



IPSWICH HIGH SCHOOL



ISA National Triathlon - Event Information

Venue: Ipswich High School, Woolverstone Hall, Nelson's Avenue, Woolverstone, Ipswich, IP9 1AZ, Suffolk
Date: Friday 2 May 2025

Online entry password: ISAMEMBER

Information for school's taking part:

- Schools are limited to 4 competitors per gender, per race.
- As a requirement of your entry, schools that have a minimum of 4 competitors will need to provide a volunteer to help marshal on the day. This can be a parent, staff member, or a responsible student.
- The team manager for each school will need to register their marshal at the beginning of the day. This person must attend the marshal briefing at 9.30 am. Failure to provide a marshal may prevent your school from competing.
- Only a member of staff may approach the Race Director regarding a question about the race organisation or the course. Any concerns regarding the results needs to be put into writing.
- The transition area will not open for collection of equipment until after the last race has finished. Please note that only athletes are allowed to collect their belongings; no parents or teachers are allowed to collect items in this area.
- We will endeavour to keep to time (or gain time where possible) therefore it is vital that registration times are adhered to.
- Please be prepared to stay for the duration of the event. Presentations will conclude the event.
- A risk assessment will be available for schools once the entries have closed. Please make sure you are familiar with the contents before you arrive.

- It is important to note that this event will be run under the British Triathlon federation rules.

Please read the additional information attached to this letter prior to attending the event. If this is the first time your school has been part of this event, please speak to a member of staff from Ipswich High School that will help you.

Event Schedule

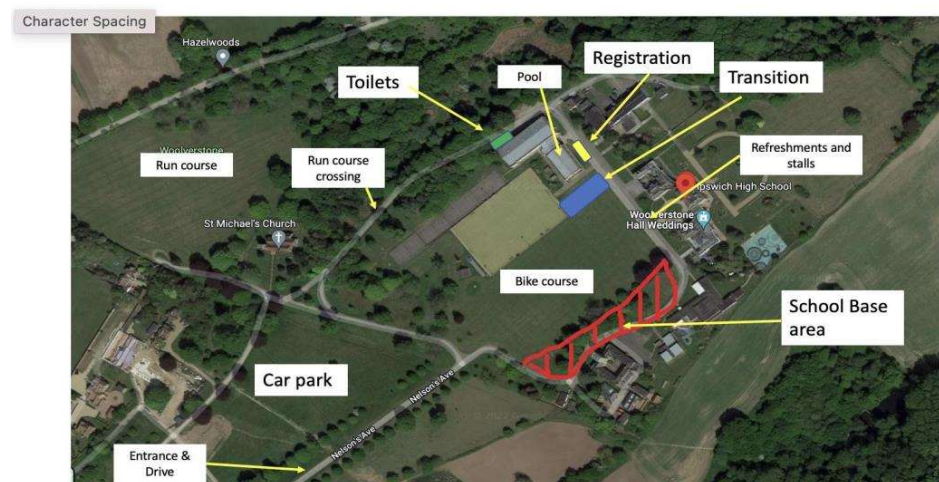
Race Day Timings						
On Site	9:00am Earliest Entry - NO ENTRY BEFORE					
Registration	9:05am					
Marshal Briefing	9:30am					
Transition Opens	9:15am					
Transition Closes	9:55am					
Race Briefing	9:55-10:05am					
	Para	Youth	TS3	TS2	TS1	TSS
Arrive at Swim Doors	10:05am	10:10am	10:30am	10:55am	11:25am	11:50am
Race Start	10:10am	10:20am	10:40am	11:05am	11:35am	12:00pm
Collection from Transition	When Last athlete has finished					
Presentation	Approx 1pm					
Leave site by	2pm					
Please note all timings for race start are approx: make sure you listen on day for call outs						

Please note that apart from the first race, these times are only approximate. If we are able to start races earlier, then we will. Please do not bring kit into the pool area.

- The school day starts at 8.30am. A number of parents and coaches will be arriving at school to drop their pupils off at Ipswich High School. If you are competing, please do not attempt to park in the school grounds as parking is limited to staff and sixth formers. All cars must park in the field which is accessible down the driveway. You will be directed into the car park by caretakers. Mini buses will be allowed to park on the school site. You will be directed by the caretaking team to your drop off point.

- On arrival – please report to the registration desk (which is located as you enter the school grounds). You will be given an envelope which will contain details of the day and a chip pin.
- You may wish to walk the edge of the course on arrival, but please do not enter any of the barrier taped areas. No bikes should be ridden on the school site until the races have started.
- There will be a full race briefing for all only at 9.55 am with the race director & BTF next to transition – All teachers & athletes must attend.
- Course and transition areas close for ALL races at 9.55 am
- All races will be completed on Ipswich High School site – no public roads will be used.
- Presentations will take place on the main sports field as soon as possible after the last race finishes with the anticipated departure time of 2:00pm.

