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# LOC REQUIREMENTS 2012

WORLD TRIATHLON SERIES EVENTS

ITU WORLD TRIATHLON SERIES | SYDNEY | SAN DIEGO | MADRID | KITZBÜHEL | HAMBURG | LAUSANNE | YOKOHAMA | AUCKLAND



**ITU World Triathlon Series Technical, Protocol and Media Manual**  
**(Valid for the 2012 World Triathlon Series events)**

This document summarises the key information required to deliver an ITU World Triathlon Series Event.

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**ITU  
WORLD TRIATHLON  
SERIES**



**SECTION A:  
SERIES OVERVIEW  
& THE MANAGEMENT TEAM**

**# ITU WORLD TRIATHLON SERIES | SYDNEY | SAN DIEGO | MADRID | KITZBÜHEL | HAMBURG | LAUSANNE | YOKOHAMA | AUCKLAND**

## **SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM**

### **1. Introduction:**

- 1.1 The ITU World Triathlon Series (WTS) brings together the world's premier triathlon events. The series is wholly owned by the International Triathlon Union (ITU), the world governing body of the sport. ITU will use its highly experienced staff to support each Local Organising Committee (LOC) in delivering a world class event. ITU will provide key operations staff to support the event (outlined below) during its operation.
- 1.2 The ITU World Triathlon Series is developed in collaboration with Lagardère Sports. Upsolut, subsidiary of Lagardère Sports, will partner with ITU in producing the series, forming a professional and highly experienced Series Management Team (SMT):
  - a) Upsolut is a world class event organiser with specific skills in organising high profile triathlon events and event marketing. Upsolut's event management and commercial expertise will be shared with all series events. Upsolut will provide key support staff to each event (outlined below). Upsolut is a marketing agency for sports rights with significant expertise in TV production and distribution.
- 1.3 The Objectives of the Series Management Team (SMT) are:
  - a) To form a management partnership with the Local Organising Committee (LOC) and the Host City (HC) and support the LOC in reaching the world class standards consistent with each event in the series;
  - b) To collaborate closely with the LOC, the National Federation (NF) of the country and the Host City (HC). . In addition to this document, the ITU Event Organisers Manual, the WTS Sponsorship and Event Design Guide, the WTS LOC Requirements for Media, Timing and Television and the ITU Protocol Manual: Events Section, will be used as a working documents by the LOC and include all the necessary additional information to deliver the event details. Executing the details is a matter of agreement with ITU, the Team Leader (TL), the ITU Technical Delegate (TD) and the Commercial Director. All documents can be downloaded from [www.triathlon.org](http://www.triathlon.org);
  - c) To ensure the LOC complies with the ITU Competition Rules.

### **2. The principles of ITU World Triathlon Series Events:**

- 2.1 A safe and fair environment for the athletes;
- 2.2 High quality events with consistent technical standards and brand consistency i.e. 'Look and Feel';
- 2.3 Spectacular events showcasing the city through media exposure and significant spectator audiences;
- 2.4 Deliver to a worldwide audience through live television, highlights shows and other media;
- 2.5 Opportunity to bring international visitors to the host city;
- 2.6 Deliver high quality opportunities and total satisfaction to sponsors ;
- 2.7 Sport development opportunities and a legacy for the HC and NF;
- 2.8 Development opportunities for community with corporate participation.

### 3. Key Criteria:

- 3.1 High quality events with a consistent brand and standards;
- 3.2 Elite events preferred on two separate days of the weekend with a multi-lap course;
- 3.3 Mass participation events managed according to the ITU Competition Rules and linked to the elite programme to create a major spectacle;
- 3.4 Venue set up in city centre with 4.000 places on the grandstand and live TV screens;
- 3.5 Large numbers of spectators;
- 3.6 High Quality experience for all participants;
- 3.7 Test event to be organised before hosting the first WTS event. A World Cup level event is preferred, but to be agreed by ITU.

### 4. "The Teams":

The roles and responsibilities of the LOC and SMT are outlined below. The ITU World Triathlon Series will bring a collaborative team of experts to support and deliver each event and work alongside the LOC.

- 4.1 **The Series Management Team (SMT):** The SMT will interact with the LOC event team on multiple levels. Below is a description of the SMT and their roles. Each SMT member will have additional staff that will be brought to the event to help the LOC:
  - a) ITU Admin Finance Legal (AFL) and Sport Department: ITU is responsible for the general management and supervision of the entire series and is the primary liaison between LOCs and ITU. The responsibilities of ITU are:
    - Overall strategy, planning and organisation;
    - Series approvals and recommendations;
    - Coordinate host city bid process and event scheduling;
    - LOC Contract negotiation and management;
    - Series Marketing and Public Relations strategy;
    - Athlete agreements and prize money recommendations;
    - Maintain the technical standards throughout the whole series.
    - Evaluation of event technical elements during bid process;
  - b) Team Leader(TL): The Team Leader's responsibilities are:
    - Confirm ITU Logo protocol on site;
    - Ensure placement of the ITU ad in the Event Programme;
    - Coordinate team meetings; set agendas, record and distribute minutes;
    - Provide accreditation protocol management for the Field of Play;
    - Deliver Officials' Development Programme;
    - Manage the operation and delivery of ITU Event Protocols in coordination with the CD and LOC;

- Ensure all LOC event insurance requirements;
  - Identify Series Leaders at Events;
- c) Technical Delegate (TD): An ITU TD will be assigned to each ITU World Triathlon Series event. The TD will be the first point of contact for all technical and competition matters. The TD will have a team on-site and will assign specific roles and responsibilities. This team will include the Assistant TD and a number of International and National Technical Officials. The TD will act as a link with the ITU Anti-Doping Director and elite athlete management services (entries and rankings). Other TD responsibilities are:
- Primary contact for all technical, competition and operational elements;
  - Venue and course design including measurement, permits and approvals, infrastructure integrity, aid stations, communications, contingency plans;
  - Coordination of officials, marshals, and volunteers;
  - Manage the implementation of ITU Rules and Regulations for the Elite Competition;
  - Safety management;
  - Approval of accommodation, offices, facilities, functions and transportation;
  - Approval of security plans;
  - Medical management;
  - Environmental management;
  - Doping control management;
  - Elite athlete registration, briefings and training facilities management;
  - Timing and Results management;
  - Age Group technical management;
  - Oversee all LOC website information for accuracy and consistency;
  - Post-event technical report filing.
- d) Commercial Director (CD): The ITU World Triathlon Series CD will be the first point of contact for all commercial and nontechnical activities. The CD Director's responsibilities are:
- Evaluate commercial elements during the bid process;
  - Control the corporate identity of the series and the individual events;
  - Approves all commercial/advertising products such as brochures, posters, ads, web design, and merchandising;
  - Approve the branding design and allocation of branding areas for global and local sponsors plus the ITU logo;
  - Finalise naming structure;
  - Implement the ITU Branding Requirements;
  - Meet with TV production regarding branded sections;

- Work with ITU Communication to facilitate the connection between all WTS Age Group races through various opportunities;
  - With the TL and TD, control the clean look and feel of the event and all aspects of the field of play;
  - Coordinate global logistics and shipping;
  - Manage global sponsor relationships and services, including information about global sponsors for press and announcers, advertisings for brochures and magazines, footage for big screens, products for race kits, material for aid stations;
  - Manage sponsor VIP requirements;
  - Supports LOC's opportunities to commercialise their events.
- e) Media Delegate:
- Oversee all ITU Media staff on-site and be the first point of contact for all media matters (non TV);
  - Approve all planned media facilities, media technical support and media hosting with TD and CD;
  - Request and review all LOC media plans in cooperation with the TV Production Director;
  - Develop and implement the ITU media plan for the event;
  - Coordinate athlete interviews;
  - Coordinate press services and manage SMT press team;
  - Produce a post-event media report;
  - Act as TV Production Advisor.
- f) TV Production Director:
- First point of contact for all TV production matters;
  - Organise all on-site TV production activities;
  - Send LOC's copies of live and highlights shows;
  - Liaise and organise Rights holding broadcasters on site.
- g) Sport Presentation Director (SPD):
- Controls all of the elements of Sport Presentation (SP) and acts as the "Director" on competition days;
  - Oversees all on-site presentation and is the first point of contact for all SP matters;
  - Ensures consistent and coordinated messaging to on site audience through audio & video channels;
  - Approves all planned SP facilities, equipment and setup with TD and TL;
  - Coordinates, gathers and delivers all Big Screen videos and graphics;
  - Develops event run sheet in conjunction with LOC Protocol Manager;

- Develops announcers scripts in conjunction with LOC Protocol Manager;
  - Oversees rehearsals along with LOC Protocol Manager.
- h) Sport Development Programme Leader:
- Organise all sport development activities that may be incorporated as part of the event;

#### 4.2 **LOC Team:**

- a) Event Director: The responsibilities are:
- Overall management and coordination of the Event;
  - Main contact person for the LOC on all important coordination activities and decisions.
- b) Director of Venue and Technical Operations: The responsibilities are:
- Course selection and mapping;
  - Secure permits and prepare the safety plan;
  - Venue set-up and technical operations.
- c) Director of Marketing and Sponsorship: The responsibilities are:
- Be familiar with the Sponsorship and Event Design Guide;
  - Create a LOC marketing concept for the LOC sponsors that is in keeping with the Sponsorship and Event Design Guide;
  - Implement the branding plan;
  - Provide a team of 18 people to assist with the installation of the branding;
  - Provide the equipment for branding installation and take down;
  - Provide the LOC sponsor material for the big screen and the announcers' scripts to the SPD.
  - Source on-site crowd entertainment features, performances and interactions.
- d) LOC Media Director: The responsibilities are:
- Main contact to SMT Media Delegate and local media;
  - Arrange pre-promotion of event;
  - Organise all press and photo media on site in conjunction with SMT Media Manager;
  - Organise press conferences in conjunction with SMT Media Manager;
  - Provide the SMT Media Delegate with the post-race media monitoring report.
- e) LOC TV Production Director: The responsibilities are:
- Main contact to SMT Media Delegate and TV Production Director;
  - Organise all necessary logistics to assist in successful TV production, such as scaffolding, etc.

- f) LOC Protocol Manager: The responsibilities are:
- Coordinate all ceremony-related requirements and protocol;
  - Oversee flag protocol;
  - Coordinate and produce all rehearsals with SPD;
  - Coordinate ceremony staff;
  - Coordinate LOC presenters according to requirements with LOC Senior management.

## **5. Administration:**

### **5.1 Official Language:**

- a) The official working language of ITU is English. However other languages may be used from time to time to help with communication.
- b) If the local language is something other than English, the race announcers will provide at least 20% of the information in English.

### **5.2 Site Visits:**

- a) 2 site visits must be done prior to the Event. The first visit will be done during the bidding period, and the second visit will be after the signing of the event agreement;
- b) In cases where the event has taken place for more than 1 year, the number of site visits can be reduced to one;
- c) Accommodation and air travel must be provided for the SMT during the whole duration of the site visit;
- d) Documentation: During the 1<sup>st</sup> site visit, the following information should be available:
- LOC team (organisation structure with experience of key members);
  - Environmental data (tides, weather forecast history, water quality);
  - Venue and course maps;
  - Required permits and approvals and event insurance;
  - Budget outline, including confirmed revenue streams.

### **5.3 Event Agreement (ER):**

- a) The ER is required for all ITU World Triathlon Series Events as stated in the ITU – LOC – HC Agreement. All provisions of the ER document are legally binding upon all LOCs that have been awarded an ITU World Triathlon Series Event.
- b) ITU has the authority to ensure the implementation and interpretation of the ER document.

### **5.4 Insurance:**

- a) Event Liability Insurance and Event Cancellation Insurance are required as per the ITU – LOC – HC Agreement.

- b) The LOC shall, at its cost, insure and keep insured with a reputable insurance company, a standard public liability and property damage insurance policy to cover the risks of insurable nature of the ER and the staging of the Event and the related events for an amount not less than **US\$ 5,000,000**. The insurance policy will name, as insured, the LOC, ITU, the Global Partners, Global Sponsors, the ITU Executive Board and Staff, the ITU International Technical Officials, and the respective LOC directors, officers, agents, volunteers, employees and contractors.
- c) Event Certificate of Insurance: The official certificate of insurance, with all additional insured added, must be provided to ITU at least 60 days prior to the start of the competition.
- d) Athletes' Insurance: each competitor must acquire medical / travel insurance which offers the legal requirements for the country where the competition is being organised unless their NF has a license system including such coverage.

