

SANCTION APPLICATION DOCUMENT SUBMISSION CHECKLIST - COVID-19



Event: _____
Organiser: _____
Date of Event: _____
Location: _____
Type of Event: _____

Note:

1. This checklist is developed by the Malaysia Triathlon Technical Committee and is not to be reproduced or used without the permission of Malaysia Triathlon Technical Committee.
2. This checklist is to be used as a guide only and is not definitive as to whether sanction will be granted; Event Organisers are reminded that sanction is granted in accordance with the terms and conditions as stated under the Malaysia Triathlon Sanction Policy.

		Remarks
Organiser Information:		
Sanction Application Form filled and signed?	<input type="checkbox"/>	
Website page on Event?	<input type="checkbox"/>	
Application fee paid and receipt submitted to MT?	<input type="checkbox"/>	
Sanction Agreement signed?	<input type="checkbox"/>	
EO Covid-19 Concept Paper	<input type="checkbox"/>	
Covid-19 idom Risk Assessment Results	<input type="checkbox"/>	
Covid-19 Questionnaire / Declaration?	<input type="checkbox"/>	
International Participation?	<input type="checkbox"/>	
Number of participants?	<input type="checkbox"/>	
Covid-19 Concept Paper details:		
		Details / examples
Communication		
- Athletes	<input type="checkbox"/>	What to expect with the event in the new norm, policy on cancellation and refunds, insurance advice to participants
- Government Departments	<input type="checkbox"/>	Which local / state government departments have been engaged and their advisories / requirements / endorsements
Contact Tracing Measures		
- Method to be employed	<input type="checkbox"/>	MySejahtera App?
- Event overview map with contact tracing locations	<input type="checkbox"/>	Map that indicates where the MySejahtera Check-In is required.
Temperature Screening Measures		
- Method to be employed	<input type="checkbox"/>	Primary and Secondary Screenings? Temperature Screening band?
- Event overview map with temperature screening areas	<input type="checkbox"/>	Map that indicates where temperature screening will be done.
Enhanced Hygiene Measures		
- Hygiene measures / locations / people groups	<input type="checkbox"/>	Use of mask, face shield, PPE, closed bins / start, aid station, transition, finish etc. / volunteers, officials etc.
- Cleaning / sanitization schedule	<input type="checkbox"/>	Schedule of sanitization or cleaning that will be conducted
COVID-19 Education Measures		
	<input type="checkbox"/>	Signs to remind participants / officials etc. regarding social distancing, hygiene measures etc.
Social Distancing Measures		
- Expo (if relevant)	<input type="checkbox"/>	No expo or Virtual expo?
- Check In / Bib Collection	<input type="checkbox"/>	Time slots for check-in / bib collection. Increased space between check-in booths.
- Bag Drop	<input type="checkbox"/>	No bag drop or "no-touch" bag drop.
- Transition Area	<input type="checkbox"/>	Space between bikes, time blocks for check on bikes and equipment, number of pax for check out, waiting areas with social distance markings outside transition
- Start Area	<input type="checkbox"/>	Marked out areas for social distancing, wider lanes, more space between waves, segregation between individuals for time trials
- Start	<input type="checkbox"/>	Wave Start (number pax per wave) / Rolling Start (number pax per start) / Time Trial (time in between interval start)
- Aid Station	<input type="checkbox"/>	Longer Aid station area, self serve drinks, items provided (packed foods, types of drinks), how items will be dispensed.

