LOC REQUIREMENTS
2024 WORLD TRIATHLON CHAMPIONSHIP SERIES

World Triathlon

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2024 WORLD TRIATHLON CHAMPIONSHIP SERIES TECHNICAL, PROTOCOL AND MEDIA MANUAL

THIS DOCUMENT SUMMARISES THE KEY INFORMATION REQUIRED TO DELIVER THE 2024 WORLD TRIATHLON CHAMPIONSHIP SERIES EVENTS

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SECTION A:

OVERVIEW OF THE SERIES & THE MANAGEMENT TEAM

World Triathlon Championship Series

1. INTRODUCTION

1.1. The World Triathlon Championship Series brings together the world's premier triathlon events. The series is wholly owned by World Triathlon, the world governing body of the sport. World Triathlon will use its highly experienced staff to support each Local Organising Committee (LOC) in delivering a world-class event. World Triathlon will provide key operations staff to support the event (outlined below) during its operation.

1.2. The World Triathlon Championship Series is developed in collaboration with various stakeholders which will partner with World Triathlon in producing the series, forming a professional and highly experienced Series Management Team (SMT).

1.3. The Objectives of the Series Management Team (SMT) are:

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

b. To collaborate closely with the LOC, the National Federation (NF) of the country and the Host City (HC). In addition to this document, the World Triathlon Event Organisers' Manual, the Brand Guidelines - World Triathlon Championship Series will be used as a working document by the LOC and include all the necessary additional information to deliver the event details. Executing the details is a matter of agreement with World Triathlon, the Team Leader (TL) and the Technical Delegate (TD). All documents can be downloaded from www.triathlon.org;

c. To ensure the LOC complies with the World Triathlon Competition Rules.

2. THE PRINCIPLES OF WORLD TRIATHLON CHAMPIONSHIP SERIES EVENTS

2.1. A safe and fair environment for the athletes;

2.2. High-quality events with consistent technical standards and brand consistency i.e., 'Look and Feel';

2.3. Spectacular events showcasing the host city through media exposure and significant spectator audiences;

2.4. Delivery to a worldwide audience through live television, highlights shows and other media;

2.5. Opportunity to bring international visitors to the host city;

2.6. Deliver high-quality opportunities and total satisfaction to sponsors;

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

2.8. Development opportunities for the community with corporate participation.

3. KEY CRITERIA

3.1. High-quality events with a consistent brand and standards;

3.2. Elite events on a multi-lap course;

3.3. Mass-participation events managed according to the World Triathlon or NF Competition Rules and linked to the elite programme to create a major spectacle;

3.4. Venue set up in city centre with grandstand and live TV broadcast on big screens;

3.5. Large numbers of spectators;

3.6. High quality experience for all participants;

3.7. A test event to be organised before hosting the first World Triathlon Championship Series event. A World Triathlon Cup level event is preferred, but to be agreed by World Triathlon.

4. "THE TEAMS"

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

4.1. The Series Management Team (SMT) will interact with the LOC event team on multiple levels. Below is a description of the SMT and their roles. Each SMT member might have additional staff that will be brought to the event to help the LOC:

a. World Triathlon Secretary General and Sport Director are responsible for the general management and supervision of the entire series:

- Overall strategy, planning and organisation;

- Series approvals and recommendations;

- Coordinating Host City bid process and event scheduling;

- Event agreement negotiation and management;

- Athlete agreements and prize money recommendations;

- Ensuring all LOC event insurance requirements.

b. World Triathlon Championship Series General Manager and occasionally the Team Leader (TL) during the on-site delivery phase:

- Evaluation of event commercial elements during bid process;

- World Triathlon logo protocol;

- Series marketing strategy;

- Approval of all commercial/advertising products such as brochures, posters, ads, web design, and merchandising;

- Implementation of the World Triathlon Branding Guidelines;

- World Triathlon advertising;

- Implementation and delivery of all global contractual rights;

- Implementation of Branding requirements;

- Coordination of team meetings; set agendas, record and distribute minutes;

- Manage VIP requirements.

c. World Triathlon Head of Operations in the preparation phase and occasionally the Team Leader (TL) during the on-site delivery phase:

- Evaluation of event technical elements during bid process;

- Project management;

- Management of the preparations of all operations and services;

- Approval of accommodation, offices, facilities, functions and transportation;

- Maintain the technical standards throughout the whole series;

- Provide accreditation protocol management for the Field of Play;

- Deliver Officials' Development Programme;

- Manage the operation and delivery of World Triathlon Event Protocols in coordination with the LOC;

- Environmental management;

- Oversee all sport presentation matters on-site, as approved by World Triathlon, including facilities, equipment and run sheets/scripts.

d. World Triathlon Event Services Manager

- Management of global logistics and shipping;

- Manage production and inventory of World Triathlon Championship Series supplies;

- Manage World Triathlon team travel, accreditation and SIM card needs.

e. World Triathlon Sport Results Director:

- Elite athletes' entries management and elite start list production (including numbering);

- Identify Series Leaders;

- Liaison with the Timing companies.

f. Technical Delegate (TD): A World Triathlon Technical Delegate will be assigned to each World Triathlon Championship Series World Triathlon Championship Series event. 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 officials, marshalls, and volunteers;

- Manage the implementation of the applicable rules for all events;

- Health and safety management;

- Approval of security plans;

- Medical 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.

g. Assistant Technical Delegates (ATDs): A team of Assistant Technical Delegates - assigned by World Triathlon – will join the Technical Delegate for the event and support him/her during the planning process. It is the TD's responsibility to assign specific tasks to these officials upon the confirmation of their attendance. One of the Assistant Technical Delegates will be assigned to the Head Referee position by the World Triathlon Technical Committee and another Assistant Technical Delegate will be assigned as Technical Delegate for the Age-Group race of the event.

h. World Triathlon Head of Communications in the preparation phase and the Media Delegate during the on-site delivery phase:

- Oversee all World Triathlon Media staff on-site and be the first point of contact for all media matters (non-Broadcast);

- Approve all planned media facilities, media technical support and media hosting with TD and TL;

- Request and review all LOC media plans in cooperation with the World Triathlon Championship Series Broadcast Producer;

- Develop and implement the World Triathlon media plan for the event;

- Coordinate athlete interviews;

- Coordinate press services and manage SMT press team;

- Race and risk communication spokesperson;

- Coordinate and produce the social media content for World Triathlon social media channels.

i. Head of IT & Broadcast in the preparation phase and World Triathlon Championship Series Broadcast Production Manager during the on-site delivery phase:

- First point of contact for all television matters with the host broadcaster and any other relevant parties;

- Coordination of the work of the SMT camera crew on site;

- Coordination of the international Broadcast production (production plan, international signal, international commentary, Broadcast graphics);

- Produce post-race broadcast news feed, digital highlights & any additional content.

j. World Triathlon Anti-Doping Manager:

- Anti-Doping control management;

4.2. LOC Team:

a. LOC Event Director:

- Overall management and coordination of the Event;

- Main contact person for the LOC on all important coordination activities and decisions.

b. LOC Director of Venue and Technical Operations:

- Course selection and mapping;

- Secure permits and prepare the safety plan;

- Venue set-up and technical operations.

c. LOC Director of Marketing and Sponsorship:

- Implement the World Triathlon Championship Series Branding Guidelines;

- Create an event branding plan showing allocations of sponsor and stakeholder space on the FOP;

- Create an LOC marketing concept for the LOC sponsors that is aligned with the World Triathlon Championship Series Branding Guidelines;

- Responsible for packing up and sending all branding material in the same condition and quantity as was received.

