



Sport Presentation Manual

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1. INTRODUCTION

This Manual is applicable to all World Triathlon events, from Continental Cups to World Championships but some elements (Opening/Closing ceremonies, Big screen requirements, etc.) would only apply to the top tier events. Additional requirements might apply depending on the level of the event: please refer to the LOC Requirements of your specific event.

The World Triathlon Sport Presentation Manual deals with presenting the sport action at the event venue. 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 live via the internet.

Sport Presentation includes all onsite presentation elements: video production, sport announcements and commentary, music, audio, lighting, entertainment and victory ceremonies. The Sport Presentation Team should present the excitement of the event from the moment the athletes enter the start area to the medal/closing ceremony. The spectators should be entertained by inspiring the emotion of the event while at the same time showcasing the culture of the host nation/host city.

1.1 Sport Presentation involves:

- Information Delivery: competition schedules, athletes' bios/rankings, triathlon background, host city interesting facts, venue information, food services, transportation, weather updates, etc.;
- Entertainment Factor: having a highly interactive MC can greatly enhance the entertainment of the spectators through prize giving, quizzes, and general crowd motivator's i.e. music and noisemakers. Live entertainment in between bike laps is highly recommended. A well-planned music selection enhances the mood of the event, the emotion of the moment and the involvement of the spectators.

1.2 To achieve the highest quality sport presentation, a clear plan must be developed to ensure everything is ready for the "show". This includes:

- A creative and energetic sport presentation team;
- Good information and knowledge;
- Pre-planning and rehearsals;
- All information channels well prepared and managed;
- A detailed daily run sheet;
- A wide range of audio/video material prepared and placed in stand-by.

2. TEAM

The team involved in Sport Presentation is the following:

2.1 World Triathlon Team Leader (TL) or World Triathlon Sport Pres Manager (SPM);

- Conduct all the rehearsals: athletes' introduction, sound and music checks, anthem sequences and other similar tasks as required;
- Create and update the Technical Officials' (TOs) and Athletes' Introductions and Medal ceremony scripts and run sheets;
- Prepare / check pronunciations guide with Announcer(s);
- Cue Announcers, DJ, Audio Operator and Video Operator (if applicable);
- Cue Field of Play Assistants (TOs) before athletes' entry, during the event and during ceremonies;
- Collect all the documents (start lists, run sheets, athletes' intro and medal ceremony scripts, results);
- Liaise with Technical Officials and the World Triathlon Media team for live streaming and timing (if applicable);
- Direct and ensures live entertainment is ready on FOP (if applicable).

2.2 World Triathlon Technical Delegate (TD):

- In case there is no World Triathlon Team Leader or World Triathlon Sport Pres Manager on site, the Technical Delegate is coordinating above tasks;

2.3 LOC Sport Presentation Manager (LOC SPM):

- Attend rehearsals;
- Ensure correct equipment is ordered and installed as required;
- Create scripts and ensures that the entire presentation team is familiar with the script and their particular role within the script;
- Liaise with venue team and attend venue team meetings prior to the event (if needed);
- Meet team (DJ, Audio Engineer, Video Engineer, Announcers), Host(esse)s, VIP Escort, Flag staff on arrival;
- Collect and distribute Accreditations, uniforms (for the Announcers), food and drinks vouchers for the SP team;
- Assist the World Triathlon Sport Presentation Manager (or other person assigned to this role) to cue Field of Play Assistants for movements and responsibilities;

- Meet, rehearse, marshal and cue flag bearers and host(esse)s.

2.4 LOC Protocol Manager (if another person than the LOC SPM):

- Attend rehearsals;
- Liaise with the LOC Sport Presentation Manager on all protocol elements, including the list of VIPs in attendance and the times they are onsite and the timing for introducing them;
- Provide the medal & flowers presenter's names and accurate titles;
- Manage the movement of the trophy table (under instructions given by the Presentation Manager).

2.5 Victory Ceremony Host(esse)s (minimum 2):

- Attend rehearsals;
- Medal bearer and flower bearer during the medal ceremony.

2.6 VIP Escort (minimum 1):

- Host(esse)s escorting the VIPs from the VIP area to the ceremony area, and back.

2.7 Flag Staff (minimum 4):

- Attend rehearsals;
- The flag bearers and their coordinator are responsible for the right selection of the podium flags and the raising of the flags during the ceremony.

2.8 Announcers (see criteria in section 3. Announcers' Protocol)

- Attend rehearsals;
- Provide the main source of information delivery;
- Informs, guides and adds excitement to the spectators' experience;
- Recognise sponsors and dignitaries as per script;
- Work with LOC Sport Presentation Manager to create the detailed scripts;
- Pace the competition through its various stages including athletes' arrival at venue, warm up, athletes and TOs' introductions, timing and results, etc.
- One (1) of the Announcer should be a MC/Crowd Activator with following duties:
 - Interact on a live level with spectators, including special cheers, noise-makers, giveaways, etc.;

- Be active with the spectators near the Field of Play (FOP), and particularly the start/finish area, in engaging and exciting ways when the athletes are not in this area;



2.9 DJ (Sport Event Music DJ):

- Attend rehearsals;
- Ensures a complete selection of music to include:
 - High, medium and low tempo;
 - Music selections for introduction and medal ceremonies;
 - Fanfare music for exiting moments, such as every time the athletes come into the stadium after the swim or laps on the bike or run;
 - Music that is representative of local culture and international popular pieces;
 - Music selections which suit the time and mood of the event;
- Ensure all musics and anthems are cued for TOs/Athletes Introduction and medal ceremony.
- An experienced sport DJ will significantly add to the atmosphere within a venue. Playing different tempo music to suit current events will also help with the atmosphere.

