SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

INTERNATIONAL TRIATHLON UNION

LOC REQUIREMENTS

WORLD CUP
SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

OVERVIEW OF WORLD CUPS & THE MANAGEMENT TEAM
SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

1. INTRODUCTION

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

1.2 The Objectives of the ITU Management Team (ITU) 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 standard consistent with each ITU Triathlon World Cup event;

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 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 ITU, 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 the LOC complies with the ITU Competition Rules.

2. THE PRINCIPLES OF ITU 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 show 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 and corporate participation.

3. KEY CRITERIA

3.1 High quality events with consistent brand and standards.

3.2 Elite events on 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 or other iconic location with grandstand and optional live TV coverage on big 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 ITU Triathlon World Cup. A Continental Cup level is preferred, but to be agreed by ITU.

4. "THE TEAMS"

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

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

a. ITU Sport Director is responsible for the general management and oversight of the circuit:
   • Overall strategy, planning and organisation;
   • Circuit approvals and recommendations;
   • Coordinate city bid process and event scheduling;
   • LOC-ITU event agreement negotiation and management;
   • Athlete agreements and prize money recommendations;
   • Evaluation of commercial elements during bid process.

b. ITU Project Coordinator in the preparation phase and the Team Leader (TL) during the on-site delivery phase. An ITU TL will be assigned to each world cup event and will work closely with the TD and the Assistant TD:
   • Evaluation of event technical elements during bid process;
   • Maintain the technical standards throughout the whole circuit;
   • General management and control of the preparations of all operations and services;
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- ITU Team coordination and management;
- ITU logo protocol;
- ITU advertising;
- Implement and delivery of all Global contractual rights;
- Implement Branding requirements;
- Coordinate team meetings; set agendas in conjunction with the TD, record and distribute minutes;
- Provide accreditation protocol management for the Field of Play;
- Manage the operation and delivery of ITU Event Protocols in coordination with the LOC;
- Ensure all LOC event insurance requirements;
- Approves all commercial/advertising products such as brochures, posters, ads, web design, and merchandising;
- Implement the ITU Branding Requirements;
- Manage VIP requirements;
- Oversees all sport presentation matters on-site, which was approved by ITU, including facilities, equipment and run-sheets/scripts;
- Approval of accommodation, offices, facilities, functions and transportation.

c. ITU Sport Administration Manager:
- Management of global logistics and shipping;
- Manage production and inventory of world cup supplies;
- Manage ITU team travel;

d. ITU Sport Results Senior Manager:
- Elite athletes entries management and elite start list production (including numbering);
- Liaison with the Timing companies.

e. ITU Technical Delegate (TD): An ITU TD will be assigned to each ITU Triathlon World Cup. The TD will have a team on-site and will assign specific roles and responsibilities. This team will include the Assistant TD, the Medical Delegate and a number of International and National Technical Officials. The TD will act as a link with the ITU Anti-Doping Director. The responsibilities of the TD 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 Technical Officials, marshals, and volunteers;
- Manage the implementation of the applicable rules for all competitions;
- Safety management;
- Approval of security plans;
- Medical management;
- Environmental management;
- Anti-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 reporting;
- Deliver Technical Officials’ Development Programme.

f. ITU Media Manager in the preparation phase and the Media Delegate during the on-site delivery phase:
- 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 TL;
- Request and review all LOC media and communication plans in cooperation with the ITU TV Producer;
- Develop and implement ITU social media plan and actions for the event, both before and during the event;
- Coordinate athlete interviews;
- Coordinate press services and manage ITU press team;
- Produce a post-event media report.

g. ITU TV Producer:
- First point of contact for all television matters with the host broadcaster and any other relevant parties;
- 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. Event Director:
- 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:
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- Course selection and mapping;
- Secure Permits and devise safety plan;
- Venue set-up and technical operations.

c. Director of Marketing and Sponsorship:
   - Implementation of the 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;
   - Provide the LOC sponsor material for the big screen and the announcers’ scripts to the TL (if applicable);
   - Source on-site crowd entertainment features, performances and interactions.

d. Media Director:
   - Main contact to ITU Media Manager/Delegate and local media;
   - Arrange pre promotion of event;
   - Organise all press and photo media on site in conjunction with ITU Media Manager/Delegate;
   - Organise press conferences in conjunction with ITU Media Manager/Delegate;
   - Provide the ITU Media Manager/Delegate with the post-race media monitoring report;
   - Main contact to ITU TV Producer;
   - Assist with scenic footage / shoot locations;
   - Coordinate any LOC TV Broadcasters.

e. Protocol Manager:
   - Coordinate all ceremony-related requirements and protocol;
   - Oversee flag protocol;
   - Coordinate and produce all rehearsals with TL;
   - Coordinate ceremony staff;
   - Coordinate LOC presenters according to requirements with TL.

