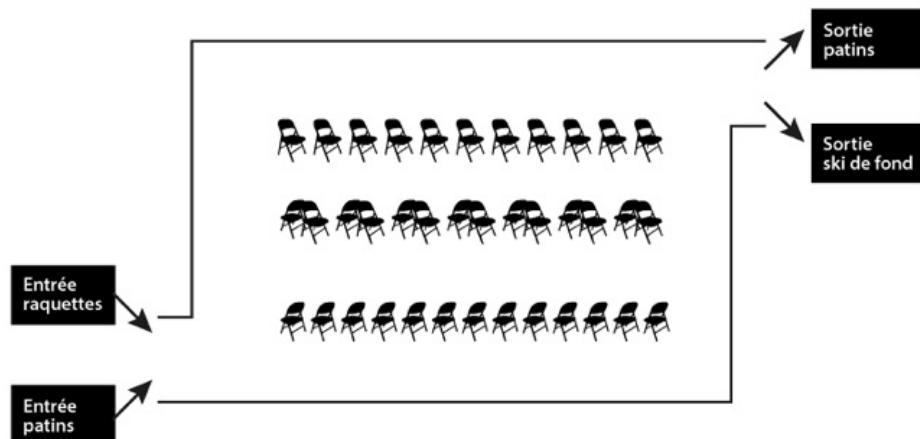


Schéma: ZONE DE TRANSITION

Entrée raquettes = Snowshoeing Entrance

Entrée patins = Speed Skating Entrance

Sortie ski de fond = Cross-Country Skiing Exit

Schéma : ZONE DE TRANSITION = Diagram of the TRANSITION ZONE

APPENDIX 5: ILLUSTRATED RULES



All participants must wear certified helmets that are in good condition and fit snuggly.



Helmets must be worn at all times when competitors are in possession of their bike.



Participants must store their bike in the transition zone.



Biking topless is prohibited during the cycling and running portions of the race.



To ensure a safe event, aerobars/triathlon bars providing an aerodynamic advantage, are prohibited.



Platform pedals (ex. clipless or cageless) are allowed for all age groups.



Cage pedals are only allowed for competitors 15 and under, and for the elite categories.



Clips are allowed for all age groups with the following conditions:

For competitors 13 and under: clips must be part of the shoe in order for the sole and not the clip to touch the ground.

For competitors 13 and under: the athlete must be able to clip on both sides of the pedal.

All types of clips are allowed for competitors 14 and over.

APPENDIX 6: CHECKLIST

TRIATHLON QUÉBEC CHECKLIST

Recommended items to include on route maps: (✓)	
1.1 General site map including the following information:	
1.1.1 Marking & chip/bib distribution sites	
1.1.2 Bike repair stations	
1.1.3 Restrooms (ideally near the start and finish)	
1.1.4 Spectator area	
1.1.5 Spectator crossings	
1.2 Diagrams of the transition and traffic zones that include:	
1.2.1 Numbered bike racks corresponding to the starting number	
1.2.2 Corridors must have a width of at least 3 m	
1.2.3 Traffic direction for athletes (avoid crossings)	
1.2.4 Description of surfaces and obstacles	

1.3 Map of the swimming circuit including the following information:	
1.3.1 Information about the circuit (open water or pool, number & length of corridors)	
1.3.2 Description of the water entrance/exit	
1.3.3 Traffic direction, circuit size and number of laps	
1.3.4 Buoys location and colours (when applicable)	
1.4 Map of the cycling circuit including the following information:	
1.4.1 Information about the circuit (train tracks, steep slopes, sharp turns, ground quality, etc.)	
1.4.2 Circuit size and number of laps	
1.4.3 Volunteer locations	
1.5 Map of the running circuit including the following information:	
1.5.1 Information about the circuit (train tracks, steep slopes, sharp turns, ground quality, etc.)	
1.5.2 Circuit size and number of laps	
1.5.3 Volunteer locations	
1.5.4 Refueling locations	
1.6 Map of the finish area including the following information:	
1.6.1 Location of the timing team	
1.6.2 Recovery area located right after the exit of the finish area	
1.6.3 Medical area next to the recovery area	
1.6.4 Completely closed and safe 15 m x 5 m finish area	
1.6.5 Last straight 100 m	
1.7 Tentative event schedule	
2 Required permits (✓)	