### 5.5 Scheduling:

- a) The elite events should be hosted on two different competition day. The final competition schedule should be approved by the SMT.
- b) The LOC should allow 3 hours for each elite standard distance events, (considering the time for check in and checkout procedures). This time can be reduced to 2h45' if specific transition check-out procedures are used.
- c) The LOC should allow 2 hours for each elite sprint distance events, (considering the time for check in and checkout procedures). This time can be reduced to 1h45' if specific transition check-out procedures are used.
- d) The LOC should allow 3 hours if there is a separate paratriathlon event. , (considering the check in and checkout procedures).
- e) The duration of the Age group events should be decided by the Technical Delegate and the LOC, according to the limitations on the existing venue and the required wave start procedures.
- f) Draft schedule:

<b>Activities</b>	<b>Elite standard distance event</b>	<b>Elite sprint distance event</b>
<b>Athletes' lounge check in</b>	1h15' to 30' before the start of the event	1h15' to 30' before the start of the event
<b>Transition Zone Check in</b>	1h to 15' minutes before the start of the event	1h to 15' minutes before the start of the event
<b>Athletes' warm up on the FOP</b>	1h to 15' minutes before the start of the event	1h to 15' minutes before the start of the event
<b>Athletes' introduction</b>	10' before the event	10' before the event
<b>Race start</b>	0 time	0 time
<b>Transition zone check out</b>	After the last athletes passed through the	After the last athletes passed through the transition zone on

	transition zone on the bell lap (the bikes will be checked out by the TOs if there is another event).	the bell lap (the bikes will be checked out by the TOs if there is an event following)
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- g) The LOC and the NF are completely responsibility for the age group event and the international technical officials' team will not be involved in the specific event. However, the age group events should follow the ITU Competition rules.

#### 5.6 Registration:

- a) All the registration deadline, eligibility, entry rules can be found in the ITU Qualification Criteria and ITU Online Entry System on [www.triathlon.org](http://www.triathlon.org);
- b) Entry Fees and Payment:
- There is no entry fee for elite athletes in the ITU World Triathlon Series. The entry fee for Age Group athletes will be as stated in the ITU – LOC – HC Agreement.
- c) In a case of paratriathlon event, the provision of an athletes' classification process must be considered according to the ITU Classification Manual. The expenses for the ITU Classifiers will be covered by the LOC and/or the Host National Federation.
- d) Paratriathletes participation: All paratriathletes entering an ITU event should have been classified by international classifiers. If they do not have this, they can race under a temporary classification. For more details please contact Eric Angstadt: [eric.angstadt@triathlon.org](mailto:eric.angstadt@triathlon.org)

#### 5.7 Accountability:

- a) The LOC is accountable for the following:
- Compliance with the ITU – LOC – HC Agreement;
  - All contracts associated with local suppliers and sponsors;
  - Budgets, payroll, purchasing and invoicing, insurance, athlete waivers, permits and approvals, water quality test, travel visas, reporting schedule and checklists;
  - Accuracy of Website content: Each WTS event has a website provided by ITU of the format [cityname.triathlon.org](http://cityname.triathlon.org).
  - The LOC must use this website as the primary event website.
  - The site is to be maintained in English as well as the local language(s) as required by LOC.
  - Event and race related changes and updates must be approved by the TL/TD before publishing.
  - Please contact [webmaster@triathlon.org](mailto:webmaster@triathlon.org) for setup.

#### 5.8 Permits and Approvals:

The LOC must:

- a) Obtain written approval for the venue, and competition courses, including swim, bike, run, and transition, from all jurisdictions e.g. federal, regional, city; police, etc.;

- b) Have ITU's approval for all segments of the course which must be secured prior to awarding an ITU event;
- c) Provide ITU with a water quality test during bid stage and leading up to the competition as per the ITU Competition Rules;
  - Sea and transition water: Levels of PH, fecal coliform, e-coli and toxic elements will be reported on all three reports.
  - Inland water: Levels of PH, fecal coliform, e-coli, toxic elements and blue-green algal blooms/scum (cyanobacteria) will be reported on all three reports.
- d) Provide ITU with weather data, including air and water temperature, during the bid stage;
- e) Provide ITU with tide tables, where applicable, during the bid stage;
- f) Ensure that all temporary structures (pontoon, grandstands, stages, gantries etc.) are approved in writing by a Structural Engineer and adhere to the local fire marshal's code;
- g) Provide proof that local hospitals and Emergency Departments are informed of the event and its associated road closures.

#### 5.9 Reporting Schedule and Checklists:

The LOC must:

- a) Be familiar with ITU schedules and checklists as outlined in the Event Organisers Manual;
- b) Provide reports upon the request of the Team Leader, the Technical Delegate, the Media Delegate, the Commercial Director, the TV Production Director;
- c) Provide reports to the Team Leader, Technical Delegate, Media Delegate, Commercial Director 45 days and 20 days prior to the event according to the relevant checklists.

#### 5.10 SMT – LOC Site Meeting:

- a) A series of on-site meetings will be scheduled during the week leading up to the event;
- b) An agenda will be prepared by the Team Leader and the Technical Delegate;
- c) The Team Leader, Technical Delegate, Media Delegate, Commercial Director, TV Production Director, Sport Presentation Director, LOC Event Director, LOC Director of Technical and Venue Operations, LOC Director of Marketing, Sponsorship, Branding and Design will attend the first on-site meeting attendees;
- d) Course and venue maps, branding plan, concept of course safety, staff and security operation plan including radio plan and protocol, , event schedule including swim heats , medical plan, athlete services plan, contingency plans are required material for the meeting;

5.11 **Event Week Meetings:** The event-week meetings will be confirmed and circulated following the first SMT – LOC on-site meeting. The following meetings will be scheduled:

- a) TV Production Meeting;
- b) Media Management Meeting;
- c) Event Design and Branding Installation Meeting;

- d) ITU Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting;
- e) Rehearsal schedule for Sport Presentation and Medal Ceremony;
- f) Technical, Timing and Results.

#### 5.12 **Travel Visas:**

The LOC must:

- a) Provide all necessary information and assistance for athletes and officials who require travel visas for entry into the host country;
- b) Get the detailed travel visa information from the host country's customs and immigration department;
- c) The LOC must post the detailed travel visa information on the event website. Upon receipt of applications for a travel visa, the LOC will liaise with the athletes/coaches'/officials' NF and ITU;
- d) Not issue travel visa invitations without prior approval and confirmation of that the athletes, coaches and/or officials are in good standing with ITU.

#### 5.13 **Accreditation Protocol:**

The LOC must:

- a) Use the standardised accreditation design system, outlined in the Event Organisers' Manual. ;
- b) Pay particular attention to both the precise design of the accreditation, the secure zone signage, and the implementation of an effective security team to manage and control the accreditation and security on site;
- c) Only accredit the approved coaches' accreditation list that ITU will announce 5 days before the event. . Only coaches listed on this list can receive a coaches' accreditation. All other requests should be directed to the TD;
- d) The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to TD for approval 60 days in advance of the event.

### **6. Services:**

#### 6.1 **Staff and Volunteer Services:**

- a) The event should have adequate paid staff to meet the requirements of hosting an event of this calibre;
- b) Volunteers: First recruit personal contacts of LOC committee members as they often provide the most reliable resources;
- c) Specific training should be provided to:
  - Field of Play volunteers;
  - Athlete Services volunteers;
  - Medical and Doping volunteers;

- VIP Hosting volunteers;
  - Transportation volunteers; and
  - General Information volunteers.
- d) Volunteers should have a general understanding and awareness of all aspects of the event. Volunteers are the 'Face' of the event and represent the local community to the world.

## 6.2 Athlete Services:

- a) The most important people at the event are the athletes. Their overall view of the event will be reflected not just in the race but in the consideration that has gone into anticipating their needs;
- b) Basic Athlete Services to be provided by the LOC include (free of charge for the Elite athletes):
- Airport Transportation: including provisions for bike transportation;
  - Athlete Services: information booths at the airport, hotels, and venue;
  - Accommodation Services: adequate distribution of information on all available accommodation;
  - Internet Access: booths in hotel lobby and at registration facility;
  - Medical services: Information provided on medical emergency services, massage and physiotherapy services;
  - Training Services: Access to the swim, bike and run courses for pre-event training is mandatory. There needs to be a separate plan for Age Group competitors and Paratriathletes. Swimming pool facilities will be required for 2 sessions daily during the lead up to the Elite races. The schedule must be approved by the Technical Delegate.
  - Course Familiarisation: Escorted tours of the swim, bike and run course with adequate traffic control;
  - Bike Mechanic: provide service for all competitors;
  - Uniform Printing services.

## 6.3 VIP / Sponsor Services:

- a) Sponsors make the event possible. The LOC Sponsor and Protocol Manager must be familiar with ITU's Protocol Manual: Event Section.
- b) A VIP / Sponsor Hosting Plan must meet the following minimum requirements:
- Scheduled VIP Airport Transportation (Pick Up & Drop Off);
  - VIP accreditation should be provided to all VIP level sponsors and guests. Invitations will be issued to the on-site VIP Tent and to all social functions as per ITU-LOC-HC Agreement and the Sponsorship and Event Design Guide;
  - VIP Transportation to race venue and to social functions as required;

- Sponsor Package and/or special event souvenir should be packaged for all sponsors and VIPs and must include a detailed Event Schedule;
- Special consideration must be given to any planned presentations to sponsors and/or VIPs and should be approved by the TL.

#### 6.4 **Spectator Services:**

- a) Road closures will often result in extra considerations for getting spectators on site. It is essential that access information is well communicated to spectators. A public awareness campaign must be part of the event planning process and must be approved by the TD;
- b) Information volunteers should be located at all major site access points and in the central hub area of the venue.

#### 6.5 **Technical Officials Services:**

- a) ITU will provide the NF/LOC with a list of local technical officials 45 days before the event. The list will include all Field of Play officials, as well as the chief race official. The list is subject to change by ITU;
- b) The LOC will provide all ITU and NF officials with the same race package as given to competitors, i.e., event t-shirt, tickets to all events, and sponsor gifts.



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## **SECTION B: TECHNICAL & VENUE OPERATIONS**

**# ITU WORLD TRIATHLON SERIES** | SYDNEY | SAN DIEGO | MADRID | KITZBÜHEL | HAMBURG | LAUSANNE | YOKOHAMA | AUCKLAND

## SECTION B: TECHNICAL AND VENUE OPERATIONS

### 1. Technical Operations:

#### 1.1 General:

- a) This section combines the duties of the Technical and Venue Operations. All these operations should cover both elite and age group events with different requirements:
- b) Registration:
  - Age Group Athletes, Paratriathletes and Coaches/Managers;
  - Elite Athletes and Coaches;
  - Team Medical.
- c) Briefings:
  - Elite Athletes;
  - Elite Coaches;
  - Age Group Athletes;
  - Paratriathletes.

1.2 **Venue Operations:** The Venue must be presented in a manner that showcases an event of World Championship status. A detailed description of the required venue layout, equipment list and procedures can be found in the Event Organisers Manual. The venue includes:

- a) The transition area and the finish area in a 'stadium-like' design;
- b) Large area for grandstand;
- c) A large television screens and scoreboards.

#### 1.3 Field of Play:

- a) Number and length of laps:
  - Elite: 1500m swim (2 laps, preferably, 1000m + 500m) / 40km bike (6 to 8 laps) / 10km run (3 to 4 laps)
  - Under23: 1500m swim (2 laps, preferably, 1000m + 500m) / 40km bike (6 to 8 laps) / 10km run (3 to 4 laps)
  - Junior: 750m swim (1 lap) / 20km bike (3 to 4 laps) / 5km run (1 to 2 laps)
  - Age Group Triathlon: 1500m swim(1 lap) / 40km bike (1 to 3 laps) / 10km run (1 to 2 laps)
  - Age Group Sprint Triathlon: 750m swim ( 1 lap) / 20km bike (1 to 2 laps)/ 5km run (1 to 2 laps)
  - Paratriathlon race: 750m swim (1 lap)/ 20km bike (1 to 2 laps)/ 5km run(1 to 2 laps)
- b) Swim Course:
  - The number of waves, the number of athletes per wave and the time differences between the waves will be determined by the TD in consultation with LOC;
  - The swim start area will be defined by hard crowd control fencing (minimum 1 meter high) providing the competitors with a buffer from media and spectators;
  - The warm up area for age group athletes and paratriathletes must be separate from the swim start and race course;
  - Start Platform:
    - (i) A stable platform for a dive start is required for the elite events.
    - (ii) A platform beach start is acceptable only if there is no possibility of a dive start,
    - (iii) Swim pontoon/platform specifications are a minimum of 60m x 3m;
    - (iv) The height of the pontoon is ideally between 0.2m and 0.5m;
    - (v) The space per athlete must be a minimum of 0.75m;

- (vi) The swim platform will be completely covered in “blue” carpet;
- A pre-start line for the swim platform will be provided by the SMT;
- The age group start will be an in-water start unless otherwise directed by the TD;
- The paratriathlon start will be in-water;
- Turn Buoys:
  - (i) The turn buoys are, 1,7 metre in diameter and not less than 2,5m in height;
  - (ii) An ‘Olympic- style’ banana buoy is preferred at each turn measuring 5m long x 1m diameters;
  - (iii) Sight buoys should be 1,2m long X 0,7m diameter;
- The swim exit is at least 5 metres wide, and can be either a ramp or steps. The gradient of the exit must be approved by the TD;
- Water Quality:
  - (i) The water quality test results must be submitted to the Technical Delegate as per the ITU Competition Rules;
  - (ii) Additional test should be provided upon the TD’s request;
  - (iii) Water Quality Tolerance Limits can be found in the ITU Competition Rules;
- Swim Course Personnel: a detailed description of required, personal, equipment and procedures can be found in the Event Organisers Manual.