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 event announcers will provide at least 20% of the information in English.

5.2 Site visits:

a. Site visits are done prior to the event is taking place;

b. Evaluation site visit is taking place during the bidding period in case no WTS were hosted before on the same venue/course by the same LOC. Accommodation, travel and local transportation expenses must be covered by the LOC for maximum 2 ITU delegates;

c. One or more coordination site visit(s) may be taking place in case of a successful bid. Accommodation and local transportation expenses must be covered by the LOC for maximum 2 ITU delegates;

d. Documentation: During a site visit, the following information (but not limited to) should be available:
   - LOC team (organisation structure with experience of key members);
   - Environmental data (tides, weather forecast history, water quality heat stress index, air pollution index);
   - Venue and course maps;
   - Required permits and approvals and event insurance;
   - Budget outline, including confirmed revenue streams.

5.3 Event Agreement:

a. The Event Agreement is required for all ITU Triathlon World Cups. All provisions of the Event Agreement document are legally binding upon all LOCs that have been awarded an ITU Triathlon World Cup;

b. ITU has authority to ensure the implementation and interpretation of the Event Agreement document.

5.4 Insurance:

a. Event Liability Insurance and Event Cancellation Insurance is required as per the Event 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,
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 the ITU, at least 60 days prior to the start of the competition;

d. Athletes’ Insurance: each athlete 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 final competition schedule needs to be approved by the TD;

b. The LOC should allow 3 hours for each elite standard distance events, (considering the time for check in and checkout procedures);

c. The LOC should allow 2 hours for each elite sprint distance events, (considering the time for check in and checkout procedures);

d. 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;

e. Draft schedule:

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

f. The LOC and the NF are completely responsibility for the Age Group event and the International Technical Officials’ team may not be involved in the specific event, which may follow the competition rules of the host NF.

5.6 Registration:

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

b. Entry Fees and Payment: There is no entry fee for elite athletes in the ITU Triathlon World Cup. The entry fee for Age Group athletes will be agreed between the LOC and ITU;

c. ITU also advises the inclusion of junior, youth and kids races in the weekend schedule.

5.7 Accountability:

a. The LOC is accountable for the following:
   • Compliance with the Event Agreement;
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- 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;
- The LOC must use ITU website as the primary event information;
- The site is to be maintained in English;
- Event and race related changes and updates must be approved by the TD before publishing;
- Please contact webmaster@triathlon.org for setup.

5.8 Permits and Approvals: The LOC must:
   a. Obtain written approval for the venue, and competition course, including swim, bike, run, 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 water quality test during bid stage and leading up to the competition as per the ITU Competition Rules (www.triathlon.org):
      - 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 (cyanobacterial) will be reported on all three reports.
   d. Provide ITU with weather data, including air and water temperature during bid stage;
   e. Provide ITU with tide tables (where applicable) during 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 ITU;
   c. Provide reports at 45 days and 20 days prior to the event to ITU, according to the relevant checklists.

5.10 ITU – LOC On-site Meeting:
   a. A series of on-site meetings will be scheduled during the week leading up to the event;
   b. The schedule of meetings will be prepared by the Team Leader and the Technical Delegate;
   c. The Team Leader, Technical Delegate, Media Delegate, TV Producer; LOC Event Director; LOC Director of Technical and Venue Operations, LOC Director of Marketing and Sponsorship will attend the first on-site meeting;
   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:
   a. The event-week meetings and rehearsals will be confirmed and circulated following the initial ITU – LOC on-site meeting. The following meetings will be scheduled:
      - TV Production Meeting;
      - Media Management Meeting;
      - Event Design Meeting;
      - ITU Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting;
      - Rehearsal schedule for Sport Presentation and Medal Ceremony;
      - Timing and Results Meeting;
      - Motorbike drivers’ Meeting;
      - Marine Meeting;
      - Medical Meeting;
      - Registration Meeting.