Map of Ipswich High School Event



On Arrival:

- **Parking and Car Parking:** Competitor and visitor parking will be on Ipswich High School site. Cars/Coaches/mini buses will all be directed

to the field in driveway where they will be able to drop competitors, staff and bikes off. Please do not arrive before 9am as you will not be allowed onsite.

- **Registration:** A member of staff from each school should immediately go to register their competitors in the marquee (registration has moved to the top of the drive opposite the car park). Upon registering, you will receive a race pack for each of your competitors. We will require a list with medical conditions for all competitors, in a sealed envelope to give to the First Aid team. If this information isn't collected once the event has finished, it will be destroyed.
- **Race Packs:** Each competitor will receive a race pack which will include: 2 numbers, safety pins, an electronic timing chip and stickers for the helmet and the bike (for easy identification). Para Aquathlon competitor will just receive chip timing & race numbers and safety pins. Competitors should attach the numbers, securely with the safety pins, to the front and back of their t-shirt or on race belt that they put on in transition to cycle and run in. If competitors have a race belt, they will only need to attach one number - the race number should be worn on their back for the cycle and twisted around onto their front for the run. **The number must also be written on the top of the right arm and left leg before entering the transition area.**
- **Base for your School:** There will be enough space around the grounds for each school to set up a base around the bike course. See map.
- **Transition Areas:** After registering, please take all of your competitors to the Transition Area to rack their bikes. The transition areas will open at 9.15am and close at 9.55am. **All competitors' bikes MUST be racked in the transition area by 9.55 am regardless of what time their race is.** They will NOT be able to collect their bikes until AFTER the last race has finished (unless there is an exceptional reason that you must leave the event early). We are stipulating this as we do not have enough time between races for competitors to collect their bikes and rerack bikes ready for the next race. We have enough bike racking for every competitor for the whole day. There is restricted space in the Transition Area and no kit bags all kit should be taken. **No parents will be allowed in the transition area** – there will be enough marshals around to help your children set up. The area should look something like this underneath or next to the bike. They will need to set up their area as follows:



- **Course Familiarisation:** After racking bikes in the transition area, competitors are encouraged to walk the course prior to the race. The course will be open from 9.00am and close at 10.00am ready for the first race at 10.15am.
- **British Triathlon Race Official:** The British Triathlon Race Officials role is to keep the event safe and fair. They will ensure that all of the safety measures have been taken into account and that there is no outside assistance from parents whilst the competitors are racing. They will also be on hand to help deal with any issues on the day.
- **Race Rules:** The race rules are attached within this letter. Please ensure all competitors read these rules before the event as they will be at risk of time penalties or disqualification if they are broken.

The Race:

Swim:

- The school will be providing qualified lifeguard cover throughout the swim sessions.
- The school will apply it's normal and emergency operating procedures during the course of this event. Please note the following:
 1. One loud whistle from the lifeguard indicates an instruction to follow.
 2. Three loud whistles from the lifeguard requires immediate evaluation from the water.
 3. If a full evacuation is required, children and adults will be guided towards the tennis court area next to the Astro-turf.

- On arrival in the pool area, the competitor must report to the pool marshal to confirm their name. The pool marshal will also provide a race briefing.
- Competitors will start their swim under the guidance of the starter marshal.
- Competitors must report to the swimming pool 10 minutes before their race begins to check in. Entrance to the swimming pool will be clearly labelled. Competitors will be signed in and placed in numerical order inside the foyer of the school sports/drama building (For first race as soon a briefing is finished). Competitors will set off within the published wave times. Swimmers will be set off every 20 seconds to complete a snake swim. (Up and under lane ropes)
- Competitors must provide their own swimming kit, swimming hat and goggles.
- Competitors must ensure that their electronic chip is securely fastened to their ankle before they enter the pool and begin the race.

Transition Area

- On exiting the swim (from the deep end of the pool) the first transition area will be out the double doors, up some steps and straight in front of you.
- Competitors should bring a small hand towel to leave in the transition area with their equipment for the cycle e.g. trainers/cleats and a t-shirt. Nothing else can be left in transition.
- Competitors **MUST** wear a t-shirt to cycle and run in, with their race numbers securely fastened to them (unless they wear a tri suit with a race belt).
- Competitors can wear either cycle shoes or trainers to bike in & must wear trainers for run in.
- Helmets **MUST** be securely fastened onto the competitor's heads **BEFORE** they touch their bike from the stand.
- Competitors **MUST NOT** mount their bikes until they have crossed the 'Mount Line'.
- Helmets **MUST** be on when entering the transition area, with no more than more than 2 fingers space under the chin strap.
- There must be plugs or tape at either end of any handlebars to cover any metal.

