ITU

ITU TRIATHLON WORLD CUP

LOC REQUIREMENTS MANUAL

ITUtriathlon

INTERNATIONAL TRIATHLON UNION

ITU Triathlon World Cup – LOC Requirements

Valid for the 2014 events

(Version dated: 15th of January 2014)

This summary document describes all the key information required to deliver an ITU Triathlon World Cup Event.

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ITU

SECTION A:

OVERVIEW

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INTERNATIONAL TRIATHLON UNION

SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

1. Introduction:

1.1 The ITU Triathlon World Cup Events 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 technical staff to support the event (outlined below) during its operation.

1.2 The Objectives of the ITU Management Team (ITU-MT) are:

a) To form a management partnership with the Local Organising Committee (LOC) and the Host City (HC) to support the LOC in reaching the world class consistent standards.

b) To collaborate closely with the LOC, the National Federation (NF) of the country and the Host City (HC). The key technical specifications are laid out in the LOC Requirements document. In addition to this document, the ITU Event Organisers Manual and the ITU Triathlon World Cup Branding Guidelines will be used as 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 the Sport Department, the ITU Team Leader (TL) of the event and the ITU Technical Delegate (TD) of the event. All documents can be downloaded from www.triathlon.org;

c) To ensure that the LOC must ensure the event complies with the ITU Competition Rules as defined in LOC-ITU agreement.

2. The principles of ITU Triathlon World Cup 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 High quality opportunities for sponsors delivering to them total satisfaction;

2.7 Sport development opportunities and a legacy for the HC and NF;

2.8 Development opportunities for community and corporate participation.

3. Key criteria:

3.1 High quality events with consistent standards and brand consistency;

3.2 Elite events on a multi-lap course;

3.3 Mass participation events linked to the elite programme to create a major spectacle;

3.4 Venue set up in city or other iconic location with grandstands with a big screen;

3.5 Large numbers of spectators;

3.6 Quality of experience for all athletes participating;

4. "The Teams":

The high level roles and responsibilities of the LOC and ITU-MT are outlined below. The ITU Triathlon World Cup Event team will provide expertise to support and deliver each event and will work alongside the LOC.

4.1 **The ITU Management Team (ITU-MT)** will interact with the LOC event team on multiple levels. Below is a description of the ITU-MT and their roles.

a) **ITU Sport Department** is responsible for the general management and oversight of all world cups and is the primary liaison between LOC and ITU. The coordination role of the ITU Sport Department is in the responsibility of the ITU Sport Director and will delegate specific jobs to the members of the Sport Department. The Sport Department also works in collaboration with other departments - such as AFL, Media – to prepare the events. The Sport Department is not necessarily represented on the event itself. The responsibilities of the Sport Department are:

- Overall strategy, planning and organisation;
- Series approvals and recommendations;
- Coordinate city bid process and event scheduling;
- LOC-ITU contract negotiation, invoicing and payments (with ITU AFL Department);
- LOC-ITU contract management including confirmation of all permits, event insurance and water quality tests;
- Coordinate technical officials' development program where needed;
- Coordination of anti-doping control in consultation with ITU Anti-doping Director;
- World cup spokesperson;
- Manage global sponsor relationships, services;
- Advise LOC's on opportunities to commercialise their events;
- Management of global logistics and shipping;
- Manage production and inventory of world cup supplies;
- Manage ITU team travel;
- ITU Branding and Event Promotion approvals;
- Post-event technical report filing.

b) **ITU Team Leader (TL):** An ITU TL will be assigned to each world cup event. The TL will work closely with the TD and the Assistant TD. The TL carries the following responsibilities prior to the event, on site and after the event:

- ITU-MT coordination and management;
- Coordinate team meetings and set agendas in conjunction with the TD, record and distribute minutes;
- Coordination of award ceremony including rehearsals and selection of presenters;
- Oversight of all LOC website information for accuracy and consistency;
- Manage sponsor and VIP requirements and services;
- Coordination of technical related media and television matters;
- On-site management of ITU protocols;
- Post-event technical report coordination.

c) **ITU Technical Delegate (TD):** An ITU TD will be assigned to each world cup event. The TD will assign the technical officials and specify their roles and responsibilities. The TD will be assisted by an Assistant TD, appointed by ITU. The TD's responsibilities are:

- Primary contact for all technical, competition and operational elements;
- Venue and Course: venue physical design: course design and measurement, permits and approvals, infrastructure integrity, aid stations, communications, contingency plans;
- Coordination of officials, marshals, and volunteers;
- Elite competition management – ITU Rules and Regulations;
- Safety management;
- Approval of security plans;
- Medical management;
- Environmental management;
- Anti-doping control management;
- Elite athlete registration, briefings and training facilities management;
- Completion of technical section of ITU post-race report.

d) **ITU Media Delegate**'s responsibilities are:

- First point of contact for all media matters;
- Approve all planned media facilities, media technical support and media hosting with TD and TL;
- Request and review all LOC media plans in cooperation TL;
- Develop and implement ITU media plan for the event;
- Coordinate athlete interviews;
- Coordinate press services;

- Produce a post-event media report.

e) **ITU TV Producer's** responsibilities are:

- First point of contact for all television matters;
- Coordination of the work of the ITU camera crew on site;
- Produce post-race news feed, webcast and magazine show.

4.2 **LOC Team:**

a) LOC Event Director: The responsibilities are:

- Main point of contact for ITU;
- Overall management and coordination of the event;
- Main contact person for the LOC on all important decisions;

b) Director of Venue and Technical Operations: The responsibilities are:

- Course selection and mapping;
- Secure Permits and devise safety plan;
- Venue set-up and technical operations..

c) LOC Director of Marketing and Sponsorship: The responsibilities are:

- Be familiar with ITU Triathlon World Cup Branding Guidelines;
- Creation of a LOC marketing concept for the LOC sponsors that is in keeping with the ITU Triathlon World Cup Branding Guidelines;
- Implementation of the branding plan;
- Provision of volunteers to assist with the installation of the branding including provision of equipment necessary for branding installation and take down.

d) LOC Media Director: The responsibilities are**:**

- Main contact to ITU Media Delegate and local media;
- Arrange pre promotion of event;
- Organise all press and photo media on site;
- Organise press conferences;
- Post-race media monitoring and reporting.

e) LOC TV Production Director: The responsibilities are**:**

- Main contact to ITU TV Producer;
- Organise all necessary logistics to assist in successful TV production, such as scaffolding, etc.

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) Race announcers must provide all critical race information in English as well as the local language.

5.2 **Site visits:**

a) 1 site visit has to be conducted during the bidding period. A second visit may be required after signing the contract for first time world cup events only;

b) Accommodation and travel have to be provided by LOC during the entire duration of the site visit.

c) Documentation: During the 1st site visit, the following information should be available:

- LOC team (structure & experience);
- Environmental data (tides, weather forecast history, water quality);
- Venue & course maps;
- Required permits and approvals;
- Budget outline, including confirmed revenue streams.