5.12 Travel Visas: The LOC must:
   a. Provide all necessary information and assistance for athletes and officials requiring visas for entry into the host country;
   b. Get the detailed 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 visa, the LOC will liaise; with the athletes/coaches/officials’ NF and ITU;
   d. Not issue visa invitations without prior approval and confirmation of that athletes, coaches and/or official’s good standing with ITU.
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5.13 Accreditation Protocol: The LOC must:

a. Use the standardised accreditation 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 accreditation. All other requests should be directed to the TD;

d. Only accredit the approved team medicals’ accreditation list that ITU will announce 5 days before the event. Only team medicals listed on this list can receive accreditation. All other requests should be directed to the Medical Delegate;

e. 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;

f. Minimum 60 days prior to the event, ITU will provide the LOC the list of accreditations needed for the ITU team.

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 must be provided to:
   - Field of Play volunteers;
   - Athlete Services volunteers;
   - Medical and Anti-doping volunteers;
   - VIP Hosting volunteers;
   - Transportation volunteers;
   - 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;
   - Free rooms as per Event Agreement;
   - Internet Access: in the host hotel and at the venue;
   - 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 (Course Familiarisation) is mandatory with adequate traffic control. Swimming pool facilities will be required for 2 sessions daily with modest price for the Elite athletes during the lead up to the Elite races. The schedule must be approved by the Technical Delegate;
   - Bike Mechanic Service for all athletes;
   - Uniform Printing services.

6.3 VIP / Sponsor Services:

a. A VIP / Sponsor Hosting Plan must meet the following minimum requirements:
   - Complimentary scheduled VIP Airport Transportation including ITU Guests;
   - VIP accreditation should be planned and 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 Event 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 TL.

6.4 Spectator Services:

a. Road closures will often result in extra considerations for getting spectators on site. It is essential must be part of the event planning process and must be approved by 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 be provided by the NF/LOC with a list of local Technical Officials 45 days before the event. The list, including all Field of Play officials as well as the chief race official. The list is subject to change by ITU;

b. Minimum number of TOs to be provided by the NF/LOC will be determined by the Technical Delegate;

c. Responsibility of the LOC/Host NF to cover the expenses of the National Technical Officials. LOC/Host NF encouraged to offer rooms for Self-Funded Technical Officials;

d. The LOC will provide all ITU and NF Technical Officials and all ITU Staff with the same race package as given to athletes, i.e., event t-shirt, tickets to all events, and sponsor gifts.
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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:
   • Elite Athletes and Coaches;
   • Team Medical.

c. Briefings:
   • Elite Athletes;
   • Elite Coaches.

1.2 Venue Operations:

The Venue must be presented in a manner that showcases an event of World Cup 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 start, transition and finish area in a ‘stadium-like’ design;

b. Large area for grandstand;

c. A broadcast compound (including commentary positions), big screens and scoreboards (if applicable);

d. Elite athletes’ area;

e. Expo and spectators’ area;

f. Operations area;

g. VIP and hospitality area;

h. Press center.

1.3 Field of Play:

a. Number and length of laps:
   • Elite Standard: 1500m swim (2 laps, preferably, 1000m + 500m) / 40km bike (6 to 10 laps) / 10km run (3 to 4 laps);
   • Elite Sprint: 750m swim (1 lap) / 20km bike (4 to 5 laps) / 5km run (2 laps);
   • Elite Super-Sprint: 250 to 500m swim (1 lap) / 6.5 to 13km bike (2 to 4 laps) / 1.7 to 3.5km 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 ITU TD in consultation with LOC;
   • The swim start area will be defined by hard crowd control fencing (minimum 1m tall) providing the athletes with a buffer from media and spectators;
   • Start Platform:
     (i) 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: measuring minimum 60mx3m;
     (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 must be no more than 0.5m form the edge of the pontoon/platform and must be approved by the TD;
   • Turn Buoys:
     (i) The turn buoys are, 1.7m 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 is at least 5m wide, which can be either a ramp or steps. The gradient of the exit must be approved by TD;
   • Water Quality:
     (i) Water quality must be submitted to the Technical Delegate as per the ITU Competition Rules;
     (ii) Additional test should be provided upon 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:

a. Elite Transition:
   • Minimum width: 10m;
   • Minimum length: 60m.

b. Individual bike racks are mandatory for Elite Athletes;

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.
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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 gates, drawbridges etc.;
      - Separation of a two-way traffic on the same road shouldn’t be considered;
      - Hard fencing is required;
      - In high traffic areas;
      - On the road leading in and out of transition at least 400m;
      - All corners;
      - To fix 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 by the LOC;
   b. Both wheel stations have to be equipped by the LOC with racks and wheels;
   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:
   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;
      - In high traffic areas;
      - On the road leading in and out of transition at least 400m 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 1.25km apart throughout the run, unless more are requested by the TD;
   b. Dimensions: Aid stations should 30m in length for elite competitions;
   c. Elite competitions: sealed water bottles must be provided as follows: 2x500ml water bottles per athlete per aid station per lap;
   d. Clear and visible signage indicating the specific drinks area is required. The tables should be separated and clearly marked;
   e. 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.

