

## PENTATHLON GB EVENTS – TRIATHLE.

### WHAT IS A TRIATHLE, AND HOW DO I RUN A TRIATHLE EVENT?

#### What is a Triathlon?

A Triathlon is an event that combines three of the Pentathlon family of sports – Swimming, Running and Shooting. The run and the shoot disciplines are combined to form the Laser Run. The swim and the laser run elements are participated in a continuous laser run/swim/laser run format (with a transition zone), and the swim discipline is often in open water. The races begin with a pack start, and the final placings are determined by the positions across the finish line after completing their laser run-swim-laser run.

#### How do I run a Triathlon event?

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#### Event Conditions

As organiser you must either be a school teacher or have attended SCUK Safeguarding and Child Protection 1 training.

Pentathlon GB is fully committed to the principles of equality of opportunity and therefore you must apply best efforts to ensure that no one is disadvantaged on the grounds of gender, race, ethnic origin, nationality, parental or marital status, religious belief, social status, sexual orientation or political belief. Athletes with impairments should have the opportunity to take part with safe provision being made for them.

Please see our event Terms and Conditions. If you have any questions regarding these, please contact [competitions@pentathlongb.org](mailto:competitions@pentathlongb.org)

#### Event Requirement Checklist

Example event management plan.

1. Event Equipment / Facilities
  - Swimming route – typically an open water swim, but can also be a pool but exit and entry needs to be considered due to it being a continuous format
  - Running route – typically an all-weather running track or road/path route
  - Changing rooms
  - Event registration / gathering hall/room
  - Stopwatches
  - Starting equipment
  - Shooting Range
  - Laser Targets
2. Event Contacts form
3. Event Staffing form
4. Participants' Run down
5. Event Management / Preparation Schedule
6. Event Timetable
7. Medical Provision
8. Fire Safety
9. Emergency Procedures
10. Risk Assessment

#### Event Entry Set-up on Sport:80

Your event will be open to anyone in the UK who wants to take part, as long as they have a valid Pentathlon GB membership or a day membership in place for the day of your competition.

Pentathlon GB will advertise your biathlon on its Membership & Entry platform, which is also where you will be able to manage entry numbers and finances. It will also be advertised on the Pentathlon GB competitions calendar.

Entry fees, minus booking and administration charges, will be paid directly to a bank account of your choice.

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## Setting up an event on the PGB Events and Memberships portal, Sport:80

1. If your school or club holds a valid membership, you will be insured to organise and host Pentathlon GB approved events.
2. If you wish to host an event using your PGB membership benefits, this will need to be reviewed by our Head Office for approval.
  - 2.1. Once approved Pentathlon GB can then advertise your event on our website events calendar and Sport:80 portal events platform.
    1. To receive entries for events and manage the people that can enter, the school/club will need to have a stripe account.
      - 1.1. This will need to be set up before adding the event to the Sport:80 platform.

In the school/club account, click on "finance admin" on the left hand toolbar, then click "stripe".



3. Click on the "connect with stripe" button.
4. This will take you to a new webpage for creating your account.
5. You will need to complete the form to be able to create your stripe account.
6. For any stripe issues please contact the [Stripe support team](#).
7. Then you will be able to create an event on the Sport:80 platform.

1. Once logged into Sport:80, switch to the school/club account
2. Go down to the Sanctioning tab on the left-hand column.



3. Click the drop down menu and click on Sanction New Event.
4. The first prompt advises that you will need a stripe account set up for the club/school/region to accept entries for any competition or training event – click ok to continue if this has been set up.
5. Select the type of event:
  - 5.1. Event – calendar and platform (for competitions - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
  - 5.2. Event – calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
  - 5.3. Training event– calendar and platform (for training focused events - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
  - 5.4. Training event - calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
6. You will then be prompted to read the Sport:80 terms and conditions and will need to agree to continue.
  - 6.1. Please make sure you read and understand these terms as you will bound by them as an event organiser.
7. You will then need to enter the relevant information for the competition or training event in the related prompt boxes.
8. Once this has been completed this will come through to Pentathlon GB head office for approval.
9. Once this has been approved it will appear in your events admin panel.

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## Event Running Plan

Please see the attached document for full planning guidelines.

When your entries have closed, you can download the entries list from Sport:80 so you can start to create and populate your start lists and heat lists. To download your entries go to your event on the Event Admin tab on the left-hand side of the page. Click on your event and go to the "Reports" page. Click on the "Download" button for the Members Entries report to download an excel spreadsheet containing all the details from the entered athletes.



From this spreadsheet, you will be able to filter the columns so you have the data required for your event. From here you will be able to filter by age group so you can populate your start and heat lists.

Once you have downloaded this spreadsheet, you can copy and paste the entrants into the scoring sheet ahead of inputting the results.