5.3 **Event Agreement :**

a) The LOC Requirement document applies to all ITU Triathlon World Cup events as stated in the ITU – LOC – HC Agreement. All provisions of the LOC Requirement document are legally binding upon all LOCs that have been awarded an ITU Triathlon World Cup.

b) ITU has authority for determining what constitutes the correct implementation and interpretation of the LOC Requirement document.

5.4 **Insurance:**

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

b) 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 under this Agreement and the staging of the Event and the related events for an amount not less than US$ 5,000,000. The policy of insurance shall name, as insured, 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,** with all additional insured added, must be provided to the MD, at least 60 days prior to the start of the competition

d) **Athletes' Insurance**: Each competitor must acquire insurance which offers the legally necessary guarantees for the country where the competition is being organised unless their NF has a license system including such coverage.

5.5 **Registration:**

a) All the rules regarding the registration deadline, eligibility, and entry can be found in the ITU Competition Rules and ITU Online Entry System on www.triathlon.org;

b) Entry Fees and Payment: There is no entry fee for elite athletes in the world cup. The entry fee for age group athletes will be at the discretion of the LOC.

c) Where age group races form part of the schedule, ITU strongly advises the inclusion of paratriathlon.

d) ITU also advises the inclusion of junior and youth races in the weekend schedule.

5.6 **Accountability:**

a) The LOC is accountable for the following;

b) ITU – LOC –NF Agreement compliance;

c) All contracts associated with local suppliers and sponsors;

d) Budgets, payroll, purchasing and invoicing, Insurance, athlete waivers, permits and approvals, water quality tests, visas, reporting schedules and checklists.

5.7 **Permits and Approvals:**

a) LOC must obtain written approval for the competition course and its location, including swim, bike, run, transition from all jurisdictions. e.g. region, city, police, etc;

b) The LOC must have ITU's approval for all segments of the course. Those approvals must be secured prior to awarding an ITU event;

c) LOC must provide ITU with water quality test during bid discussions and leading up to the competition as per the ITU Competition Rules (www.triathlon.org).

- Levels of PH, fecal coliform, e-coli and toxic elements will be reported on all three reports.

d) LOC must provide ITU with weather statistics, including air and water temperature during bid discussions;

e) LOC must provide ITU with tide readings (where applicable) during bid discussions;

f) LOC must 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) LOC must provide proof that local hospitals and Emergency Departments are informed of the event and its associated road closures.

5.8 **Reporting Schedule and Checklists:**

a) LOC must be familiar with ITU schedules and checklists as outlined in the Event Organisers Manual.

b) LOC must provide reports upon the request of the Managing Director, the Technical Delegate, and the Media Director.

c) LOC must provide reports at 45 days and 20 days prior to the event to the MD, TD, Media Director, according to the relevant checklists.

5.9 **ITU-MT – 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 initial on-site meeting will have the following attendees: MD, Technical Director, Technical Delegate, Media Director, TV Production Manager, LOC Event Director, LOC Director of Technical and Venue Operations;

d) Required materials for the meeting: maps of course and venue, 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;

5.10 **Event week meetings:** The event-week meetings and rehearsals will be confirmed and circulated following the initial ITU-MT – LOC on-site meeting. The following meetings will be scheduled:

a) TV Production Meeting;

b) Media Management Meeting;

c) Event 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 Meeting;

5.11 **Travel Visas:**

a) The LOC is responsible to provide all necessary information and assistance for athletes and officials requiring visas for entry to the host country;

b) The LOC must get the detailed visa information from the host country's Customs and Immigration Department;

c) The LOC must post the detailed visa information on the event website; Upon receipt of applications for a visa, the LOC will liaise with the NF of concerned athlete and/or coach and ITU;

d) LOC must not issue visa invitations without prior approval and confirmation of athletes or official's good standing with ITU.

5.12 **Accreditation Protocol:**

a) ITU has a standardised accreditation design system that must be used by all events outlined in the Event Organisers Manual.

b) The LOC must pay particular attention to both the development of the accreditation, the development of the secure zone signage, and the implementation of an effective security team to manage and control the accreditation and security on site.

c) 5 days before the event, ITU will announce the approved coaches' accreditation list. Only persons listed in this list can collect 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 ensure full compliance with all requirements of hosting an event of this calibre;

b) Volunteers; it is beneficial to first recruit personal contacts of committee members as they often provide the most reliable source;

c) Specific training must be provided to Field of Play volunteers, Athlete Services volunteers, Medical and Anti-doping volunteers, VIP Hosting volunteers, Transportation volunteers and General Information volunteers;

d) All volunteers should have a general understanding and awareness of all aspects of the event; the volunteers are the 'Face' of the event and represent the local community to the world.

6.2 Athlete Services:

a) Athletes are the most important people of the event. 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 (airport, hotels, venue);
- Accommodation Services (adequate distribution of information on all available accommodation);
- Internet 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) –Swimming pool facilities will be required for 2 sessions daily during the lead up to the Elite races and the programme should be agreed to by the Technical Delegate;
- Escorted tours of the swim, bike and run course with adequate traffic control;
- Bike Mechanic Service for all competitors;
- Uniform Printing services.

6.3 **VIP / Sponsor Services:**

a) The Sponsors are those who make the event possible. The LOC Sponsor and Protocol manager must be familiar with ITU's Protocol Manual.

b) A VIP / Sponsor Hosting Plan must meet the following minimum requirements:

- Scheduled VIP Airport Transportation (Pick Up & Drop Off) should be planned;
- VIP accreditation should be planned and provided to all guests: Invitations will be issued to the on-site VIP Tent and to all social functions as per ITU-LOC-NF Agreement and the Sponsorship and Event Design Guide;
- VIP Transportation to race venue and to social functions planned 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 MD.

6.4 **Spectator Services:**

a) Road closures will often result in extra considerations for getting spectators on site. It is essential that event access information is well communicated to spectators. A public awareness campaign must be part of the event planning process and must be approved by MD;

b) Information volunteers should be located at all major site access points and in the central hub area of the Event Site.

6.5 **Technical Officials Services:**

a) 45 days before the Event, the LOC and NF will provide the ITU TD with a list of local Officials, including all Field of Play officials as well as the chief race official. The list is subject to change at the option of 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.

ITU

SECTION B:

TECHNICAL and VENUE OPERATIONS

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INTERNATIONAL TRIATHLON UNION

SECTION B: TECHNICAL AND VENUE OPERATIONS

1. **Technical Operations:**

1.1 **Technical Operations:**

a) The Technical Operations section combines the duties of the Technical and Venue Operations:

b) The Registration:

- Elite Athletes and Coaches;

c) The Briefings:

- Elite Athletes
- Elite Coaches; (upon notice from the ITU Sport Department)

1.2 **Venue Operations**: The Venue will feature the transition area and the finish area in a 'stadium-like' fashion that will accommodate grandstand seating with large television screens and scoreboards, and will be presented in a manner that showcases an event of world cup status. Detailed description of required venue layout, equipment list and procedures can be found in the Event Organisers Manual.