1.10 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.

1.11 Finish Area:
   a. Must be completely secured with a solid fence a minimum of 1m tall;
   b. Finish chute length: no less than 100m in length and 5m in width;
   c. Photo stand should be placed 15m behind the finish line. A 5 tier stand 3 to 4m in width;
   d. The recovery/medical area must be within 50m 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;
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f. Spectator grandstands are required;

g. Big screen and scoreboard should be in full view of the grandstands (if applicable);
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 in a way to allow medal presentations to take place while the race may still be in progress;
j. A detailed description of required finish area design, requirement, personnel, equipment list and procedures can be found in the Event Organisers Manual.

1.12 FOP signage:
a. The LOC will provide the following signs according to the ITU specifications, but limited to:
   • Directional;
   • Pedestrian crossing points;
   • Wheel stations;
   • Aid stations;
   • Km markers;
   • Littering zones;
   • Penalty box;
   • Coaches areas.

2. MEDICAL MANAGEMENT

2.1 A complete medical plan must be approved by the Medical Delegate. A detailed plan from the LOC Medical Director 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;

2.3 In case of accident the adequate transportation of the athlete from the course to the hospital is the responsibility and cost of the LOC.

3. ANTI-DOPING CONTROL

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


3.3 Anti-Doping Control Facilities: Anti-Doping control facilities for in-competition (following the event) and out-of-competition (prior to the event) must be provided and costs covered by the LOC. 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 Anti-Doping Control Tests:
a. 10 urine tests (five per gender) are carried out in accordance with the ITU Anti-Doping Control Rules and the Event Agreement. At a minimum, the test menu should be according to the percentages in the Technical Document for Sport Specific Analysis (TDSSA).

4. FACILITIES, EQUIPMENT AND VOLUNTEER REQUIREMENTS

4.1 Facilities: the following are required
a. Athletes’ Lounge;
b. Recovery Area;
c. Medical Centre;
SECTION B: TECHNICAL AND VENUE OPERATIONS

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 and VVIP Area;
l. Spectator Grandstands;
m. Clean & Waste Compound;
n. Logistics/ Operations Compound;
o. Operations Office;

4.2 Communications: Power, internet, IT support and communication equipment will be provided by the LOC that will enable ITU to cover the event:

a. The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in the Event Agreement and Event Organisers’ Manual;
b. Timing and Results Service Company must to be approved by ITU.

4.3 ITU Office: LOC will provide as follows:

a. Room Size: Minimum 30m²;
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 approximately 10 persons.

4.4 Athletes briefing:

a. A separate athletes’ briefing should be provided for each competition category. An additional coaches’ meeting may be requested by ITU;
b. Room Size and Set Up:
   • Auditorium for 250 people;
   • 4 tables for athlete registration and check-in;
   • Paper and pens;
   • High speed internet connection;
   • Refreshments for all athletes;
   • Head Table with 4 chairs and a speaker stand;
   • PA facility and AV projector.
c. Timetable: Two days before the event from 16h – 19h.

4.5 On-site Media office:

a. Adjacent to the finish area;
b. Access to live video feed (if applicable);
c. A stable high-speed wireless internet connection available venue wide;
d. Tables and chairs for 4 people;
e. Provision for meal service during working hours in event preparation and throughout the competition days;
f. Refreshments.

4.6 Press Centre:

a. Size and Location: on-site for general media that is a minimum of 30 m²;
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 (if applicable).
SECTION B: TECHNICAL AND VENUE OPERATIONS

4.7 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:
   • High speed internet connection;
   • Printer and photocopy machine;
   • Refreshments.

4.8 Volunteer Requests:

a. The LOC should provide the following volunteers to the ITU:
   • 2 volunteer to assist the media delegate in media management;
   • 4 volunteers at the elite athletes’ registration for briefing and race day).

5. TRANSPORTATION PLAN

5.1 A coordinated transportation plan, must be provided, at the LOC cost to and from the airport:
a. For elite athletes and elite coaches;
b. For ITU and ITU Staff.