All swim and run and shoot distances are shown on both the [Competition Rules](#), and below:

Class	Sequence	Total Swim (m)	Total Run (m)	Total Hits	Shooting Distance (m)
Under 9	2×300 + 2×25 + 2×5 hits	50	600	10	5 (both hands)
Under 11	2×300 + 2×25 + 2×5 hits	50	600	10	5 (both hands)
Under 13	3×300 + 2×50 + 3×5 hits	100	900	15	5
Under 15	3×600 + 2×50 + 3×5 hits	100	1800	15	5
Under 17	4×600 + 4×50 + 4×5 hits	200	2400	20	10
Under 19	5×600 + 4×50 + 4×5 hits	200	3000	20	10
Junior (19 - 21)	5×600 + 4×50 + 4×5 hits	200	3000	20	10
Senior (22 - 39)	5×600 + 4×50 + 4×5 hits	200	3000	20	10
Masters 40+	3×600 + 2×50 + 3×5 hits	100	1800	15	10

U19, Junior & Senior athletes will start to run 1 lap without shooting & swimming and then will have 4 laps of normal Triathlon (running / shooting / swimming).

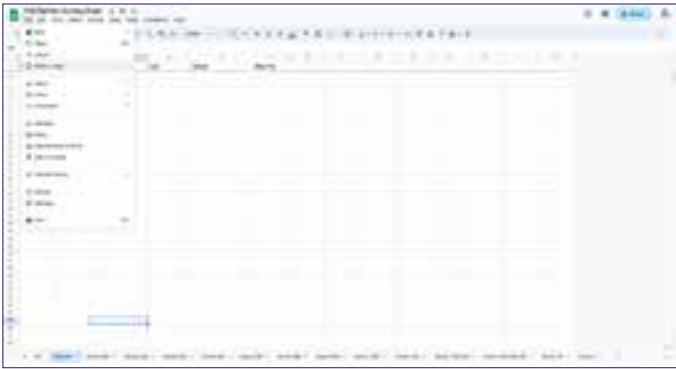
U13, U15, M40 & M50 will start to run and shoot 1 lap without swimming and then will have 2 laps of normal Triathlon (running / shooting / swimming).

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## Event Scoring

[PGB Biathlon and Triathlon Results System.](#)

Go to the above link and download a copy of the scoring sheet. Save this downloaded copy so that you can edit this. PLEASE REMEMBER TO DOWNLOAD A COPY BEFORE YOU START TO EDIT THE RESULTS SHEET.



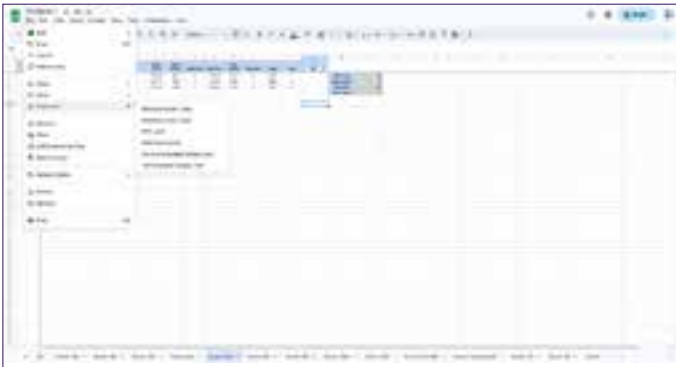
Once you have saved your copy of the results sheet, you can input the entrants into their respective age categories. When the results from the event start to come in, all you need to do is to enter the correct time/points tally into the correct row – e.g. make sure that Joe Bloggs' result is in the row where Joe Bloggs is listed.

## Publishing Results

1. To publish your events' results, click the 'share' button on the banner at the top right hand corner of the screen.
2. Here you can change the amount of control that individuals have in terms of accessing the results sheet/s.
3. For publishing the final results, select 'General Access' and on the drop down menu, change the "Anyone with the link".
  - a. This will allow anyone with the link to the results page to see the results.
4. Next, make sure that the access is set to "Viewer".
5. To do this, select the drop down menu on the right hand side of the pop-up window and change to "Viewer".
  - a. This will allow anyone with the link to the results page to see the results, but crucially to not edit any of the data
6. Click done and this will save the sheet to a public results document.

It is best practice to download a copy of the live results sheet to save onto a laptop/computer hard drive or onedrive/dropbox system so you have a copy should there become an issue with the shared version in the future.

- a. To do this, go to "File" and down to "Download".
- b. From here, you can select to download a Microsoft Excel version or a PDF version of the results sheet.



If you have any issues with the Scoring System, please contact [competitions@pentathlongb.org](mailto:competitions@pentathlongb.org) and a member of the events team will be able to assist. Please bear in mind that if your event is taking place outside of normal working hours, responses from our team may be impacted compared to those inside normal working hours.

## Pentathlon GB's Event and Equipment and Clothing Rules

The rules of Triathlon Competitions are laid down by the International Federation for Modern Pentathlon (the UIPM). These rules can be found on our website on our [Rules page](#) under the Resources tab. The full document can be accessed [here](#).

Other Useful Documents.

[Sport:80 How to use Guide – Affiliate.](#)

[Sport:80 How to use Guide – Athlete / Parent.](#)