- 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;

- Source on-site crowd entertainment features, performances and interactions.

d. LOC Media Director:

- Main contact to World Triathlon Media Manager/Delegate and local media;

- Arrange pre-promotion of event;

- Organise all press and photo media on site in conjunction with World Triathlon Media Manager/Delegate;

- Organise press conferences in conjunction with World Triathlon Media Manager/Delegate;

- Provide the World Triathlon Media Manager/Delegate with the post-race media monitoring report.

e. LOC Sport Presentation Manager:

- Create scripts and ensures that the entire presentation team is familiar with the scripts and their particular role;

- Coordinate all ceremony-related requirements and protocol;

- Coordinate and produce all rehearsals with TL;

- Coordinate ceremony staff.

5. ADMINISTRATION

5.1. Official Language:

a. The official working language of World Triathlon is English. However other languages may be used from time to time to help with communication.

5.2. Site Visits:

a. Site visits are made prior to the Event taking place.

b. An evaluation site visit is to take place during the bidding period where no WTCS 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 World Triathlon delegates.

c. One or more coordination site visit(s) may take place in case of a successful bid. Accommodation, meals and local transportation expenses must be covered by the LOC for maximum 4 delegates from the SMT for the duration of the visit.

d. Documentation: During a site visit, the following information should be available:

- LOC team (organisation structure with experience of key members);

- Environmental data (tides, weather forecast history, water quality, heat stress index, air pollution index);

- Latest water quality tests according to the bid document;

- Venue and course maps;

- Required permits, approvals and event insurance;

- Budget outline, including confirmed revenue streams;

- Proposed schedule;

- Host hotel information and facilities;

- Marketing plans;

- Operation plans (coordination visit only);

- Services plans (coordination visit only).

5.3. Event Agreement:

a. The Event Agreement is required for all World Triathlon Championship Series events. All provisions of the Event Agreement document are legally binding upon all LOCs that have been awarded a World Triathlon Championship Series event.

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

5.4. Insurance:

a. Event Liability Insurance and Event Cancellation Insurance are required as per the Event Agreement.

b. The LOC shall, at its own cost, insure and keep insured with a reputable insurance company, a standard public liability and property damage insurance policy to cover the risks of insurable nature of the ER and the staging of the Event and the related events for an amount not less than US$10,000,000. The insurance policy will name, as insured, the LOC, World Triathlon, the Global Partners, the World Triathlon Executive Board and Staff, the World Triathlon 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 World Triathlon at least 60 days prior to the start of the event.

d. Athletes' Insurance: each athlete must acquire medical / travel insurance which offers the legal requirements for the country where the event 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 SMT;

b. All additional information related to the required time for the different competitions can be found in the Event Organiser's Manual, section 2.10;

c. Draft schedule can be found in the Event Organiser's Manual:

d. World Triathlon appoints a Technical Delegate responsible for the Age-Group event. The LOC is required to follow the directions of the TD. The international Technical Officials might be involved with such an event, which may follow the competition rules of the host NF or the World Triathlon Competition Rules.

5.6. Registration:

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

b. Entry Fees and Payment: There is no entry fee for elite athletes in the World Triathlon Championship Series.

c. World Triathlon also advises the inclusion of age-group, junior, youth and kids races in the weekend schedule.

d. World Triathlon expects the LOC to use the suggested entry software system unless otherwise agreed.

5.7. Accountability:

a. The LOC is accountable for the following:

- Compliance with the Event Agreement;

- All contracts associated with local suppliers and sponsors;

- Budgets, payroll, purchasing and invoicing, insurance, athlete waivers, permits and approvals, water quality test, travel visas, reporting schedule and checklists;

- Accuracy of website content:

- Each World Triathlon Championship Series event has a website provided by World Triathlon of the format cityname.triathlon.org;

- The LOC must use this website as the primary event website;

- The site is to be maintained in English as well as the local language(s) as required by LOC;

- Event and race-related changes and updates must be approved by the TL/TD

- before publishing;

- Please contact webmaster@triathlon.org for setup.

5.8. Permits and Approvals:

The LOC must:

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

b. Have World Triathlon's approval for all segments of the course which must be secured prior to awarding a World Triathlon event;

c. Provide World Triathlon with a water quality test during bid stage and leading up to the event as per the World Triathlon Competition Rules 10.2 and 10.3. Additional to this, based on the sanitary inspection, more tests may be requested by World Triathlon;

d. Provide World Triathlon with weather data, including air and water temperature, during the bid stage;

e. Provide World Triathlon with tide tables, where applicable, during the bid stage;

f. Ensure that all temporary structures (pontoon, grandstands, stages, gantries etc.) are approved in writing by a Structural Engineer and adhere to the local fire marshal's code;

g. Provide proof that local hospitals and Emergency Departments are informed of the event and its associated road closures;

h. Assist with Drone operational regulations and permits.

5.9. Reporting Schedule and Checklists:

The LOC must:

a. Be familiar with World Triathlon schedules and checklists as outlined in the Event Organisers' Manual;

b. Provide reports upon the request of the SMT Team;

c. Participate in the bi-weekly progress report calls;

d. Participate in the 30-days-prior-to-the-event general World Triathlon/LOC call;

e. Use a Project Management System: World Triathlon has partnered with the company WeTrack for delivering a project management system and document sharing platform for all World Triathlon events. This tool is used during the planning process for following the events' progress report and it is mandatory for all LOCs to use it. This application is offered to the LOC at World Triathlon's cost.

f. Use an Event Management System: World Triathlon has partnered with the company OnePlan for delivering an event management system for all World Triathlon events. This tool is used during the planning process for the venue and course design and it is mandatory for all LOCs to use it. This application is offered to the LOC at World Triathlon's cost for 2 editors. If the LOC wishes to have more editors, it is a cost that must be covered by them.

5.10. SMT – 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, World Triathlon Championship Series Broadcast Production Manager, 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: The event-week meetings will be confirmed and circulated following the first SMT – LOC on-site meeting. The following meetings will be scheduled:

a. Technical Meeting;

b. Broadcast Production Meeting;

c. Media Management Meeting;

d. Branding Meeting;

e. World Triathlon Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting;

f. Rehearsal schedule for Sport Presentation and Medal Ceremony;

g. Timing and Results meeting;

h. Motorbike drivers' Meeting;

i. Marine Meeting;

j. Medical Meeting;

k. Registration Meeting.

5.12. Travel Visas:

The LOC must:

a. Provide all necessary information and assistance for athletes and officials who require travel visas for entry into the host country;

b. Get the detailed travel visa information from the host country's customs and immigration department;

c. The LOC must post the detailed travel visa information on the event website. Upon receipt of applications for a travel visa, the LOC will liaise with the athletes/coaches'/officials' NF and World Triathlon;

d. Not issue travel visa invitations without prior approval and confirmation of that the athletes, coaches and/or officials are in good standing with World Triathlon;

e. Assist with media visas & media equipment customs.

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 World Triathlon will announce 5 days before the event. Only coaches listed on this list can receive wristbands (provided by World Triathlon). All other requests should be directed to the TD;

d. Only accredit the approved medical team's accreditation list that World Triathlon will announce 5 days before the event. Only the team medics on this list can receive wristbands (provided by World Triathlon). All other requests should be directed to the World Triathlon 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 according to the project plan.

