



World Triathlon  
Cup



# LOC REQUIREMENTS 2023 WORLD TRIATHLON CUP



Be your  
extraordinary

# 2023 WORLD TRIATHLON CHAMPIONSHIP SERIES TECHNICAL, PROTOCOL AND MEDIA MANUAL

## THIS DOCUMENT SUMMARISES THE KEY INFORMATION REQUIRED TO DELIVER THE 2023 WORLD TRIATHLON CUP EVENTS

VERSION APRIL 2022

### CONTENTS

<b>SECTION A: OVERVIEW OF THE SERIES &amp; THE MANAGEMENT TEAM</b>	<b>3</b>	<b>SECTION C: WORLD TRIATHLON EVENT PROTOCOLS</b>	<b>20</b>
1. Introduction	4	1. World Triathlon Sport Presentation	21
2. The Principles Of World Triathlon cup Events	4	2. World Triathlon VIP Hosting and Ceremony Protocols	21
3. Key Criteria	4		
4. "The Teams"	4	<b>SECTION D: REQUIREMENTS FOR MEDIA, TIMING &amp; BROADCAST</b>	<b>22</b>
5. Administration	7	1. Introduction	23
6. Services	10	2. World Triathlon Media Team Requirements	24
		3. Timing And Results Service Requirements	26
<b>SECTION B: TECHNICAL &amp; VENUE OPERATIONS</b>	<b>12</b>	4. Broadcast Requirements	30
1. Technical Operations	13		
2. Medical Management	14		
3. Doping Control	15		
4. Facilities, Equipment And Volunteer Requirements	15		
5. Transportation Plan	16		
6. Accommodation Requirements	17		
7. Communication Plan	18		
8. Technical Officials Equipment	18		
9. Athletes' Equipment	18		
10. Catering Requirements	18		
11. Contingency Plan	18		
12. Operation Plans	18		
13. Risk Assessment	19		
14. Event Management Tools Partnerships	19		



SECTION A:

**OVERVIEW OF THE SERIES  
& THE MANAGEMENT TEAM**

### 1. INTRODUCTION

- 1.1. The World Triathlon Cup (circuit) is wholly owned by the 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 operational staff to support the event (outlined below) during its operation.
- 1.2. The Objectives of the World Triathlon Management Team (World Triathlon) 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 World Triathlon 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 World Triathlon Event Organisers Manual and the Brand Guidelines - World Triathlon Cup 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 World Triathlon, the World Triathlon Team Leader (TL) of the event and the Technical Delegate (TD) of the event. All documents can be downloaded from [www.triathlon.org](http://www.triathlon.org);
  - c. To ensure the LOC complies with the World Triathlon Competition Rules.

### 2. THE PRINCIPLES OF WORLD TRIATHLON 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. Delivery to a worldwide audience through digital platforms; live streaming via TriathlonLive, social media content providing fully traceable exposure for stakeholders;
- 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 legacy for the HC and NF;
- 2.8. Development opportunities for the 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 World Triathlon 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 big screens with live coverage;
- 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 World Triathlon Cup. A Continental Cup level is preferred, but to be agreed by World Triathlon.

### 4. "THE TEAMS"

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

- 4.1. The World Triathlon Management Team (WTMT) will interact with the LOC event team on multiple levels. Below is a description of the team and their roles:
  - a. World Triathlon 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;
    - Event agreement negotiation and management;
    - Athlete agreements and prize money recommendations;
    - Evaluation of commercial elements during bid process.
    - Ensure all LOC event insurance requirements met.