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);
- Or Elite Sprint: 750m swim (1 lap) / 20km bike (4 to 5 laps) / 5km run (2 to 3 laps);

b) Other Possible Races:

- Under 23: 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 (AWAD): 750m swim (1 lap)/ 20km bike (1 to 2 laps)/ 5km run(1 to 2 laps).

c) **Swim Course:**

- The number of waves, the number of athletes per wave and the time differences between the waves will be determined by the ITU TD in consultation with LOC;
- The swim starting area will be defined by hard crowd control fencing (minimum 1 meter tall) providing the competitors with a buffer from media and spectators;

- Stable Start Platform:
  - (i) If there is no possibility of a start pontoon for the elite start, a platform beach start is acceptable;
  - (ii) Swim pontoon/platform specifications: measuring minimum 60mx3m;
  - (iii) The height of the pontoon is ideally between 0.2m and 0.5m;
  - (iv) The space per athlete must be a minimum of .75m;
  - (v) The swim platform will be completely covered in "blue" carpet;
- A pre-start line must be no more than .5m form the edge of the pontoon/platform and must be decided by the TD
- Buoys:
  - (i) The turn buoys are, 1 metre in diameter and not less than 2,5m in height;
  - (ii) A 'Olympic- style' banana buoy is preferred at each turn 5m long x 1m diameters;
  - (iii) Sight buoys 1,2m long X 0,7m diameter;
- Swim exit ramp will be at least 5 metres wide, which can be either a ramp or steps (the gradient to be approved by TD);
- Water quality must be submitted to the Technical Delegate as per the ITU Competition Rules;
- Additional test should be provided upon TD's request;
- Water Quality Tolerance Limits can be found in the ITU Competition Rules;
- Detailed description of required swim course personnel, equipment list 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) Individual bike racks is mandatory for Elite;

c) Carpet is required in Elite transition and must extend to the swim exit

d) 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:
- Course width: preferably 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 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;
  - (iii) All corners;
  - (iv) To fix ITU Branding 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 to be provided by the LOC;

b) The Wheel Stations should be equipped with 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 **Run Course Design Specifications:**

a) General requirements:
- Course width: preferably 3m;
- 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 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) A detailed description of required run course personnel, equipment list and procedures can be found in the Event Organisers Manual.

1.9 **Aid Station:**

a) Aid stations should be a maximum of 1.25 km apart throughout the run, unless more requested by the TD;

b) Aid stations should extend 30 m in length for Elite races;

c) Sealed water only for Elite competitors. The LOC should provide 2 bottles of 500 ml water per athlete per Aid Station per lap;

d) Where water and sport drinks are served, there should be clear and visible signage indicating the specific drinks area (ideally the tables are separated and clearly marked);

e) The aid station in the recovery area must offer different kinds of drinks, nutrition bars, fruit and other products as an appropriate athlete service.

1.10 **Penalty Box**

a) 1 table, 2 chairs and a notice board
b) Provide cover for the Technical official
c) A sign **"PENALTY BOX"** with the following specifications: (W80cmXH60cm), white background colour, black text colour, material cell polypropylene 5mm, Signage should be indicated by both sides. The Sing should be 2m high above the ground.
d) A sign **"PENALTY BOX AHEAD"** with the following specifications: (W80cmXH60cm), white background colour, black text colour, material cell polypropylene 5mm, Signage should be indicated by both sides. The Sign should be 2m high above the ground.
e) A white board (W80cmXH60cm) where the athletes' number who has received a time penalty should be written
f) 2 set of laminated athletes' numbers from 1 to 86 (A5 size)

1.11 **Finish Area:**

a) Finish chute length: no less than 100 metres in length and 5 metres in width, any tight corners must be smoothed out to give clean straight line to finish;

b) Photo stand should be placed 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;

c) The distance to the recovery/medical area cannot be more than 50 m. The media and medical areas must be clearly separated;

d) A secure Mixed Zone should be planned adjacent to the finish area with sufficient space for media to interview athletes;

e) Spectator grandstands are required;

f) Big screen and scoreboard should be in full view of the grandstands;

g) A Sport Presentation covered raised platform should be erected close to the finish area to provide adequate view of the entire stadium area and the big screen for race announcers and race management;

h) The Finish Area must be completely secured with a solid fence (minimum 1-metre tall);

i) Podium must be set up in a way to allow medal presentations to take place while the race may still be in progress;

j) Detailed description of required finish area design, 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: FOP medical plan, Medical Centre layout, Medical Centre equipment, number of medical personnel, number of ambulances and their location, emergency procedures, hospital information, foreign medical team personnel undertaking procedures.

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

2.3 **Anti-doping Control:**

a) Provision must be made to accommodate Anti-doping Control at the event.

b) ITU complies with WADA on all Anti-doping Rules and Regulations (See ITU Website for all current information on Anti-doping Control).

c) Anti-doping Control Facility on-site for in-competition (following the event) and out-of-competition (prior to the event) must be provided.

d) Anti-doping Control Tests:

- Series event: 10 urine tests (five per gender) are carried out in accordance with the ITU-IOC-WADA Anti-doping Control Rules and the ITU-LOC-HC contract.

e) The TD will check the provided facilities for the Anti-doping Control tests.

3. Facilities, Equipment and Volunteer Requirements:

3.1 The following facilities are required:

a) Athletes' Lounge;

b) Call Room;

c) Recovery Area;

d) Medical Centre;

e) Volunteers' Tent;

f) Venue Control Centre;

g) Technical Officials' Lounge;

h) Media Centre;

i) Timing and Results Centre;

j) Sport Presentation Centre;

k) ITU Media Room;

l) VIP Grandstands and hosting area;

m) Spectator Grandstands;

n) Clean & Waste Compound;

o) Logistics/ Operations Compound;

3.2 The LOC will provide the necessary power, internet, and IT support and equipment to enable ITU Media to cover the event.

a) The Local Organizing Committee should be aware of the cost associated with Timing and Communications (radios, phones) as described in the ITU-LOC-NF contract and Event Organisers Manual.

b) Timing and Results Service Company must to be approved by ITU.

3.3 **ITU-MT Office:**

a) Minimum 50m²;

b) Available from Wednesday before the event to Monday after the event (five days);

c) Phone, FAX and high speed internet connection;

d) Printer and photocopy machine;

e) Refreshments;

f) Tables and chairs for approximately 12 persons.

3.4 **Athletes briefing:**

a) Auditorium for 250 people;

b) Two days before the event;

c) 4 tables for athlete registration and check-in;

d) Paper and pens;

e) Refreshments for all athletes;

f) Head Table with 4 chairs and a speaker stand;

g) PA facility and projector;

3.5 **On-site Media office:**

a) Adjacent to the Finish area;

b) Access to live video feed;

c) A stable high-speed internet connection (specific requirements as described in ITU Media and Live coverage and Timing Document);

d) Tables and chairs for ITU media and number of local expected media;

e) Provision for meal service during working hours in event preparation and throughout the competition days.

f) High speed printing facility and photocopier;

g) Notice board;

h) Refreshments.

3.6 **Volunteer requests:**

a) The LOC should provide the following volunteers to the ITU-MT:

- 3 persons to assist the media manager in media management;

- 4 persons for the FOP branding;
- 8 volunteers at the Elite athletes' registration (briefing, race day).