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 look to recruit personal contacts of LOC committee members as they often provide the most reliable resources.

c. Specific training should be provided to:

- Field of Play volunteers;
- Athlete Services volunteers;
- Medical and 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 and registered coaches):

- Airport Transportation: including provisions for bike transportation;
- Information Services: athletes guide and information booths at the venue;
- Accommodation Services: adequate distribution of information on all available accommodation;
- Complimentary internet access in the host hotel and in all Elite athletes' areas at the venue;
- Medical services: information to be provided on medical emergency services, massage and physiotherapy services;
- Training Services: swimming pool facilities will be required for 2 sessions daily free of charge for Elite athletes during the lead up to the Elite races. The schedule must be approved by the Technical Delegate.

- Course Familiarisation: access to the swim, bike and run courses for pre-event training is mandatory with adequate traffic control. There needs to be a separate plan for Age-Group athletes;

- Bike Mechanic: provide service for all athletes;

- Goody bags with event souvenirs in a sustainable manner.

6.3. VIP / Sponsor Services:

a. A VIP / Sponsor Hosting Plan must meet the following minimum requirements:

- Complimentary scheduled VIP Airport Transportation including World Triathlon guests;

- VIP accreditation should be provided to all VIP-level sponsors and guests. Invitations will be issued to the on-site VIP Tent and to all social functions as per Event Agreement and the World Triathlon Championship Series Branding Guidelines;

- VIP Transportation to race venue and to social functions as required;

- Sponsor Package and/or special event souvenir should be packaged for all sponsors and VIPs and must include a detailed Event Schedule;

- Special consideration must be given to any planned presentations to sponsors and/or VIPs and should be approved by the TL.

6.4. Spectator Services:

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

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

6.5. Technical Officials Services:

a. NF/LOC provides World Triathlon with a list of local Technical Officials 45 days before the event. The list will include all Field of Play officials, as well as the chief race official. The list is subject to change by World Triathlon.

b. Minimum number of TOs per event will be determined by the TD. In case the Host National Federation is not able to provide the full list of Technical Officials, Self-Funded officials

must be considered by the LOC by including those in the accommodation allotment provided for the TOs and if necessary provide airport pickup;

c. Responsibility of the LOC/Host NF to cover the expenses of the National Technical Officialsas per the local policies.

d. The LOC will provide all World Triathlon team members and Technical Officials (NTOs and ITOs) with the same race package as given to athletes, i.e., event t-shirt, tickets to all events, and sponsor gifts.

e. The LOC is responsible to cover accommodation with breakfast in twin rooms for a minimum of 6 Self-Funded Technical Officials from 2 days before the 1st competition until the day after the last competition day.

SECTION B:

TECHNICAL & VENUE OPERATIONS

1.   TECHNICAL OPERATIONS

1.1.   General:

a.   This section combines the duties of the Technical and Venue Operations. All these operations should cover all official events with different requirements.

b.   On the occasion that a World Triathlon Para Series is held in conjunction with a World Triathlon Championship Series, all requirements will be specified in a similar document available from World Triathlon.

c.   Registration:

- Elite Athletes and Coaches;
- Team Medical.

d.   Briefings:

- Elite Athletes;
- Elite Coaches (if applicable).

1.2.   Venue Operations:

The Venue must be presented in a manner that showcases an event of World Triathlon Series 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, the transition and finish area in a World Triathlon Series design;

b.   Large area for grandstand;

c.   A broadcast compound (including commentary positions, TV graphics), big screens and scoreboard;

d.   Elite athletes' area;

e.   Age-Group athlete's area;

f.   Expo and spectator's area;

g.   Operations are;

h.   VIP and hospitality area;

i.   Press center.

1.3.   Field of Play:

a.   Number and length of laps. All information related to the number and length of laps can be found in the Event Organiser's Manual, sections 4.3.1, 4.5.1, and 4.11.1.

1.4.   Swim Course:

a.   The number of waves, the number of athletes per wave and the time differences between the waves will be determined by the TD in consultation with LOC.

b.   Start Platform:

- A stable platform for a dive start is required for the elite events;
- A platform beach start is acceptable only if there is no possibility of a dive start;
- Swim pontoon/platform specifications can be found in the Event Organiser's Manual;
- The swim platform will be completely covered in "blue" carpet.

c.   Water Quality:

- The water quality test results must be submitted to the Technical Delegate as per the World Triathlon Competition Rules;
- Additional tests should be provided upon the TD's request;
- Water Quality Tolerance Limits can be found in the World Triathlon Competition Rules;

d.   Swim course personnel, technical requirements of the start area and swim course, the required equipment and procedures can be found in the Event Organiser's Manual.

1.5.   Transition Area:

a.   Individual bike racks are mandatory for Elite athletes.

b.   Carpet is required in the Elite transition area and must extend to the swim exit. The TD will approve the areas of the transition area that must be carpeted for the Age-Group athletes.

c.   A detailed description of required transition area personnel, equipment list and procedures can be found in the Event Organisers' Manual, section 4.4.

1.6.   Bike Course:

a.   General requirements:

- Hard fencing is required:

(i)   In high traffic areas;

(ii) On the road leading in and out of transition at least 400m;

(iii) All corners;

(iv) To fix sponsor boards and banners in accordance with branding plans.

b. All other descriptions of required bike course personnel, equipment list and procedures can be found in the Event Organiser's Manual, sections 4.5 to 4.7.

1.7.   Wheel Station:

a. A minimum of two wheel stations must be provided.

b. Both wheel stations have to be equipped by the LOC with bike racks and wheels.

c. Detailed description of required wheel station personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.8.

1.8.   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.

d. Detailed description of required lap counting personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.9.

1.9.   Run Course:

a. General requirements:

• Hard fencing is required:

(i)   In high traffic areas;

(ii) On the road leading in and out of transition at least 400m and on all corners.

b. Age-Group:

• Hard fencing is required:

(i)   In high traffic areas;

(ii) On the road leading in and out of transition at least 400m;

(iii) All corners.

c. All other descriptions of required run course personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.11.

1.10. Aid Stations:

a. Swim Exit: an aid station is required at the swim exit for Age-Group events.

b. Bike Course: There are no aid stations on the elite bike course. One aid station may be required at 20km point of the Age-Group bike courses.

c. Run Course: Aid stations should be a maximum of 1.25km apart throughout the run, unless more are requested by the TD.

d. All other detailed description of required aid station personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.12.

1.11. Penalty Box:

a. The number and exact placement of the penalty box will be determined by the TD;

b. The area must be secured.

c. All other detailed description of required penalty personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.13.

1.12. Finish Area:

a. A detailed description of finish area design, requirements, personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.14.

1.13. Recovery Area:

a. A detailed description of recovery area design, requirements, personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.15.

1.14. Mixed Relay Zone (if applicable):

    a. A detailed description of Mixed Relay Zone design, requirements, personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.16.

1.15. FOP signage:

    a. A detailed list of FOP signage can be found in the Event Organiser's Manual, section 8.3 (Appendix 3.).

2. MEDICAL MANAGEMENT

2.1. A complete medical plan must be prepared by the LOC Medical Director, submitted to World Triathlon and approved by the World Triathlon Medical Delegate. The medical plan should 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 an accident, the adequate transportation of the athlete from the course to the hospital is the responsibility and cost of the LOC.