2.10 Audio Operator:

- Attend rehearsals;
- Operate mixing console;
- Monitor audio levels and maintain quality.

2.11 Video Operator (if big screen available):

- Operates the visual outputs to screen;
- Operate all graphic and advertising components for the video-board.

2.12 Roving Camera Operator (if big screen available):

- o Operates the roving camera that feeds directly to the video screen at the venue.

3. ANNOUNCERS' PROTOCOL

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

3.1 Announcers need to be appointed according to the following criteria:

- The LOC is requested to recruit minimum two (2) Announcers for WTCS, WC, WCH;
- World Triathlon strives for gender equity when selecting LOC Announcers. Ideally, one man and one woman are preferred;
- Both LOC Announcers should be experienced live announcers, have good knowledge of the athletes and be well versed in 'World Triathlon' triathlon;
- In countries where the local language is other than English, one of the announcers must be fluent in English and do all of the technical announcements;
- World Triathlon must approve the announcers;
- A MC/Crowd Activator should be secured for interaction with spectators and at the AG races start area;

3.2 Preparing the announcers script:

- A detailed run sheet and script will be prepared by the LOC.
- Pre-event communication is required to ensure all parties are familiar with and are in agreement with the World Triathlon protocol.
- Some Considerations:
 - The competition time schedule, including warm-up times;
 - The contractual requirements of the LOC sponsors in terms of announcer recognition;
- The list of World Triathlon and LOC special guests (VIPs) with their exact titles and appropriate way of addressing those individuals. Adding relevant accomplishments of those individuals can also be considered;
- Interviews:
 - If provided by the World Triathlon Media team, planned Interviews should be scheduled during times when there is no live action on the screen;
 - On-site interviews with athletes, sponsors, VIPs should be scheduled at pre-arranged times in the script.
- Silence/no-talk time: the script will include periods of silence. Appropriate use of silence allows the event to 'breathe' and the sound and ambience of the race action to take center stage;
- Spectator engagement activities with giveaways;

- Strategic use of specific music selections that intensifies the emotion of the event and the excitement of the spectators. The culture of the region should be included in this part of the presentation.

3.3 Pronunciation/Language:

Announcers must ensure that they are familiar with the correct pronunciation of all the athletes' and special guests' names. Profane, abusive or sexist language is absolutely forbidden at any event.

3.4 Event Title:

When making reference to the event, announcers must use the complete official event name at all times, including title sponsor, where applicable.

3.5 Public and safety announcements:

For Public and safety announcements (heat countermeasures, evacuation announcement, etc.) messages and process (text, frequency, time, occasion) will be provided by the LOC to the announcers.

4. SPORT PRESENTATION BOOTH



- For Sport Presentation booth specifications please refer to the Event Organizer Manual: https://triathlon.org/about/downloads/category/event_organisers_manual
- It is key that all contractors (Announcers, DJ, Audio and Sound engineers) and control equipment are located together in the same unit.

5. COMMUNICATIONS

5.1 Four radios are required:

- 3 on a dedicated channel (SP channel) - provided by the LOC;
- 1 on the Technical Official channel;
 - Direct communication with World Triathlon Team Leader or SPM and Technical Delegate to coordinate the introductions / medal ceremonies and any incidents during the competition.

6. MEETINGS

6.1 Kick Off Meeting:

- Attendees: World Triathlon Team Leader or SPM, LOC Sport Presentation Manager, Audio Operator, Video Operator;
- Purpose: introductions, World Triathlon Sport Presentation concept and workflows, Booth setup, Event week schedule;

6.2 Announcers' Briefing:

- Attendees: World Triathlon Team Leader or SPM, LOC Sport Presentation Manager, Announcers;
- Purpose: introductions, World Triathlon Sport Presentation concept and workflows, briefing, notes and material, scripts, introduction rehearsal & timing;

6.3 Start Rehearsal:

- Attendees: World Triathlon Team Leader or SPM, LOC Sport Presentation Manager, Announcers, Audio Operator, DJ;
- Purpose: Technical Officials & Athletes' introduction rehearsal; Time taken;
- In case of Multisport races, with different starts protocols/areas, we might have more than 1 Start Rehearsal;

6.4 Victory Ceremony Rehearsal:

- Attendees: World Triathlon Team Leader or SPM, LOC Sport Presentation Manager, Announcers, Audio Operator, DJ, Victory Ceremony Host(esse)s, 6 volunteers for role play, VIP Escort, Flag Team.
- Purpose: Victory Ceremony rehearsal and movement;

6.5 Opening & Closing Ceremony Walkthrough (if applicable):

- Attendees: World Triathlon TL or SPM, LOC Sport Presentation Manager, Announcers, Host(esse)s
- Purpose: Setup, Schedule, Victory Ceremony Rehearsal, Movement

NOTE: all these meetings are integrated in the event week SMT Meetings schedule

7. TOOLS

7.1 The following tools are available from World Triathlon:

- [Audio \(Protocol Music, Anthems\)](#)
- [Video](#)
- Rankings/athletes' profiles and results

<http://www.triathlon.org/athletes>

<http://www.triathlon.org/ranking>
- Announcers' Information Pack (*Athletes Guide*)
LOC produced. Schedule/course information/ course maps. Please include the athlete's guide for announcers. Complete with wave start times, swim caps colours, numbers and all helpful information (Lost and Found, Emergency announcements, sponsors, etc.)
- [Start lists & Season Calendar](#)
- [Paratriathlon categories](#)
- World Triathlon [Rules](#) (World Triathlon Competition Rules, Uniform Rules, Qualification criteria, ranking criteria, etc.)
- Flag Protocol - see Appendix 9

8. DJ BRIEFING

8.1 General Music (BGM)

World Triathlon requests upbeat local and international music to be played throughout the day at its events. Do not use music with strong language or explicit lyrics which could offend the spectators.