4. Transportation Plan:

4.1 Coordinated transportation must be provided by LOC for all stakeholders:

a) Airport pickup on the cost of the LOC:

- Elite Athletes and Team Managers;
- ITU Staff and Technical Officials.

4.2 City transportation

a) Public Transportation (free public transportation should be secured to get to venue on race day where applicable).

4.3 LOC transportation must be provided to all official functions (trainings, athlete briefings, media conferences).

4.4 Rental vehicles must be provided for ITU Staff:

a) 2 cars

b) 5 motorbikes with drivers for the Elite events ;

- ITU photographer (1);
- Pool photographer (1);
- ITU Technical Officials (3) – scooter upon request.

c) A total of 3 boats should be provided by the LOC for the swim course operations:

- ITU Technical Officials (2);
- Media (1).

5. Communication Plan:

5.1 The Communication Plan provides the critical communications link between the various elements of the race to ensure smooth and safe movement of athletes, spectators, and vehicles.

5.2 Nine radio talk groups will be utilised on race day. Other support groups will use their own radio frequencies:

a) Technical Officials talk group;

b) Executive talk group;

c) Medical talk group;

d) Race talk group;

e) Security talk group;

f) Announcer talk group;

g) Media talk group;

h) Television talk Group;

i) Site talk group.

5.3 The final radios distribution plan should be approved by the TD.

5.4 LOC should provide to the ITU-MT 15 radios in 2 channels and 8 cell phones with sim cards.

6. Technical Officials Equipment:

The LOC should provide the following items to the ITOs team for the needs of the event:

6.1 Mountain bikes: 2 mountain bikes with 2 helmets ;

6.2 Measuring Devices: Thermometer;

6.3 Flags: 10 red flags 60cmx90cm;

6.4 Horns: 3 manual air horns, 1 electronic start system;

6.5 Lap Board: One board per lap x2 sets, Bell;

6.6 Whistles: 30 whistles;

6.7 Vehicle: 1 vehicle available for the TD and the ITOs' Team;

6.8 2 still Cameras and 1 video camera with a tripod. A TV screen should be available for checking the footage and the sound from the video camera;

6.9 Miscellaneous: Stationery for the athletes' check in and registration, Start lists x 25 copies, duct tape, extra stickers for bikes and helmets, felt pens, pens, sewing kit, official's board, Competitor's Agreement x 180 copies, LCD projector and screen, sponges and towels.

7. Catering Requirements:

7.1 The LOC should be responsible to provide meals and refreshments to the Series Management Team and the ITOs for every 6 hours that they will work at the venue area. The provided services should be approved by the ITU TD.

8. Accommodation Requirements

Following rooms to be provided **free of charge**. The number of rooms and nights can differ a little from event to event.

8.1 **ITU Host Hotel Accommodation:**

a) The accommodation required from the LOC will cover the stay ITU-MT, the ITU Executive Board Representative and the top athletes. The number of required room-nights are the following:

b) Total room nights:

- Single room: 22
- Double/twin room: 59

Type of rooms	# of Nights of stay	# of Rooms
Single	4	1
Single	6	3
Twin	3	2
Twin	4	10
Twin	5	1
Twin	8	1

c) The ITU Executive Board, the ITU Staff and the ITU-MT should be accommodated at the same hotel.

d) The rooms should be including the breakfast.

e) The ITU-MT Office should be settled at the host hotel-

9. Contingency Plan:

9.1 Contingency plans will require planning for:

9.2 Delay: An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start;

9.3 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;

9.4 Cancel: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.

ITU

SECTION C:

EVENT PROTOCOLS

ITUtriathlon

INTERNATIONAL TRIATHLON UNION

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

1. **ITU Sport Presentation:**

This document deals specifically with presenting the sport action at the competition venue. It may be moderated to suit individual events in consultation with the ITU Team Leader:

1.1 Sport Presentation is what transforms a great competition and makes it a great show for the spectators at the venue and the broadcast audience (both on television and live via the internet).

1.2 The Sport Presentation team is tasked with presenting the excitement of the competition, from the moment the athletes enter the stadium to the closing ceremony, in a way that entertains the spectators by inspiring the emotion of the competition while at the same time showcasing the culture of the host nation/host city.

1.3 The most important first step of a successful presentation of the sport is a strong collaborative partnership between ITU and the LOC Sport Presentation Producer/Director from Local Organising Committee. There are a number of key components that must be considered. The following describes the specific requirements for sport presentation and the roles and responsibilities of the sport presentation team prior to, during, and after the competition.

1.4 Sport Presentation involves:

a) Information Delivery: competition schedules; athlete bios and current rankings; triathlon background; host city interesting facts; venue information -food services and transportation, weather updates etc;

b) 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.

1.5 To achieve the highest quality sport presentation a comprehensive preparation must be undertaken to ensure readiness for the show.

a) A creative and energetic presentation team has to be assembled (producer/director, announcers, audio operator, video-board and scoreboard operator, protocol manager, floor/ entertainment manager, volunteers / spotters, SPR camera operator and assistant).

b) A sufficient amount of information and knowledge has to be studied and compiled prior to the event day to be able to function as an information source during competition.

c) Having experienced sport announcing specialists is of great value and must be appreciated and understood in the pre-planning and selection of announcers (see appendix 1).

d) 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.

e) Production of daily run sheets: a detailed run sheet has to be developed in order to have a proper guideline throughout the whole presentation to facilitate the easy 'flow' of the show and ensure the entire team is operating of a coordinated timesheet.

f) Production of audio / video material: crucial part of the preparation, especially where the entertainment factor plays a major role in 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.

- All required equipment must be ordered and confirmed well in advance;
- Covered facility with tables, chairs and backdrop;
- Sound system with good venue coverage and high quality speakers;
- UPS (uninterrupted) back-up power system;
- Timing and Results system capable of providing real time to announcers;
- Video screen and cameras appropriately set up and managed;
- 4 radios and a radio channel dedicated (exclusive) to sport presentation;

2. ITU Announcers Protocol:

This document deals with selection, approval and requirements for ITU announcers:

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

a) The LOC are requested to recruit two LOC announcers;

b) ITU strives for gender equity when selecting LOC announcers. Ideally, one man and one woman are expected;

c) ITU TL must approve the LOC announcers. Approval requests should be sent via email prior to the event;

d) Both selected LOC announcers should be experienced live announcers and have good knowledge of the athletes and be well versed in 'ITU' triathlon;

e) In countries where the local language is other than English, one of the commentators must be fluent in English language and at least 20% of the commentary must be in the English language.

2.2 **Information Gathering:**

a) Sport specific data collection is responsibility of the LOC announcer including, but not limited to (see ITU website for primary resource - www.triathlon.org):

- Rankings;
- Historical results;
- Personal athlete information;

- ITU Rules (ITU Competition Rules, ITU Uniform Rules, Qualification criteria, ranking criteria, etc.)
- Course and venue information.

b) Attendance of the following event meetings is required:

- Pre-race press conference;
- Athletes briefing.

