

**Triathlon
CANADA**



2016 ITU World Championship
Age Group Athlete's Guidebook

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1. 2016 ITU Age-Group World Championships



Congratulations on being part of the age-group team representing Canada at the International Triathlon Union (ITU) World Championships! The Canadian Age-Group World Championship Teams consist of top-performing age-group athletes in Canada who earn a spot at a Qualification Race. Team members have the unique opportunity to proudly represent their country, participate in a unique team environment and celebrate their sport within the global multisport community. Since its debut in California in the 1970s, triathlon has become one of the fastest growing sports in the world. In Canada alone, over 20,000 triathletes practice the

endurance activities of swimming, biking and running. Today, over six million athletes participate in the sport worldwide, which also boasts an international federation, almost 100 national federations and events held in a wide range of distances. Held in a different location across the globe, the World Championships marks the culmination of the season for both elite athletes and age group competitors. Thousands of age group athletes have travelled to exotic places around the world to compete for their country.

This Guidebook identifies:

- Triathlon Canada support in your preparations for the ITU World Championships;
- Age-Group Team Canada Volunteers
- Travel Guide: Flights and Accommodation
- Equipment Guide
- Team Canada Uniforms: Ordering and ITU Rules
- Race Entry Fee

You will receive specific information on the Team Hotel(s), transportation and team schedule/ events as soon as it is available.

2. Triathlon Canada Support

Triathlon Canada head office is responsible for the following:

- Establishment of the World Championship Team(s) qualifications & regulation
- Athlete registration and entry
- Liaison with the Local Organizing Committee (LOC) and the ITU
- Designation of the “Team Hotel”
- Selection of support staff/volunteers at World Championships
- Team race and parade uniform
- Team Canada events on-site
- All communication with athletes & support staff

Team Management

Depending on the size of the team, there will be one Team Manager and up to three team support personnel. The support personnel will include a Certified Triathlon Canada Coach. The objective of this team is to support the age-group Team Canada athletes to have an unforgettable experience representing Canada at the ITU World Championships.

Your Team Manager will be introduced to you via email 8-10 weeks before your departure. They will be present throughout the entire week to provide any assistance you may require. Their duties include:

- Liaise all communication (race details, updates, last minute changes) between the ITU/Organizing Committee and athletes
- Assist in troubleshooting any issues or medical emergencies
- Coordinate athlete registration/race packet pick-up
- Lead Team Canada events

Your Team Manager(s) will be located at the Team Hotel and will also be responsible for the Team Canada volunteers and for coordinating additional services such as massage and bike mechanic services.

How to connect with your Team Manager(s) at the World Championships will be outlined in your Team Canada Age Group World Championship Guidebook. Please be sure to note when Team Manager(s) will be holding their office hours. This is a great time to pop in, get to know your team mates, introduce yourself and ask any questions.

3. Age-Group Team Canada Communications

Triathlon Canada will communicate with you through various means including email, the website and a Facebook group specific to your event. Please be sure to read emails thoroughly as they will include important information.

Prior to departing for the World Championships you will receive the Team Canada Race-Specific Age Group World Championship Guidebook. This book is produced by Triathlon Canada and contains important information regarding specific Team Canada logistics at the event including:

- Team Canada schedule of events including Team Meet and Greet, Team Photo, etc.
- Team Hotel location & Map
- Race packet pick-up time & location
- Team Manager(s) office hours
- Team volunteer services
- World Championships schedule of events
- Team practice schedule
- Competition course details
- Important local information (transportation, currency, etc.)

The LOC uses their race website to communicate most information. If there are any details that not on the website and are sent to National Federations, Triathlon Canada will ensure that you receive this information.

Timeline for Communications

The following is a rough timeline as to when you can expect communication from Triathlon Canada. Please note this is an approximation and dates may change due to circumstances beyond Triathlon Canada's control.

Announcement: Team Canada Age-Group Athletes List	End of February
Travel & Accommodations	6-8 months out
Uniform Purchase/Ordering Details	3-4 months out
Call for Volunteers	3-4 months out
Race Entry Fee & Deadline	2-4 months out
Introduction of Team Manager(s)	2-3 months out
Race-specific age-group 2016 World Championship Handbook	2-3 weeks out

4. Age-Group Team Canada Volunteers

Volunteer positions are filled by competing athletes, friends or family members of athletes. Positions may include but are not limited to:

- Medical and Paramedical (e.g., Certified MD, nurse, First Aid, physiotherapist, massage)
- Bike Mechanic Support
- Team Support (e.g., logistics, general operations)

Medical and Paramedical

Qualified health care providers that wish to volunteer their services may offer services such as first aid, acute injury assessment and treatment protocols and advice on other general emergencies. Athletes should not expect treatments from volunteers and/or provision of drugs/prescriptions. Whenever possible, Triathlon Canada will identify a local physiotherapist; massage therapist and chiropractor for treatments. Athletes will be responsible for arranging their own appointments with these providers.