3. DOPING CONTROL

3.1. Testing: Provision must be made to provide Doping Control facilities and testing at the event. All Doping Control costs (including testing, facilities, transportation etc.) will be covered by the LOC.

3.2. World Anti-Doping Code: The World Triathlon Anti-Doping Rules comply with World Anti-Doping Code ("Code"). See www.triathlon.org for the World Triathlon Anti-Doping Rules and other relevant information. All aspects of Doping Control must comply with the latest version of the World Triathlon Anti-Doping Rules, the International Standard for Testing and Investigations and the Code.

3.3. Doping Control Facilities: Suitable Doping Control facilities for in-competition testing (during and/or following the event) and out-of-competition testing (prior to the event) must be provided at LOC's cost. An on-site, out-of-competition Doping Control Station, to be used solely for the purposes of doping control needs to be ready for use a specified number of days before the event at the same location as the athletes' briefing. The in-competition Doping Control Station, to be used solely for the purposes of doping control, must be ready for use immediately at the start of the event and until the end of the end of all in- competition testing.

3.4. Number of Doping Control Tests: in accordance with the World Triathlon Anti-Doping 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):

Events	Urine Test			Blood Test		
	Total	ESA	GHRF	Total	ESA	GH
World Triathlon Championship Series	20	12	2	6	-	6
Combined with the following events, the total number of doping control tests is:						
Mixed Relay	26	16	6	6	-	6
Mixed Relay + World Triathlon Para Series	38	22	8	10	-	10
Mixed Relay + World Triathlon Para Cup	34	20	4	8	0	8
World Triathlon Para Series	32	18	4	6	-	6
World Triathlon Para Cup	28	16	4	6	-	6

4. FACILITIES, EQUIPMENT AND VOLUNTEER REQUIREMENTS

4.1. Facilities: the following are required

   a. Athletes' Lounge;

   b. Recovery Area;

   c. Medical Centre;

   d. Doping Control Station;

   e. Volunteers' Tent;

   f. Venue Control Centre;

   g. Technical Officials' Lounge;

   h. Media Centre;

   i. Timing and Results Office;

   j. Sport Presentation Booth;

   k. World Triathlon Media Room;

   l. VIP and VVIP Area;

   m. Spectator Grandstands;

   n. Clean & Waste Compound;

   o. Logistics/ Operations Compound;

   p. Operations Office;

4.2. Communications: Power, internet, IT support and communication equipment will be provided by the LOC that will enable World Triathlon Championship Series personnel to cover the event.

   a. The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in this document, the event agreement and Event Organisers' Manual.

   b. The timing and results service company must be approved by World Triathlon.

4.3. SMT Office: LOC will provide, from 4 days prior to the first competition day until one day after the last competition day, as follows:

   a. A detailed description of SMT office design, requirements and equipment list can be found in the Event Organiser's Manual, section 5.2.12.

   b. An additional SMT Office may be requested in the host hotel, depending on the distance between the host hotel and the venue.

4.4. Athletes briefing:

   a. A separate elite athletes' briefing should be provided. An additional coaches' meeting may be requested by World Triathlon.

   b. Room Size and Set-up:

     • Auditorium for 200 people;

     • 4 tables for athlete registration and check-in;

     • Paper and pens;

     • High-speed internet connection;

     • Refreshments for all athletes;

     • Head Table with 6 chairs and a speaker's stand;

     • PA system and AV projector.

   c. Timetable: Two days before the event from 16:00–19:00.

4.5. On-site Media office:

   a. A detailed description of Media Office design, requirements and equipment list can be found in the Event Organiser's Manual, section 5.2.11.

4.6. Press Centre:

   a. A detailed description of Press Centre design, requirements and equipment list can be found in the Event Organiser's Manual, section 5.2.15.

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:

- Phone and high-speed internet connection;

- Printer and photocopy machine;

- Refreshments.

4.8. Volunteer Requests:

a. The LOC should provide the following volunteers to the SMT upon request:

- 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 registered coaches;

b. For SMT, World Triathlon EB and Staff, Technical Officials and guests. Transportation to and from the closest train station should also be provided to this group.

5.2. Other means of transportation must be provided as follows for the SMT:

a. 8 bicycles/scooters for easy transportation between hotel and venue or other means of transportations as agreed with the SMT;

b. A minivan to be agreed and provided for the World Triathlon media team from 3 days prior the first competition day, until 1 day after the last competition day;

c. 5 motorbikes with drivers for the elite events for:

- World Triathlon photographer (1);

- Pool photographer (1);

- World Triathlon Technical Officials (3);

- The number of motorbikes with drivers that the LOC should provide for the age-group events will be determined by the World Triathlon TD following the site visits.

- Motorbikes for the live TV broadcast are not included in the five motorbikes above.

d. A total of 6 boats need to be provided to the SMT by the LOC for the swim course operations:

- World Triathlon Technical Officials (3);

- Media (1);

- Broadcasters (2).

- The number of boats with drivers that the LOC should provide for medical and rescue will be determined by the World Triathlon TD following the site visits.

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

6. ACCOMMODATION REQUIREMENTS

6.1. World Triathlon Host Hotel Accommodation:

a. Total room nights required for the SMT:

- Single room: 127   - Twin room: 10

Type of rooms	# of nights	# of rooms
Single	4	4
Single	5	5
Single	6	5
Single	7	8
Twin	4	1
Twin	6	1

b. Total room nights required for the Technical Officials (including for minimum 10 SFTOs):

- Double/Twin: 60 (15 rooms for 4 nights)

c. Accommodation for the crew in case of central broadcast production to be agreed on case by case basis.

d. All of the SMT and World Triathlon officials should be accommodated in the same hotel, preferably in walking distance of the venue.

e. The allocation of the rooms and the length of stay may be different within the total number of room nights.

f. Breakfast needs to be included in the room nights.

6.2. Sport Expo Facilities:

a. Optionally a 3m x 3m booth space must be provided free of charge to World Triathlon.

b. The space must be uniformly laid out and approved by the TL. It will include the following:

- Power and water source;
- Flooring (depending on the venue surface);
- Internet facilities;
- 24-hour Security.

7. COMMUNICATION PLAN

7.1. A detailed description of communication plan, requirements and equipment list can be found in the Event Organiser's Manual, section 6.6.

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

7.3. The LOC should provide the SMT with:

- 30 radios in 3 channels;
- 10 local SIM cards including data (depending on the location, a cell phone with SIM card may be required);
- 4 SIM cards with unlimited data packages.

7.4. Incident reporting system: It is mandatory for all the LOCs to establish a venue command centre along with an incident reporting and crisis management system at their cost. This system must be approved by World Triathlon during the planning process for being operational on race days.

8. TECHNICAL OFFICIALS EQUIPMENT

8.1. The LOC must have available for the Technical Officials' team a drone pilot with a drone at the LOC's cost during the familiarizations and competition days for the elite events with the following requirements:

a. Technical Requirements:

- 3mx3m or 2mx2m tent with minimum 3 side walls;
- Electricity, extension cord with 6 slots;
- Table and 2-3 chairs;
- Screen (min 19") with HDMI input;
- 10 pcs of fences (to create a secured take-off/landing area).

b. Location Requirements:

- The area must be secured;
- It should be as close as possible to the start, to have a visual connection with the drone during the operation;
- The take-off/landing area must be at a place where the drone doesn't need to fly over the crowd. (crowd means more than 30 people);
- The location must be an open (but secured) area where a drone takes off or land, not surrounded by big metallic structures. (due to interference);

c. Other Requirements:

- The LOC must organize all permissions (printed) for the operations;
- The operator has to be informed about special requirements or laws;
- The event liability Insurance must cover the drone operation as well (and the operator).