- b. World Triathlon Project Manager in the preparation phase and the Team Leader (TL) during the on-site delivery phase. A World Triathlon 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;
  - Management of the preparations of all operations and services;
  - Approval of accommodation, offices, facilities, functions and transportation.
  - Maintain the technical standards throughout the whole circuit;
  - General management and quality control of the preparations of all operations and services;
  - Project plan coordination and follow-up;
  - World Triathlon Team coordination and management;
  - World Triathlon and TriathlonLive logo protocol;
  - World Triathlon advertising;
  - Implementation and delivery of all Global contractual rights;
  - Provides accreditation protocol management for the Field of Play;
  - Manages the operation and delivery of World Triathlon Event Protocols in coordination with the LOC;
  - Environmental management;
  - Approves all commercial/advertising products such as brochures, posters, ads, web design, and merchandising;
  - Implement the World Triathlon Branding Requirements;
  - Manage VIP requirements;
  - Oversees all sport presentation matters on-site as approved by World Triathlon, including facilities, equipment and run sheets/scripts;
- c. World Triathlon Event and Athlete Services Manager:
- Management of global logistics and shipping;
  - Manage production and inventory of World Triathlon Cup supplies;
  - Manage World Triathlon team travel, accreditations and SIM card needs.
- d. World Triathlon Sport Results Director:
- Elite athlete entries management and elite start list production (including numbering);
  - Liaison with the Timing companies.
- e. Technical Delegate (TD): A World Triathlon Technical Delegate will be assigned to each World Triathlon 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 World Triathlon Anti-Doping Manager. 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, marshalls, and volunteers;
  - Manage the implementation of the applicable rules for all competitions;
  - Health and safety management;
  - Approval of security plans;
  - Medical management;
  - Elite athlete registration, briefings and training facilities management;
  - Timing and Results management;
  - Oversee all LOC website information for accuracy and consistency;
  - Post-event technical reporting;
  - Deliver Technical Officials' Development Programme.
- f. 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 media and communication plans in cooperation with the World Triathlon Broadcast Producer;
  - Develop and implement World Triathlon social media plan and actions for the event, both before and during the event;
  - Coordinate athlete interviews;
  - Coordinate press services and manage World Triathlon press team;
  - Race and risk communication spokesperson;
  - Produce and coordinate all content for broadcast/streaming/social media;
  - Produce a post-event media report.
- g. Head of IT & Broadcast in the preparation phase and World Triathlon Broadcast Producer during the on-site delivery phase:
- First point of contact for all broadcast matters with the host broadcaster and any other relevant parties;
  - Coordination of the work of the World Triathlon camera crew on site;
  - Coordination with any local broadcasters / production companies;
  - Produce live streaming & post-race Broadcast & online news highlights;
  - English commentary;
  - Broadcast graphics.
- h. 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 devise safety plan;
- Venue set-up and technical operations.

##### c. LOC Director of Marketing and Sponsorship:

- Implement of the World Triathlon Cup 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 Cup 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;
- Assist with customs / media equipment entry, media visas;
- Assist with Drone regulations / permissions;
- 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;
  - Main contact to World Triathlon Broadcast Producer;
  - Assist with scenic footage /shoot locations;
  - Coordinate any LOC Broadcasters.
- e. LOC Sport Presentation Manager:
- Create scripts and ensure 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 carried out prior to the event taking place;
- b. Evaluation site visit takes place during the bidding period in cases where no World Triathlon Cup was hosted before on the same venue/course by the same LOC. Accommodation, meals, travel and local transportation expenses must be covered by the LOC for a maximum 2 World Triathlon delegates;
- c. One or more coordination site visit(s) may take place in case of a successful bid. Accommodation and local transportation expenses must be covered by the LOC for a maximum 2 World Triathlon 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);
- Latest water quality tests according to the bid document;
- Provisional event schedule;
- 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 Cup events. All provisions of the Event Agreement document are legally binding upon all LOCs that have been awarded a World Triathlon Cup event;
- b. World Triathlon 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 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 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, World Triathlon, the Global Partners, Global Sponsors, the World Triathlon Executive Board and Staff, the World Triathlon International Technical Officials, and the respective LOC directors, officers, agents, volunteers, employees and contractors. World Triathlon technical officials and staff shall be covered identically to the LOC people;