5.2 Other means of transportation must be provided as follows for the SMT:
a. 6 bicycles/scooters for easy transportation between hotel and venue or other means of transportations as agreed with the SMT;
b. In case the venue is not in walking distance, cars/minivan to be agreed and provided;
c. 6 motorbikes with drivers for the elite events:
   • ITU photographer (1);
   • Pool photographer (1);
   • ITU Technical Officials (2);
   • ITU Cameraman (2).
d. A total of 4 boats need to be provided to the ITU by the LOC for the swim course operations:
   • ITU Technical Officials (2);
   • Media (1);
   • Broadcasters (1);
   • The number of boats with drivers that the LOC should provide for medical and rescue will be determined by the ITU TD following the site visits;

6. ACCOMMODATION REQUIREMENTS

6.1 ITU Host Hotel Accommodation:
a. Total room nights required for the SMT:
   • Single room: 42
   • Twin room: 5

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<th>TYPE OF ROOMS</th>
<th># OF NIGHTS</th>
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<td>Twin</td>
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b. The allocation of the rooms and the length of stay may be different within the total number of room nights;
c. Breakfast needs to be included in the room nights;
d. ITU will provide information regarding the accommodation to the LOC:
   • 30 days out deadline: estimated numbers and rooming list;
   • 10 days prior to the event: final numbers and rooming list.
e. The ITU Office should be located at the host hotel.

6.2 Sport Expo Facilities:
a. Optionally a 3mx3m booth space must be provided free of charge to ITU.
b. The space must be uniformly laid out and approved by the TL. It will include the following:
   • Power and water source provided;
   • Flooring (depending on the venue surface);
   • Internet facilities;
   • 24 hours Security.

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.
SECTION B: TECHNICAL AND VENUE OPERATIONS

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

a. Technical Officials talk group;
b. Medical talk group;
c. Race talk group;
d. Security talk group;
e. Announcer talk group;
f. ITU Media and Television talk Group;
g. The final radios distribution plan should be approved by the TD;
h. LOC should provide to the ITU 20 radios in 2 channels and 8 cell phones with sim cards including data.

8. TECHNICAL OFFICIALS EQUIPMENT

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

a. Mountain bikes: 2 mountain bikes with 2 helmets;
b. Measuring Devices: Thermometer; wheel measurer; tape measurer;
c. Flags: 10 red flags 60cmx30cm;
d. Horns: 3 manual air horns; 1 electronic start system;
e. Lap Board: One board per lap x2 sets; Bell;
f. Notice board in the Athletes Lounge;
g. Whistles: 30 whistles;
h. Vehicle: 1 vehicle available for the TD and the ITOs’ Team (upon request);
i. 2 still Cameras and 1 video camera with a tripod. A TV screen should be available for reviewing the footage and the sound from the video camera;
j. Bike measurement tool;
k. Penalty Box board with numbers;
l. Miscellaneous:
  • Stationery for the athletes’ check in and registration;
  • Start lists x 25 copies;
  • Duct tape;
  • Extra stickers for bikes and helmets;
  • Felt pens and regular pens;
  • Sewing kit;
  • Official’s board;
  • Athlete’s Agreement x 180 copies;
  • LCD projector and screen;
  • Sponges and towels.

9. ATHLETES’ EQUIPMENT

9.1 ITU will provide the following equipment for the elite athletes:

a. Elite Swim caps;
b. Elite bike/helmet stickers;
c. Elite body decals;
d. Elite medals;
e. Finish tape.

10. CATERING REQUIREMENTS

10.1 Meals and refreshments: will be provided for the ITU 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 should be approved by the ITU TD.
SECTION B: TECHNICAL AND VENUE OPERATIONS

11. CONTINGENCY PLAN

11.1. 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.

12. OPERATION PLANS

12.1. The following operations plans will be checked by the ITU leading up to the event:

a. Accreditation: Access control plan, Accreditation plan, Dot plan;

b. Athletes’ services: Accommodation plan, Athletes’ guide, Registration materials, Registration plan, Training plans, Training sites booking, Transportation plan;

c. Bike/Run: measurement certificate, operational maps, road surface reconstruction plan, route risk assessment plan, route signage plan, traffic management plan;

d. Communication: Communication plan, VCC operation plan;

e. Anti-Doping control: Anti-Doping control plan;

f. General: Budget, catering plan, contingency plan, Daily competition activities schedule, Equipment list, insurance certificate, project plan / critical path, provisional schedule, waves calculation;

g. Marketing: Branding plan;

h. Media/TV: camera plan, media operations plan;

i. Safety: cold/heat stress conditions preparations, competition medical management, evacuation plan, Health & safety plan, medical plan, water quality, Weather updates;

j. Spectator: spectator services/ spectators’ guide;

k. Sport presentation: sport presentation plan, sound system plan;

l. Staffing: LOC structure, Staff training plan, Volunteer distribution plan, Volunteer roistering;

m. Swim: marine plan, swim layout/depth measurements, tide tables;

n. Timing: timing plan;

o. TOs: Assignments, daily run sheet, Moto requirement plan, TOs’ newsletter, TOs services;

p. TZ: transition zone set up plan;

q. Venue: build in plan, cables plan, FF&E distribution plan, site plan, venue map, way finding signage plan;

r. VIP, VIP services plan.