8.2. A detailed list and description of technical officials' equipment can be found in the Event Organiser's Manual, section 3.4.3.

9. ATHLETES' EQUIPMENT

9.1. LOC will provide for the athletes:

a. Finish tape;

9.2. World Triathlon 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. World Triathlon Championship Series Leader's Trophy.

10. CATERING REQUIREMENTS

10.1. When following the nutritional guidelines, we will be guaranteeing a positive performance from the Technical Officials (TOs) and World Triathlon staff, who are responsible for the fulfillment of the main objectives of the World Triathlon, safety and fairness. The above groups are often asked to work consecutive long hours in challenging environments, so it is paramount that they be looked after and look after themselves. The type of food that is eaten is one determining factor for the health and performance of the TOs during a competition. As such, World Triathlon has development nutrition guidelines that the LOCs should follow on providing a balanced food service to the above groups. The guidelines can be found here.

10.2. World Triathlon will provide the LOC the number of meals required on site for each day for the World Triathlon staff and TOs.

11. CONTINGENCY PLAN

11.1. A detailed description and procedures of contingency plan can be found:

- in the Event Organiser's Manual, section 6.8.

- in the Competition Rules, section 2.12, 4.4, 10.2 and 10.8.

12. OPERATION PLANS

12.1. The following operations plans will be checked by the SMT via the WeTrack project management online tool 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. Doping control: 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 including FOP layout, design element proofs;

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

i. Safety: cold/heat stress conditions preparation, event 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. Sustainability plan;

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

o.   Timing: timing plan;

p.   TOs: Assignments, daily run sheet, Moto requirement plan, TOs' newsletter, TOs services;

q.   TZ: transition zone set up plan;

r.   Venue: build in plan, cables plan, FF&E distribution plan, site plan, venue map, wayfinding signage plan;

s.   VIP: VIP services plan.

13.   RISK ASSESSMENT

a.   World Triathlon will have gone 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.

14.   EVENT MANAGEMENT TOOLS PARTNERSHIPS

a.   World Triathlon has partnered with OnePlan for developing an online platform where the venue management and the course management planning is taking place. The event will be requested to use this platform during the planning process.

b.   World Triathlon has partnered with the company WeTrack for delivering a project management system and document sharing platform for all World Triathlon events. This tool is used during the planning process for following the events' progress report and it is mandatory for all LOCs to use it. This application is offered to the LOC at World Triathlon's cost.

c.   All the World Triathlon events can have access to the Tomorrow app. Tomorrow. io is the world's only weather intelligence platform. Fully customizable to the triathlon events' needs, everyone can benefit dramatically and improve operational efficiency.

WORLD TRIATHLON EVENT PROTOCOLS

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

1. WORLD TRIATHLON SPORT PRESENTATION

1.1. The Sport Presentation deals with presenting the sport action at the event venue.

1.2. Sport Presentation is what transforms a great event into a great show for the spectators at the venue and the broadcast audience, both on television and online.

1.3. A detailed description, requirements with the protocols (athletes introduction and medal ceremony), procedures and templates can be found in the Sport Presentation Manual.

2. WORLD TRIATHLON VIP HOSTING AND CEREMONY PROTOCOLS

2.1. This section outlines the WTCS strict VIP protocol as it pertains to all official functions.

    a. A VIP guestlist will be created and agreed on by World Triathlon and the LOC.

    b. The LOC will provide World Triathlon with the exact time schedules for each VIP event.

    c. An RSVP management system will be agreed on between World Triathlon 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;

      • World Triathlon Executive Board members;

      • The National Federation President and Secretary General;

      • Top-tier sponsors of World Triathlon and the LOC;

      • World Triathlon senior staff and the Technical Delegate(s) for the event;

      • Others, as mutually agreed between World Triathlon and LOC.

2.2. VIP Meet and Greet Protocol:

    a. World Triathlon and the LOC protocol managers will agree on a gathering place for VIPs at each function where a host or hostess can introduce and greet the guests.

    b. Refreshments should be available and served in this area.

    c. If accreditation cards have not been provided, name tags should be available.

    d. The World Triathlon Championship Series logo, the TriathlonLive logo, and the World Triathlon 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 may be given to acknowledge their attendance.

2.3. World Triathlon Gift Giving Protocol:

    a. World Triathlon will provide a gift for the LOC and the Host City.

    b. If the LOC wishes to reciprocate, the details of the gift and the recipients should be agreed on in advance.

    c. Generally, the gift presentation will take place according to the Sport Presentation Manual.

2.4. Transportation Protocol:

    a. Transportation arrangements must be made to take World Triathlon Championship Series guests to and from the various functions.

    b. 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. The LOC must make arrangements for country flags - as per the start lists - well in advance of the events.

SECTION D:

REQUIREMENTS FOR MEDIA, TIMING & BROADCAST

World Triathlon
Championship Series

The below contains the requirements for the host broadcast company of 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 World Triathlon Championship Series LOC Requirement details the services provided by the World Triathlon Media Team and the requirements for the LOC. Please read the document carefully to ensure all requirements are met. The World Triathlon Media Team will offer the following on-site services:

1.1.   World Triathlon Website and Digital Services:

    a. World Triathlon will cover the events through its network of websites and social media channels.

    b. Live and on-demand coverage of each race will be shown 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;

    g. Pre- and post-race interviews;

    h. Live and/or on-demand pre- and post-shows;

    i. Photo galleries.

1.2.   World Triathlon 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 highlighting athletes and newsworthy items to key markets;

    e. Detailed pre-race notes and statistics;

    f. International press booklets;

    g. Management of press operations on site, including management of the media zone;

    h. Assistance in coordination of interviews and athlete management;

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

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

1.4.   Requirements of the LOC: To ensure a successful production of media and television services from the event, the LOC is required to provide facilities and volunteers for each area mentioned above. In addition, the LOC must provide a local timing and results supplier to provide services as specified in section 3 below.

2.   WORLD TRIATHLON MEDIA TEAM REQUIREMENTS

2.1.   Overview:

    a. The World Triathlon Print Media Team consists of one or two World Triathlon Media Delegate(s) and one or two official photographer(s).

    b. The Media Delegate prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The World Triathlon media delegate 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 World Triathlon use. Each LOC will receive copies of the photos taken for internal use. The LOC must provide two motorbikes, drivers and extra helmets for the use of the official photographer and pool photographers.

d. World Triathlon will provide media vests that must be distributed and collected to media by the World Triathlon Media Delegate.

e. The Media Delegate will coordinate the production of content for the social media channels, including but not limited to live videos, pictures, audios, results and engaging with stakeholders on social media.

2.2. Facility Requirements:

a. The LOC must provide a World Triathlon Media Office (for print and broadcast) in the host hotel – separate from the World Triathlon office - from 3 days prior to the event until race day. The office should have power, internet facilities and sufficient space for 10 people. This facility will be shared with the online/timing and television teams.

b. The LOC must also provide an on-site media office for the World Triathlon Media Team and official photographers. The facility must be situated at the race venue, and internet access/power should be available for use from two days prior to the first race until the morning following the final race. The office should be a minimum of 15 m2. There should be tables and chairs for 8 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 (World Triathlon Media, general media, timing etc.)

d. Wireless internet is required on-venue to facilitate on-site coverage.

e. A video and audio output of the International live signal including English commentary should be provided from the host broadcaster. These must be provided by the host broadcaster to the on-site World Triathlon Media office. A monitor should also be provided to enable the media team to monitor and report on the event.

f. The LOC must provide a press centre at the venue for the general media that is adequate for the number of media members 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 medias

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. Pigeonholes 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

2.4. Media Operations:

a. Media Accreditation and Identification:

- Media must be accredited according to the World Triathlon accreditation guidelines document. This is available in the Event Organisers' Manual.