If there are sound restrictions imposed by the authorities either due to religious or hours of reduced noise, it must be communicated to World Triathlon in advance.

World Triathlon Music's use:

- Specific Music Segments (Music & Anthems can be downloaded here)
- Race Start ('Athletes introductions' folder)
 - World Triathlon Team Leader or SPM will assist with cueing and communication
 - Technical officials' introduction (30 secs or so) -> DJ Choice
 - 'Athletes introductions 2019' (6-7 minutes)
- 'Heartbeat' track 15 seconds before race start for 10 seconds
- Fade to silence 5 seconds before race start
- High energy track post starting horn -> DJ Choice

8.2 Specific Athletes' introduction process for Mixed relay events

- 'Athletes introductions 2019' is replaced by the specific music of each country (to be downloaded on the server), for each country on the start list.
- Mixed relay introduction need a proper rehearsal with World Triathlon SPM or TL.

8.3 Lap music – DJ Choice

Typically, we play something to signal the athlete's arrival into the venue for each lap. Can be any track. Usually just a 15 – 30 sec chorus from a high energy pop song.

8.4 Finish music – DJ Choice

The music used for the Finish line should bring the most attention and energy of the field of play to welcome the winner at the finish gantry.

8.5 Ceremonies – 'Medal Ceremony' folder

- Typically use 'Firetruck' (look for the song on the server). Alternate suggestions welcomed (5 minutes)

- Anthems (~80 seconds)
- Please note that the Russian anthem track has been updated in 2013 (no bells at the end)
- Olympic anthem to be used for a win by a “World Triathlon” athlete (athlete racing under the `World Triathlon` flag)

8.6 World Triathlon Series Leader Trophy: DJ Choice

8.7 Champagne shower: DJ Choice

9. TECHNICAL OFFICIALS AND ATHLETES INTRODUCTION

9.1 General:

- The implementation of the introduction protocol must be carefully planned with full consideration for the competition rules and all media and television requirements;
- During the rehearsals, the accurate timing of the introduction is a crucial element, especially when there is a live TV broadcast, to be able to commence at an exact time. Both World Triathlon and LOC personnel will play a crucial role in managing the start of the race;
- The announcer(s) should be assisted by noting in a duplicate introduction script their position each 30 second interval during rehearsal. This will help keep on track during the live performance as nerves typically alter the announcers' pace;
- Technical Officials (as a group) are welcomed onto the field of play followed by the athletes' introduction. Both should be to themed music with a break between. Music is available within the Tools links above. During the Technical Officials introduction, the Technical Delegate(s), the Head Referee(s) and the Medical Delegate gets introduced by name.
- Athletes' introduction will commence by having a different music, but only in case all Technical Officials are in position in the start area;
- Athletes' Introduction is limited to 6 minutes maximum;
- Scripts must be rehearsed and adjusted accordingly. Introductions are in English.
- PTVI athletes are introduced with their Guide.

9.2 Procedure:

- Fifteen (15) minutes before race start: athletes will be called to the pre-start area (TD will confirm the start of the process. If not, everything is delayed until further notice);
- Once in the pre-start area, Technical Officials will line the athletes up by number;
- Eight to ten (8 to 10) minutes before race start the athletes get lined up (the time varies depending on distance from pre-start area to swim start and the number of the athletes.);
- Two to three (2 to 3) minutes before the athletes' introduction, the Technical Officials got introduced;
- When the athletes have all been introduced, the announcer ends the start duties. The announcer must remain silent until after the start as detailed in the prepared script;
- As soon as all the athletes are in their start position, the start-line officials raise their flags the heartbeat may commence for 15 seconds. The end of the heartbeat is controlled by the Team Leader/Technical Delegate which will be a sign for the starter to say, "on your mark", followed by the start horn;

- If it is a clean start, the official's microphone will be returned to the announcers. If there is a false start, the starter will give further instructions to the athletes according to the start- procedure outlined in the World Triathlon Competition Rules;

9.3 Script:

- For WTCS, WC and World Championships, Introductions protocols are provided by the World Triathlon Sport Department team.
- For Continental races, we have developed a tool for you to be able to download the Athletes' Introduction protocols of the event:
<https://triathlon.org/utilities/introductions/>

This tool is linked to the start list of the race, it means it's available only once the starts lists are published and numbered (i.e. on race week). The document needs a careful review, to add/delete titles if needed; and to add/delete athletes following the Briefing and/or Check-in in case of changes.

For PTVI athletes, the Guides` names have to be added on the script.

9.4 Start zone (for WTCS races only):

- Specifications in the [Branding Guidelines](#)

INDIVIDUAL RACES:



MIXED RELAY RACES:



NOTE:

Bad Weather: when conditions are bad and in order to prevent hypothermia or heat exposure, the start protocol will be condensed to speed up the athletes' transition from swim warm-up to start. This will be done in consultation with the Technical Delegate.