- Bike Course	<input type="checkbox"/>	Drafting / Non- drafting event?
- Finish / Recovery Area	<input type="checkbox"/>	Separate lanes, increased spacing between finish item claim area, Individually packed food if any
- Toilets / Shower Area	<input type="checkbox"/>	Increased stalls, increased space between toilets / shower stalls, social distance marking outside areas
- Surau / Prayer Area	<input type="checkbox"/>	
- Functions	<input type="checkbox"/>	Cancellation of functions or collection of awards individually or virtually.
- Social Distancing "Captains"	<input type="checkbox"/>	Designated volunteers entrusted to ensure social distancing occurs in different places throughout the event.
Reducing Contact / Touch Point Minimization Measures		
- Race Briefing	<input type="checkbox"/>	Online?
- Scheduling	<input type="checkbox"/>	How schedules have changed or been altered to ensure contact between participants or officials have been reduced ie. Pasta parties / briefings / time slots for race collection / transition check in and check out / awards
- Spectators	<input type="checkbox"/>	Watch areas with limited capacity, away from athletes, education, markings for social distancing between other spectators and participants
Categories & Prizes		
Categories stated in application?	<input type="checkbox"/>	
Prizes for each category / age group	<input type="checkbox"/>	
Consistent with website?	<input type="checkbox"/>	
Athlete's Waiver of Liability in registration (Appendix D of MTSP)	<input type="checkbox"/>	
Event Schedule		
Categories & Age Group start times stated?	<input type="checkbox"/>	
Event schedule stated on website?	<input type="checkbox"/>	
Timing System		
Timing System Provider	<input type="checkbox"/>	
Type	<input type="checkbox"/>	
Insurance Coverage:		
Public Liability Cover Note	<input type="checkbox"/>	
How much is the coverage?	<input type="checkbox"/>	
Personal Accident Cover note	<input type="checkbox"/>	
How much coverage per person?	<input type="checkbox"/>	
Proof of payment for Public Liability	<input type="checkbox"/>	
Proof of payment for GPA	<input type="checkbox"/>	
Swim segment:		
Map included?	<input type="checkbox"/>	
Consistent with website?	<input type="checkbox"/>	
Traffic management indicated?	<input type="checkbox"/>	
Type of start Wave / Rolling	<input type="checkbox"/>	
If Wave, how many per wave?	<input type="checkbox"/>	
Swim Buoy compulsory / optional / not allowed	<input type="checkbox"/>	
Tide timetable	<input type="checkbox"/>	
Concerns on route:		
Potential hazards: current / tide / sharp objects		
Water Quality within EOM parameters		
Locations (min 3) of samples collected	<input type="checkbox"/>	

Marine Plan:		
Number of Boats (Media / Medical / Officials)	<input type="checkbox"/>	
Number of Kayaks	<input type="checkbox"/>	
Number of Rescue (Bomba)	<input type="checkbox"/>	
Any spotter on land? location/communication?	<input type="checkbox"/>	
Any medical doctor and equipment on the boat?	<input type="checkbox"/>	
Location of safety team	<input type="checkbox"/>	
Evacuation route stated?	<input type="checkbox"/>	
Bike segment:		
Map included?	<input type="checkbox"/>	
Consistent with website?	<input type="checkbox"/>	
Traffic flow:	<input type="checkbox"/>	
Road Closure indicated?	<input type="checkbox"/>	
Aid stations:	<input type="checkbox"/>	
Medical stations:	<input type="checkbox"/>	
Concerns on route:		
Potential hazards:		
Run segment:		
Map of 1st Run Leg included?	<input type="checkbox"/>	
Map of 2nd Run Leg included? (if applicable)	<input type="checkbox"/>	
Consistent with website?	<input type="checkbox"/>	
Traffic flow:	<input type="checkbox"/>	
Road Closure indicated?	<input type="checkbox"/>	
Aid stations:	<input type="checkbox"/>	
Medical stations:	<input type="checkbox"/>	
Concerns on route:		
Potential hazards:		
Event Rules		
Event rules made submitted with application?	<input type="checkbox"/>	
Event rules available on event website?	<input type="checkbox"/>	
Draft legal/illegal stated?	<input type="checkbox"/>	
Specific concerns?		
Medical Plan		
Number of ambulances:	<input type="checkbox"/>	
Number of mobile medics	<input type="checkbox"/>	
Location of medical stations	<input type="checkbox"/>	
Equipment stated?	<input type="checkbox"/>	
Minimum 1 AED (onboard ambulance)	<input type="checkbox"/>	
Evacuation route stated?	<input type="checkbox"/>	
Indicate nearest hospital	<input type="checkbox"/>	

updated 26th September 2020