#### 1.4 Transition Area :

- a) Elite Transition:
  - Minimum width: 10 metres;
  - Minimum length: 60 metres;
- b) Age Group / Paratriathlon Transition: Minimum 3m<sup>2</sup>/athletes and 6m<sup>2</sup>/paratriathlete;
- c) Paratriathletes pre-transition area: required for safely removing these athletes from the swim course. Swim exit handlers should be provided by the LOC. A detailed description of required paratriathlon personnel, equipment list and procedures can be found in the Event Organisers Manual;
- d) Individual bike racks are mandatory for elite athletes;
- e) Carpet is required in the elite transition area and must extend to the swim exit. The TD will approve the areas of the transition area that must be carpeted for the age group athletes
- f) A detailed description of required transition area personnel, equipment list and procedures can be found in the Event Organisers Manual.

#### 1.5 Bike Course:

- a) General requirements:
  - Preferred width: 6m;
  - Must be secure and totally closed from traffic for all categories;
  - The road surface must be hard, smooth and without debris or other hazards;
  - The course should avoid railroad tracks, bridges with grates, drawbridges etc.;
  - Separation of a two way traffic on the same road shouldn’t be considered.
  - Hard fencing is required:
    - (i) In high traffic areas;
    - (ii) On the road leading in and out of transition at least 400 metres;
    - (iii) All corners;
    - (iv) To fix global sponsor boards and banners in accordance with branding plan.
- b) A detailed description of required bike course personnel, equipment list and procedures can be found in the Event Organisers Manual.

### 1.6 **Wheel Station:**

- a) A minimum of two wheel stations must be provided;
- b) The wheel stations should be equipped with bike racks and wheels, unless supplied by global sponsor;
- c) Detailed description of required wheel station personnel, equipment list and procedures can be found in the Event Organisers Manual.

### 1.7 **Lap Counting:**

- a) Lap verification is needed to control the bike and run laps;
- b) The lap counting board should be visible to the announcer and should be 1m high x 0.75m wide;
- c) This board will indicate the number of laps remaining for the race leader.

### 1.8 **Prime line:**

- a) A prime line should be provided. The policies and the procedures will be communicated directly to the LOC by the Team Leader.

### 1.9 **Run Course:**

- a) General requirements:
  - Course width: preferably 3m;
  - For all competition categories the entire course must be secure and completely closed to traffic;
  - The road surface must be hard, smooth and without debris or other hazards;
  - The course should avoid railroad tracks, bridges with gates, drawbridges etc.;
  - Hard fencing is required:
    - (i) In high traffic areas;
    - (ii) On the road leading in and out of transition at least 400 metres and on all corners.
- b) Age Group/ Paratriathlon:
  - Hard fencing is required:
    - (i) In high traffic areas;
    - (ii) On the road leading in and out of transition at least 400 metres;
    - (iii) All corners.
- c) A detailed description of required run course personnel, equipment list and procedures can be found in the Event Organisers Manual.

### 1.10 **Aid Stations:**

- a) Swim Exit: an aid station is required at the swim exit for age group competitions;
- b) Bike Course: There are no aid stations on the elite bike course. One aid station may be required at 20 km point of the age group and paratriathlon bike courses. ;
- c) Run Course: Aid stations should be a maximum of 1.25 km apart throughout the run, unless more are requested by the TD;
- d) Dimensions: Aid stations should 30 m in length for elite competitions and 40 m in length for age group and paratriathlon competitions;
- e) Elite competitions: sealed water bottles must be provided as follows: 2 x 500 ml water bottles per athlete per aid station per lap;
- f) Age Group and Paratriathlon competitions: Water and sport drink is required ;
- g) Clear and visible signage indicating the specific drinks area is required. The tables should be separated and clearly marked;
- h) The aid station in the finish/recovery area must offer different kinds of drinks, nutrition bars, fruit and other products as an appropriate athlete service;

- i) In case of anti-doping control at the age group/paratriathlon events, the LOC needs to provide sealed drinks and water bottles.

#### 1.11 **Penalty Box:**

- a) The number and exact placement of the penalty box will be determined by the TD;
- b) The area must be secured.
- c) Clear signage, 2m high, needs to be marked at the area and at an advance position 50m to 100m before the penalty box.

#### 1.12 **Finish Area:**

- a) Must be completely secured with a solid fence a minimum of 1-metre tall;
- b) Finish Chute: no less than 100 metres in length and 5 metres in width;
- c) Photo Stand: 15 metres behind the finish line. A 5 tier stand 3 to 4 metres in width must be placed directly behind the 15 m clean finish area;
- d) The recovery/medical area must be within 50 m and must be clearly separated from the media area;
- e) Mixed Zone: must be secure and adjacent to the finish area with sufficient space for media to interview athletes;
- f) Spectator grandstands are required;
- g) Big screens and scoreboard should be in full view of the grandstands;
- h) A covered raised platform for sport presentation should be close to the finish area to provide adequate view of the entire stadium area and the big screen for race announcers and race management;
- i) The podium must be set up so the medal presentations take place while the race is still in progress;
- j) A detailed description of finish area design, requirements, personnel, equipment list and procedures can be found in the Event Organisers Manual.

## 2. **Medical Management:**

2.1 A complete medical plan must be approved by the Technical Delegate. A detailed plan from a certified Doctor should be submitted to ITU which will include:

- a) FOP medical plan,
- b) Medical Centre layout,
- c) Medical Centre equipment,
- d) Number of medical personnel,
- e) Number of ambulances and their location,
- f) Emergency procedures,
- g) Hospital information,
- h) Procedures to involve foreign medical team personnel.

2.2 A detailed description of required medical personnel, equipment list and procedures can be found in the Event Organisers Manual.

## 3. **Doping Control:**

3.1 **In-competition:** Provision must be made to provide Doping Control at the event.

3.2 **WADA Code:** The ITU Anti-Doping Rules comply with WADA Code. See [www.triathlon.org](http://www.triathlon.org) for the ITU Anti-Doping Rules and other relevant information or click [here](#).

- 3.3 **Doping Control Facilities:** An on-site, in-competition facility must be ready for use immediately following the event. As well, an out-of-competition facility needs to be ready for use a specified number of days before the event).
- 3.4 **Number of Doping Control Tests:**
- a) For WTS events 20 urine tests (ten per gender); and 6 blood tests (3 per gender) are required in accordance with the ITU Doping Control Rules and the ITU-LOC-HC contract.
- 3.5 **The TD:** will approve the facilities for the doping control tests.

#### 4. Facilities, Equipment and Volunteer Requirements:

##### 4.1 **Facilities:** the following are required

- a) Athletes' Lounge;
- b) Recovery Area;
- c) Medical Centre;
- d) Volunteers' Tent;
- e) Venue Control Centre;
- f) Technical Officials' Lounge;
- g) Media Centre;
- h) Timing and Results Office;
- i) Sport Presentation booth;
- j) ITU Media Room;
- k) VIP Grandstands;
- l) VIP and VVIP Area;
- m) Spectator Grandstands;
- n) Clean & Waste Compound;
- o) Logistics/ Operations Compound;
- p) Operations Office;
- q) Classification Rooms: if there is an existing classification process for the event, the LOC will provide:
  - Two (2) clean, private classification rooms (one per Classification Panel) will be made available for all classification appointments;
  - The room will be equipped with an examination bed with a pillow and clean linen, four (4), a work table and stool, drinking water and a sufficient supply of clean towels;
  - The room will be large enough to accommodate 5 adults: the classifier, the athlete, an interpreter (if relevant: see clause 3.1 d) and/or the athlete's representative;
  - A waiting area will be provided near the examination room.

##### 4.2 **Communications:** Power, internet, IT support and communication equipment will be provided by the LOC that will enable WTS personnel to cover the event.

- a) The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in this document, the ITU-LOC-HC contract and Event Organisers Manual.
- b) The timing and results service company must be approved by ITU.

##### 4.3 **SMT Office:** LOC will provide as follows:

- a) Room size: minimum 50m<sup>2</sup>;
- b) Available from Wednesday before the event to Monday after the event (five days);
- c) High speed internet connection;
- d) Printer and photocopy machine;

- e) Refreshments;
  - f) Tables and chairs for 15 people (for WTS events);
- 4.4 **SMT Media Office:** LOC will provide as follows:
- a) Room Size: minimum 30m<sup>2</sup>;
  - b) Available from Wednesday before the event to Wednesday after the event (eight days);
  - c) High speed internet connection;
  - d) Refreshments;
  - e) Tables and chairs for 10 people (for WTS event).
- 4.5 **Athletes briefing:**
- a) A separate athletes' briefing should be provided for each competition category: elite; paratriathlon; and age group. An additional coaches' meeting may be requested by ITU.
  - b) Room Size and Set-up:
    - Auditorium for 200 people;
    - 4 tables for athlete registration and check-in;
    - Paper and pens;
    - High speed internet connection;
    - Refreshments for all athletes;
    - Head Table with 6 chairs and a speaker's stand;
    - PA system and AV projector;
  - c) Timetable: Two days before the event from 16h' 19h;
- 4.6 **On-site Media office:**
- a) Adjacent to the finish area;
  - b) Access to live video feed;
  - c) A stable high-speed wireless internet connection available venue wide.
  - d) Tables and chairs for 6 people;
  - e) Refreshments;
  - f) Provision for meal service during working hours during event preparation and throughout the competition days.
- 4.7 **Press Centre:**
- a) Size and Location: on-site for general media that is a minimum of 100 m<sup>2</sup>;
  - b) Equipment:
    - A stable high-speed internet connection and router / switch with enough ports for the expected number of media;
    - High speed printing facility and photocopier;
    - Notice board;
    - Refreshments;
    - TV with live video feed.
- 4.8 **LOC Race Information and Accreditation Office:**
- a) Size, Location: On-site and open from Thursday before the event to Monday after the event;
  - b) Equipment:
    - Phone, FAX and high speed internet connection;
    - Printer and photocopy machine;
    - Refreshments.
- 4.9 **Volunteer Requests:**
- a) The LOC should provide the following volunteers to the SMT:
    - 3 volunteers to assist the media manager;

- 3 volunteers for Triathlon News Service to capture flash quotes from finishing athletes;
- 4 volunteers to assist the global graphics provider;
- 18 volunteers for the FOP branding;
- 4 volunteers at the elite athletes' registration for briefing and race day);

## 5. Transportation Plan:

5.1 **The Plan:** A coordinated transportation plan, must be provided, at the LOC cost:

- For elite athletes and team managers;
- For ITU World Triathlon Series Staff and ITU Technical Officials;
- To and from airport;
- To all official functions, course familiarisation, athletes' briefings, media conferences);
- To the venue on competition days;
- To and from the Opening Ceremony and all social functions.

5.2 **City Transportation:**

- Free Public transportation should be provided to the venue on race day.

5.3 **Other transportation:** must be provided as follows for ITU World Triathlon Series Staff:

- 1 cars and 2 minivan with driver;
- 2 to 4 bicycles for easy transportation between hotel and venue;
- 5 motorbikes with drivers for the elite events:
  - ITU photographer (1);
  - Pool photographer (1);
  - ITU Technical Officials (3);
  - The number of motorbikes with drivers that the LOC should provide for the age group competitions will be determined by the ITU TD following the site visits.
- A total of 5 boats need to be provided to the SMT by the LOC for the swim course operations:
  - ITU Technical Officials (2);
  - Media (1);
  - Broadcasters (2).

**Note:** The numbers required above may be changed by ITU according to the distance from the host hotel to the venue or the complexity of the courses and the competition schedule.

## 6. Accommodation Requirements:

The following rooms are to be provided free of charge by the LOC. The number of rooms and nights can differ depending on specific requirements of each event.

6.1 **ITU Host Hotel Accommodation:**

- The accommodation is for the SMT, the ITU Executive Board Representative and the top athletes.

b) Total room nights required:

- Single room: 53
- Double room: 122

Type of Rooms	# of Nights	# of Rooms
Single	4	1
Single	7	7
Double	4	20
Double	6	2
Double	7	2
Double	8	2

c) Breakfast needs to be included in the room nights.

d) The SMT Office and the SMT Media Office should be located at the host hotel

## 6.2 Sport Expo Facilities:

a) The following Booth space must be provided free of charge;

- 3 - 3m x 3m booths to ITU Main sponsors;
- 3m x 3m booth to ITU;

b) The space must be uniformly laid out and approved by the CD. It will include the following;

- Power and water source provided;
- Flooring (depending on the venue surface);
- Internet and credit card facilities;
- 24 hours Security.

## 7. Communication Plan:

7.1 **The Link:** The Communication Plan provides the critical link between the various functional areas of the race to ensure smooth and safe movement of athletes, spectators, and vehicles.

7.2 **Radios:** Nine radio talk groups will be used on race day. Other support groups will use their own radio frequencies:

- Technical Officials talk group;
- Executive talk group;
- Medical talk group;
- Race talk group;
- Security talk group;
- Announcer talk group;
- Media talk group;
- Television talk Group;
- Site talk group.