Bike Mechanic Support

Depending on the size of the team, the Team Manager will contract professional bike mechanic support for bike tune-ups. Should an athlete wish to assist athletes in re-assembling / packing bikes, this would be greatly appreciated. A specific time period will be identified for bike support.

Team Support (e.g., logistics, general operations)

During race week there are many last minute details and logistics that need to be undertaken. If you enjoy being on the go and would enjoy supporting the team in any way you can, this is a great role for you!

Each volunteer will identify the skills and time they are willing to donate to the team. The Team Manager will coordinate the volunteer logistics and communicate this to the team.

5. Travel & Accommodations

Travel, accommodation arrangements and expenses are your responsibility. Triathlon Canada will provide direction and recommendations as to when you should arrive and where to book your hotel. Triathlon Canada is partnered with Flight Centre who will make all travel bookings that you may need.



Flight Centre Contacts West Coast: Arlena Hell & Miriam Cloutier

615 Broughton St, Victoria BC, V8W 1C8

Phone: 250 360 2058 Toll Free: 1 866 420 4410

Email: arlena.hell@flightcentre.ca & miriam.cloutier@flightcentre.ca

Flight Centre Contacts Central and East Coast: Linda Roach and Ashlee Chung

5140 Yonge St suite 103, Toronto, ON M2N6L7

Flight Centre contacts: Linda Roach and Ashlee Chung

Phone: 416-849-5019 (Toll Free) 1-866-863-4592

Email: linda.roach@flightcentre.ca & ashlee.chung@flightcentre.ca

Travel Insurance

Travel insurance is mandatory and also your responsibility. You may want to verify the extent of your coverage and ensure that you are covered for all exercise and training during World Championship week. At the time of registration, athletes can purchase basic travel medical insurance for World Championship week for ONLY \$21CAD. It is recommended that athletes purchase additional travel insurance to cover any trip cancellation or travel interruptions that may occur.

Air Travel

Triathlon Canada recommends you arrive at the World Championships a minimum of three days before race day. Please allow sufficient time to adjust to any time change, familiarize yourself with the race course, pick up your race packet, sightsee and most importantly, soak in the atmosphere.

Registration usually occurs a few days prior to race day. Most often the local organization committee (LOC) identifies a time for each National Federation to register. You MUST be present to pick up your registration package. Fellow teammates, family members, or your team managers CANNOT register on your behalf. If you miss registration, you will not be permitted to race.

It is important to remember when planning your travel that the World Championships is NOT another weekend race. It is recommended that you arrive on Tuesday or Wednesday with a Monday departure.

Accommodations

Triathlon Canada will advise you of the Team Hotel as soon as they are able. In choosing a hotel

Triathlon Canada considers:

- Access to race site
- Close to amenities and services
- Number of rooms available
- Cost
- Bikes allowed and/or storage available
- Whether hotels with kitchenettes are available.

The benefits of staying at the Team Hotel include:

- Close access to Team Managers
- News and updates will be posted on the Team Canada message board
- Meeting location for group rides/workouts
- Meeting fellow Canadian athletes

Should you not wish to stay at the Team Hotel, Triathlon Canada will make every effort to ensure strong communication to all athletes on race logistics and team events.

6. Equipment Guide

Travelling with your Bike

Triathlon Canada recommends that athletes fly with their bike because the chance of you and your bike arriving at the same time are the greatest. Airline baggage policies differ from airline to airline and are subject to change at any time. The cost could vary from the bike being part of your checked luggage with no additional fee to it costing \$200 each way plus additional fees if the case is overweight or oversized. Please click on the links below to check the different airline policies.

Air Canada [click here](#)

Delta Airlines [click here](#)

United Airlines [click here](#)

US Airways [click here](#)

American Airlines [click here](#)

Shipping your bike - Raceday transport

Transporting your bike to international events can be a challenging task. Accurate planning requires a balance of cost, convenience, time constraints, and accessibility. There are two US based companies that provide shipping services for Canadians.