- c. Event Certificate of Insurance: The official certificate of insurance, with all additional insured added, must be provided to World Triathlon, at least 90 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. 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. The LOC and the NF are fully responsible 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 World Triathlon Competition Rules on [www.triathlon.org](http://www.triathlon.org);
- b. Entry Fees and Payment: There is no entry fee for elite athletes in the World Triathlon Cup;
- 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:
- The LOC must use World Triathlon 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](mailto: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 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 water quality test during bid stage and leading up to the competition 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 bid stage;
- e. Provide World Triathlon 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;
- 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 World Triathlon;
- c. Participate on the progress report calls;



- d. 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 on World Triathlon's cost.

**5.10. World Triathlon – 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, Broadcast 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:** The event-week meetings and rehearsals will be confirmed and circulated following the initial World Triathlon – LOC on-site meeting. The following meetings will be scheduled:

- Technical Meeting;
- Broadcast Production Meeting;
- Media Management Meeting;
- Branding Meeting;
- World Triathlon 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 World Triathlon;
- d. Not issue visa invitations without prior approval and confirmation of that athletes, coaches and/or official's 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 team medicals' 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 Medical Delegate;
- e. The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to the 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 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;
  - Information Services: athletes guide and information booths at the venue;
  - Accommodation Services: adequate distribution of information on all available accommodation;
  - Free rooms as per Event Agreement;
  - Complimentary internet access in the host hotel and at the venue;

- Medical services: information provided on medical emergency services, massage and physiotherapy services;
- Training services and warm-up opportunities: Access to the swim, bike and run courses for pre-event training (Course Familiarisation) is mandatory with adequate traffic control. Complimentary swimming pool facilities will be required for 2 sessions daily 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.
- Goody bags and 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 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 must be part of the event planning process and must be approved by TD;
- b. 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. World Triathlon 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 World Triathlon;

- b. Minimum number of TOs to be provided by the NF/LOC will be determined by the Technical Delegate. 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 Officials as per 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.



**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. Registration:
  - Elite Athletes and Coaches;
  - Team Medical.
- c. 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 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, TV graphics), big screens and scoreboards (if applicable);
- d. Elite athletes' area;
- e. Age-Group athlete's area;
- f. Expo and spectators' area;
- g. Operations area;
- 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, section 2.10.

### 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 World Triathlon 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 is completely covered in blue carpet.

### c. Water Quality:

- Water quality must be submitted to the Technical Delegate as per the World Triathlon Competition Rules;
- Additional test should be provided upon TD's request;
- Water Quality Tolerance Limits can be found in the World Triathlon Competition Rules
- TECTA Laboratory requirements: World Triathlon has partnered with the company Tecta-PDS for delivering fast and reliable microbiological water quality tests in World Triathlon sanctioned events. This device will be deployed to events that there is a history of water quality issues or in cases where the local laboratories cannot provide results in less than 7 days from the sample collection. In this case, the LOC must provide a number of logistical arrangements that can be found in the EOM.

- d. Swim Course Personnel: a detailed description of required, personal, equipment and procedures can be found in the Event Organisers' Manual.

### 1.5. Transition:

- a. Individual bike racks are mandatory for Elite Athletes;
- b. Carpet is required in Elite transition and must extend to the swim exit;

- 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 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. All other detailed description of required bike course personnel, equipment list and procedures can be found in the Event Organiser's Manual, section 4.5 to 4.7.