10. ELITE VICTORY CEREMONIES

10.1 General:

- The implementation of the medal ceremony protocol must be carefully planned with full consideration for the media and television requirements;
- During the rehearsals, the accurate timing of the medal ceremony is a crucial element, especially when there is a live TV broadcast;
- Medal Ceremonies should begin as soon as possible post top 3 finish to retain audience interest;
- All parties should be in place stand-by prior to the finish;
- National Anthems provided within Tools must be downloaded (prior) and used;
- Medals are provided by World Triathlon for the WTCS events, World Cups, Multisport World Championships and Paratriathlon World Events;
- Flags for all countries must be provided including multiples where there are multiple athletes from that country (please refer to the starts lists);
- In case the LOC would like any special gift to be presented to the athletes, it has to be agreed by the World Triathlon Team Leader or SPD Manager (if not applicable with the Technical Delegate) in advance;
- Champagne Ceremony doesn't apply for Junior races.

10.2 Presenters and Victory Ceremony personnel:

- In choosing the ceremony presenters, the following protocol order should be adhered to:
 - Highest ranked World Triathlon officer present at the event;
 - Title sponsor representative (if present);
 - Highest ranked local representative;
 - LOC sponsor representative (if desired by LOC).

Note: If an IOC member is present, they take priority in consultation with the highest ranked World Triathlon officer.

- Final list will be agreed between the Team Leader or SPM (if not applicable with the Technical Delegate), the highest ranked World Triathlon Officer present and the LOC representative;
- A table will be created with the names of the presenters and their title;
- The positions should be allocated equally between World Triathlon and LOC representatives, unless agreed mutually in a different way;

- The LOC VIP escort should escort Presenters to the Podium (prior to finish or immediately post finish);
- Host(esse)s should be formally dressed in matching colour and style.
- Champagne corks should be removed prior to presentation.

10.3 Presenters template:

First podium (example)

	Name	Title
Medal Presenter		World Triathlon
Flowers Presenter		LOC
Champagne Presenter 1		sponsor
Champagne Presenter 2		World Triathlon
Champagne Presenter 3		LOC

Second podium (example)

	Name	Title
Medal Presenter		LOC
Flowers Presenter		World Triathlon
Series Trophy Presenter (if applicable)		World Triathlon
Champagne Presenter 1		sponsor
Champagne Presenter 2		LOC
Champagne Presenter 3		World Triathlon

10.4 Layout:

- For Podium specifications please refer to the Event Organizer Manual:
https://triathlon.org/about/downloads/category/event_organisers_manual

10.5 Procedures

- Host(esse)s lead the procession in the following order: medal host(ess), flower host(ess); Followed by:

- 2nd place athlete;
- 1st place athlete;
- 3rd place athlete;
- The flower presenter;
- The medal presenter;

Note: The order between the athletes might change depending of the flow on the stage.

- The procession will assemble in the designated assembly area;
- The World Triathlon official will give the cue to the music operator who will start the intro music and the procession will begin;
- The host(esse)s will lead the procession;
- The procession will proceed towards the stage, going behind the podium creating a U formation on the stage;
- The flower and medal bearers face their respective VIP presenters;
- The athletes standing behind their respective podium position;
- When the announcer finishes announcing the third place athlete, the medal presenter and medal bearer will step forward and meet in front of the athlete, the presenter will take the medal and present it to the athlete and the medal bearer will step back into position;
- When the medal presenter has presented the medal he/she will step back and the flower presenter and flower bearer will step forward and the flowers will be presented to the athlete;
- The flower presenters will step back and all will follow the same procedure for 2nd and 1st place finisher on cue from the announcer;
- When the 1st place medal and flowers are presented, the announcer will ask everyone to stand/rise for the anthem of winning athlete;
- As the anthem begins the flag bearers/raisers will raise the flags slowly with the winning flag going up first and reaching the top as the anthem ends;
- Following the anthem the athletes will group together for a group photo. (30-45 seconds);
- The host(esse)s will lead the procession off the stage; and this same procedure will be repeated for women and men. Once both medal ceremonies are complete the announcer will invite all medalists to join on to the podium for the champagne presentation.
- In case of WTCS event, addition to the medal and flower presentation, representative of the title sponsor will present a trophy to the leaders of the Series, who may or may not be the podium winners;

- o The presentation to the Series Leader will take place after the presentation of the first three athletes of the race, after the national anthem and before the champagne celebration. For the WTCS Leader presentation, the first three have to step down from the podium. The Series Leader will also be part of the champagne celebration.