1. [Race Day Transport](#)
2. [BikeFlights.com](#)

Race Day Transport pricing will be determined by:

1. Number of athletes looking to ship their bikes from a concentrated area (e.g. Toronto, Vancouver etc.)
2. Athletes shipping from unique addresses.

Typically Race Day Transport needs 2-4 weeks to ship and prepare the site where athletes are able to pick up their bikes. The length of time is determined by the originating shipping location, level of service required and the destination. Bikes will arrive typically 2 days prior to the race. For more information, please call 916.778.7473 or go to <http://goracedaytransport.com> and fill in a request for service.

BikeFlights.com is an individually arranged service and will pick-up from your door and ship to the destination hotel. Prices and services can be found at <https://www.bikeflights.com/>.

Helpful tips for traveling with your bike:

Your bike can be packed in a hard case, soft case or a cardboard bike box. Local bike shops often rent bike boxes or have spare cardboard boxes.

- Remove some air pressure from your tires.
- Remove your handlebars, bike seat and pedals.
- Protect your rear derailleur. Do this by shifting the gears to the lightest setting. Clip a rear derailleur protector on the hub axle and rear quick release nut. For added protection you can

remove your rear derailleur using a 5mm Allen key, wrap it with proper padding, and secure to the frame with ties (recommended).

- Place a drop out protector (plastic, spare axle or hub) in your front fork and rear hub if you remove the back wheel.
- Wrap the bike with plumbers foam, bubble wrap or rags and secure with zip ties. You are trying to prevent scratching where surfaces meet and to secure any the contact points with zip ties to limit moving back and forth during shipping.
- Keep the weight of your bike bag down, and not just so you're inside your weight limit. Heavier bags and boxes are more difficult to maneuver and have an increased risk of being dropped or manhandled in the tight quarters of an aircraft's hold.
- Ensure any loose items like bike pumps aren't free to move around the bag, potentially scratching the frame or damaging the components.
- CO2 cartridges or other pressure sensitive devices are not allowed on the flights

If you are at all nervous about packing your bike, use the services of your local bike shop and ask to have instruction. You are responsible for assembling and dis-assembling your bike. While there will be mechanics on site, they will not be able to assist in the assembling of your bike. If you prefer an on-site bike mechanic assemble and re-pack your bike during World Championship week, you will need to research and arrange for these services personally.

7. Triathlon Canada Team Uniform

Team uniforms must adhere to ITU Rules and are mandatory for all athletes. Triathlon Canada has proudly partnered with Project Clothing to design and produce the team uniform in 2016. The Team Canada kit includes:

- Team jacket
- t-shirt
- shorts or pants
- Tri-suit CLASSIC (two-piece or one piece). A Tri-suit ELITE upgrade is available at an additional cost



During the Opening Ceremonies, each athlete will wear their Team Uniform which includes:

- Jacket (if needed)
- T-shirt and shorts
- Pants or Shorts

Project will have an on-line store for direct ordering. It is highly recommended that athletes use the sizing guides to determine the right fit for them. Additional clothing can be purchased once the store has been open. Please refer to the newsletters to learn when this will be.

Should an athlete wish to add sponsor logos to their race uniform, they MUST abide by the ITU rules and regulations as set out in the [ITU Competition Rules](#). Athletes are responsible for the cost and adherence to the ITU rules when adding logos. If they do not abide by these rules they will be disqualified. There are no exceptions.

8. Race Entry Fee

The organizing committee of each World Championships sets the cost of the race entry fee. This fee is usually released to national federations 2-3 months before the event. The race entry fee is set in the currency of the event location.

Triathlon Canada has identified \$400 as an initial pre-authorized payment deposit for the race entry fee. Once the race entry fee is announced, Triathlon Canada will notify you via email the exact amount that will be charged. The race entry fee is not due until after the initial “Race Entry Fee” notification email is sent.

Athletes will have two weeks to decline their position on the team, after which time the entry fee is non-refundable. Triathlon Canada will transfer your race entry fee on your behalf to the organizing committee.

9. More Questions?

If you still have questions, please feel free to email agegroupteams@triathloncanada.com.

We aim to ensure you have the information you need in a timely manner and will do everything possible to make your preparations for the ITU World Championships as smooth and easy as possible.

We look forward to supporting you!