- All media accreditation applications must be approved by the World Triathlon Media manager. The final media accreditation application list must be emailed to World Triathlon seven days prior to the event. World Triathlon Media staff (Broadcast Crew, Online, Photographers and Management) will have special identification. The LOC will be notified of this identification by the Team Leader.

2.5. International Media:

a. LOC to create a media invitation 30 days before the event for local media that will in turn be sent out to international media and trade publications by World Triathlon if desired. World Triathlon will also solicit attendance from the media.

b. LOC should endeavor to provide accommodation with breakfast for international media attending the event. Media are responsible for payment, but the LOC should strongly consider having a budget to host international media. Accommodation should be in close proximity to the 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 World Triathlon.

b. Refreshments should be made available for media and attendees.

c. LOC must forward to World Triathlon Media Delegate the requested attendees list (World Triathlon athletes and delegates) one week before the press conference. World Triathlon will aid in the solicitation of invitations.

d. LOC will ensure adequate facilities are prepared within close proximity to the host hotel (otherwise adequate transportation must be arranged).

e. LOC must keep an attendance record for the press conference and forward to World Triathlon Media Delegate after the conference.

f. LOC will set the location of the press conference in order to facilitate the athletes' attendance.

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 TL);

c. Adequate audio-visual equipment;

d. Names and pronunciation of LOC Dignitaries;

e. Agenda/run sheet;

f. Place cards (World Triathlon 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 World Triathlon Media Delegates will give a Media Briefing to media and photographers before the event;

b. TL will supply a general PowerPoint presentation to the LOC two weeks prior to the event for inclusion of course maps, media zones, scheduling and any other pertinent LOC information.

2.9. Media Zones/Areas:

a. The LOC will provide designated Media Zones on course for press, photographers and broadcasters, separate from spectators with adequate identification and efficient movement from zone to zone (i.e., not through crowd or long distances);

b. The LOC will provide a Media Zone at the finish line in accordance with the draft layout plan provided in the sample finish line layout (See Section E- Host Broadcast Company Requirements). This zone should include a tiered platform for photographers at the finish

c. line, a designated area for host broadcaster interviews and a mixed zone for media separate from athletes;

d. The LOC to provide a secured Drone Operations takeoff/landing space 10m diameter along water side;

e. LOC to provide a detailed site map with clearly identified media zones and areas to World Triathlon Media Manager and TD one month prior to the event. Map must include sketch of finish line area and mixed/interview areas;

f. LOC Media Manager to be available for course walkthrough with World Triathlon Media Delegate and TD Friday morning for any last-minute alterations.

2.10. Post-Race Press Conference:

a. LOC to consult with World Triathlon Media Delegate about the need for a post-race press conference. If deemed necessary, please refer to Pre-Race Press Conference requirements above.

2.11. Personnel Requirements:

a. Volunteers

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

b. LOC Personnel: The LOC should:

- Have a main media contact to liaise with local media;

- Provide a minimum of one media chaperone for every ten media in order to properly control and direct media traffic;

- Have an experienced Photo Chief to manage the special needs of photographers and direct them throughout the course;

- Ensure there is a Media Centre Supervisor in order to ensure proper operation of the centre;

- Produce a local press kit containing the items listed in 2.12.

2.12. Table of contents for Press Kit:

a. Schedule;

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

c. Sponsor information;

d. World Triathlon information (sent by World Triathlon 30 days prior);

e. General city/region information (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. Transportation/parking;

i. Course information;

j. Course Maps (with media areas highlighted);

k. Ranking information;

l. Athlete profiles (6-10 top contenders only; visit World Triathlon Online Media Centre for more top athletes);

m. Historic statistics/results (World Triathlon statistics are available in the Online Media Centre) http://media.triathlon.org. (Please contact World Triathlon if you require a sample Press Kit. The World Triathlon Media Guide and the World Triathlon Championship Series Media Guide are available on the World Triathlon Media Centre http://media.triathlon.org)

2.13. Equipment and Logistics Requirements:

a. The LOC must provide two motorbikes with drivers and helmets for the official World Triathlon 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 World Triathlon Technical Delegate.

2.14. Reporting:

a. The LOC must provide a list of all accredited media to World Triathlon at time of arrival;

b. The LOC must provide a detailed reporting document to the World Triathlon 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. TIMING AND RESULTS SERVICE REQUIREMENTS

3.1. Overview:

a. Timing and results service is a cornerstone of a successful event. These services are the basis for a professional and accurate production of a live broadcast and the live and official results of the races. As a result, the following are the technical requirements for any Local Timing Team (LTT) that wishes to provide basic timing and results services. Please note that it is the responsibility of the Local Timing Team (LTT) to fulfill these requirements entirely.

b. IMPORTANT: The LOC should ensure that the proposed Local Timing Team (LTT) for the event can meet these requirements. The Local Timing Team (LTT) CANNOT be confirmed until they are approved by World Triathlon.

c. The LOC must select a LTT partner to secure the required quality of basic timing and results service. The timing and results services are representing two general layers of the service tasks:

The basic timing services

- Establishment, setup and operation of the transponder and photo finish based automated electronic timing systems according to the Timing Plan document

- Live data transfer of the raw timing data from all timing devices towards the results services

- Transponder handling and distribution with cooperation of LOC and TOs

The basic results services

- Processing the raw timing data to provide live results toward Triathlon.org Live Timing, TV Graphics, TV commentators, Public Address announcers

- Cooperate with the TOs, produce the official results in printed/digital formats

- Distributing digital results exports within the World Triathlon TRI systems

d. The Service Provider should work on a "near invisible" basis during the event, with absolute minimum presence on the event course. Timing systems should be hidden from media, Broadcast and photographers.

e. The Service Provider must be able to produce data displaying the results of the event, including each individual leg (swim, T1, bike, T2, run), and with multiple splits during each leg, where course layout allows.

f. The Service Provider must provide a direct connection to the graphics company to provide the basic timing service data.

3.2. Timing System:

a. Requirements of the transponder system:

- The transponder timing system has been used on World Triathlon Championship Series events before, or has continuous references on World Triathlon Cup events in the last 3 years without problem.

- Active chip technology or World Triathlon approved technology. Non World Triathlon approved transponder timing systems are not allowed.

- Reliability nearly 100% detection rate - so all times are captured without losses;

- Able to capture all splits for each individual leg, including multiple splits on swim (on water exit), bike and run;

- Attach the transponder to the athlete in an ankle band in a manner that does not influence the performance of the athlete;

- A second transponder is suggested onto the other ankle to avoid the negative effect of athlete transponder lost on swim course.