Cycle

- Competitors MUST provide their own bike, preferably a mountain or cyclocross bike as the cycle route is on grass and undulating.
- A road bike is NOT recommended - unless it has cyclocross tyres.
- Competitors MUST wear a helmet to cycle in and wear trainers or cleats.
- Competitors must NOT mount their bikes until they have crossed the 'Mount Line'.
- Competitors MUST dismount their bike before they cross the 'Dismount Line' and enter the transition zone after they have completed their cycle.

No cycling is permitted anywhere on the school site, other than on the course as a competitor. NO HELMET NO RACE.

Run

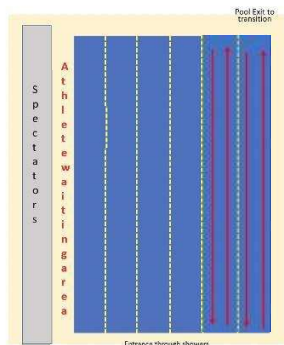
- Competitors must provide their own trainers to run in. They must be secured before running.

Lap Counting

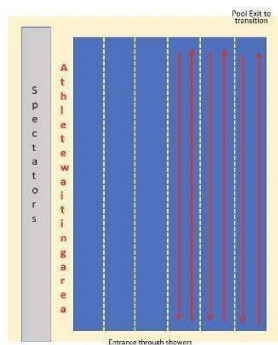
- Competitors MUST keep count of their own laps.
- There will be an electronic chip timing system in place to help verify results and number of laps completed for bike and run.
- There will also be marshals that will be responsible for counting laps. Please make sure numbers are visible.
- The system for the swimming pool requires competitors to follow the marshal's lap counting. A yellow float will be placed in the water when there are two laps to go and a red float will be shown to stop.
- The table below shows the number of laps that needs to be completed by each age group:

Swim:

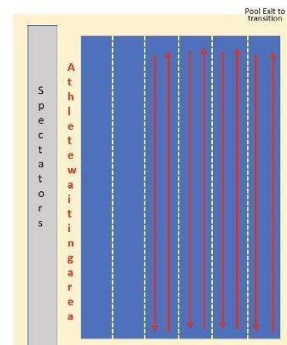
* Para Aquathlon swim distance is flexible (50m or 100m) and can adjusted according to the athlete. Staff can liaise with the race director (Emma) in advance of the event.



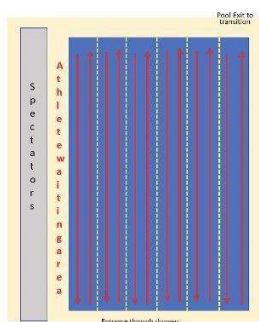
Para
Prep/Junior
Tri Star Start
50m
100m