13. RISK ASSESSMENT

a. ITU will have go through risk assessment analysis with the LOC 6 months prior to the event, 2 months prior to the event and 1 day before the event.

b. During this assessment they will check the potential issues and the responses to those.
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

1.1 This section deals specifically 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 ITU:

a. 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;

b. The Sport Presentation Team (SPT) 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;

c. Sport Presentation involves:
   • Information Delivery: competition schedules; athlete bio 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. To achieve the highest quality sport presentation a comprehensive preparation must be undertaken to ensure readiness for the show. This includes:
   • A creative and energetic presentation team has to be assembled a producer/director; announcers, audio operator; video-board and scoreboard operator; protocol manager; floor/entertainment manager; volunteers / spotters; SPR camera operator and assistant;
   • Good information and knowledge has to be acquired prior to the event to be able to function as an information source during competition;
   • Having experienced sport announcing specialists is of great value and must be appreciated and understood in the pre-planning and selection of announcers;
   • 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 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;
   • Production of audio / video material: 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.

1.2 Checklist:

a. Contractors:
   • Audio;
   • Video (in case of live feed and big screen - optional);
   • Music DJ;
   • Announcers: ≥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 (in case of live feed and big screen - optional);
   • Commentator Timing Information System (CIS).

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

d. Video (in case of live feed and big screen - optional):
   • 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 m2, 16:9.
SECTION C: ITU EVENT PROTOCOLS

2. ITU ANNOUNCERS PROTOCOL

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

2.1 Announcer Selection and Appointment Criteria: For ITU Triathlon World Cup 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;

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 do all of the technical announcements, at least 20% of the commentary must be in the English language.

2.2 Preparing the Announcers Script:

a. A detailed script will be prepared by the LOC;

b. Pre-event communication via email and Skype call meetings are required to ensure all parties are in agreement;

c. A series of Sport Presentation meetings must be scheduled during race week, which includes:

   i. Meeting of entire presentation crew with the ITU TL;
   ii. Medal ceremony protocol meeting and rehearsal;
   iii. Athlete introduction protocol meeting;
   iv. Final banquet meeting.

d. Some Considerations:

   i. The competition time schedule, including warm-up times;
   ii. The contractual requirements of the LOC sponsors in terms of announcer recognition;
   iii. 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;
   iv. Interviews:
      (i) Planned interviews may be pre-recorded and scheduled during times when there is no live action on the screen (in case of live feed and big screen - optional);
      (ii) On-site interviews with athletes, sponsors, VIPs scheduled at pre-arranged times in the script.
   v. 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 center stage;
   vi. Spectator engagement activities with giveaways and quizzes;

2.3 Implementing the Announcers Script:

a. Leave enough time for the LOC announcers to become thoroughly familiar with the script and drill on the delivery;

b. Include a rehearsal room to practice delivery of the script together with the LOC announcers;

c. Include some flexibility in the script to allow you to quickly change topics when talkative coaches or athletes give you an opportunity to do so;

d. Leave enough time for the LOC announcers to learn the names of the athletes before the race;

2.4 Equipment:

a. For the LOC announcers:

i. Laptop with timing information

2.5 Timing:

a. Be very clear with your timing cues to alert the LOC announcers to when certain sections of the race are taking place;

b. Be clear about what the LOC announcers should say at exactly the right time;

c. Be consistent in your cues and instructions to the LOC announcers;

2.6 Appendix:

- It includes all the necessary information.

- It provides a detailed script for the LOC announcers.

- It includes a list of all the necessary equipment and accessories.

- It provides guidelines for effective communication and collaboration between the LOC and the ITU TL.

- It covers all the important aspects of the event announcers’ role, from selection and appointment to script preparation and delivery.
SECTION C: ITU EVENT PROTOCOLS

- 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 Triathlon World Cup”.