7.3 The final radio distribution plan will be approved by the TD.

7.4 The LOC should provide to the SMT with 20 radios in 2 channels and 15 cell phones with sim cards.

## 8. Technical Officials Equipment:

- a) The LOC will provide the ITO team with the following:
- b) Mountain bikes: 2 mountain bikes with 2 helmets;
- c) Measuring Devices: Thermometer;
- d) Flags: 10 red flags 60cm x 90cm;
- e) Horns: 3 manual air horns, 1 electronic start system;
- f) Lap Board: One board per lap x 2 sets, Bell;
- g) Whistles: 30;
- h) Vehicles: 1 vehicle available for the TD and the ITO Team;
- i) Still cameras and 1 video camera with a tripod. A TV screen will be available for reviewing the footage and sound from the video camera;
- j) Miscellaneous:
  - Stationery for the athletes' check In and registration;
  - Start lists - 25 copies;
  - Duct tape;
  - Extra stickers for bikes and helmets;
  - Felt pens and regular, pens;
  - Sewing kit;
  - Official's notice board (white board) and dry markers;
  - Competitor's agreement - 180 copies,
  - LCD projector and screen;
  - Sponges and towels.

## 9. Catering Requirements:

- 9.1 **Meals and refreshments:** will be provided for the SMT and ITOs by the LOC at the rate of 1 meal for every 6 hours that they will work at the venue area. The provided services will be approved by the TD.

## 10. Contingency Plan:

10.1 Required for each of the following situations:

- a) Delay: An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start;
- b) Postpone: An event is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day;
- c) Cancel: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.



**ITU  
WORLD TRIATHLON  
SERIES**



## **SECTION C: ITU EVENT PROTOCOLS**

**# ITU WORLD TRIATHLON SERIES** | SYDNEY | SAN DIEGO | MADRID | KITZBÜHEL | HAMBURG | LAUSANNE | YOKOHAMA | AUCKLAND

**TRIATHLON**

## SECTION C: ITU EVENT PROTOCOLS

ITU has Event Protocols that provide a framework and guidelines for all elements of presentation for ITU events. This section includes the following requirements from the overall Event Protocols:

### 1. ITU Sport Presentation:

- 1.1 This section deals with presenting the sport action at the competition venue. It is designed to outline the ideal situation where there is a live TV broadcast. It can be modified for events with less television but must be done in consultation with the Sport Presentation Director (SPD):
- a) Sport Presentation is what transforms a great competition into a great show for the spectators at the venue and the broadcast audience, both on television and live via the internet.
  - b) The Sport Presentation Team (SPT) should present the excitement of the competition from the moment the athletes enter the stadium to the closing ceremony. The spectators should be entertained by inspiring the emotion of the competition while at the same time showcasing the culture of the host nation/host city.
  - c) Sport Presentation involves:
    - Information Delivery: competition schedules; athlete bios and current rankings; triathlon background; host city interesting facts; venue information -food services and transportation, weather updates, etc.;
    - Entertainment Factor. Having a highly interactive MC can greatly enhance the entertainment of the spectators through prize giving, quizzes, and general crowd motivator's i.e. Music and noisemakers. Live entertainment for Opening and Closing ceremonies and in between bike laps is highly recommended. A well planned music selection enhances the mood of the competition, the emotion of the moment and the involvement of the spectators.
  - d) The most important first step of a successful presentation of the sport is a strong collaborative partnership between SPD and the LOC's Sport Presentation Producer. .
  - e) To achieve the highest quality sport presentation, a clear plan must be developed to ensure everything is ready for the "show". This includes:
    - A creative and energetic sport presentation team that includes a producer, announcers, an audio operator, video-board and scoreboard operators, a protocol manager, a floor/ entertainment manager, volunteers / spotters, SP camera operator and assistants.
    - Good information and knowledge has to be acquired prior to the event to be able to function as an information source during competition.
    - Experienced sport announcing specialists that are integrated into the pre-planning.
    - All information channels (to timing and results, competition management, technical operations, protocol,) have to be prepared and well managed to maintain functionality and the process of information distribution.

- A detailed daily run sheet must be developed to have a proper guideline throughout the whole presentation to make a smooth 'flow' of the show and ensure the entire team is operating from a coordinated timesheet. The run-sheet will be produced by the SPD in conjunction with the LOC SP Producer.
- Production of audio / video material is a crucial part of the preparation, as it is key to the entertainment factor of presentation. A wide range of material has to be prepared and placed in stand-by to be able to capture the spectators for the duration of the entire event, from Opening to Closing Ceremony.

## 1.2 Checklist:

### a) Contractors:

- Audio;
- Video;
- Music DJ;
- Announcers:  $\geq 2$ , 1 English speaking.

### b) Sport Presentation Unit:

- A secure all-weather structure;
- All contractors and SP team must be located together; including: audio; video (big screen); DJ, announcers; and ITU SPD;
- Good view of field of play and podium;
- TV with preview of the big screen signal;
- Commentator Timing Information System (CIS)

### c) Audio:

- 8 input mixer minimum;
- 2 \* wireless microphones or headsets. Shure UC series (or similar quality) with long range aerial;
- 2 \* wired microphones in SP booth.
- Speakers (spots on stands preferred to line array).

### d) Video:

- Video mixer & Operator;
- Camera and operator plus 1 fixed finish line camera;
- If camera is cabled, Cable drops at finish line(s), transition(s), swim start, podium;
- Dirty video feed from broadcaster, with graphics;
- TV (playback monitor, director announcers view);
- Big Screen minimum size of 20 m<sup>2</sup>, 16:9.

- e) **DJ:**
  - Local ethnic / cultural music, if appropriate;
  - Tracks of various tempos.
- f) **Timing Feed (CIS):**
  - Laptop with timing information;
  - Announcer timing point 50metres before the finish for age group competitions.
- g) **Communication:**
  - 3 or 4 radios with in-ear pieces. 1 for each announcer and Director, or if possible an announcer intercom e.g., Clear-Com AB-100 plus 1 radio;
  - Mobile phone for SPD.
- h) **Meetings:**
  - Contractors' Meeting before venue setup, such as the Wednesday or Thursday before the event;
  - Announcers Meeting on the Wednesday or Thursday before the event;
  - Swim Start Rehearsal with announcers the Friday before the event;
  - Medal Ceremony Rehearsal with announcers, audio, DJ, medal bearers on the Friday before the event.
- i) **Sponsor Material:**
  - LOC sponsor video's and graphics that the SPD has received from the LOC;
  - Sponsor scripts for the announcers in the local language.
- j) **Ceremony:**
  - Podium;
  - Flags for each country with multiple flags for countries with multiple athletes;
  - 2 or 3 nicely dressed medal and flower bearers;
  - 6 bottles of champagne;
  - 6 bouquets of flower bouquets;
  - Decorative presenting trays to carry medals and flowers (2)
  - Small dressed table close to podium

## 2. ITU Announcers Protocol:

This section outlines the selection, approval and requirements for event announcers:

2.1 **Announcer Selection and Appointment Criteria:** For ITU World Triathlon Series Events , announcers need to be appointed according to the following criteria:

- a) The LOC is requested to recruit two LOC Announcers.
- b) SMT strives for gender equity when selecting LOC Announcers. Ideally, one man and one woman are preferred.

- c) Both LOC Announcers should be experienced live announcers, have good knowledge of the athletes and be well versed in 'ITU' triathlon.
- d) In countries where the local language is other than English, one of the commentators must be fluent in English and do all of the technical announcements.
- e) The SPD must approve the LOC Announcers. Approval requests should be sent via email to [fergus.murray@triathlon.org](mailto:fergus.murray@triathlon.org).

## 2.2 Preparing the Announcers Script:

- a) A detailed script will be prepared by the SPD in consultation with the LOC.
- b) Pre-event communication via email and Skype call meetings are required to ensure all parties are familiar with, and are in agreement with the ITU Sport Presentation Manual.
- c) A series of Sport Presentation meetings must be scheduled during race week which includes:
  - Meeting of entire presentation crew (as listed in the ITU Sport Presentation Manual) with the TL or TD. ;
  - Medal ceremony protocol meeting and rehearsal;
  - Athlete introduction protocol meeting;
  - Final banquet meeting.
- d) Some Considerations:
  - The competition time schedule, including warm-up times.
  - The contractual requirements of the ITU Global sponsors in terms of announcer recognition including sponsor 'tag lines'.
  - The contractual requirements of the LOC sponsors in terms of announcer recognition.
  - The list of ITU and LOC special guests (VIPs) with their exact titles and appropriate way of addressing those individuals, e.g., Your Worship Mayor Coleman, or Your Worship, The Lord Mayor of London, etc. Adding relevant accomplishments of those individuals can also be considered.
  - Interviews:
    - (i) Planned Interviews should be pre-recorded and scheduled during times when there is no live action on the screen.
    - (ii) On-site interviews with athletes, sponsors, VIPs should be scheduled at pre-arranged times in the script.
  - Silence/no-talk time: A good script will include periods of silence. Appropriate use of silence allows the event to 'breathe' and the sound and ambience of the race action to take centre stage.
  - Spectator engagement activities with giveaways and quizzes.
  - Strategic use of specific music selections that intensifies the emotion of the competition and the excitement of the spectators. The culture of the region should be included in this part of presentation.

- e) Pronunciation:
  - Announcers must ensure that they are familiar with the correct pronunciation of all the athletes' and special guests' names. Profane, abusive or sexist language is absolutely forbidden at any ITU Event.
- f) Event Title:
  - When making reference to the event, announcers must use the complete official event name at all times, including title sponsor, where applicable, i.e. **"ITU World Triathlon Series"**

### 3. ITU Athlete Introduction Protocol:

#### 3.1 Introduction:

- a) The SPD will implement the athlete introduction protocol, which has been carefully planned with the SMT and TV Director, ensuring full consideration for the competition rules and all broadcast and television requirements.
- b) The SPD will rehearse and time the announcement with the appointed announcer. The accuracy of the timing of the introduction is a very crucial element when there is a live TV broadcast timed to commence at an exact time. The TD will play a crucial role in assisting the presentation team in managing the timing of the competition start.

#### 3.2 Timeline:

- a) Fifteen (15) minutes before race start: athletes will be called to the pre-start area or call room.
- b) Once in the pre-start area/call room, technical officials will line the athletes up by number.
- c) Five to seven (5 to 7) minutes before race start: The time varies depending on distance from pre-start area/call room to swim start and the number of the athletes. The TD will inform the SPD that the athletes are ready to be introduced.
- d) Prior to introducing the athletes, the announcers must remind spectators that no horns or whistles can be used while the introductions and start is in progress. They also need to be asked to remain silent until after the start of the race.
- e) When the athletes have all been introduced, the announcer ends the start duties. The announcer must remain silent until after the start as detailed in the prepared script.
- f) As soon as the athletes are lined up, the start-line officials raise their flags and the starter says **"On your Mark"**, followed by the start horn.
- g) If it is a clean start, the official's microphone will be returned to the announcers. If there is a false start, the starter will give further instructions to the athletes according to the start-procedure outlined in the ITU Competition Rules.
- h) Bad Weather: when conditions are bad and in order to prevent hypothermia, the start protocol will be condensed to speed up the athletes' transition from swim warm-up to start. This will be done in consultation with the TD.

#### 4. ITU Medal Ceremony Protocol:

The ITU World Triathlon Series has a well-established Medal Ceremony Protocol. The LOC Protocol Manager must understand the ceremony logistics and ensure there is a full rehearsal.

##### 4.1 Key Logistics:

- a) Podium Specifications: The centre standard should be the highest (0,75m x 1m x 1m), with the one of the left slightly lower (0,5m x 1m x 1m) and the one on the right the lowest (0,25m x 1m x 1m). For the full design and dimensions see Sponsorship and Events Design Guide;
- b) Backdrop Specifications: see Sponsorship and Event Design Guide;
- c) Carpet Specifications: the podium steps will be completely covered in blue carpet. A carpet 2 metres x 10 metres will be in front of the podium;
- d) Flag positioning and standards: The centre standard should be the highest, with the one of the left slightly lower and the one on the right the lowest. The athletes should not have to turn more than 45° to look at the flags. The flags have to be visible for the VIPs;
- e) The LOC is responsible to ensure that they have flags of each country of participating athletes. Provision must be made for multiple winners from one country;
- f) The podium must be set up away from FOP to accommodate the broadcast of the ceremony while the race may still be in progress;
- g) Presentations must be ready to proceed within 5 minutes of the winner finishing. This is to accommodate live TV.

##### 4.2 Medal Ceremony Presenters:

- a) In choosing the ceremony presenters, the following protocol order should be adhered to:
  - The highest ranked ITU officer present at the event;
  - ITU title sponsor representative (if present);
  - LOC highest ranked political figure;
  - LOC sponsor representative (if desired by LOC).
- b) **Note:** If an IOC member is present they take priority in consultation with the highest ranked ITU Officer and the TL.

##### 4.3 Series Trophy:

In addition to the medal and flower presentation, representative of the title sponsor will present a trophy to the leaders of the ITU World Triathlon Series, who may or may not be the podium winners.

