# Checkpoint Planning Worksheet

Course Timeline Calculator · Race Director Resource

*By Justin Trolle, USA Triathlon Level 3 Coach*

Fill this out before you open the calculator. Every box maps to a field in the Race Configuration panel, so entering your race takes a few minutes and nothing gets missed.

## 1. Race start

| | |
|---|---|
| **Race name and date**<br>For your own records | |
| **First wave start time**<br>Race Start: First Wave Start Time. Sets every first-athlete time. | |
| **Last wave start time**<br>Race Start: Last Wave Start Time. Drives every last-athlete time. | |
| **Average transition time (minutes)**<br>Race Start: Transition Time. Added once for T1 and once for T2. Enter 1 or more; a blank or 0 is treated as 2. | |

## 2. Distances and paces

Use honest numbers. Base Slow on your slowest finishers from past results, not a guess. If Slow is too fast, volunteers may leave before the last athlete arrives.

| Leg | Distance + unit | Fast | Median | Slow | Pace or speed format |
|---|---|---|---|---|---|
| **Swim** | | | | | Per 100 (m or yd), m:ss. Example 2:30 |
| **Bike** | | | | | Speed in MPH. Example 17 |
| **Run** | | | | | Pace in min/mile, m:ss. Example 10:30 |

**Unit check**

Bike speed is always MPH and run pace is always minutes per mile, even if you set distances in kilometers. Convert before you enter. Swim distance can be meters, yards or miles.

## 3. Checkpoints

Distance is measured from the start of that leg, not from the race start. Use the same unit you chose for that leg in section 2. Name each post the way your volunteers know it.

| # | Leg | Checkpoint label | Distance into leg | GPS (lat, long) | Assigned to | Location notes (who, direction, equipment, hazards, radio, supervisor, parking) |
|---|---|---|---|---|---|---|
| 1 | Bike / Run | | | | | |
| 2 | Bike / Run | | | | | |
| 3 | Bike / Run | | | | | |
| 4 | Bike / Run | | | | | |
| 5 | Bike / Run | | | | | |
| 6 | Bike / Run | | | | | |
| 7 | Bike / Run | | | | | |
| 8 | Bike / Run | | | | | |
| 9 | Bike / Run | | | | | |
| 10 | Bike / Run | | | | | |

## 4. Where to get GPS coordinates

GPS is optional, but only checkpoints with GPS get a Navigate button, a map and a printed volunteer briefing sheet.

1. Open Google Maps and find the exact spot on the course.
2. Right-click the spot. The coordinates appear at the top of the menu.
3. Click the coordinates to copy them, then paste into the GPS box as "lat, long" (for example 38.8392, -104.7862).

## 5. What to put in Location Notes

Notes print on that checkpoint's briefing sheet. Keep them short and specific. If a volunteer can't reach you, the sheet should still answer their question.

- ☐ **Who's working the post:** Number of volunteers, plus any officer or marshal assigned.
- ☐ **Direction of athlete travel:** Which way athletes come from and where they turn.
- ☐ **Equipment and setup:** Cones, signs, flags, tables, water, trash zone.
- ☐ **Hazards to watch:** Two-way traffic, fast descents, tight turns, driveways.
- ☐ **Radio channel and supervisor phone:** Who to call first and how.
- ☐ **Where to park:** So volunteers arrive on time and off the course.

**Example note**

2 volunteers + 1 officer. Riders turn LEFT onto Main St. Stand on the outside of the turn, flags up. Radio channel 2. Bike Course Captain: 555-0142.

## 6. After you click Generate Timeline

- ☐ Check the summary cards: Last Finish tells you how long finish, medical and course crews must stay.
- ☐ For every checkpoint, staff and close the road before the green (fastest) time.
- ☐ Hold every post until after the red (slowest) time and your sweep has passed.
- ☐ Add a buffer. These are estimates, and wind, heat and hills shift real arrival times.
- ☐ Click Print. Confirm you get one briefing sheet for each checkpoint with GPS.
- ☐ Hand each volunteer their sheet face-to-face, and walk through the notes together.