3. ITU ATHLETE INTRODUCTION PROTOCOL

3.1 Introduction:

a. The TL will implement the athlete introduction protocol, which has been carefully planned with the ITU technical team and TV Director (if applicable), ensuring full consideration for the competition rules and all broadcast and television requirements;

b. The TL will rehearse and time the announcement with the appointed announcer. 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 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/call room 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 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 will 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 turned over 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 Triathlon World Cup 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 (0,75mx1mx1m), with the one on 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. Backdrop Specifications: ITU Triathlon World Cup Branding Guidelines;

c. Carpet Specifications: the podium steps will be completely covered in blue carpet. A carpet 2m x 10m will be in front of the podium;

d. Flag positioning and standards: The centre standard should be the highest, with the one on 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;

e. 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;

f. Podium must be set up away from FOP to accommodate the broadcast of the ceremony while the race may still be in progress;
SECTION C: ITU EVENT PROTOCOLS

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).

Note: If an IOC member is present they take priority in consultation with the highest ranked ITU Officer.

4.3 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:

| Presenters for a World Cup event: | 
|----------------------------------|------------------|
| **Medal Presenter**              | ITU choice       |
| **Flowers Presenter**            | LOC choice       |
| **Trophy Presenter**             | Ranking Sponsor choice |
| **Champagne Presenter(s)**       | LOC choice (1st, 2nd) – ITU choice (3rd) |

Note: The order is changeable in consultation with TL.

5. ITU VIP HOSTING AND CEREMONY PROTOCOLS

5.1 This section outlines ITU’s strict VIP protocols as it pertains to all official functions:

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. An RSVP management system will be agreed to between ITU and LOC;

d. 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 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 LOC protocol managers will agree on a gathering place for VIPs at each function 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. 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 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 can be used to acknowledge their attendance.

5.3 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.

5.4 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;
SECTION C: ITU EVENT PROTOCOLS

5.5 Flag Protocol:

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

6. THE SPORT PRESENTATION TEAM: ROLES AND RESPONSIBILITIES

6.1 Pre-planning:

a. Liaise with Venue Manager to ensure correct setup and 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; Plans meetings and rehearsals and sound checks;

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 (if applicable);

g. Creates all scripts and ensures that the entire presentation team is familiar with the script and their particular role scripting;

h. Ensure that the team 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 medal ceremonies;

e. Attends all rehearsals and meetings.

6.3 Announcers (see Announcers Protocol in this document):

a. Provide 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;

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 spectators near the Field of Play (FOP), and particularly in the stadium area, in engaging and exciting the spectators when athletes are not in this area;

c. Attends all rehearsals and meetings.

6.5 Ensure that the team are appropriately attired;
**SECTION C: ITU EVENT PROTOCOLS**

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 exciting moments such as everything the athletes come into the stadium after a lap 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 (if applicable):

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 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 and attendees 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

f. 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.

g. Schedules rehearsals in consultation with the SPD;

h. Manages food services and transportation for entertainers and medal presenters;

i. Attend meetings of Sport Presentation team as requested.

6.9 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.

6.10. Roving Camera Operator (if applicable):

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

6.11. Assistant Roving Camera Operator (if applicable - if needed):

a. Assist the camera operator with movement of equipment and leads;

b. Act as a runner for the roving cameraman.
SECTION C: ITU EVENT PROTOCOLS

6.12 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.
d. 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.
SECTION D:
REQUIREMENTS FOR MEDIA, TIMING & TELEVISION
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

The Part 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 LOC Requirement 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. ITU will cover the events through its network of websites.
b. Live and on-demand coverage of each race on 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 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. ITU will produce an international highlights show from the event, of at least 18 minutes in duration. This highlights show will be distributed via our distribution partner Infront, as part of the ITU World Triathlon Series magazine shows in an effort to maximise the exposure of the ITU Triathlon World Cup events;
b. ITU will also produce and deliver international news highlights of the event.

1.4 Requirements of the LOC:
a. 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 ITU Media Delegate and one ITU 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 ITU 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 ITU Photographer and any agency photographers (pool photographers) if in attendance;
d. LOC must provide media vests that must be distributed and collected to media by the LOC media team.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

2.2 ITU Facility Requirements:

a. The LOC must provide an ITU Media Office (for print and TV) in the host hotel – which may be the same as the official ITU office from 3 days prior to the event until race day. The office should have power, internet facilities, refreshments, a printer and sufficient space for 4 media people. This facility will be shared with the television teams;

b. The LOC must also provide an on-site media office, for the ITU Media Delegate and ITU Photographer. 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 m2. There should be table and chairs for 4 people and computers. The LOC will provide a dedicated high-speed internet connection (minimum 20 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. 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. Notice board for maps, results and other news;

e. Pigeon holes for press releases, course and athlete information and quotes;

f. Extra stationery, pens and pencils;

g. All printed media information (see Appendix A section 1.2 below for detailed information);

h. Refreshments and food for entire day;

i. Storage for photographer and media personal items;

j. Monitor broadcasting big screen or live TV/internet feed (if applicable).