### 1.7. 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, section 4.8.

### 1.8. Lap Counting:

- a. Lap verification is needed to control the bike and run laps;
  - The lap counting board should be visible to the announcer and should be 1m high x 0.75m wide;
  - This board will indicate the number of laps remaining for the race leader;
  - 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 in high traffic areas; on the road leading in and out of transition at least 400m, and on all corners;
- b. All other detailed 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 Station:

- a. Aid stations should be a maximum of 1.25km apart throughout the run, unless more are requested by the TD;
- b. 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 secure;
- c. All other detailed descriptions 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 required finish area design, requirements, personnel, equipment list and procedures can be found in the Event Organisers 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 approved by the Medical Delegate. A detailed plan from the LOC Medical Director should be submitted to World Triathlon 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 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 at the event.
- World Anti-Doping Code: The World Triathlon Anti-Doping Rules comply with the World Anti-Doping Code (“Code”). See [www.triathlon.org](http://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.
- 3.2.** 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 the LOC’s costs. 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.

- 3.3.** Number of Anti-Doping Control Tests: Number of Anti-Doping Control Tests: are required 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 Cup	10	6	2	-	-	-
<b>Combined with the following events, the total number of doping control tests is:</b>						
Mixed Relay	16	10	4	-	-	-
World Triathlon Para Series	22	12	4	4	-	4
World Triathlon Para Cup	18	10	4	2	-	2

### 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 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 be approved by World Triathlon.
- 4.3.** World Triathlon Office: LOC will provide as follows:
- a. A detailed description of World Triathlon office design, requirements and equipment list can be found in the Event Organiser's Manual, section 5.2.12.
  - b. An additional World Triathlon Office might be requested in the host hotel, depending on the distance between the host hotel and the venue.
- 4.4.** Athletes briefing:
- a. A separate athletes' briefing should be provided for each competition category. An additional coaches' meeting may be requested by World Triathlon;
  - 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.
    - 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:
    - High speed internet connection;
    - Printer and photocopy machine;
    - Refreshments.
- 4.8.** Volunteer Requests:
- a. The LOC should provide the following volunteers to the World Triathlon:
    - 2 volunteers to assist the World Triathlon Media Delegate;
    - 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 World Triathlon Executive Board, staff, guests and Technical Officials. 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 World Triathlon team:
- a. 4 bicycles/scooters for easy transportation between hotel and venue or other means of transportation as agreed with the World Triathlon team;



- b. A minivan to be provided for the World Triathlon media team from 2 days prior the first competition day to 1 day after the last competition day;
- c. 6 motorbikes with drivers for the elite events:
  - World Triathlon photographer (1);
  - Pool photographer (1);
  - World Triathlon Technical Officials (2);
  - World Triathlon Cameraman (2).
- d. A total of 5 boats need to be provided to World Triathlon by the LOC for the swim course operations:
  - World Triathlon Technical Officials (3);
  - Media (1);
  - Broadcasters (1);
  - 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 competition schedule.

## 6. ACCOMMODATION REQUIREMENTS

### 6.1. World Triathlon Host Hotel Accommodation:

#### a. Total room nights required for the SMT:

- Single room: 59
- Twin room: 9

Type of rooms	# of nights	# of rooms
<b>Single</b>	<b>4</b>	8
<b>Single</b>	<b>5</b>	3
<b>Single</b>	<b>6</b>	2
<b>Twin</b>	<b>4</b>	1
<b>Twin</b>	<b>5</b>	1

#### b. Total room nights required for the Technical Officials:

- Double/Twin: 45 (15 rooms for 3 nights)

#### c. Total room nights required for the Top 5 Women and Men Athletes:

- Double/Twin: 50 (10 rooms for 5 nights)

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

#### e. Breakfast needs to be included in the room nights;

#### f. The hotel for the SMT team and Technical Officials should be walking distance from the venue. If not, bikes/scooters/cars/vans need to be provided.

#### g. The LOC Broadcast crew working together with the World Triathlon Broadcast Producer is not considered in the World Triathlon room allocation.

### 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 provided;
- Flooring (depending on the venue surface);

- Internet facilities;
- 24 hours 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 radios distribution plan should be approved by the TD;
- 7.3.** The LOC should provide to the World Triathlon team with:
- a. Thirty (30) radios in 3 channels;
  - b. Six (6) local sim cards including data (depending on the location, a cell phone with sim card is required);
  - c. Sixteen (16) sim cards with unlimited data or minimum 50GB for 4G streaming coverage. (TBD with Head of IT & Broadcast);
- 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 (such as Blerter application) 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.** 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.** 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.