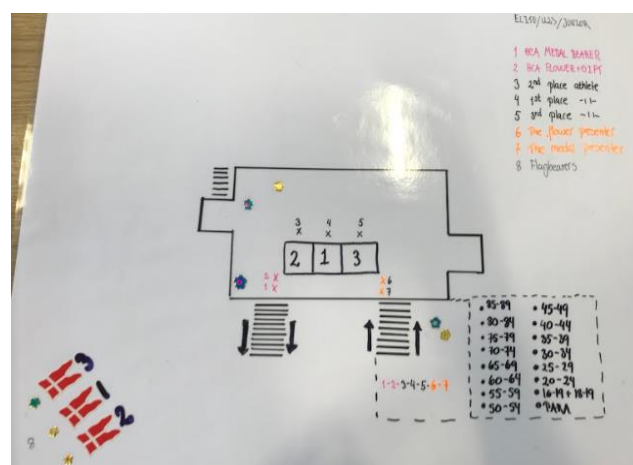


NOTE: Paratriathlon Medal Ceremony- Specific Information

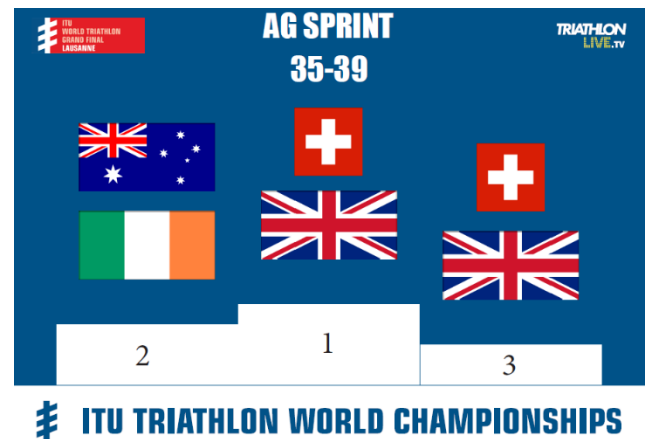
- Every single category for men and women event, including guides, should receive a medal. Medals will be awarded up to third place in each category.
- World Triathlon, in conjunction with the LOC, needs to ensure enough medals are available for the presentation ceremonies. If a stage is to be used for medal ceremonies, ensure a ramp is provided for access by wheelchair athletes.
- Podium specifications can be found in the EOM.

11. AGE-GROUP VICTORY CEREMONIES

- For AG medal ceremonies, it is recommended to use a platform with entrance in one side and exit on the other side to facilitate and speed the ceremony.
- It is recommended to gather and order recipients prior to start of presentations for efficiency. Reserve space and label AG categories to side of stage for athletes to place themselves and to be able to see the ceremony.



- Men and Women from the same age category are to be presented together.
- We start with the oldest categories in order for these athletes not to stand up for too long.
- If resources allow, you can prepare a diaporama with the country flags of the medalists for each podium (there is no national anthem or flags raising for AG ceremonies) →



12. TECHNICAL REQUIREMENT FOR ON-SITE SPORT PRESENTATION

12.1 Audio

- An audio plan / map to be developed - areas to have coverage and the working/technical areas that should not;
- Audio should be broken into individually controllable zones to assist with TV requests (if applicable);
- Technical working areas should be free from audio as much as possible. Especially TV commentary positions (if applicable);
- The swim start area to be covered with speakers and microphones;
- The LOC is responsible for Music Rights Licensing arrangement and should determine local noise level restrictions;
- Audio mixer - 16 in / 8 out & 4 band equaliser mixing console (e.g. Midas, Soundcraft, Yamaha...);
- Equalization - 2 x 31 band graphic equalisers (e.g. Klark technic, BSS....) for each line used;
- Compression - 2 x insert compressors & de-esser for each microphone channel (e.g. BSS, DBX, ...);
- Audio isolators - 2 x balanced audio isolators for all feeds;
- Radio mic for each announcer plus one for the Technical Official/Race starter (at pontoon) - Shure uc series (or similar quality) hand held microphone with long range aerial;
- Stadium Speaker System (venue specific). Multiple spot speakers on stands are preferred to line arrays;
- All associated cabling between equipment to FOP speakers and any localized speakers associated with the big screen (if applicable);
- Additional (not required & based on budget):
 - Communications Clearcom MS-440 (communication) (or similar);
 - Headsets for all contractors in the SP control (Announcers, DJ, Audio, Video, Director);
 - In-Ear headsets for on-site staff. Floor manager & on-site announcer;
 - 2 x on field fold back monitor for Victory Ceremonies.

NOTE: In case of a PTVI competition, the PA system should not be facing the Transition Area so the guide is able to communicate properly with the athlete.

12.2 Video (if applicable):

- Vision mixer – 8 input 2 bank vision mixer (e.g. MX70, Fulsom);
- Playback Hard drive system. Playback pre produced graphics, Video and slides;
- Playback 1 x DVD player
- TV (playback monitor, director & announcers viewing)
- Big Screen (20 m2 minimum, 16:9)
- 2 x cameras (one with tripod fixed at finish line, 1 with operator for interviews/ceremonies)
- All associated cabling
 - between equipment
 - to and from Host Broadcaster (dirty feed)
 - to big screen.
- Additional (based on budget – if required by LOC/sponsors):
 - Recordable DVD Player (or similar) and Stock for Program Archive
- Video and Graphics will be provided by World Triathlon SPD
- LOC video and graphics material should be provided to the Video Contractor at least 1 week in advance in order to format and load their system.
- Video must be
 - 1920*1080p
 - .mp4 / .mov
 - H264 / H265
 - Aspect ratio 16:9
 - 30 seconds
 - With Audio is preferable

12.3 Timing information

- The announcers will need a Laptop / Tablet display of current timing information (Commentator Information System);
- For Age-Group races an announcers' timing point is required. This timing mat should be approximately 50 meters prior to the finish. This enables the announcers to call names from the CIS as they come into the finish.

13. LIVE STREAMING (IF APPLICABLE)

In an effort to increase the profile of the sport, World Triathlon will assist providing live streaming services. World Triathlon will stream all the events, when technically feasible, on its OTT platform, **TriathlonLive.tv**

World Triathlon will send crews to international events to help the LOC to provide with the signal.

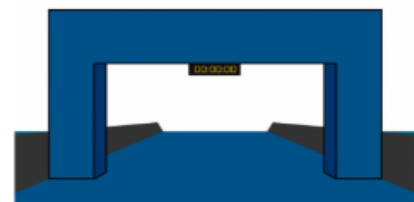
World Triathlon will maintain the international rights of the streaming, while the LOC can keep the local rights, always based on a non-exclusivity deal.