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 applications must be approved by ITU Media Delegate. The final media accreditation application list must be emailed ITU seven days prior to the event. ITU Media staff (TV Crew, Photographer and Management) will have special identification. The LOC will be notified of this identification by the Team Leader;

• Media vests must be provided by the LOC and should be distributed in coordination with the ITU Media Delegate. The LOC is responsible for distributing and collecting all vests.

b. International Media:

• 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;

• LOC should endeavor to provide accommodation with breakfast for international media attending the event. Media is 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 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:
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

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;
l. Branding will be produced in consultation with TL.

2.8 Media Briefing:

a. LOC and ITU Media Delegate will give a media briefing to media before the Competition;
b. TL will supply a general PowerPoint presentation to the LOC two weeks prior to the event for inclusion of course map, 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 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 and TD 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 Manager 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

<table>
<thead>
<tr>
<th>Number of Volunteers</th>
<th>Duties</th>
<th>Time Required</th>
<th>Notes</th>
<th>Accreditation</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assist media manager</td>
<td>All race day</td>
<td>Fluent in English</td>
<td>Media Zones / FOP</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>Triathlon News Service – capturing flash quotes of finishing athletes</td>
<td>All race day</td>
<td>Fluent in English; Journalism experience</td>
<td>Media Zones / FOP</td>
<td>0</td>
</tr>
</tbody>
</table>

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 center;
   • Produce a local press kit containing the items listed in 2.12.

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 (sent by ITU 30 days prior);
e. General city/region information (more if expecting international media);
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

f. Special events (functions or other races the media are invited to);
g. General media information (media center; 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 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.

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 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

3. ITU ONLINE SERVICES AND NEW MEDIA REQUIREMENTS

3.1 Overview:

a. Live coverage of the elite races from the ITU Triathlon World Cup 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:
   • 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;
   • 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.

3.2 Social media live coverage will be managed by the ITU Media Delegate on-site. LOC will have to provide with a mobile phone or SIM card with data.

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. 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 fulfil these requirements in full;
b. 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 ITU.

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 (if applicable);

e. Where possible timing systems must be hidden from media, TV and still photographers.

4.3 Timing System:

a. Requirements of the transponder system:
   • Reliable, all times are captured without loss;
   • 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;
   • 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 only active system is allowed. Timing of ITU Triathlon World Cup events must be done with an ITU approved transponder system;

e. Important Note: The only approved ITU timing systems are:
   • Winning Time;
   • AMB-it;
   • My Laps;
   • ChampionChip;
   • MTS (J-chip).

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 split times during each leg 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);
   • Transition 2 times;
   • Run lap times;
   • Intermediate run lap times (systems should be place approximately mid-way on run 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 200m 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 with as minimal latency as possible;

f. Important Note: Manually transporting times via a USB stick or similar device is not allowed;

g. The captured data will be accessible in real time for the Technical Official located in the Timing room. A monitor or computer in the Timing room to be used for this purpose;

h. Additional information coming from the Field of Play will be included manually by the Technical Official.

4.5 Software:

a. 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. 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 ITU.

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;
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 athlete data such as name, nationality, category etc., an electronic lap counter and scoreboard capable of graphic display.

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 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;
c. The timing company must provide the results in the ITU database table for archiving on www.triathlon.org, via a pre specified Excel spreadsheet;
d. 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;
e. The files once completed and verified should be emailed to the following email address: entries@triathlon.org;
f. 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. For close finishes the Service Provider must be able to export the picture immediately to the host broadcast company and ITU Media team.

4.11. Basic Broadcast Services (if applicable):
a. The timing and results services provider is required to feed data containing:
   • Competition schedule;
   • Start lists;
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

- Intermediate standings during and after the different splits/laps taken on the different legs
- 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.

5. TV REQUIREMENTS

5.1 Overview:

a. The ITU Triathlon World Cup is one of the premium products of ITU. In order to establish the circuit 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 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. 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 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. 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;
- Three motorcycles with drivers and extra helmets (no Harley Davidson type or racing-type motorcycles). The motorcycles must be two seaters, 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;
- 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.

c. 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.