- a) The presentation to the series leader will take place directly after the presentation of the first three athletes of the race. For the series leader presentation, the first three have to leave the podium.
- b) Final list of Presenters: The highest ranked ITU Officer present will meet with the TL 24 hours prior to the first event to finalise the ceremonies presenters. They will create a table similar to the following with the names of the presenters and ensure the ITU and LOC people responsible for protocol are informed. The proposal of the LOC presenters

should be sent to the ITU Officer and the TL two weeks prior to the event with the presenters' exact title.

- c) Presenters for a World Triathlon Series event:

	<b>Women's Event</b>	<b>Men's Event</b>
<b>Medal Presenter</b>	LOC Choice	ITU Choice
<b>Flowers Presenter</b>	ITU Choice	LOC Choice
<b>Trophy Presenter</b>	Title Sponsor Choice	ITU Choice
<b>Champagne Presenter(s)</b>	LOC Choice (1 <sup>st</sup> ) - ITU Choice (2 <sup>nd</sup> , 3 <sup>rd</sup> )	LOC Choice (1 <sup>st</sup> ) - ITU Choice (2 <sup>nd</sup> , 3 <sup>rd</sup> )

**Note:** Order is reversible in consultation with TL/SPD)

## 5. ITU VIP Hosting and Ceremony Protocols:

### 5.1 This section outlines the WTS strict VIP protocol as it pertains to all official functions.

- a) VIP Guest Protocol:
- b) A VIP guest list will be created and agreed to by ITU and the LOC. A formal written invitation will be supplied by ITU and send to guests under the signature of the ITU President.
- c) The LOC will provide SMT with the exact time schedules for each VIP event.
- d) An RSVP management system will be agreed to between SMT and LOC.
- e) Important VIP guests to be included are:
  - The highest ranked local politicians, e.g., the Premier, the Mayor, The Head of Tourism authority and any other key political figures;
  - Representatives of the National Olympic Committee;
  - ITU Executive Board members;
  - The National Federation President and Secretary General;
  - Top level sponsors of ITU and the LOC;
  - ITU Senior staff and the Technical Delegate(s) for the event;
  - Others as mutually agreed between ITU and LOC.

### 5.2 VIP Meet and Greet Protocol:

- a) ITU and the LOC protocol managers will agree on a gathering place for VIPs at each function where a host or hostess can introduce and greet the guests.
- b) Refreshments should be available and served in this area.
- c) If accreditation cards have not been provided, name tags should be available. The VIPs given name should be on the first line in font 16 and the family name on second line in font 14. The person's title should be on third line in font 14.
- d) The WTS logo and the ITU logo must be on the name cards.

- e) Guests scheduled to speak should be given ample advance notice and briefed on the programme for the particular function.
- f) An event souvenir or ITU pins may be given to acknowledge their attendance.

**5.3 ITU Gift Giving Protocol:**

- a) ITU will provide a gift for the LOC and the Host City.
- b) If the LOC wishes to reciprocate, the details of the gift and the recipients should be agreed on in advance.
- c) Generally the gift presentation will take place at the Closing Ceremony.

**5.4 Transportation Protocol:**

- a) Transportation arrangements must be made to take WTS guests to and from the various functions.
- b) The ITU President and ITU Secretary General should be assigned a personal driver (or car).
- c) Parking instructions and parking passes, if suitable, should be provided to all guests who may be using their own transport to get to the particular venue.

**5.5 Flag Protocol:**

- a) The LOC must make arrangements for country flags well in advance of the events. Country flags can sometimes be secured from the government protocol office; otherwise they have to be purchased.
- b) There should be one complete set of flags on display at the venue and another set of flags for the medal ceremonies.
- c) The TD will advise the LOC of cases where there could be more than one athlete from the same country on the podium.
- d) The setup of the flags for the venue will be place in the following order from left to right:
  - Host country;
  - Alphabetical country order;
  - ITU Flag;
  - IOC Flag (if available).

**5.6 Social Functions Standards:**

- a) The types of functions required are outline below:

Function	Food and beverage	AV support	Entertainment
Pasta Party	Pasta style meal soft drinks for all athletes. VIP should be accommodated in agreement with TL.  All technical officials should receive complimentary entry.	Podium and microphone  Big Screen	Provision to play race videos and LOC and ITU promo videos

LOC Welcome Reception (optional)	Cocktail style party with provision for ITU Family (including representatives of the partners, the global sponsors and the international media)	Podium and microphone	Local cultural display welcome
Final Party (optional)	Sit down served banquet with food and beverage service approved by TL	3 or 4 Large screens Full AV support	Post-dinner dance and other cultural entertainment welcome

## 6. The Sport Presentation Team: Roles and Responsibilities:

Sport Presentation Director (SPD): Controls all the elements of Sport Presentation and acts as the "Director" on competition days.

### 6.1 Pre-planning:

- a) Liaise with Venue Manager to ensure correct equipment is ordered and installed as required;
- b) Liaise with entire sport presentation team: plans, meeting, schedules;
- c) Liaise with the following LOC personnel: Volunteer Manager; Protocol Manager; Director of Marketing and Sponsorship;
- d) Liaise with the Live Entertainment Manager;
- e) Liaise with Manager of Timing and Results to ensure the correct equipment and information is available to presentation team;
- f) Liaise with the Video Screen Operator;
- g) Creates all scripts and ensures that the entire presentation team is familiar with the script and their particular role within the script;
- h) Ensure that all team members are appropriately attired;
- i) Plan race day meal services and beverages;
- j) Ensure bathroom facilities are conveniently located;

### 6.2 Schedules rehearsals and sound checks:

- a) Competition days:
  - Controls the Announcers and cueing;
  - Cues Announcers;
- b) Cues Audio, Video and Scoreboard Operators;
- c) Cues athlete introduction;
- d) Cues victory ceremonies;
- e) Creates cue sheets in consultation with Competition Manager.

**6.3 Announcers:** (see “Announcers Protocol” in this document)

- a) Provide the main source of information delivery and announcements to athletes and coaches;
- b) Informs, guides and adds excitement to the spectators’ experience;
- c) Recognise sponsors and dignitaries as per script provided by LOC;
- d) Work with SPD to creation the detailed scripts;
- e) Pace the competition through its various stages including athlete arrival at venue, warm up, athlete introductions, timing and results, etc.

**6.4 Master of Ceremonies (MC):** where possible an MC on site can greatly enhance sport presentation. If present they can perform the following roles:

- a) Interact on a live level with spectators, including special cheers, noise-makers, giveaways, etc.;
- b) Be active with the spectators near the Field of Play (FOP), and particularly the stadium area, in engaging and exciting ways when the athletes are not in this area;
- c) Attend all rehearsals and meetings.

**6.5 Disc Jockey (DJ):**

- a) Ensure a complete selection of music to include:
  - High, medium and low tempo;
  - ITU processional music selections for swim start and medal ceremonies
  - Fanfare music for exiting moments, such as every time the athletes come into the stadium after the swim or laps on the bike or run;
  - Music that is representative of local culture and international popular pieces.
- b) Ensure the lyrics are appropriate;
- c) Music selections should suit the time and mood of the competition;
- d) Ensure all anthems are cued for medal ceremony;
- e) Attend all rehearsals and meetings.

**6.6 Audio Operator:**

- a) Operate mixing console;
- b) Monitor audio levels and maintain quality;
- c) Assist with bump-in and bump-out process;
- d) Assist the SPD with audio requirements;
- e) Attend all rehearsals and meetings.

**6.7 Video Clip Switcher:**

- a) Operates the mixers: visual outputs to screen;
- b) Assist with bump-in and bump-out process;

- c) Assist the SPD with all planned videos and advertising clips;
- d) Operate all graphic components for the video-board;
- e) Attend all rehearsals and meetings.

**6.8 Protocol Manager:**

- a) Liaise with the SPD on all protocol elements, including the list of VIPs in attendance and the times they are onsite the timing for introducing them;
- b) Provide the script for the medal ceremonies with medal presenter's names and accurate titles;
- c) Coordinate medal ceremony rehearsals and attendee's with SPD;
- d) Abide by ITU flag protocols for country flags set up at venue and for medal ceremonies;
- e) Attend meetings of the SPT as requested.

**6.9 Floor Manager/Entertainment Manager:** Manages the live entertainment and the medal ceremony:

- a) Assist the SPD with all Live Entertainment including:
  - Directs and ensures live entertainment is ready on FOP.
  - Coordinates all FOP movements which may happen between swim and bike laps. LOCs are strongly encouraged to provide some form of local culture or entertainment for spectators during quiet times, e.g., Japanese drummers, cheer leaders, etc.;
- b) Schedules rehearsals in consultation with the SPD;
- c) Manages food services and transportation for entertainers and medal presenters;
- d) Attend all rehearsals and meetings.

**6.10 Technical Operations Manager:** responsible for all technical requirements:

- a) Orders all technical equipment:
- b) Sound systems;
- c) Timing and results systems;
- d) Radios and ensures separate channel for the SPT;
- e) Manage the overall technical setup ensuring prime viewing areas for presentation team in fully equipped facility/tent;
- f) Ensure backup power and manage all competition day technical support services;
- g) Attend all rehearsals and meetings.

**6.11 Roving Camera Operator:**

- a) Operates the roving camera that feed directly to the video screen in the stadium.

**6.12 Assistant Roving Camera Operator:** (if needed)

- a) Assist the camera operator with movement of equipment and leads;
- b) Act as a runner for the roving cameraman.

6.13 **Lighting Operator:** this applies to indoor sport presentations requirements of such functions as the final banquet:

- a) Plot and record cues;
- b) Operates lighting desk;
- c) Assist with rigging and focus of lamps.

## 7. Basic Sport Presentation Run-Sheet:

Below is a sample run-sheet for a sport presentation model that involves a video screen fed by localized cameras (not live television). A full run-sheet will be produced by the SPD in collaboration with the LOC.

<b>Start time 12 noon: Time of day</b>	<b>Video Screen</b>	<b>Operation and key announcements</b>	<b>Who and queue</b>
10:30		Arrive at Venue.	Producer/Director(S PD)/assistants/ Announcers (A)/sound technician/DJ/Video Screen Director (VSD)
10:30		Review run sheet/roll call/radio check/sound and technical check and screen warm up	Full team
10:45		Announcing commences with primary focus on race information for athletes and coaches and officials	Announcer
10:45	Adverts roll	Silent recognition on screen (no public announcements)	'SPD to VSD, roll out ads'
10:55	Live or pre-recorded <b>INTERVIEW</b> on screen	<b>Welcome and INTERVIEW from Key LOC person</b>	'SPD to A and VSD, focus to LOC <b>INTERVIEW</b> '
11:05	Adverts roll	Announcers does first live sponsor recognition	'SPD to A and VSD' focus sponsor recognition'
	Pre-recorded athlete <b>INTERVIEW</b> s		'SPD to SVD, run pre-record 1'
11:30		Announcer commences general spectator announcements and race updates as spectators start arriving in venue	'SPD to A 'commence address to spectators'
11.30	Previous race		'SPD to VSD, please