In order for both the LOC, World Triathlon and Sponsors to get full value we would ask to include links to TriathlonLive.tv and advertising for this service to its database in newsletters and website. World Triathlon will push to its substantial database as well.

13.1 Requirements

- Working space: The live streaming equipment (1 desktop computer, monitor, and laptop) and operator will need to be stationed in the covered Sports Presentation booth alongside the audio and video teams
- Internet connection: A dedicated high-speed wired internet connection into the Sports Presentation booth (greater than 5Mbps upload and download)
- Power: An electrical power access point in the Sports Presentation booth
- Audio: A ¼" stereo audio output of the Sports Presentation program feed (music + commentators)
- Video HDSDI or HDMI output from:
 - The program feed (required)
 - Stationary finish line camera (required)
 - Individual camera feeds
- Testing

Audio & video will need to be available for testing prior to race day
Internet and power will need to be available during this test period



stationary finish line camera angle

14. SPONSOR MATERIAL

- Please provide any Sponsors' announcer scripts to announcers in local language.
- If Sponsors wish to provide a script please request a short (2-3 sentences) read that will engage or inform the audience of who they are. *Are they in the Expo? Will they run any activations / competitions?*
- In case of big screen, LOC video and graphics material should be provided to the Video Contractor at least 1 week in advance in order to format and load into their system.

Video must be:

- 1080p QuickTime, Mpeg
- Aspect ratio 16:9
- 30 seconds
- With Audio is preferable

15. OPENING CEREMONY (WORLD & CONTINENTAL CHAMPIONSHIPS)

- Opening Ceremonies are required for World and Continental Championships;
- Parade of Nations (see: https://www.youtube.com/watch?time_continue=25&v=y17mhNWiYo)
 - The entrance of the teams to the local city/town Opening Ceremony staging venue.
 - Route to be decided by LOC in conjunction with should not be more than 1km.
 - Countries are ordered alphabetically (English) with the host country coming last.
 - Volunteers (kids from a local triathlon club for example) can hold flags board provided by the LOC. LOC also can provide country flags. Each NF is welcome to name a flag bearer to hold their national flag provided by them or the LOC.
 - All countries should be represented from athletes (all categories), Technical Officials and Congress Delegates if hold in conjunction with World Triathlon/Continental Confederation Congress. If there is no representant of the country at the PON no one is walking with the flag.
 - Countries to be welcomed upon entrance to the venue. Announcer should have the latest countries list. The LOC Floor Manager should liaise with the Announcer to welcome the countries inside the venue.



(Example of PON country board)

15.1 Speeches

- First the National Federation President, followed by Head of the LOC or City, followed by World Triathlon /Continental Confederation President (or nominated Executive board member) who declares the event open.

15.2 Flag Raising

- Raise the National flag to National Anthem
- Raise the World Triathlon flag.

15.3 Oaths

- Nominees to be selected with World Triathlon TL/SPM.

1. Athletes Oath,

"In the name of all athletes I promise that we shall take part in the competitions, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honour of our teams."

2. Officials Oath,

"In the name of all the technical officials, I promise that we shall officiate in the competitions with complete impartiality respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

3. Coaches Oath

"In the name of all the coaches and other members of the athletes' entourage, I promise that we shall commit ourselves to ensuring that the spirit of sportsmanship and fair play is fully adhered to."

- Entertainment

Usually something linked with the host country traditions (traditional music and/or dance etc).

Examples: <https://www.youtube.com/watch?v=rud5--fTfrQ>

<https://www.youtube.com/watch?v=z15qpaxtUaI>



16. CLOSING CEREMONY (WORLD & CONTINENTAL CHAMPIONSHIPS)

16.1 Closing Speeches

- First the National Federation President, followed by Head of the LOC or City, followed by World Triathlon/Continental Confederation President (or nominated Executive board member).

16.2 Flag Handover

The World Triathlon flag is lowered and handed over to the next LOC. Easiest method is to attach to a short flag pole (have a separate one prepared).

Current LOC gives the flag to the World Triathlon Representative who takes the flag and give it to next LOC.



16.3 Next event (if decided and present)

The representative(s) of the next year edition can welcome the athletes to their event.

16.4 Entertainment and After-Party

All efforts should be made to provide a party atmosphere (music, dancing, alcoholic beverages) for participating athletes, volunteers and athletes' families to celebrate their World/Continental Championships.

APPENDIX 1. - CHECKLISTS

16.1 Sport Presentation:

- F, F & E
 - SP Booth with FOP / Ceremony view
 - Tables & Chairs
 - Power
 - Lighting
 - Internet
 - Laptop / iPad display of currents timing information cameras (finish & roving – if big screen);
- Staff
 - Announcers (1 English speaking)
 - DJ
 - Audio and Video operators
- Video
 - Video Company
 - Big Screen (if applicable)
 - Request Feed from Broadcaster if live + TV screen for the Announcers
 - Cameras (finish & roving – if big screen)
 - Video & GFX collection and handover (Sponsors & World Triathlon)
- Audio
 - Audio Company
 - Audio Footprint plan
 - Audio local bylaw check (levels, start time, weekends etc)
 - Microphones
 - Music Rights License
- Other
 - Announcer Info pack – Rankings, Athlete profiles, scripts, sponsor info
 - Timeline
 - Meetings & Rehearsal Scheduled
 - Radio's & dedicated channel
 - Radio License