2.3 **Announcer Script Development:**

a) A detailed script must be developed and agreed on by all announcers in consultation with the ITU TL and the LOC Sport Presentation Director.

b) Pre-event communication via email and possibly Skype call meetings are required to ensure all parties are in agreement with each other.

c) A series of sport presentation meetings must be scheduled during race week i.e.:

- Meeting of entire presentation crew with the ITU TL;
- Medal ceremony protocol meeting and rehearsal;
- Athlete introduction protocol meeting;
- Final banquet and age-group awards presentation meeting (where applicable).

d) Things to consider in preparation of script development:

- The competition time schedule including warm-up times;
- The contractual requirements of ITU global sponsors in terms of PA recognition including any special sponsor 'tag lines';
- The contractual requirements of LOC sponsors in terms of PA recognition;
- A list of ITU and LOC special guests with their exact titles and exact way of addressing those individuals. Adding relevant accomplishments of those individuals can also be considered.
- Interviews:
  - (i) Planned interviews may be pre-recorded and scheduled during times when there is no live action on the screen.
  - (ii) On-site interviews with athletes, sponsors, VIPs 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 'breath' and the sound and ambience of the race action to take centre stage.
- Spectator giveaways and quizzes.
- Strategic use of specific music selections that intensifies the emotion of the competition and the excitement of the spectators and should reflect the culture of the region.

e) Pronunciation:

- Announcers must ensure that they are familiar with all the athletes' and special guests' names and must ensure that they have the correct pronunciation.
- 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.

"<Year> <City> ITU Triathlon World Cup"

3. ITU Athlete Introduction Protocol:

3.1 Introduction:

a) This document outlines the exact athlete introduction protocol which has been carefully planned with the ITU technical team ensuring full consideration for the competition rules and all broadcast and television considerations. It includes a template for the announcer's use.

b) The following athlete introduction protocol must be carefully adhered to. Ideally the announcer should rehearse and time the announcements. The accuracy of the timing of the introduction is a very crucial element when we have 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.
b) Once in the pre-start area, technical officials will line the athletes up by number.
c) Five to seven (5 to 7) minutes before race start: (time varies depending on distance from pre-start area to swim start and the number of the athletes), the TD will inform the announcers 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 introduction and start is in progress and ask them to remain quiet until after the start of the race.

3.3 Athlete Introduction Script Protocol: The athletes will be introduced in 4 'seeded' groups, based on race number and rank. These groups and the corresponding script notes for each introduction are as follows:

a) **Athletes numbered 1 to 10**: Introduction of each athlete individually in race number order, saying the start number, country, current rank and/or provide one recent/exceptional race results, full name:

Wearing #	**1**	from	**Great Britain**	currently ranked	**5th**	in the world,

…the reigning World Champion… **Helen Jenkins**

b) **Athletes numbered 11 to 20**: Introduction of each athlete individually in race number order, saying the start number, country, current rank, full name.

Wearing # **12** from **New Zealand** currently ranked **16th** in the world, **Kris Gemmel.**

c) **Athletes numbered 21 to 50**: Introduction of each athlete individually in race number order, saying the start number, country, and full name.

Wearing # **35** from **South Africa** **Kate Roberts**

d) **Athletes numbered 51 and above**: Introduction of each athlete individually in race number order, country, and full name.

from **Hungary** **Alfred Torok**

3.4 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.

3.5 As soon as the athletes are lined up, the Start-line officials will raise their flags and the Starter says ***'On your Mark'*** followed by the start horn.

3.6 If it is a clean start then the official's microphone will be turned over to the announcers. If there is a false start then the Starter will give further instructions to the athletes according to the start-procedure outlined in the ITU Competition Rules.

3.7 NB: Bad Weather: In order to prevent hypothermia, when conditions are bad 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.

ITU ATHLETE INTRODUCTION PROTOCOL: ANNOUNCERS SCRIPT

(complete the underlined sections of this template in size 12 font for the announcer)

Athletes numbered 1 to 10:

Wearing #	**1**	from		currently ranked		in the world,
Wearing #	**2**	from		currently ranked		in the world,
Wearing #	**3**	from		currently ranked		in the world,
Wearing #	**4**	from		currently ranked		in the world,
Wearing #	**5**	from		currently ranked		in the world,
Wearing #	**6**	from		currently ranked		in the world,
Wearing #	**7**	from		currently ranked		in the world,
Wearing #	**8**	from		currently ranked		in the world,
Wearing #	**8**	from		currently ranked		in the world,
Wearing #	**10**	from		currently ranked		in the world,

Athletes numbered 11 to 20:

Wearing #	**11**	from		currently		in the	

				ranked		world,	
Wearing #	**12**	from		currently ranked		in the world,	
Wearing #	**13**	from		currently ranked		in the world,	
Wearing #	**14**	from		currently ranked		in the world,	
Wearing #	**15**	from		currently ranked		in the world,	
Wearing #	**16**	from		currently ranked		in the world,	
Wearing #	**17**	from		currently ranked		in the world,	
Wearing #	**18**	from		currently ranked		in the world,	
Wearing #	**19**	from		currently ranked		in the world,	
Wearing #	**20**	from		currently ranked		in the world,	

Athletes numbered 21 to 50:

Wearing #	**21**	from		
Wearing #	**22**	from		
Wearing #	**23**	from		
Wearing #	**24**	from		
Wearing #	**25**	from		
Wearing #	**26**	from		
Wearing #	**27**	from		
Wearing #	**28**	from		
Wearing #	**29**	from		
Wearing #	**30**	from		
Wearing #	**31**	from		
Wearing #	**32**	from		
Wearing #	**33**	from		
Wearing #	**34**	from		

Wearing #	**35**	from		
Wearing #	**36**	from		
Wearing #	**37**	from		
Wearing #	**38**	from		
Wearing #	**39**	from		
Wearing #	**40**	from		
Wearing #	**41**	from		
Wearing #	**42**	from		
Wearing #	**43**	from		
Wearing #	**44**	from		
Wearing #	**45**	from		
Wearing #	**46**	from		
Wearing #	**47**	from		
Wearing #	**48**	from		
Wearing #	**49**	from		
Wearing #	**50**	from		

Athletes numbered 51 and above:

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4. **ITU Medal Ceremony Protocol:**

   The ITU has a well-established medal ceremony protocol. The LOC Protocol Manager must understand the ceremony logistics and ensure that the ceremony logistics are understood and rehearsed.

   Key Logistics:

   a) Podium Specifications: The centre standard should be the highest (0,75mx1mx1m), with the one of the left slightly lower (0, 5mx1mx1m) and the one on the right the lowest (0,25mx1mx1m). For board design and dimensions see ITU Triathlon World Cup Branding Guidelines;

   b) 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;

   c) 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 turn more than 45° to see the flags. The flags have to be visible for the VIPs;

   d) The LOC is responsible to ensure that they have flags of each country of participating athletes. Provision must be made for multiple medalists from one country;

   e) Podium must be set up away from FOP to accommodate the broadcast of the ceremony while the race may still be in progress;

   f) Official short version national anthems and other protocol music is available from ITU at ftp://anonymous.triathlon.org/sport_presentation/music/

1.1 **Medal Ceremony Presenters:**

a) In choosing the ceremony presenters, the following protocol order should be adhered to the following and should at all times seek to have gender equity:

b) The highest ranked ITU official present at the event;

c) ITU title sponsor representative (if present);

d) LOC highest ranked political figure;

e) LOC sponsor representative (if desired by LOC);

f) **Note**: If an IOC member is present this person must be given priority in consultation with ITU Protocol Manager.