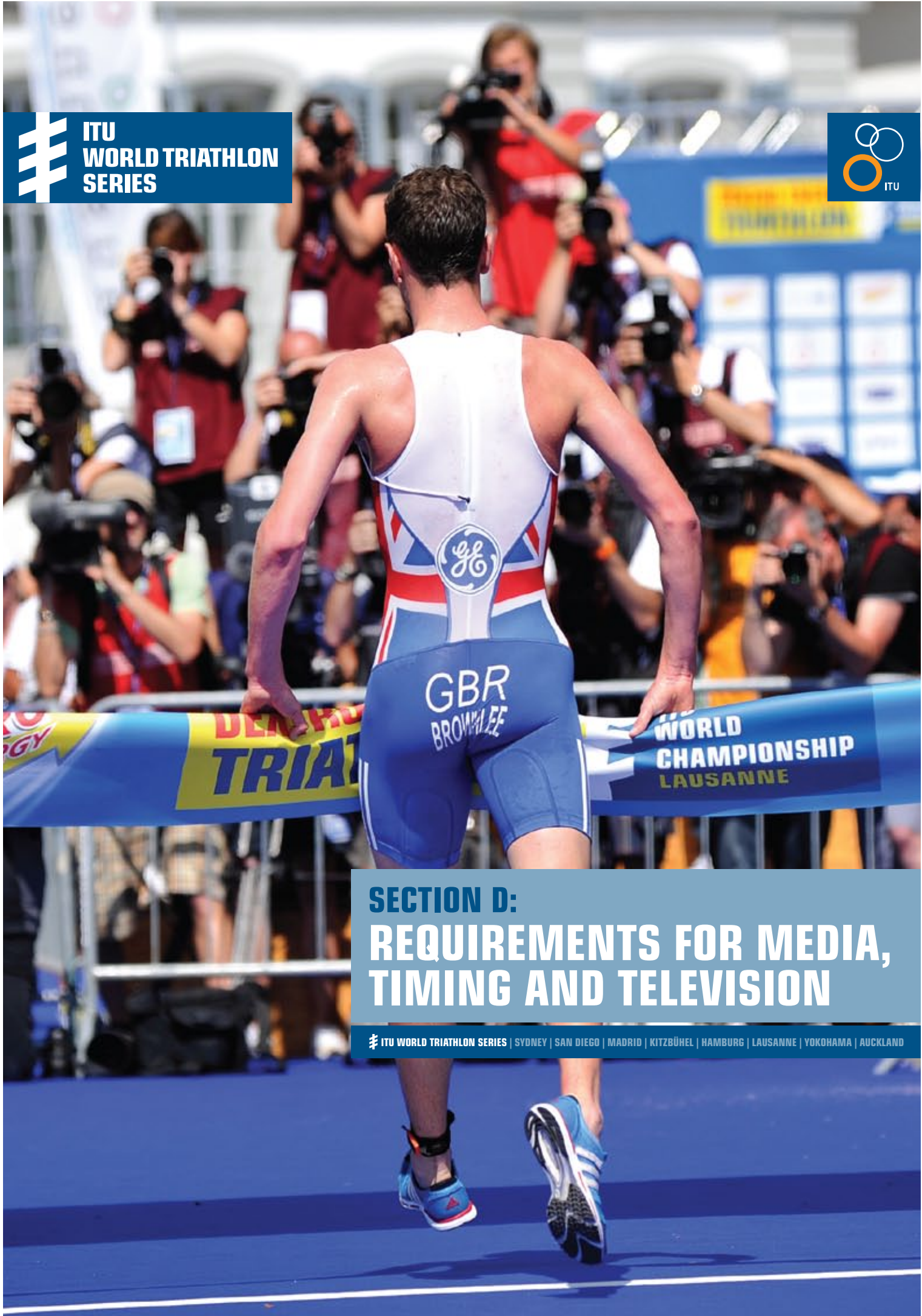
	footage or ITU promo piece		<i>run race footage 1'</i>
11:45		Opening Ceremony (if planned, may last 5 minutes) ...script TBF	
11:46		<b>General Music is OFF until after the start of the race</b>	
11:46	Venue	'ceremonial music' run music 1 minute	'SPD to DJ, run ceremonial music'
11:47	Venue	When music stops Announcer calls on Official Welcome by LOC (Mayor or other dignitary)	
11:49	Venue	Opening Ceremony Commences e.g. Possible local cultural display	
11:54	Venue	End of Opening Ceremony	'SPD to A please come in'
11:54	Venue	Officials Presentation and Announcer says <b>'Officials now make their way to the swim start'</b>	ITU Protocol Announcer
11:55	Screen on venue	Athlete introductions commences accompanied by ITU low tempo athlete introduction music	'SPD to DJ, please run introduction music'
11:59		Announcers end introduction with 'Athletes you are now in the hands of the starter'	'SPD to DJ, music OFF'
<b>12:00</b>	Race action	<b>Women's' Race Start</b>	
12:01	Race action	The women are in the water and high tempo music is played	'SPD to DJ, music up'
12:02~		Commentary resumes and medium low music is played	
12:08~	Race action	'Prime Winner is athlete # and name" proceeded by <b>SIREN</b>	'SPD to DJ run "prime siren"'
12:10	Adverts roll	Sponsor roll	
12: 20	Race Action	Women exiting the water commentary continues with low temp music	
12:22	Venue	<b>INTERVIEW with race expert on who to watch for after athletes exit Transition 1, music is off for INTERVIEW</b>	SPD to all, run <b>INTERVIEW</b>
		Period of silence (no announcing) with <b>FANFARE MUSIC</b> build for 20 seconds as lap 1 enters stadium	SPD to DJ run fanfare'
12:30	<b>Race Action</b>	<b>Lap 1 commentary followed by high temp music that is then</b>	'SPD to DJ, music off for <b>INTERVIEW'</b>

		<b>tapered off for</b>	
12:37	Venue	<b>INTERVIEW</b> with some on site expert	'SPD to SVD and DJ, camera on <b>INTERVIEW</b> and music off'
	Adverts roll	Period of silence with <b>FANFARE MUSIC</b> build for 20 seconds as lap 2 enters stadium	
12:50	Race action	'Prime Winner is athlete # and name" preceded by <b>SIREN</b>	'SPD to DJ run "prime siren"'
12:50	<b>Race Action</b>	<b>Lap 2 commentary</b>	<b>Announcer</b>
12:57	Adverts roll	"Thank you to Level 1 list of sponsors"	'SPD to DJ, music off for sponsor recognition'
	Adverts roll	Period of silence with <b>FANFARE MUSIC</b> build as lap 3 enters stadium	
13:00	<b>Race Action</b>	<b>Lap 3 commentary</b>	<b>Announcer</b>
13:07	Adverts roll	'Thank you to Level 2 sponsors' followed by ads on screen	
	Adverts roll	Period of silence with <b>FANFARE MUSIC</b> build as lap 4 enters stadium	
13:10	<b>Race Action</b>	<b>Lap 4 Commentary</b>	<b>Announcer</b>
	Venue	<b>INTERVIEW</b> with some on site expert	SPD to SVD and DJ, camera on <b>INTERVIEW</b> and music off'
	Race action	'Prime Winner is athlete # and name" preceded by <b>SIREN</b>	'SPD to DJ run "prime siren"'
13:20	<b>Race Action</b>	<b>Lap 5 Commentary</b> "The winner of bike prime 2 is"	<b>Announcer</b>
	Venue	<b>INTERVIEW:</b> race expert on what to expect as we build to transition 2.	' <b>SPD to SVD and DJ, camera on INTERVIEW and music off'</b>
		Period of silence and <b>FANFARE MUSIC</b> build for T2	
13:30	<b>Race Action</b>	<b>Transition 2 Commentary</b>	Announcers
	Venue	Back to race expert for analysis	
	Ads on Screen	'Thank you to Level 3 sponsors' - <b>INTERVIEW</b> with local sponsor with music and commentary to end of first lap of the run	<b>Announcers</b>
		Period of silence and <b>FANFARE</b>	

		<b>MUSIC</b> build for lap 1 run completion	
13:40	<b>Race Action</b>	<b>Lap 1 Run commentary</b>	<b>Announcers</b>
		Period of silence and <b>FANFARE</b> <b>MUSIC</b> build for lap 2 run completion	
13:50	<b>Race Action</b>	<b>Lap 2 commentary</b>	Announcers
	Screen	Period of silence and <b>FANFARE</b> <b>MUSIC</b> build for lap 3 run completion	
	<b>Race Action</b>	<b>Lap 3 commentary</b>	<b>Announcers</b>
14:00	Screen	<b>Women Finish with high tempo crowd pleaser music</b>	



**ITU  
WORLD TRIATHLON  
SERIES**



## **SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION**

**ITU WORLD TRIATHLON SERIES** | SYDNEY | SAN DIEGO | MADRID | KITZBÜHEL | HAMBURG | LAUSANNE | YOKOHAMA | AUCKLAND

## SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

**Note:** Part 5 below contains the LOC requirements for the host broadcast company for the event. Please note that all requirements in this section are a guide only and adjustments may occur depending on the course and other local circumstances. The final set-up will be determined after a site survey, including the requirements of the LOC.

### 1. Introduction:

This section of the WTS Technical and Media Manual details the services provided by the ITU Media Team and the requirements for the LOC. Please read the document carefully to ensure all requirements are met. The ITU Media Team will offer the following on site-services:

#### 1.1 ITU Website and Online Services:

- a) ITU will cover the events through its network of websites.
- b) Live and on-demand coverage of each race on [www.triathlonlive.tv](http://www.triathlonlive.tv) . The coverage will feature live video and audio except in markets where TV deals prohibit a signal. The internet coverage will be geo-blocked in these markets);
- c) Live timing and results display;
- d) Pre and post-race video highlights, features and interviews;
- e) Post-race event photo gallery and news releases;
- f) Full results postings.

#### 1.2 ITU Print and press services:

- a) High quality professional photography of each race. These photographs will be made available to the LOC free of charge for editorial and internal promotional use;
- b) Distribution of images through international photo agencies;
- c) Preview and review features and stories of each race. These features are freely available to the LOC for distribution;
- d) Tailored releases highlighting athletes and newsworthy items; to key markets
- e) Detailed pre-race notes and statistics;
- f) International press booklets;
- g) Management of press operations on site, including management of the media zone;
- h) Assistance in coordination of interviews and athlete management;
- i) Triathlon News Service featuring rapid distribution of athlete biographies, flash quotes and other information.

1.3 **Television and News:** All television and news services will be provided by Upsolut/ ITU & the Host Broadcast Company. See section 4. Below for the specific requirements for the host broadcaster.

1.4 **Requirements of the LOC:** To ensure a successful production of media and television services from the event the LOC is required to provide facilities and volunteers for each area

mentioned above. In addition the LOC must provide a local timing and results supplier to provide services as specified in section 3 below.

## **2. ITU Print Media Team Requirements:**

### **2.1 Overview:**

- a) The ITU Print Media Team consists of one or two ITU Media Managers and one or two official photographers:
- b) The Media Manager prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The ITU media manager will act as a liaison between the LOC and Elite athletes and also help coordinate media operations on site i.e. – Press conferences, media accreditation, media briefing, media zones/areas and hosting.
- c) The Official Photographer captures photos from the event for distribution and ITU use. Each LOC will receive copies of the photos taken for internal use. The LOC must provide two motorbikes, drivers and extra helmets for the use of the official photographer and pool photographers.
- d) ITU will provide Media vests that must be distributed and collected to media by the LOC media team.

### **2.2 Facility Requirements:**

- a) The LOC must provide an ITU Media Office (for print and TV) in host hotel –separate from the ITU office from 3 days prior to the event until race day. The office should have power, internet facilities and sufficient space for 10 people. This facility will be shared with the online/timing and television teams.
- b) The LOC must also provide an on-site media office, for the ITU Media Team and official photographers. The facility must be situated at the race venue, and internet access/power should be available for use from two days prior to the first race until the morning following the final race. The office should be a minimum of 15 m<sup>2</sup>. There should be table and chairs for 8 people and computers. The LOC will provide a dedicated high-speed internet connection (minimum 1 Mb/s upload and download) and router/switch with minimum six free ports available.
- c) The line cannot be shared with any other service provider (ITU Media, general media, timing etc.)
- d) Wireless internet is required on venue to facilitate on site coverage.
- e) A video and audio output of the International live signal including English commentary should be provided from the host broadcaster. These must be provided by the host broadcaster to the on-site ITU Media office. A monitor should also be provided to enable the media team to monitor and report on the event.
- f) The LOC must provide a press centre at the race course for the general media that is adequate for the number of media in attendance.

### 2.3 Press Centre – equipment requirements:

- a) The LOC will provide a stable high-speed internet connection and router / switch with enough ports for the expected number of media
- b) Black and white laser printing facility
- c) A high-speed photocopier with sufficient paper supplies and extra stationery
- d) Fax machine capable of international fax distribution
- e) Notice board for maps, results and other news
- f) Pigeon holes for press releases, course and athlete information and quotes
- g) Extra stationery, pens and pencils.
- h) All printed media information (see Appendix A section 1.2 below for detailed information)
- i) Refreshments and food for entire day
- j) Storage for photographer and media personal items

### 2.4 Media Operations:

- a) Media Accreditation and Identification:
  - Media must be accredited according to ITU accreditation guidelines document. This is available in the Event Organiser's Manual.
  - All media accreditation application must be approved by ITU Media manager. The final media accreditation application list must be emailed to ITU seven days prior to the event. ITU Media staff (TV Crew, Online, Photographers and Management) will have special identification. The LOC will be notified of this identification by the Team Leader.
  - Media vests will be provided by ITU and should be distributed in coordination with the ITU Media Managers. The LOC is responsible for distributing and collecting all vests.

### 2.5 International Media:

- a) LOC to create a media invitation 30 days before the event for local media that will in turn be sent out to international media and trade publications by ITU if desired. ITU will also solicit attendance from media.
- b) LOC should endeavor to provide accommodation with breakfast for international media attending the event. Media are responsible for payment, but the LOC should strongly consider having a budget to host international media. Accommodation should be in close proximity to Media Centre and race site. If not the LOC is responsible to provide adequate transportation to and from the Media Centre prior to the event and on race day.

### 2.6 Pre-Race Press Conference (optional):

- a) The Pre-Race Press Conference timing will be determined 30 days out from the event in consultation with ITU.
- b) Food should be made available for media and attendees.

- c) LOC must forward to ITU Media Manager the requested attendees list (ITU athletes and delegates) one week before the press conference. ITU will aid in the solicitation of invitations.
- d) LOC will ensure adequate facilities are prepared within close proximity to the host hotel (otherwise adequate transportation must be arranged).
- e) LOC must keep an attendance record for the press conference and forward to ITU Media Manager after the conference.

**2.7 LOC area of responsibility:** supplying the following items for the press conference:

- a) Facilities (Seating, Tables, etc.);
- b) Backdrop (must be approved by CD);
- c) Adequate Audio Visual equipment;
- d) Names and pronunciation of LOC Dignitaries;
- e) Agenda/Run sheet;
- f) Place Cards (ITU approved design);
- g) Food and Beverage for Attendees;
- h) Water and Beverage for head table;
- i) Translator (if applicable);
- j) MC;
- k) Local gift for attending athletes;
- l) Branding will be produced in consultation with CD.