16.2 Victory ceremony:

- Staff
 - VIP/Presenter escort
 - Host(esse)s in formal dress (1 medal bearer, 1 flower bearer)
 - Flag staff (3 flag bearers)
- F, F & E
 - Dressed Table for VC (hold medals, flowers etc.)
 - 2 Trays / pillows for medals & flowers
 - Champagne
 - Flowers
 - Medals
 - Leader Trophy if applicable
 - Podium (2-1-3)
 - Ramp for Paratriathlon
 - Branded Backdrop
 - Lighting if required
 - Flag Poles
 - Flags for all entries (up to 3 for each nation)
 - World Triathlon Flag
- Other
 - Meetings & Rehearsal Scheduled
 - Ceremony Script
 - Results lists
 - National Anthems of all entries
 - Presenter List with official titles

APPENDIX 2. – SAMPLE ANNOUNCERS SCHEDULE

2019 ITU World Triathlon Grand Final Lausanne									
Sport Presentation Call Sheet									
DAY	DATE	START	FINISH	EVENT	VENUE	Announcer 1	Announcer 2	Announcer 3	Streaming announcers
SAT	31/08/19	07:15 till 11:15		RACE START - AG SD WCH	Place de Bellerive	Laurent	Till		on site announcers
SAT	31/08/19			RACE FINISH - AG SD WCH	Place de la Navigation	Benjamin	Iwan		
SAT	31/08/19	14:15		Start + TA 1 - ITU U23 Men	Ouchy	Till (intro)	Laurent T1		Trevor/Emma
SAT	31/08/19	14:21	16:15	ELITE MEN	Place de la Navigation	Benjamin	Iwan		
SAT	31/08/19	16:30	16:40	Medal Ceremony - ITU Elite Men	Place de la Navigation	Laurent			
SAT	31/08/19	16:40	16:50	Medal Ceremony - ITU WTS Men	Place de la Navigation	Laurent			
SAT	31/08/19	17:00		Start + TA 1- ITU U23 Men	Ouchy	Till (intro)	Laurent T1		Trevor/Emma
SAT	31/08/19	17:06	18:55	ELITE WOMEN	Place de la Navigation	Benjamin	Iwan		
SAT	31/08/19	19:15	19:25	Medal Ceremony - ITU Elite Women	Place de la Navigation	Laurent			
SAT	31/08/19	19:25	19:35	Medal Ceremony - ITU WTS Women	Place de la Navigation	Laurent			
SUN	01/09/19	07:15 till 10:00		RACE START - AG ODWCH	Place de Bellerive	Laurent	Till		on site announcers
SUN	01/09/19			RACE FINISH - AG OD WCH	Place de la Navigation	Benjamin	Iwan	Laurent	
SUN	01/09/19	10:30	11:15	Closing ceremony and AG medal ceremonies rehearsal	Bellerive	Laurent	Till		-
SUN	01/09/19	11:30	12:00	Para medal ceremonies rehearsal	Place de la Navigation	Laurent			-
SUN	01/09/19	14:00 till 16:00		RACE START - Paratriathlon	Place de Bellerive	Laurent			Stockholm
SUN	01/09/19			RACE FINISH - Para	Place de la Navigation	Benjamin	Iwan		
SUN	01/09/19	16:30	16:45	Paratriathlon PTVI PTWC Medal ceremonies	Place de la Navigation	Laurent			
SUN	01/09/19	17:15	17:45	Paratriathlon PTS5, PTS4, PTS3, PTS 2 Medal Ceremonies	Place de la Navigation	Laurent			
SUN	01/09/19	17:50		Start + TA 1 - ITU U23/Junior Mixed Relay	Ouchy	Iwan	Benjamin		
SUN	01/09/19	18:00	19:45	Race finish - U23/Junior Mixed Relay	Place de la Navigation	Iwan	Benjamin		Stockholm
SUN	01/09/19	19:45	20:00	U23/Junior ceremonies	Place de la Navigation	Iwan			
SUN	01/09/19	20:00	23:00	AG ODWCH & SDWCH Medal ceremonies	Place de Bellerive	Laurent	Till		-

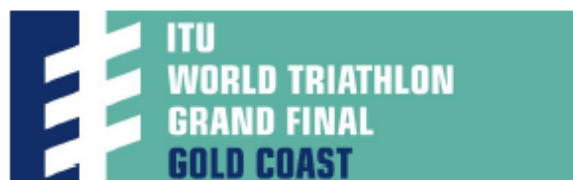
APPENDIX 3. – SAMPLE SPORT PRESENTATION RUN SHEET