1.2 **Announcer's Script**

ANNOUNCERS MEDAL CEREMONY PROTOCOL

Women's Event

Fanfare and processional music will herald the start of the medal ceremony. The music stops when the athletes and presentation party are in position.

The Announcer will say: **'Ladies and Gentlemen, welcome to the Women's medal ceremony of the <Year> <City> ITU Triathlon World Cup'**

'Presenting medals today will be _____'

'Presenting flowers today will be _____'

(PAUSE FOR 5 (FIVE) SECONDS)

Appropriate background music will play while the announcer introduces the medal presentation:

'In third place and the winner of the bronze medal at the <Year> <City> ITU Triathlon World

Cup representing _____, _____'

'In second place and the winner of the silver medal at the <Year> <City> ITU Triathlon World

Cup representing _____, _____'

'In first place and the winner of the gold medal at the <Year> <City> ITU Triathlon World Cup

representing _____, _____'

(PAUSE)

Please rise for the playing of national anthem of _____

Following the playing of the national anthem the athletes come together on the 1st step for photos.

ANNOUNCERS MEDAL CEREMONY PROTOCOL

Men's Event:

Fanfare and processional music will herald the start of the Medal Ceremony. The music stops when the athletes and presentation party are in Position.

The Announcer will say: **'Ladies and Gentlemen, welcome to the Men's medal ceremony of the <Year> <City> ITU Triathlon World Cup'**

'Presenting medals today will be _____'

'Presenting flowers today will be _____'

(PAUSE FOR 5(FIVE) SECONDS)

Appropriate background music will play while the announcer introduces the medal presentation:

'In third place and the winner of the bronze medal at the <Year> <City> ITU Triathlon World

Cup representing _____, _____'

'In second place and the winner of the silver medal at the <Year> <City> ITU Triathlon World

Cup representing _____, _____'

'In first place and the winner of the gold medal at the <Year> <City> ITU Triathlon World Cup

representing _____, _____'

(PAUSE)

'Please rise for the playing of the national anthem of _____'

(PAUSE for National Anthem)

Following the playing of the national anthem the athletes come together on the 1st step for photos.

Following photos the announcer will invite the women medalists back on to the podium and say:

'Please join us for the Champagne celebration'

‘Presenting champagne today will be:

_____,

2. ITU VIP Hosting and Ceremony Protocols:

This document outlines ITU’s strict VIP protocols as it pertains to all official functions.

2.1 VIP Guest Protocol:

a) A VIP guest list will be created and agreed to by ITU and LOC. A formal written invitation will be supplied by ITU and send to guests under the signature of the ITU President.

b) LOC will provide ITU with the exact time schedules for each VIP event.

c) Important VIP guests to be included are:

- The highest ranked local politicians, 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 LOC;
- ITU Senior staff and the Technical Delegate(s) for the event;
- Others as mutually agreed between ITU and LOC.

2.2 VIP Meet and Greet Protocol:

a) ITU and LOC protocol managers will agree on a gathering place at each function for VIPs with a host or hostess to 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. Name cards should carry the ITU and Event Logo; the first name should be in font 16 in first line; last name in font 14 on second line; the person’s title in font 14 on third line.

d) Guests scheduled to speak should be briefed on the programme for the particular function.

e) An event souvenir or ITU pins can be used to acknowledge their attendance.

2.3 ITU Gift Giving Protocol:

a) ITU will provide a small gift to 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.

2.4 Transportation Protocol:

a) Transportation arrangements must be made to take ITU guests to and from the various functions.

b) The ITU President and ITU Secretary General should be assigned a personal driver (or car) if present at the event.

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.

2.5 Flag Protocol:

a) LOC must make arrangements for country flags well in advance of the event.

b) The ITU Technical Delegate will advise the LOC in the case where there could be more than one athlete from the same country, as it may be possible to have three athletes on the podium from the same country.

2.6 Social Functions Standards:

a) The types of functions required are outline below:

Function	Food and beverage	AV support	Entertainment
Pasta Party	Pasta style meal with cash bar for all athletes, coaches and managers at each world cup event VIP should be accommodated in agreement with MD All technical officials should receive complimentary entry to series and Grand Final.	Podium and microphone	Provision to play race videos and LOC and ITU promo videos at discretion of LOC.
LOC Welcome Reception	Cocktail style party with provision for 25 ITU guests	Podium and microphone	Local cultural display welcome
Final Party (optional for world cups. If no final party is organised then a post event meeting point for the athletes should be arranged.			Optional

3. The Sport Presentation Team: Roles and Responsibilities:

3.1 **ITU Team Leader**: Acts as advisor and coordinator to LOC on all aspects of the sport presentation and facilities the entire operation on competition days.

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

a) Pre-planning:

- Liaise with Venue Manager to ensure correct setup and equipment is ordered and installed as required;
- Plans meetings and rehearsals and sound checks;
- Manages on-site support logistics (facility construction; sound system; big screen; power);
- Liaise with Manager of Timing and Results to ensure the correct equipment and information is available to presentation team;
- Creates all scripts and ensures that the entire presentation team is familiar with the script and their particular role scripting;
- Ensure that the team are appropriately attired;
- Plan race day meal services and beverages;
- Ensure bathroom facilities are conveniently located;

b) Competition days:

- Controls the Announcers and cueing;
- Cues Announcers;
- Cues Audio, Video and Scoreboard Operators;
- Cues athlete introduction;
- Cues medal ceremonies;
- Attends all rehearsals and meetings;

3.3 **Announcers**: (see Announcers Protocol in this document)

a) 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 in the creation of detailed scripts;

e) Pace the competition through its various stages including athlete arrival at venue, warm up, athlete introductions, timing and results etc;

3.4 **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, give aways, etc.;

b) Be active on the Field of Play (FOP) (stadium area) in engaging and exciting the spectators when athletes are not in this area;

c) Attends all rehearsals and meetings.

3.5 **Disc Jockey (DJ):**

a) Ensure a complete selection of music to include:

b) High, medium and low tempo;

c) ITU processional music selections for swim start and medal ceremonies;

d) Fanfare music for exciting moments such as everything the athletes come into the stadium after a lap on the bike or run;

e) Siren: to announce the race for the swim prime and the 2 bike primes;

f) Music that is representative of local culture and international popular pieces;

g) Ensure that no unsavoury lyrics are played (all music must be approved by Protocol Director);

h) Interact with spectators and play music to suit the time of day and mood of the competition;

i) Ensure a complete list of anthems is available and cued for medal ceremony;

j) Attend all rehearsals and meetings.