2.1 School board	
2.2 Municipality, for events taking place outside school grounds	
2.3 Ministry of Transportation, for circuits encroaching upon numbered roads	
2.4 Sûreté du Québec or local police, in the case of street closures	
2.5 Pool owner (if necessary)	
2.6 Other required permits for use of venues or equipment	
3 Emergency plan (✓)	
3.1 Emergency map	
3.2 Full first-aid kit	
3.3 Address of the nearest hospital	
3.4 Contact information for the first-aid officer	
3.5 Paramedics contact information (who must be contacted prior to the event)	

APPENDIX 7: GETTING THE KIDS READY

Let them have fun!

At their age, fun is a crucial component of the kids' enjoyment of sport and they let their creativity flow through play, which is how children explore the world. Let them play, learn new techniques, and make friends. Kids want to have fun and although their developmental and physical stage makes them very open to learning new techniques, they must occur in a fun setting. The children's physical development depends on structured and unstructured activities being fun.

Preparing kids for a summer school triathlon



The 1-2-TRI SCO* component of the School Triathlon program is a version of the clubs' 1-2-tri-GO! program that has been adapted for schools. It is easier to use than 1-2-tri-GO! and has been adapted to the school environment. This repertoire includes seven levels of skills to master. We have made several tools such as **guides**, **worksheets** and **report cards** for participants available to the teaching staff. Kids who've developed an interest in triathlon through 1-2-TRI SCO! can pursue their passion in clubs through the 1-2-tri GO! program. Certified club trainers can briefly assess the children's accomplishments and skills learned in school.

All available material can be found here: <https://www.triathlonquebec.org/series-et-evenements/programme-triathlon-scolaire/> (in French only).

*In case of high demand, priority will be given to schools that use the 1-2-tri SCO! component in preparing their students over the course of 8 to 12 weeks during gym class or after school.



Preparing kids for a winter school triathlon

Snowshoeing

Organize a snowshoe scavenger hunt for kids to snowshoe from one clue to the next. Play snowshoe tag. Organize an obstacle course with sticks placed on cones, which participants must step over/under, following staff instructions. Groups can be divided into two or three teams.

Skating

Play soccer on skates to improve balance. Play dodgeball or cops and robbers, where cops skate on the outside of a predetermined circle, inside which robbers skate in the opposite direction. At the signal, robbers must exit the circle without being caught by the cops.

Cross-country skiing

Organize a relay race for teams of 3 or more participants. Improve the kids' balance through lateral moves, climbs and descents with or without poles. You can get more information from the Fédération de ski de fond du Québec www.skidefondquebec.ca (in French only).

Other winter ideas:

- Offer "long recesses".
- Organize WINTER FUN activities during physical and health education (gym class) such as:
 - Using rinks, paths or parks near the school to introduce the children to some physical and sporting activities.
 - Promoting vitality by rewarding kids who play outside by inviting other kids and adults (certificates of participation).
- Introduce kids and families to the WINTER FUN activities organized by your municipality and partners.
- Organize an active school excursion to a regional park, ski resort, etc.
- Turn the schoolyard into a safe venue. Have "young leaders" facilitators. Provide the necessary equipment for various games and activities: snow soccer, basket-bin, dodgeball, boot hockey, freeze tag, capture the flag, snowpeople, sculptures, etc.
- Organize afterschool family activities by providing a sports/outdoor equipment loan service.

.....MAKE YOUR KIDS MOVE AND HAVE FUN!

Contact us for triathlon skill development exercises.

TRIATHLON QUÉBEC
4545 Pierre-de-Coubertin Blvd.
Montréal (QC) H1V 2M0
(514) 252-3121