- Work under the regulations of CE and FCC;

- Weigh no more than 20g;

- Transponders have to be provided for the athlete lounge in envelopes with athlete number and category (e.g. Elite Men, Elite Women) information on the envelope.

b. Deliver the transponder data live and in real time from all splits (including intermediate ones) into the timing and results software used by the Service Provider;

c. Able to vary in width from two to eight meters without obstructing the course , the thickness of the detector loops should be 6 mm. maximum;

3.3. 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 placed in coordination with Broadcast Camera plan to give updated data for Broadcast graphics during each lap); Please consult the Broadcast Production Director.

- Transition 2 times;

- Run lap times;

- Intermediate run lap times (systems should be placed in coordination with Broadcast Camera plan to give updated data for Broadcast graphics during each lap; please consult the Broadcast Production Director.

- Finish time.

b. The Service Provider must have live real time connections to timing locations to pull or retrieve data with as minimal latency as possible. World Triathlon emphasizes use of direct cable connections to the timing locations, and definitely avoiding WiFi or cellular connection on the venue.

c. On locations where this is not possible the Service Provider must aim at using internet-based connection via DSL or cellular connection in that order of priority.

d. IMPORTANT: Manually transporting times via a USB stick or similar device is not allowed;

3.4. Software:

a. The Service Provider software must be able to receive transponder data live in real time from the locations of the timing systems.

b. The captured data will be accessible in real time with direct access to the data provided to the Broadcast Graphics company,; connection details to be provided by Broadcast Graphics company;

c. Additional information coming from the Field of Play will be included manually by the Technical Official e.g.: DNS, DNF, LAP, DSQ, penalties information .

d. World Triathlon requires World Triathlon Live Timing API export to facilitate live timing coverage on World Triathlon web services.

e. Test sessions are required which include timing, results, link with live timing and link with Broadcast graphics two weeks prior to the event remotely and the day before on site.

3.5. Event Venue Services:

a. The timing provider should be able to provide an Intranet CIS (Commentator Information System) capable of connecting to various feed points such Sport Presentation booth, TV Commentator cabin, OB Van.

b. Physical printouts of all relevant data (e.g.: start lists, official results) are also required.

c. The timing provider should be able to deliver updates via SMS and mobile technology if requested.

d. Gantry Clock - The timing provider should provide a gantry finish clock or LED screen capable of displaying time and athlete data such as name, nationality, category etc., an electronic lap counter and scoreboard capable of graphic display.

e. A printed results (as per Competition Rules) distribution procedure should be able to be delivered.

f. At least one FOP operator is required to:

- Manage last minute chips replacement

- Backup the start signal

- Identification of chipless athletes

3.6. Official Results Service:

a. As from 2023, official results should be automatically submitted through the live timing API (https://developers.triathlon.org/page/live-timing-standard-v11) where the API has been integrated. To do this, please send a single JSON timing message with the status set to "official", once results are approved and signed off by the Head Referee.

b. In case sending results via API is not possible, an Excel file must be produced with 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 athletes;

- 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;

c. The results must be displayed in the order of ranking 1, 2, 3, etc., then DNFs, LAPs, DNSs and DSQs. DNFs, LAPs must be sorted by the number of legs completed, then by time accumulated after the latest completed leg.

d. The timing company must provide the results in the World Triathlon database table for archiving on www.triathlon.org, via a pre-specified Excel spreadsheet.

e. The timing company will be given this file from the World Triathlon Entries Team before the event and the World Triathlon Technical Delegate will ensure that the start lists are correct. The Race Referee will sign off the results after each race to confirm them as official results.

f. The files, once completed and verified, should be uploaded into our system on admin. triathlon.org. Log into the system, search for the event, then browse to the program and upload results. Login credentials will be issued to the Head Referee and the Technical Delegate.

g. Results should be uploaded no later than five minutes after the official results are confirmed.

3.7. Age-Group Results:

a. The LOC, through the timing company, will create a set of results grouping the athletes by age groups according to World Triathlon Competition Rules 2.5;

b. The age of the athletes is determined as at 31 December in the year of competition;

c. Athletes will be eligible to compete in the individual Age-Group events in the group in which their age is included. The groups are:

- 15 to 19 in super sprint distance events (M15)/(F15);

- 16 to 19 in sprint distance events (M16)/(F16);

- 18 to 19 in standard and longer distance events (M18)/(F18);

- 20 to 24 (M20)/(F20);

- 25 to 29 (M25)/(F25);

- 30 to 34 (M30)/(F30);

- etc.

d. An excel file of these results will be emailed to World Triathlon (entries@triathlon.org) and will include the following fields:

- Position;

- Race number;

- Athlete given name;

- Athlete family name;

- IOC code for athlete nationality;

- Age-Group;

- Swim time;

- T1 time;

- Bike time;

- T2 time;

- Run time;

- Total time.

3.8. Manual Back-up:

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

3.9. Photo-Finish System:

a. The Service Provider must supply Photo Finish Services with certified equipment to decide positions on close finishes in the event.

b. The minimum resolution of the Photo Finish camera: 1000 pixesl high and 1000 frames per second.

c. Two photo finish cameras must be provided and positioned on either side of the finish Gantry and an official finish line must be marked for the decision of the final result. Mounting the cameras onto the finish gantry scaffold is preferred to using tripods.

d. For close finishes the Service Provider must be able to export the picture immediately according to a previously agreed communication protocol to the host broadcast company and World Triathlon Media team.

3.10. Basic Broadcast Graphics Services:

a. The timing and results services provider is required to feed data containing:

- Environmental information gathered from TOs;

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

- Intermediate standings during and after the different legs (swim / transition / bike / transition / finish);

- Race incidences, IRMs and penalties;

- Final results.

b. The timing and results services provider is required to feed this and work together with the Broadcast graphics company used by the Broadcast production company at the event. This data must be available to the Broadcast 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.

c. The timing and results services provider is required to continuously review data before release to the Broadcast graphics company throughout the event, 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 an otherwise distributed plan has been agreed between the timing and results services provider and the Broadcast 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 Broadcast 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 Broadcast graphics company. Where this is not possible, the 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 the Host Broadcast Company (HBC).

4.   BROADCAST REQUIREMENTS

Please note that this section is directly related to World Triathlon/Infront and the Host Broadcast Company (HBC). All questions should be directed to the Broadcast Production.

4.1. Preamble:

a. The World Triathlon Championship Series is the premium product of the Olympic sport of Triathlon. In order to establish the series on a worldwide basis it is necessary to have a consistently high quality Broadcast product. World Triathlon defines the Broadcast product as a combination of live races, news and content distribution. All this will be offered to international broadcasters;

b. World Triathlon will provide a host broadcaster (HBC) for the event. The HBC will be obliged to produce a Broadcast signal of both races (elite men and elite women) for national and international broadcast partners;

c. The LOC will be required to deliver the onsite infrastructure for the HBC; space, power, internet, structural facilities such as containers, cable bridges/jackets, fencing etc.;

d. The LOC will provide a domestic broadcast taker for the entire series by 31 October of previous year. If no domestic taker is secured by this date, the rights revert to World Triathlon to secure broadcast for the event and the series. World Triathlon (through its media partner Infront Sports) will deliver International broadcast takers to ensure coverage in as many territories as possible.

e. World Triathlon undertakes to work with each individual LOC to adjust costs and setup uniquely to each event and any possible services the LOC can add to the production.