3.6 **Protocol Manager:**

a) Liaise with SPD on all protocol elements, including the list of VIPs in attendance, the times they are onsite, and 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 with Producer/Director;

d) Abide by ITU flag protocols for country flags set up at venue, for medal ceremonies and for ITU flag placements and 'flag passing' at World Championships;

e) Attend meetings of Sport Presentation team as requested.

4. Basic Sport Presentation Run Sheet:

(Sample for a sport presentation model that involves a video screen that is fed by localized cameras (not live television)):

Start time 12 noon: Time of day	Video Screen	Operation and key announcements	Who and queue
10:30		Arrive at Venue.	Producer/Director(SPD) /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 **INTERVIEW** on screen	**Welcome and INTERVIEW from Key LOC person**	*'SPD to A and VSD, focus to LOC **INTERVIEW'***
11:05	Adverts roll	Announcers does first live sponsor recognition	*'SPD to A and VSD' focus sponsor recognition'*
	Pre-recorded athlete **INTERVIEWs**		*'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 footage or ITU promo piece		*'SPD to VSD, please run race footage 1'*
11:45		Opening Ceremony (if planned, may last 5 minutes) …script TBF	
11:46		**General Music is OFF until after the start of the race**	
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 **'Officials now make their way to the swim start'**	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'
12:00	Race action	**Women's' Race Start**	
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 **SIREN**	'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	**INTERVIEW with race expert on who to watch for after athletes exit Transition 1, music is off for INTERVIEW**	SPD to all, run **INTERVIEW**
		Period of silence (no announcing) with **FANFARE MUSIC** build for 20 seconds as lap 1 enters stadium	SPD to DJ run fanfare'
12:30	**Race Action**	**Lap 1 commentary followed by high temp music that is then tapered off for**	'SPD to DJ, music off for **INTERVIEW'**
12:37	Venue	**INTERVIEW** with some on site expert	'SPD to SVD and DJ, camera on **INTERVIEW** and music off'
	Adverts roll	Period of silence with **FANFARE MUSIC** build for 20 seconds as lap 2 enters stadium	
12:50	Race action	'Prime Winner is athlete # and name" proceeded by **SIREN**	'SPD to DJ run "prime siren"'
12:50	**Race Action**	**Lap 2 commentary**	**Announcer**
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 **FANFARE MUSIC** build as lap 3 enters stadium	
13:00	**Race Action**	**Lap 3 commentary**	**Announcer**
13: 07	Adverts roll	'Thank you to Level 2 sponsors' followed by ads on screen	
	Adverts roll	Period of silence with **FANFARE MUSIC** build as lap 4 enters stadium	
13:10	**Race Action**	**Lap 4 Commentary**	**Announcer**
	Venue	'**INTERVIEW** with some on site expert	SPD to SVD and DJ, camera on **INTERVIEW** and music off'
	Race action	'Prime Winner is athlete # and name" proceeded by **SIREN**	'SPD to DJ run "prime siren"'
13:20	**Race Action**	**Lap 5 Commentary** "The winner of bike prime 2 is"	**Announcer**
	Venue	**INTERVIEW:** race expert on what to expect as we build to transition 2.	'SPD to SVD and DJ, camera on **INTERVIEW** and music off'
		Period of silence and **FANFARE MUSIC** build for T2	
13:30	**Race Action**	**Transition 2 Commentary**	**Announcers**
	Venue	Back to race expert for analysis	
	Ads on Screen	'Thank you to Level 3 sponsors' - **INTERVIEW** with	Announcers

		local sponsor with music and commentary to end of first lap of the run	
		Period of silence and **FANFARE MUSIC** build for lap 1 run completion	
13:40	**Race Action**	**Lap 1 Run commentary**	**Announcers**
		Period of silence and **FANFARE MUSIC** build for lap 2 run completion	
13:50	**Race Action**	**Lap 2 commentary**	**Announcers**
	Screen	Period of silence and **FANFARE MUSIC** build for lap 3 run completion	
	Race Action	**Lap 3 commentary**	**Announcers**
14:00	Screen	**Women Finish with high tempo crowd pleaser music**	

SECTION D:

MEDIA, TIMING and TELEVISION

1. Introduction:

This Media Manual details the services provided by the ITU media team and the requirements for the LOC. Please read the document carefully to ensure that all requirements are satisfied.

The ITU Media team will offer the following service:

1.1 ITU website and online services:

a) Live coverage of each race on the official ITU website – www.triathlon.org. The coverage will feature live results and will be coordinated with LOC timing and results company;

b) Pre- and post-race video highlights, features and interviews;

c) Post-race event photo gallery;

d) 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 though 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 to key markets highlighting key athletes and newsworthy items;

e) Detailed pre race notes and statistics;

f) Management of press operations on site, including management of the media zone by an assigned ITU Media Delegate;

g) Assistance in coordination of interviews and athlete management;

h) Triathlon News Service featuring rapid distribution of athlete biographies, flash quotes and other information.

1.3 Television and news:

a) Television and news services will be provided by ITU in conjunction with any Host Broadcast Company the LOC may have. Please see the separate section at the end of this document for the specific requirements for the host broadcaster.

b) ITU will produce an international highlights show from the event, of at least 26 minutes in duration. This highlights show will be distributed via our distribution partner Upsolut, as part of the ITU World Triathlon Series magazine shows in an effort to maximise the exposure of the ITU Triathlon World Cup events.

c) ITU will also produce and deliver international news highlights of the event.

2. ITU Print Media Team Requirements:

2.1 Overview:

a) The ITU media team consists of the ITU Media Delegate assigned on a regional basis by the ITU Media Department and one official photographer;

b) The media delegate prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The media delegate along with the ITU Media Department 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 any agency photographers (pool photographers) if in attendance (i.e. AP, AFP, Getty, Reuters).

2.2 ITU Facility Requirements:

a) The LOC must provide an ITU Media Office (for print and TV) in the host hotel – preferably separate from the official ITU office from 3 days prior to the event until two days after the event. The office should have power, internet facilities, refreshments, a printer and sufficient space for 6 people. This facility will be shared with the online/timing and television teams. 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. The line **cannot** be shared with any other service provider (general media, timing etc). Wireless internet access alone is **not** sufficient.

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 one day prior to the first race until the morning following the final race. The office should be a minimum of 15 m^2. There should be table and chairs for 6 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. The line **cannot** be shared with any other service provider (general media, timing etc). Wireless internet access alone is **not** sufficient.

c) 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;

k) Monitor broadcasting big screen or live TV/internet feed.

2.4 **Media Accreditation and Identification:**

a) Media must be accredited according to ITU accreditation guidelines document. This is available in the Event Organiser's Manual.

b) All media accreditation applications must be approved by ITU Media Delegate. The final media accreditation application list must be emailed ITU seven days prior to the event.

2.5 **International Media**:

a) LOC to create a media invitation 30 days before the event for 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 to provide accommodation with breakfast for international media attending the event. Media is responsible for payment. 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 Delegate the requested attendees list (ITU athletes and delegates) **a minimum one week** before the press conference to guarantee attendance. 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 a media 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 ITU TL);

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;

2.8 **Media Briefing**:

a) LOC and ITU Media Delegate will give a media briefing to media before the competition.