### 10. CATERING REQUIREMENTS

- 10.1.** By 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 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 in 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 World Triathlon 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 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. 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, way finding signage plan;
- s. VIP: VIP services plan.

### 13. RISK ASSESSMENT

- a. World Triathlon will go through a 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. One package offer of several apps via Blerter (e.g. RaceRanger). Multi-functional package for all LOCs, which incorporates the integration of various apps of which improve the efficiency, safety and sustainability across the event delivery plan.
- c. 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.



World Triathlon  
Cup



World  
Triathlon

SECTION C:  
**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 specifically with presenting the sport action at the competition venue. It is designed to outline the ideal situation where there is a live broadcast. It can be modified for events without a live broadcast but must be made in consultation with World Triathlon.
- 1.2. A detailed description, requirements with the protocols (athletes introduction and medal ceremony), procedures and templates can be found in the [Sport Presentation Manual](#).
- 1.3. The use of Big Screens with the live broadcast feed are recommended for World Triathlon Cup events.

### 2. WORLD TRIATHLON VIP HOSTING AND CEREMONY PROTOCOLS

- 2.1. This section outlines World Triathlon's strict VIP protocols as it pertains to all official functions:
  - a. A VIP guestlist will be created and agreed on by World Triathlon and LOC. A formal written invitation will be supplied by World Triathlon and sent to guests under the signature of the World Triathlon President;
  - b. LOC will provide World Triathlon with the exact time schedules for each VIP event;
  - c. An RSVP management system will be agreed to 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 level sponsors of World Triathlon and 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 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 VIP's 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 World Triathlon and TriathlonLive logos 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 World Triathlon pins can be used to acknowledge their attendance.

#### 2.3. World Triathlon Gift Giving Protocol:

- a. World Triathlon will provide a small gift to the LOC/NF 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 guests to and from the various functions;
- b. The World Triathlon President and World Triathlon Secretary General should be assigned a personal driver (or car) if present at the event;
- c. Parking instructions and parking passes, if suitable, should be provided to all guests who may be using their own transport to get to the particular venue.

#### 2.5. Flag Protocol:

- 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.



**SECTION D:  
REQUIREMENTS FOR MEDIA,  
TIMING & BROADCAST**

The below contains the LOC requirements for the Host Broadcast Company (HBC) 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 World Triathlon media team and the requirements for the LOC. Please read the document carefully to ensure that all requirements are satisfied. The World Triathlon Media team will offer the following service:

### 1.1. World Triathlon Digital Services:

- a. World Triathlon will cover the events through its network of digital platforms.
- b. World Triathlon will work with the LOC local broadcast partner or provide crew & equipment to deliver a full live stream. World Triathlon will provide the streaming servers for distribution via TriathlonLive.tv & International partners and can cover up to 50% of costs for domestic production in lieu of sending crew.
- c. Live timing and results display;
- d. Pre- and post-race video, features, galleries;
- e. Post-race event photo gallery and news releases;
- f. Full results postings;
- g. Pre- and post-race interviews;

### 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 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 World Triathlon 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.
- i. Comprehensive social media coverage

### 1.3. Live Broadcast and News:

- a. In order to continue to engage our audiences and improve our reach and products we have moved away from traditional Magazine show format to focus more on digital, social and particularly live offerings;
  - Broadcast market in general is moving in this direction away from traditional linear to more digital and fresh content.
  - World Triathlon will send crews to shoot the events and produce live broadcast, broadcast news, web highlights, social pieces and interviews.
  - As well as increasing social content with more bitesize digestible formats that the audience demands. From our current offerings we can see strong traction and appetite for this content, increasing visibility for the event, sport, athlete and sponsors.
  - We can continue to provide event footage for domestic broadcasters to create their own highlights or extended highlights into their sports shows beyond the 3-minute news highlights. This is available immediately post race.
- b. World Triathlon will produce a highlights package for both the men's and women's races, for distribution to its media databases and via YouTube and Social Media channels.