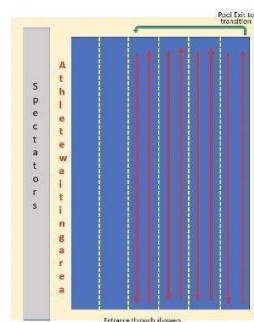
Tri Star 1
150m



Para Senior
Tri Star 2
200m



Tri Star 3
300m

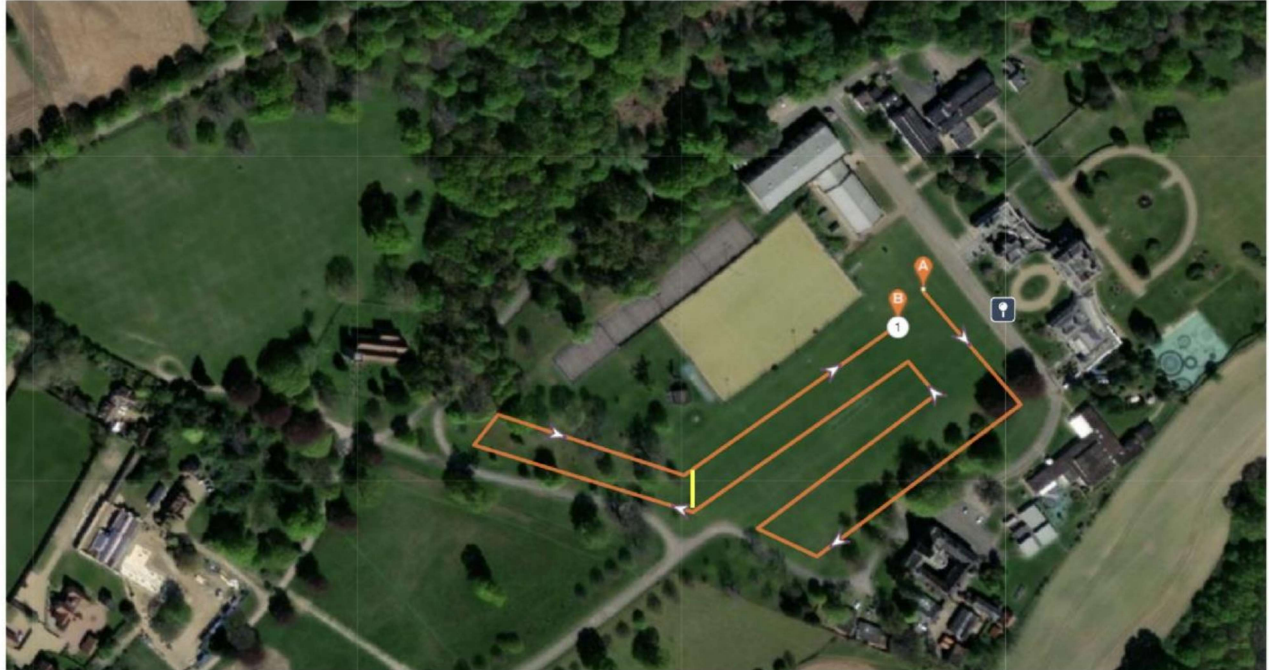


Youth
400m
Swam as 2 x 200 – get out
after 1 x 200m and jump
back in and swim 1 x 200m

Race Maps:

Please note routes are all approximate on the diagram.

Bike Route: 1k
TSS – cut short – Yellow line
TS1 2 laps, TS2 3 laps, TS3 4 Laps, Youth/Junior 5 laps

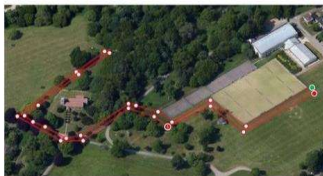


Run

TSS 1 small loop to road
and back up 600m



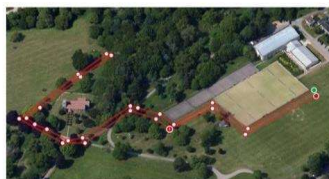
TS1 1 loop to turn around
point and back up. 1.2k



TS2 1 out and back 1.8k



TS3 2 x Laps of loop Out and back



Youth & Junior 2 x out and back



Results and Officiating:

- The results published on the day may be subject to revision and are only provisional.

- The decision of the race director and the BTF official is final.
- The penalties will be applied by the BTF official.
- The timing system will be used in the event of any discrepancies.

ONLY Schools/Teachers are allowed to place an enquiry. They must be written and sent via email to the race director/BTF official if discrepancies are felt by 6pm on race day. They will contact you in the event of an enquiry or a discrepancy. Parents are not allowed to protest in person to the Race Director.

Extra Event Information:

- **Presentations:** Individual medals will be awarded for the top three finishers in each age group.
- **Insurance:** Each competitor has British Triathlon membership for the day which provides individual insurance for the event. This is either via BTF membership or a day pass purchased when booking event.
- **Results:** Race results will be posted after the event finishes, giving time for the results to be confirmed and calibrated.
- **Catering:** Schools should provide their own packed lunches for their competitors. There will be light refreshments with a coffee van and an ice cream van if parents or competitors would like to purchase refreshments
- **First Aid:** (2 x first aiders and a vehicle). Trident Medical will be present on site for the duration of the event.
- **Photographs:** TBC
- **Clothing:** Fine Designs will be selling bespoke event hoodies on the day.

Parents/Guardians – Please be reminded that your sole role is to be your child's chief cheer leader – there will be no outside (your) assistance allowed on the day. Please do not go into transition or run alongside them at any time. You will also only be allowed on the outside of the fields. DO NOT cross the event barriers at any time. Please do not enter any of the school buildings or go behind the main school buildings – stay the front field side.

Any infractions from you could lead to a time penalty or disqualification for your child. For the swim area please not DO NOT go inside the pool or down the steps to the entrance to the pool.

If you are bringing your child without a teacher – please note all the above rules apply. If you have any questions, please do get in touch.

Important: This is a pet free site. Please do not bring your dog to this event. We also have pupils that have nut allergies on site therefore please do not bring nuts to the event.

Race Director – Emma Springham

BTF Official – TBC

Director of Sport @ Ipswich High School – Mr Tom Taylor

If you have any more questions about this event, please contact ISA Sport - isasport@isaschools.org.uk.

We look forward to welcoming you and all of your competitors to the race.

*PLEASE NOTE ALL RACE DETAILS MAY BE SUBJECT TO CHANGE ON THE DAY IF NEEDED.