**2.8 Media Briefing:**

- a) LOC and ITU Media Managers will give a Media Briefing to media before the competition;
- b) CD will supply a general PowerPoint presentation to the LOC two weeks prior to the event for inclusion of course maps, media zones, scheduling and any other pertinent LOC information.

**2.9 Media Zones/Areas:**

- a) The LOC will provide designated Media Zones on course for press, photographers and broadcasters, separate from spectators with adequate identification and efficient movement from zone to zone (i.e. not through crowd or long distances);
- b) The LOC will provide a Media Zone at the finish line in accordance with the draft layout plan provided in the sample finish line layout (See Section E- Host Broadcast Company Requirements). This zone should include a tiered platform for photographers at the finish line a designated area for host broadcaster interviews and a mixed zone for media separate from athletes;
- c) LOC to provide a detailed site map with clearly identified media zones and areas to ITU Media Manager and TD one month prior to the event. Map must include sketch of finish line area and mixed/interview areas;

- d) LOC Media Manager to be available for course walkthrough with ITU Media Manager and TD Friday morning for any last minute alterations.

#### 2.10 Post-Race Press Conference:

- a) LOC to consult with ITU Media Manager about need for post-race press conference. If deemed necessary please refer to Pre-Race Press Conference requirements above.

#### 2.11 Personnel Requirements:

- a) Volunteers

Number of Volunteers	Duties	Time Required	Notes	Accreditation	Radio
3	Assist media manager	All race day	Fluent in English	Media Zones / FOP	0
3	Triathlon News Service – capturing flash quotes of finishing athletes	All race day	Fluent in English; Journalism experience	Media Zones / FOP	0

- b) LOC Personnel: The LOC should:

- have a main media contact to liaise with local media;
- provide a minimum of one media chaperone for every ten media in order to properly control and direct media traffic;
- have an experienced Photo Chief to manage the special needs of photographers and direct them throughout the course;
- make sure there is a Media Centre Supervisor in order to ensure proper operation of the centre;
- Produce a local press kit containing the items listed in 2.12.

#### 2.12 Table of Contents for a Press Kit:

- Schedule;
- Organisation information (list of key organisational contacts);
- Sponsor information about all global and local sponsors (sent by CD);
- ITU information (sent by ITU 30 days prior);
- General city/region information (more if expecting international media);
- Special events (functions or other races the media are invited to);
- General media information (media centre, briefing, media events, accreditation/identification, access);
- Accommodation (if expecting international media);
- Transportation/parking;
- Course information;

- k) Course Maps (with media areas highlighted);
- l) Ranking information;
- m) Athlete profiles (top contenders only 6-10; visit ITU Online Media Centre for most top athletes);
- n) Historic statistics/results (ITU statistics are available in the Online Media Centre) <http://media.triathlon.org>. (Please contact ITU if you require a sample Press Kit. The ITU Media Guide and the ITU World Triathlon Series Media Guide are available on the ITU Media Centre <http://media.triathlon.org>)

### 2.13 Equipment and Logistics Requirements:

- a) The LOC must provide two motorbikes with drivers and helmets for the official ITU photographer and pool photographers. Any additional motorbikes for local media access are the responsibility of the LOC and all vehicles on course must be approved by the ITU Technical Delegate.

### 2.14 International PR and promotion:

- a) The LOC should provide a minimum of 15,000 USD in triathlon trade specific advertising budget. This budget should only be distributed in conjunction with ITU Media. This budget will be combined with other LOC's advertising budget to pool resources to maximize exposure for the event and leverage bulk discounts.

### 2.15 Reporting:

- a) The LOC must provide a list of all accredited media to the ITU at time of arrival;
- b) The LOC must provide a detailed reporting document to the ITU Media Manager within 4-6 weeks after the event. This document will include:
  - Detailed Pre and Post Monitoring information (clippings, local TV stats, etc.);
  - Final Media Contact list;
- c) The ITU Media department will provide a detailed reporting document outlining international and trade coverage of the event along with pertinent statistics, facts and figures within 4-6 weeks after the event.

## 3. Timing and Results Service Requirements:

### 3.1 Overview:

- a) Timing and results services are the cornerstone of a successful broadcast from an ITU World Triathlon Series event. These services are the basis for a professional and accurate production of a live TV signal. As a result the following technical requirements for any timing company that wishes to provide basic timing and results services. Please note that it is the responsibility of the LOC timing company to fulfill these requirements in full.
- b) **IMPORTANT:** The LOC should ensure that the proposed timing company for the event can meet these requirements. A LOC timing and results provider **CANNOT** be confirmed until they are approved by the SMT.

### 3.2 General requirements:

- a) The event must select a partner – the Service Provider – to secure the required quality of basic timing and results service.
- b) The Service Provider should work on a “near invisible” basis during the event, with absolute minimum presence on the event course.
- c) The Service Provider must be able to produce data displaying the results of the event, including each individual leg (swim –bike –run), and with multiple splits during each leg, where course layout accommodates this.
- d) The Service Provider must provide a direct connection to the graphics company to provide the basic timing service data.
- e) Where possible timing systems must be hidden from media, TV and still photographers.

### 3.3 Timing System:

- a) Requirements of the transponder system:
  - Reliable, so all times are captured without losses;
  - Able to capture splits for each individual leg, including multiple splits on swim (on water exit), bike and run;
  - Attached to the athlete in an ankle band or race number;
  - Attached to the athlete in a manner that does not influence the performance of the athlete Work under the regulations of CE and FCC;
  - Weight must be not more than 20 grams;
- b) Deliver data live in real time to the timing and results software used by the Service Provider;
- c) Able to vary in width from two to eight meters without obstacles on course;
- d) For the elite races using non active chips a second chip per athlete MUST also be placed on the bike to ensure 100% data capture. Timing of ITU World Triathlon Series events must be done with an ITU approved transponder system. Non ITU approved systems are not allowed.
- e) Important Note: The only approved ITU timing systems are:
  - AMB-it;
  - ChampionChip;
  - MyLaps
  - MTS (J-chip);
  - Winning Time.

### 3.4 Use of Timing System:

- a) Timing systems should be installed so as to isolate each discipline (swim, transition one (T1), bike, transition two (T2) and run) and capture multiple spit times during each discipline also (if athletes exit swim after each lap and if athletes lap through transition

area during the bike and the run) and provide backup lap counting on the bike and run segments. The following timing data is required:

- Swim intermediate times;
  - Transition 1 times;
  - Bike lap times;
  - Intermediate Bike lap times (systems should be place approximately mid-way on bike lap to give updated data for TV graphics mid-way on each lap); *Please consult TV Production Director if required.*
  - Transition 2 times;
  - Run lap times;
  - Intermediate run lap times (systems should be place approximately mid-way on run lap to give updated data for TV graphics mid-way on each lap); *please consult TV Production Director if required.*
  - Finish time.
- b) The Service Provider must have direct connections to the timing locations via RS232, RS485 or Ethernet where such connections can be drawn.
- c) On locations where this is not possible the Service Provider must aim at using internet based connection via DSL or GPRS (or similar mobile connection) in that order of priority.
- d) ITU emphasizes use of direct connections where the distance is less than 200 metres from the event venue timing and results base location.
- e) The Service Provider must have live real time connections to timing locations to pull or retrieve data instantaneously.
- f) All data must be delivered from the timing locations to the timing and results database in not less than 3 seconds after passing on timing system.
- g) Important Note: Manually transporting times via a USB stick or similar device is not allowed,

### 3.5 **Software:**

- a) The Service Provider must use a fully multi-user enabled database for data storage;
- b) The Service Provider software must be able to receive data live in real time from the timing locations.

### 3.6 **Live services during event:**

- a) ITU requires two hosted XML outputs to facilitate live coverage.
- b) The first is the current race split, the second a cumulative individual athlete lap times for each participant.
- c) Each athlete splits page is to be called via a unique id number in the athlete split URL. This number should be contained within the current race split page to allow a reference. This number at your discretion may be the race number.

- d) Each page should be updated immediately on receiving data, allowing 30 seconds for manual corrections if needed. The current race split is to show only the current lap split data.
- e) These pages will not be made directly accessible to the public. The ITU server will be the only application accessing these pages. This will ensure minimal stress and allow very frequent updates. The server will be set to read every 15-20 seconds.
- f) Live times must be provided for each lap of the swim, bike and run.
- g) The application used by the Service Provider must have the functionalities to display results after each lap with the following information:
  - Rank on selected split;
  - Race Number (athlete number);
  - Name;
  - Country IOC 3 letter code;
  - Leader cumulative time;
- h) Time difference to leading athlete on selected lap.
- i) Full samples and assistance is available from [fergus.murray@triathlon.org](mailto:fergus.murray@triathlon.org).

### 3.7 Event Venue Services:

- a) The timing provider should be able to provide an Intranet CIS capable of connecting to various fed points such as media centre consoles, commentator information systems and VIP hosting areas.
- b) Physical printouts of all relevant data are also required for elite and Age Group races.
- c) The timing provider should be able to deliver updates via SMS and mobile technology if requested.
- d) The timing provider should provide a gantry finish clock capable of displaying time and competitor data such as name, nationality, category etc., an electronic lap counter and scoreboard capable of graphic display.
- e) A printed results distribution procedure similar to the sample below should be able to be delivered.

Printed Report Calendar Distribution List														
Report	Recipients													
	ITU office		Competition Management		Sport presentation		Teams pingpong holes		Officials		Media office		VIP Area	
	When	Qt	When	Qt	When	Qt	When	Qt / team	When	Qt / official	When	Qt / med	When	Qt
Triathlon Course and Profile Maps	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	D0 D+1	tbd
Activities schedule	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	D0 D+1	tbd
Current ITU World Ranking	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	D0 D+1	tbd
Provisional start List	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	n/a	n/a
Definitive start lists post briefing	D-2	15	D-2	15	D-2	5	D-2	2	D-2	1	D-2	1 +10	n/a	n/a
Women's start list	D0 H-3	15	D0 H-3	15	D0 H-3	5	D0 H-3	2	D0 H-3	1	D0 H-3	1 +10	D0 H-1	tbd
Men's start list	D+1 H-3	15	D+1 H-3	15	D+1 H-3	5	D+1 H-3	2	D+1 H-3	1	D+1 H-3	1 +10	D+1 H-1	tbd
Intermediate results after swim	2 min	5	2 min	5	2 min	5	2 min	2	2 min	1	2 min	1 +20	2 min	tbd
Intermediate results after bike	2 min	5	2 min	5	2 min	5	2 min	2	2 min	1	2 min	1 +20	2 min	tbd
Final results	5 min	15	5 min	15	5 min	5	5 min	2	5 min	1	5 min	1 +20	5 min	tbd
Race Analysis	10 min	5					10 min	2	10 min	1	10 min	1 +10	n/a	n/a
<b>Race week</b>														
Monday	D-5													
Tuesday	D-4													
Wednesday	D-3													
Thursday	D-2												Race briefing	
Friday	D-1													
Saturday	D 0												Women's race	
Sunday	D+1												Men's race	

### 3.8 Sample results distribution list. Official Results Service:

- Official results should be made available in a timely manner in formats as specified by ITU including detailed race analysis. Exports in various formats should be possible to relevant third parties (media, event officials, IT partners etc.). Any photo finish images should be available instantly for event officials, media and TV partners.
- The official results output must include the following information:
  - Event Information such as: Event Name, Event Data, Start Time, Event Officials, Event Distance, Course Data and Weather Information;
  - Rank of athlete;
  - Race number of athlete;
  - Name of athlete;
  - National federation of athlete;
  - Swim time + Rank on swim leg;
  - 1st Transition time + Rank on 1st transition leg;
  - Bike time + Rank on bike leg;

- 2nd Transition time + Rank on 2nd transition leg;
  - Run time + Rank on run leg;
  - Total time;
  - Time offset to winner;
  - The cut-off time + the number of athletes within cut-off time;
  - Points achieved by the athlete.
- c) The results must be displayed in the order of ranking 1, 2, 3, etc., then DNF's, DNS's and DSQ's. DNF's must be sorted by the number of legs completed, then by time accumulated after latest completed leg.
  - d) The timing company must provide the results in the ITU database table for archiving on [www.triathlon.org](http://www.triathlon.org), via a pre specified Excel spreadsheet.
  - e) The timing company will be given this file from ITU Online Services & New Media before the event and the ITU technical delegate will ensure that the start lists are correct. The race referee will sign off the results after each race to confirm them as official results.
  - f) The files once completed and verified should be emailed to the following email address: [entries@triathlon.org](mailto:entries@triathlon.org)
  - g) Results should be emailed no later than five minutes after the official results are confirmed. This applies to both the men's and women's races.

### 3.9 Age Group Results:

- a) The timing company must create two sets of results for all Age Group competitions:
  - One set with results as of December 31st in the year of the competition for race day results and awards.
- b) These results must be emailed to [entries@triathlon.org](mailto:entries@triathlon.org) after the race.

### 3.10 Manual Back-up:

- a) All timing systems should work on a failsafe basis, with zero tolerance for data error or system failure due to live television requirements. The timing company has to prepare a manual backup to cover the contingency of missed data because of chips lost during competition. Furthermore in the event of catastrophic and unavoidable failure of the timing systems, the timing company should have a manual back-up system to provide accurate finish time and position data.