### 1.4. Requirements of the LOC:

- a. High-speed cabled internet connection; (50Mbps (20 Mbps Upload))
- b. 2 Motorbikes, 1,000cc minimum (already listed Section B, 5.2);
- c. 1 small boat with interior flat bottom (already listed Section B, 5.2);
- d. 16 Data sim cards for streaming packs. 50GB each card; (already listed Section B, 7.3.3);
- e. RTMP or SRT stream feed from any streaming service / broadcast. Contact [webmaster@triathlon.org](mailto:webmaster@triathlon.org) for details..

## 2. WORLD TRIATHLON MEDIA TEAM REQUIREMENTS

### 2.1. Overview:

- a. The World Triathlon Media Team consists of one World Triathlon Media Delegate and one World Triathlon 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 World Triathlon 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 World Triathlon 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 World Triathlon Photographer and any agency photographers (pool photographers) in attendance;
- d. LOC must provide media vests to be distributed and collected by the LOC media team;
- e. The Media Delegate will coordinate the production of content for the social media channels, including but not limited to live videos, pictures, audio, results and engaging with stakeholders on social media.

### 2.2. World Triathlon Facility Requirements:

- a. The LOC must provide a World Triathlon Media Office (for print and broadcast) in the host hotel – which may be the same as the official World Triathlon 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 Broadcast teams;
- b. The LOC must also provide an on-site media office, for the World Triathlon Media Delegate and World Triathlon 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 according to the Event Organisers Manual;
- 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. The LOC must provide a press centre at the race venue 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. Extra stationery, pens and pencils;
- f. All printed media information (see Appendix A section 1.2 below for detailed information);
- g. Refreshments and food for entire day;
- h. Storage for photographer and media personal items;
- i. Monitor broadcasting big screen or live Broadcast/internet feed (if applicable).

### 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 Organiser’s Manual;
  - All media accreditation applications must be approved by World Triathlon Media Delegate. The final media accreditation application list must be emailed World Triathlon seven days prior to the event. World Triathlon Media staff (Broadcast Crew, Photographer 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 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 media;



- b. 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 World Triathlon;
- b. Food 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) a minimum one week before the press conference to guarantee attendance. 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 a media attendance record for the press conference and forward to
- f. World Triathlon Media Manager after the conference.

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

- a. Facilities (Seating, Tables, etc.);
- b. Backdrop (must be approved by World Triathlon 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 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. The LOC to provide a secured Drone Operations takeoff/landing space 10m diameter along water side;
- d. LOC to provide a detailed site map with clearly identified media zones and areas to World Triathlon Media Delegate and TD TL one month prior to the event. Map must include sketch of finish line area and mixed/interview areas;
- e. LOC Media Manager to be available for course walkthrough with World Triathlon 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 World Triathlon Media Delegate about the need for post-race press conference. If deemed necessary, please refer to Pre-Race Press Conference requirements above. Personnel Requirements:

**2.11. Personnel Requirements**

a. Volunteers

Number of Volunteers	Duties	Time Required	Notes	Accreditation	Radio
1	Assist media manager	All race day	Fluent in English	Media Zones	0
1	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:**

- Schedule;
- Organisation information (list of key organisational contacts);
- Sponsor information;
- World Triathlon information (sent by World Triathlon 30 days prior);
- General city/region information (more if expecting international media);
- Special events (functions or other races the media are invited to);
- General media information (media 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 World Triathlon Online Media Centre for most top athletes);

n. Historic statistics/results (World Triathlon statistics are available in the Online Media Centre) <http://media.com>. (Please contact World Triathlon if you require a sample Press Kit).