4.2. Production:

a. While the Host Broadcast is fulfilled by World Triathlon/Infront, this section serves as a general guideline for what LOC's can expect from the broadcast production. It is well acknowledged that this document can only give general statements related to the coverage of the World Triathlon Championship Series. Detailed discussion with the proposed HBC is required before a final decision is made and adjustments to these requirements may have to be made depending on the course and other local circumstances. The final set-up will be determined after a site survey with the LOC, HBC and World Triathlon.

b. The host broadcaster will be obliged to produce a world-class live World Feed of both the Elite Men's, Women's & any associated Mixed Relay races. It will be responsible to deliver all equipment and manpower necessary for such coverage from the venue.

c. Any final camera plan and other local settings are subject to final approval by World Triathlon.

d. The normal obligations of an HBC such as on-site coordination for licensees present in the venue should be fulfilled by the HBC too.

e. The HBC will make available the feed to World Triathlon and licensees at the venue as determined by World Triathlon/Infront.

f. The feed will be produced in the following format: High Definition 1080i/50Hz (or High-Definition 1080i/59.94Hz).

g. The HBC will be ready to start the feed at least two (2) hours prior to the Event.

h. Two digital drive recordings (more upon request) (one clean / clean and one PGM with international sound) will be supplied to World Triathlon and the LOC.

i. Upon prior consultation of the HBC, World Triathlon will determine the final set-up and the edit flow, the use of graphics, statistics and timekeeper. World Triathlon reserves the right to bring its own director and part of the camera crew for each production and will be entitled to use the technical means provided by HBC. Any final camera plan and other local settings must be approved by World Triathlon.

j. World Triathlon will provide a Live Producer in charge of the editorial treatment of the event, good usage of the graphics guidelines and delivery of the international running order for each World Triathlon Championship Series event.

k. The feed will be completely neutral and independent and free of any domestic elements. If the LOC taker requires a domestic focused production, the HBC can provide a quote to produce this in addition to the World Feed.

l. The feed must be completely neutral and independent and free of any domestic elements.

m. The feed will be accompanied by full international sound in stereo quality and will cover in full, all the action from the event.

n. World Triathlon will provide two English commentators whose audio must be implemented into the feed by the HBC.

o. World Triathlon will hire a provider for Broadcast graphics whose services must be implemented into the OB production and used for the World Feed.

p. The HBC will implement the official opening and closing sequence provided by World Triathlon and will implement – if produced by World Triathlon – clips, profiles, vignettes, and features about athletes, the venue and the track (virtual / animated), the city and other relevant content promoting World Triathlon, the event and the location at the reasonable discretion of World Triathlon.

q. The HBC will implement, on World Triathlon's behalf and at World Triathlons reasonable discretion, sponsored graphics (e.g., a branded clock or data). The Broadcast graphics provider will supply the equipment to collect the GPS data and graphics computer or caption generator to implement it into the Television Signal (e.g., Viz RT or similar). HBC will offer all necessary assistance and cooperation to connect the equipment to HBC's OB unit and deliver all necessary supplies for the graphic workplace such as a working container with air conditioning, tables, chairs, power supply, an Internet connection, all cabling, etc.

r. The LOC support for Broadcast includes the provision of certain space and facilities within the venue and course for the HBC and any International Broadcasters with unilateral on-site presence, as well as other positions to observe proceedings to ensure consistency across the event.

4.3. Broadcast Interview room:

a. A Broadcast interview room of minimum 20m2 should be set up the day of the Athletes' Briefing (working place for 6 people and 4 extra chairs.);

b. Electricity and free Wi-Fi internet access is required. The room should be in a quiet environment and have the possibility to turn the lights off;

c. Sealed water bottles are required for the athletes.

4.4. Coverage outline:

a. The International Running Order for the live coverage of the elite event will be provided by HBC.

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

4.5. Audio:

a. World Triathlon expect (directional) microphones on each camera and at each crucial point of the coverage:

- Exit from swimming

- Transition zone to cover fast passing bikes, steps, atmosphere of spectators

- Finish line

- At location of specialty cameras

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

Description	Minimum Number (possibly higher depending on venue):
OB Truck	1 unit, with hard disk slow motion systems
USB recorder	2 x USB + UBS stock
Helicopter with WESCAM	1 x with Bi-Turbine
RF coverage	Best endeavour to provide uninterrupted RF signal for the entire race, e.g. pressurized RF relay plane. System to be validated by World Triathlon before deployment.
Cameras on boat (Boats to be provided by LOC)	2 x separate boats (One for the wireless handheld and one for a Polecam)
Cameras on motorbikes:	2
Handheld cameras	3 (with stabilised lenses)
Polecam	1
Cameras on tripod	Minimum 3
Super slow motion cameras	1 camera, 2 positions
EVS	Minimum 3 x EVS each with operators, all signals individually routable onto the different inputs of the EVS via a router panel. One (1) of these two (2) EVS operators will be required to edit a 3-minute news playlist during the live coverage for World Triathlon/Infront Sports & Media. In addition, after the termination of the live coverage, World Triathlon/Infront Sports & Media will require 1 EVS with an operator to play out extra footage and graphics. World Triathlon/Infront Sports & Media request access to all the footage in the EVS units to be dumped onto one external hard-drive for archive purposes, along with an EVS operator, up until 2 hours after the end of the live feed.
Card Reader	For request of ENG material shot by HBC/ENG crew.
Cables	All cable works and cable crossings have to be provided by HBC
Jimmy Jib	Depending on venue and course
Power (Provided by LOC)	Power plus backup power supply via a UPS, e.g. Twin Pack generator or similar reliable uninterrupted power solution. System and schematic drawings to be validated by Infront Sports & Media in advance.
Internet (provided by the LOC)	High speed (>50Mbps) cabled internet and wifi.
Extras	Anything necessary for implementation and organisation of frequencies, antennas for the wireless cameras and microphones.
Extras (provided by LOC, tbc following site visit)	Cherry pickers, cranes, scaffolding, cable jackets etc.

Description	Minimum Number (possibly higher depending on venue):
Commentary unit (provided by the LOC)	1 fully equipped unit for 2 commentators (power, desk, chairs)
	Technical equipment provided by HBC: monitors, headsets, microphones, codec with intercom, connectivity etc.)
Comms	OB - Van <-> Camera circuit
	OB - Van <-> English commentators
	(with separated talkback to OB van)
	OB - Van <-> TV Graphics
	OB - Van <-> World Triathlon Producer (on radio)
Graphic equipment	World Triathlon will provide supplier of TV Graphics. HBC will be responsible for implementing virtual enhancements and data service within the live feed
ENG Crew	Available for 4 days (including the race days)
	Solid-state HD ENG Camera incl. tripod. Standard 3-head lighting kit & sound kit for interviews incl. handheld and clip-on mic, e.g. Panasonic AJ-PX5000G incl. minimum 4 x 64 GB P2 media cards (to be returned)) or Sony PMW500 incl. 4x SxS 64GB cards (to be returned)
Creative Crew	Director, Editor, Camera crew and all relevant creative crew (Infront Sports & Media reserves the right to provide the TV Production Director in order to ensure best coverage).
Licenses	All required frequencies and permissions for communication, microwave, relay station, helicopter

4.7. TV Graphics and Data:

    a. World Triathlon will determine one TV Graphics and data supplier for the entire World Triathlon Championship Series. The supplier will deliver a large amount of data useful for the coverage and the analysis of the event. It will serve both live and highlight programmes.

    b. The HBC is entitled and requested to make extensive use of the data provided and should make arrangements for all graphical implementation into the world feed. Some data and graphics may be connected to a sponsor.

World Triathlon Championship Series

World Triathlon

Be your extraordinary