### 3.11 Photo Finish System:

- a) The Service Provider must supply Photo Finish Services to decide positions on close finishes in the event. The Service Provider must work with equipment from one of the below listed manufactures:
  - TimeTronics
  - FinishLynx
  - Alge
  - Omega

- Seiko
- b) Two photo finish cameras must be provided –positioned on either side of the finish Gantry and an official finish line must be marked for the decision of the final result. For close finishes the Service Provider must be able to export the picture immediately to the host broadcast company and ITU Media team.

### 3.12 Basic Broadcast Services:

- a) The timing and results services provider is required to feed data containing:
  - Competition schedule;
  - Start lists;
  - Intermediate standings during and after the different splits/laps taken on the different legs Intermediate standings during and after the different legs (swim/transition/bike/transition/finish) Fastest times on selected lap /splits legs;
  - Final results;
- b) The timing and results services provider is required to feed this and work together with the TV graphics company used by the TV production company at the event. This data must be available to the TV graphics company in either a push or a pull protocol. The timing and results services provider must be able to send data over the following methods of communication: TCP/IP, RS232 and RS485.
- c) The timing and results services provider is required to continuously review data before released to the TV graphics company throughout the competition, as is requested to have a dedicated person for this purpose. From athlete passing to release of standings information this must be in real time, unless otherwise distribution plan has been agreed between the timing and results services provider and the TV production company.
- d) Details on additional features should be laid out in the proposal, such as information on;
  - Athlete information request;
  - Competition environment request;
  - Results analysis;
  - The timing and results services company should arrange the transfer of timing data to the graphics provider, with consultation to the LOC and TV production contacts listed below in Section E.
  - Where possible within the range of networking with cable, a direct cable connection must be used for communication between the timing and results services provider and the TV graphics company. Where this is not possible optimum solution with either internet or wireless should be carefully considered by the two parties.
- e) Notes:
  - It is the responsibility of the local timing company / service provider to ensure that there is a working interface to the graphics provider.
  - The LOC timing company must provide one contact person from their local timing company to coordinate the protocols in use and the technical requirements of HBC.

#### 4. TV Requirements (UPSOLUT – Host Broadcaster (HBC) Requirements):

**IMPORTANT:** Please note that this section related directly to UPSOLUT and the HBC. All questions should be directed to the TV Production or Rights Directors.

##### 4.1 Preamble:

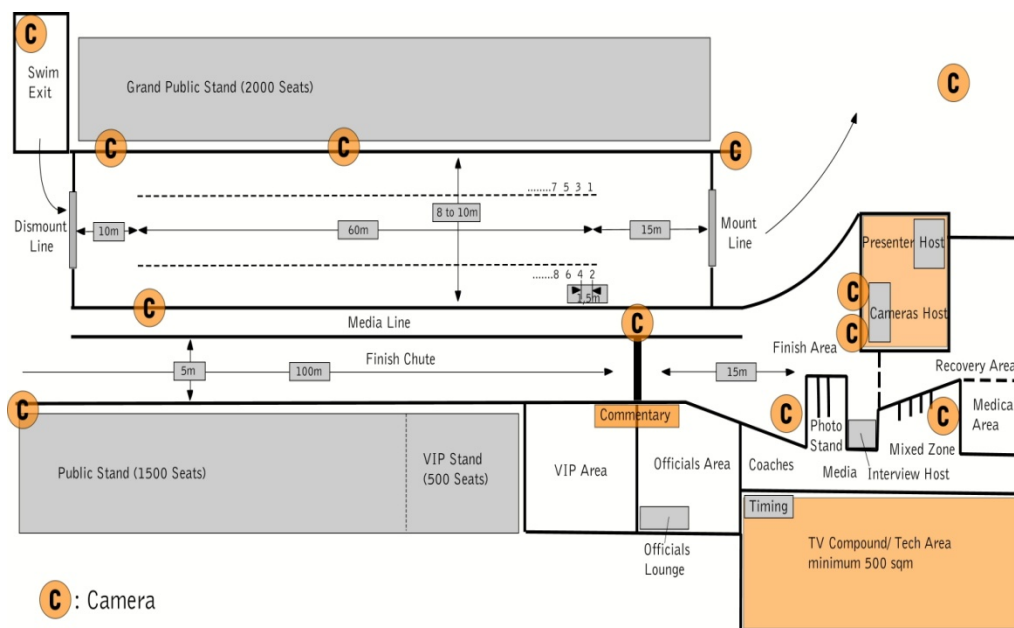
- a) The ITU World Triathlon Series is the premium product of Olympic Triathlon. In order to establish the series on a worldwide basis it is necessary to have a consistent high quality TV product. ITU and UPSOLUT define the TV product as a combination of live races, magazine shows and news distribution. All this will be offered to international broadcasters.
- b) It is the responsibility of the LOC to provide a host broadcaster for the event (HBC). The HBC will be obliged to produce a TV signal of both races (elite men and elite women) for national and international broadcast partners.
- c) The LOC will, in return, receive all national TV rights for all live races of the series. These rights include:
  - The footage from the home event produced by their appointed HBC; and
  - The footage from all other live races of the series including the Grand Final for the respective home territory of the LOC.
  - The Magazine Shows for the Series (14 x 52 minutes each)
- d) In addition it is the responsibility of the LOC to provide at least one free to air broadcast partner for the home event. This national TV partner will air both home races live or re-live in full length as a minimum broadcast obligation. For the good of the Series and the development of the product the LOC will do their best efforts to oblige their national TV partner(s) to air as many (live) broadcasts of the series as possible. The HBC or the chosen delivery partner is subject to final approval by UPSOLUT/ITU.

##### 4.2 Production:

- a) This document serves as a general guideline for the host broadcasters (HBC) of the ITU World Triathlon Series. It is well acknowledged that this document can only give general statements related to the coverage of the ITU World Triathlon Series. Detailed discussion with the proposed HBC is required before a final decision is made and adjustments to these requirements may have to be made depending on the course and other local circumstances. The final set-up will be determined after a site survey with the LOC, HBC and UPSOLUT/ITU.
- b) The host broadcaster will be obliged to produce a world class live feed of both the Elite Men's and Women's races. It will be responsible to deliver all equipment and manpower necessary for such coverage from the venue as well as facilities and any required manpower to facilitate the production of the Magazine Show.
- c) However, UPSOLUT will consult the HBC for the final set-up and the edit flow, the use of graphics and statistics and reserves the right to bring its own director and part of the camera crew for each production. Any final camera plan and other local settings must be approved by UPSOLUT/ITU.

- d) The normal obligations of an HBC such as on-site coordination for licensees present in the venue should be fulfilled by the HBC too.
- e) The HBC will make available the feed to UPSOLUT/ITU and licensees at the venue as determined by UPSOLUT.
- f) The feed will be produced in the following format: **High Definition 1080/50Hz** (or equivalent HD standard in the HBC country)
- g) The HBC will be ready to start the Feed at least two (2) hours prior to the Event.
- h) Two DVD recording (more upon request) and three HDCAM recordings (one clean/clean and two PGM with intl. sound) will be supplied to ITU/UPSOLUT in addition.
- i) Upon prior consultation of the HBC, UPSOLUT will determine the final set-up and the edit flow, the use of graphics, statistics and timekeeper. UPSOLUT reserves the right to bring its own director and part of the camera crew for each production and will be entitled to use the technical means provided by HBC. Any final camera plan and other local settings must be approved by UPSOLUT/ITU.
- j) The feed must be completely neutral and independent and free of any domestic elements.
- k) The feed will be accompanied by full international sound in stereo quality (Dolby 5.1) and will cover in full, all the action from the event.
- l) UPSOLUT will provide two English commentators whose audio must be implemented into the Feed by the HBC. Furthermore, UPSOLUT will hire a provider for GPS data provider as well as a provider for TV graphics whose services must be implemented into the OB production and used for the International Feed.
- m) The HBC will implement the official opening and closing sequence provided by UPSOLUT and will implement – if produced by UPSOLUT – clips, profiles, vignettes, and features about Athletes, the venue and the track (virtual / animated), the city and other relevant content promoting the ITU, the competition and the location at the reasonable discretion of UPSOLUT.
- n) The HBC will implement on UPSOLUT's behalf and at UPSOLUT's reasonable discretion sponsored graphics (e.g. a branded clock or data). UPSOLUT will supply the equipment to collect the GPS data and graphics computer or caption generator to implement it into the Television Signal (e.g. Viz RT or similar). HBC will offer all necessary assistance and cooperation to connect the equipment to HBC's OB unit and deliver all necessary supplies for the graphic workplace such as a working container with air conditioning, tables, chairs, power supply, an Internet connection, etc.
- o) The LOC support for TV includes the provision of certain space and facilities within the venue and course for the HBC and any UPSOLUT International Broadcasters with unilateral on-site presence, as well as other positions to observe proceedings to ensure consistency across the event.

## Areas/ Facilities required: (Example)



### 4.1 Coverage outline:

- The International Running Order for the live coverage of the elite event will be provided by UPSOLUT.
- Triathlon is determined by the challenges of three different sports each having its own specific requirements for TV coverage and possibly taking place in different environments. The following will give a short outline what we consider crucial scenes in each of the disciplines. For each of these scenes the host broadcaster will make efforts and ensure the best possible coverage, use the best suitable equipment and the best positions for camera equipment. Upon request UPSOLUT/ITU will provide video examples of ideal live coverage from a previous event.

### 4.2 Audio:

- UPSOLUT expect (directional) microphones at each crucial point of the coverage:
  - Exit from swimming
  - Transition zone to cover fast passing bikes, steps, atmosphere of spectators
  - Finish line
  - At location of specialty cameras

### 4.3 Equipment to be used: For the described coverage we expect the following list of equipment as follows:

Description	Minimum Number (possibly higher depending on venue):
OB Truck:	1 unit, with hard disk slow motion systems
VTR:	3 x HDCAM + Tape stock
DVD recorder:	2 x DVD + DVD stock
Helicopter with WESCAM:	1 x with Bi-Turbine Engine

Relay Plane:	1 x with pressurized cabin
Cameras on boat: (Boats to be provided by LOC)	2 x separate boats (One for the wireless handheld and one for a Polecam)
Cameras on motorbikes:	3
Handheld cameras:	4
Polecam:	1
Cameras on tripod:	Minimum 3
Super slow motion cameras:	1 camera, 2 positions
EVS	<p>Minimum <b>3 x EVS</b> each with operators</p> <p>One (1) of these three (3) EVS operators will be required to edit a 3-minute news playlist during the live coverage for ITU/UPSOLUT. In addition, after the termination of the live coverage, ITU/UPSOLUT will require 1 EVS with an operator to play out extra footage and graphics.</p> <p>ITU/UPSOLUT must be allowed to have access to all the footage in the EVS units, along with an EVS operator, up until 90 minutes after the end of the live feed.</p>
Cables	All cable works and cable crossings have to be provided by HBC
Jimmy Jib	1 or 2 depending on venue and course
Power:	UPS, e.g. Twin Pack generator
Extras:	Anything necessary for implementation and organisation of frequencies, antennas for the wireless cameras and microphones, cherry pickers, cranes etc.
Commentary unit:	1 fully equipped unit for 2 commentators (power, desk, chairs, monitors, headsets, microphones, codec with intercom, connectivity etc.)
Comms	<p>OB - Van &lt;-&gt; Camera circuit</p> <p>OB - Van &lt;-&gt; English commentators (with separated talkback to OB van)</p> <p>OB - Van &lt;-&gt; TV Graphics</p> <p>OB - Van &lt;-&gt; ITU Producer (on radio)</p>
Graphic equipment:	UPSOLUT will provide supplier of TV Graphics. HBC will be responsible for implementing virtual enhancements and data service within the live feed
ENG Crew	Available for 4 days, with Panasonic P2 HD Camera, Standard lighting kit & minimum 4 x 32GB P2 media cards (to be returned)
Creative Crew	Director, Editor, Camera crew and all relevant creative crew
Licenses:	All required frequencies and permissions for communication, microwave, relay station, helicopter

#### 4.4 **TV Graphics and Data:**

- a) ITU/UPSOLUT will determine one TV Graphics and data supplier for the entire ITU World Triathlon Series. The supplier will deliver a large amount of data useful for the coverage and the analysis of the competition. It will serve both live and highlight programmes.
- b) The HBC is entitled and requested to make extensive use of the data provided and should make arrangements for all graphical implementation into the world feed. Some data and graphics may be connected to a sponsor.

#### 4.5 **Contact**

##### **TV Production Director:**

Oliver Schiek, Senior Director Logistics& TV Production:

Upsolut Event GmbH

Friesenweg 7

22763 Hamburg, Germany

Email: [oliver.schiek@upsolut.de](mailto:oliver.schiek@upsolut.de)

Direct: +49 40 88 18 00- 48

Mobile: +49 170 34 29 886

##### **TV Rights Director:**

Carsten Richter, Senior Director TV Rights:

Upsolut Event GmbH

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22763 Hamburg, Germany

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Direct: +49 40 88 18 00- 73