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 crowds 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. 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 the athletes;

c) LOC to provide a detailed site map with clearly identified media zones and areas to ITU Media Delegate, TD and TL 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 Delegate and TD the day before the competition for any last minute alterations.

2.10 **Post Race Press Conference (optional)**:

a) LOC to consult with ITU Media Delegate 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 delegate	All race day	Fluent in English	Media Zones / FOP	0

b) LOC Personnel: The LOC should:

- have a main media contact to liaise with local media (LOC Media Manager);

- 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;
- 3 volunteers strictly to assist the onsite ITU Media Delegate in the control of athletes through the mixed zone and the gathering of flash quotes;
- produce a local press kit containing the following list of contents:

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

a) Schedule;

b) Organisation information (list of key organisational contacts);

c) Sponsor information;

d) ITU information (available upon request);

e) General city/region information (more if expecting international media);

f) Special events (functions or other races the media are invited to);

g) General media information (media centre, briefing, media events, accreditation/identification, access);

h) Accommodation (if expecting international media);

i) Transportation/parking;

j) Course information;

k) Course Maps (with media areas highlighted);

l) Ranking information;

m) Athlete profiles (top contenders only; visit ITU Online Media Centre for most current top athletes);

n) Historic statistics/results (ITU statistics are available in the Online Media Centre) https://www.triathlon.org/media/mediacentre-index.php

Please contact the ITU Media Department if you require a sample Press Kit.

2.13 **Equipment and Logistics Requirements**:

a) The LOC must provide two motorbikes with drivers and helmets for the official ITU photographer and agency photographers. Any additional motorbikes for local media access must be approved by the TD.

2.14 **Reporting**:

a) The LOC must provide a list of all accredited media including emails to the ITU at time of arrival;

b) The LOC must provide a detailed reporting document to the ITU Media Delegate within 3-4 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. ITU Online Services & New Media Requirements:

3.1 Overview:

a) Live coverage of the elite races from the ITU Triathlon World Cup Series will include live timing as provided by the timing and results supplier and live updates from the race course. This will be available on http://www.triathlon.org.

b) The following are the requirements to be fulfilled by the LOC to assist in the facilitation of the live coverage:

3.2 Requirements:

a) A timing and results provider must be contracted as per section 4 below to provide timing and results services. The timing and results provider must be approved by ITU before any contracts are signed;

b) If the event has a local streaming provider showing video of the race, this can also be linked and promoted on www.triathlon.org. Please provide this information in advance to ITU.

4. Timing and Results Service Requirements:

4.1 Overview:

a) Timing and results services are the cornerstone of a successful broadcast from an ITU Triathlon World Cup event. The following technical requirements are 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 fulfil these requirements in full.

b) The LOC should ensure that the proposed timing company for the event can meet these requirements. If there are any doubts the LOC should contact ITU with questions before signing any contracts with the timing and results service provider. Please contact ITU in advance with your choice of timing partner or service provider to allow time for review.

4.2 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.

4.3 **Timing System- Requirements of the transponder system:**

a) 100% capture rate at one metre;

b) Reliable, all times are captured without loss;

c) Able to capture splits for each discipline, including multiple splits for each – swim (water exit), bike and run;

d) Attached to the athlete in an ankle band;

e) Attached to the athlete in a manner that does not influence the performance of the athlete.

f) Work under the regulations of CE (the European communications regulatory agency and FCC (the Federation Communication Commission, DC).

g) Weight must be not more than 20 grams;

h) Deliver data live in real time to the timing and results software used by the Service Provider;

i) Able to vary in width from two to eight meters without obstacles on course;

j) For the elite races a second chip per athlete can be considered also be placed on the bike to ensure 100% data capture;

k) Timing of ITU Triathlon World Cup events must be done with an ITU approved transponder system. Non-ITU approved systems are not allowed.

l) **Important Note**: The only approved ITU timing systems are:

- AMB-it
- ChampionChip
- MTS (J-chip)
- Winning Time
- My Laps

4.4 **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 (this system should be capable of being submerged in water)
- 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)
- 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)
- 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.

4.5 **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.

4.6 **Live services during event**:

a) During the event results must be published in **real time** to the internet;

b) Live times must be provided for each lap of the swim, bike and run;

c) 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
- National Federation
- Time on selected split
- Time difference to leading athlete on selected lap

d) ITU requires <u>two hosted xml outputs</u> to facilitate live coverage. The first is the current race split, the second a cumulative individual athlete lap times for each participant.

e) The full standard to be provided to the timing company is available here http://www.triathlon.org/files/timing/live_timing_standard.pdf

XML output samples are available here
http://www.triathlon.org/files/timing/live_timing_sample.xml
http://www.triathlon.org/files/timing/live_athlete_splits_sample.xml

4.7 **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 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;

d) Printed results should be made available immediately to race officials and media.

4.8 **Official Results Service:**

a) 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;

b) 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, via a pre specified Excel spreadsheet.

e) The timing company will be given this file from ITU before the event and the TD 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

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.

4.9 **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.

4.10 **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.

5. TV and News Requirements

5.1 Overview

a) The ITU Triathlon World Cup is one of the premium products of standard distance triathlon. In order to establish the series on a worldwide basis it is necessary to have a consistent high quality TV product. ITU have defined the TV product as a combination of live races, highlight shows and news distribution. All this will be offered to international broadcasters. The production of the pictures of the elite races is therefore of special importance.

b) If requested the ITU television (ITUtv) team will attend each ITU Triathlon World Cup event to coordinate and produce the international television show and international news highlights. The ITUtv team consists of one onsite producer, one editor, one news producer and camera crew depending on local host broadcasting arrangements.

5.2 **Requirements**

a) If the event has a local host broadcaster the ITUtv team will work with this host broadcaster. The host broadcaster must provide ITU with a clean line cut of the event without graphics and commentary and with international sound on a professional broadcast format tape /disk immediately after each race, at no cost to the ITU. The provision of a domestic host broadcaster will not affect the fees payable to ITU;

b) The LOC must provide three mobile phones capable of incoming calls and outgoing local calls for ITU TV Team;

c) If the LOC does not have a host broadcaster they must provide the following:

- A boat with a flat bottom and an experienced driver who can speak functional English.
- Four motorcycles with drivers and extra helmets (no Harley Davidson type or racing-type motorcycles). The motorcycles must be two seater, with proper footing for a camera operator to stand and/or be seated facing backwards and must be a road bike. Scooters or similar vehicles are not acceptable as they are underpowered and do not meet our safety requirements. BMW bikes are ideal and meet all requirements
- **NOTE:** The motorcycle drivers must be fluent in English;

d) A raised platform at the finish line: 1 meter (3 ft) in height – enough for one camera operator, with clear, head-on view of the finish line. This platform is reserved for the ITU camera crew and is not to be shared with any other media. NOTE: This platform is in addition to the photographer stand;

e) The LOC must provide to the ITU an aerial photograph and vector based map of the course at least one month in advance of the race;

f) The LOC should provide a Digi-BETA 16:9 tape of scenic from the tourist board as far in advance as possible of the event. This is important for the city and region to be showcased in the international production.