**2.13. Reporting:**

- The LOC must provide a list of all accredited media to the World Triathlon at time of arrival;
- 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-Race Monitoring information (clippings, local Broadcast stats, etc.);
  - Final Media Contact list

**3. TIMING AND RESULTS SERVICE REQUIREMENTS**

**3.1. Overview:**

- Timing and results services are the cornerstone of a successful broadcast from a World Triathlon 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;
- 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 World Triathlon.

**3.2.** General requirements:

- a. The event must select a partner – the service provider – to secure the required quality of basic timing and results service;
- b. The service provider should work on a “near invisible” basis during the event, with absolute minimal 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, Broadcast and still photographers.

**3.3.** Timing System:

- a. Requirements of the transponder system:
  - The transponder timing system has been used on World Triathlon Championship Series or on World Triathlon Cup events before 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;
  - Weight must be not 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 metres without obstructing the course, the thickness of the detector loops should be 6mm maximum.

**3.4.** Use of Timing System:

- a. Timing systems should be installed so as to isolate each discipline (swim, transition one (T1), bike, transition two (T2) and run) and capture multiple spit times during each 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 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 Note: Manually transporting times via a USB stick or similar device is not allowed;
- e. Additional information coming from the Field of Play will be included manually by the Technical Official. i.e. IRMs (ie. DNS, DNF, DSQ,...) and penalties information.

**3.5. 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.

**3.6. 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 as Sport Presentation booth, TV Commentator cabin and 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. 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

**3.7. Official Results Service:**

- a. Official results should be made available in a timely manner in formats as specified by World Triathlon 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 Broadcast partners;
- b. 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.
- c. 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;
- d. The results must be displayed in the order of ranking 1, 2, 3, etc., then DNFs, LAPs, DNSs and DSQs. DNFs and LAPs must be sorted by the number of legs completed, then by time accumulated after latest completed leg;
- e. The timing company must provide the results in the World Triathlon database table for archiving on [www.triathlon.org](http://www.triathlon.org), via a pre specified Excel spreadsheet;

- f. The timing company will be given this file from World Triathlon before the event and the TD will ensure that the start lists are correct. The head referee will sign off the results after each race to confirm them as official results;
- g. The files once completed and verified should be emailed to the following email address: [entries@triathlon.org](mailto:entries@triathlon.org) or should be uploaded into our system on [admin.triathlon.org](http://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 HeadRace Referee and the Technical Delegate;
- h. Results should be emailed /uploaded no later than five minutes after the official results are confirmed.

**3.8. Age Group Results:**

- a. 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 of 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](mailto:entries@triathlon.org)) and will include the following fields:
  - Position;
  - Race number;
  - Athlete given name;
  - Athlete family name;

- IOC code of athlete nationality;
- Age Group;
- Swim time;
- T1 time;
- Bike time;
- T2 time;
- Run time;
- Total time.

**3.9. 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 Broadcast requirements. The timing company must 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.

**3.10. 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 pixel high and 1000 frame 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 scaffolding is preferred than 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.

**3.11. Basic Broadcast Graphics Services (if applicable):**

- 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) Fastest times on selected lap /splits legs;
  - 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 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 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 HBC.

## 4. BROADCAST REQUIREMENTS

### 4.1. Requirements:

- a. If the event has a local host broadcaster the World Triathlon team will work with this host broadcaster to ensure live streaming of the event.
- b. The host broadcaster must provide World Triathlon with a clean feed of the broadcast without graphics or commentary and with international sound via SDI connection;
- c. Both World Triathlon and the LOC request a hard disk of footage immediately after each race to copy all footage. The provision of a domestic host broadcaster will not affect the fees payable to World Triathlon;
- d. 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;
  - The motorcycles with drivers and extra helmets (no Harley Davidson type or racing-type 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.



World Triathlon  
Cup