T					
	ITU World Triathlon Series – Sports Presentation Run Sheet				
	Sunday 16th September, 2018				
Item#	T.O.D.	Duration	Segment (detail)	Description	Audio Requirement
0	05:45:00 AM		SWIM START LOCATION – AUDIO LIVE		
0	05:45:00 AM		SCREEN + AUDIO LIVE		
1	05:45:00 AM	00:15:00	Hold Screen + Sponsor Loop	Hold / BGM	Background Music
2	06:00:00 AM	00:05:30	TVC BANK # 01	TVC / VTR	TVC / VTR AUK
3	06:05:30 AM	00:01:15	VT – Say No to Doping 2016 – 113"	TVC / VTR	VTR AUK
4	06:06:45 AM	00:01:30	VT – This Is Triathlon Advert 2017 – 128"	VTR	VTR AUK
5	06:08:15 AM	00:01:50	VT – ITU Mixed Team Relay Promo 2016 – 148"	VTR	VTR AUK
6	06:10:05 AM	00:04:55	Hold Screen + Sponsor Loop	Hold / BGM	Background Music
7	06:15:00 AM	02:25:00	RACE STARTS – AGE GROUP STANDARD DISTANCE 5:45AM to 8:45AM		Background Music + Commentary
8	06:15:00 AM	00:05:00	COMMENTATOR TBC – General Welcome + Announce the race start	BGM + Commentary	Commentary Mics
9	06:20:00 AM	00:05:30	TVC BANK # 02	TVC / VTR	TVC / VTR AUK
10	06:25:30 AM	00:01:50	VT – ITU Mixed Team Relay Promo 2016 – 148"	TVC / VTR	TVC / VTR AUK
11	06:27:20 AM	00:01:30	VT – This Is Triathlon Advert 2017 – 128"	VTR	TVC / VTR AUK
12	06:28:50 AM	00:00:20	VT – WTS_10_Years_Teaser_Legendary 22"	VTR	TVC AUK
13	06:29:10 AM	00:04:10	Hold Screen + Live IMAG	Hold / BGM	Background Music + Commentary
14	06:33:20 AM	00:05:00	FIRST AG ATHLETE EXPECTED OUT OF THE WATER	BGM + Commentary	Background Music + Commentary
15	06:33:00 AM	05:57:00	RACE COVERAGE OF THE AG STANDARD DISTANCE	BGM + IMAG + Commentary	Background Music + Commentary
16	08:06:00 AM		EXPECTED FIRST FINISHER – AG STANDARD DISTANCE		
17	12:30:00 PM		EXPECTED LAST FINISHER – AG STANDARD DISTANCE		
18			Utilise some TVCs / Covering IMAG / or Hold Screen if time is required to be filled		
19	12:30:00 PM	00:02:00	Pete Murray + Emma Carney + Greg Welch wrap up AG Standard Distance	BGM + Commentary	Commentary Mics x 3
20	12:32:00 PM	00:05:30	TVC BANK # 03		
21	12:37:30 PM	00:10:20	Hold Screen + Sponsor Loop	Hold / BGM	Background Music
22	12:47:50 PM	00:00:20	VT – WTS_10_Years_Teaser_Legendary 22"	VTR	TVC AUK
23	12:48:10 PM	00:01:50	VT – ITU Mixed Team Relay Promo 2016 – 148"	TVC / VTR	TVC / VTR AUK
24	12:50:00 PM	00:10:00	Greg Welch + Emma Carney 10 Minutes to race start + Athlete Introductions	BGM + Commentary	Commentary Mics x 2
25	01:00:00 PM		RACE START – ITU U23 / Junior Mixed Team Relay		
26	01:00:00 PM	01:30:00	RACE COVERAGE OF ITU U23 / JUNIOR MIXED TEAM RELAY	BGM + IMAG + Commentary	Background Music + Commentary
28	02:30:00 PM	00:15:00	PRESENTATIONS – ITU U23 / JUNIOR MIXED TEAM RELAY		Background Music + Commentary

APPENDIX 4. – SAMPLE RUN SHEET FOR OPENING CEREMONY

2018 ITU OPENING CEREMONY

WELCOME RUNSHEET – COMMENTARY

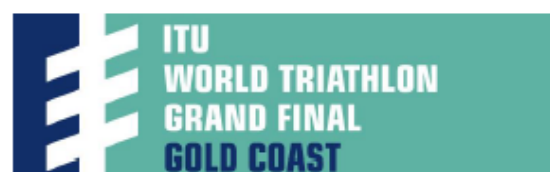


Time	Duration	Segment + Commentary Notes	Additional Notes
4.45pm		Doors open for VIP	Doors Open Photo Slideshow on screen
5.00pm		Doors open for all guests	
5.00pm	30 mins	(JONATHAN FOGARTY) Welcomes everyone from on stage and commences the Parade of Nations	See Separate Runsheet
5.30pm	1 min	(JOHNATHAN) Introduce the ITU World Triathlon Grand Final Gold Coast Video	
5.31pm	1 min		ITU GC Video
5.41pm	15 mins	(JOHNATHAN) Official Welcome - Jonathan to thank and welcome to the stage Emma Frodeno to co-host ceremony. Discuss the race days ahead. Introduce Ted Williams to do the Welcome to country and the Luther Dance group to perform a smoking ceremony on stage	Welcome to Country and the Luther Dance Group and Smoking ceremony on stage
5.56pm	2 mins	(JONATHAN AND EMMA) Welcome the following guests to the event. <ul style="list-style-type: none"> • Councillor Pauline Young Deputy Chair of Events, Tourism and Governance • Managing Director of the ITU World Triathlon Grand Final Gold Coast – Dave Beeche • Miles Stewart (CEO – Triathlon Australia) • ITU President Marisol Casado • Selected Athletes: – Recite the Athletes Oath <ul style="list-style-type: none"> ▪ Aaron Royale ▪ Ashleigh Gentle • Technical Official – Recite the Technical Officials oath <ul style="list-style-type: none"> ▪ Lyndell Murray, Australia, Technical Official • Coach - Recite the Coaches Oath <ul style="list-style-type: none"> ▪ TBC 	

5.58pm	2 mins	(JOHNATHAN AND EMMA) Introduce Councillor Pauline Young Deputy Chair of Events, Tourism and Governance	
6.00pm	2 mins	(JOHNATHAN AND EMMA) Thank Councillor Pauline Young Deputy Chair of Events, Tourism and Governance and introduce Managing Director of the ITU World Triathlon Grand Final Gold Coast – Dave Beeche	
6.02pm	2 mins	(JOHNATHAN AND EMMA) Thank Managing Director of the ITU World Triathlon Grand Final Gold Coast – Dave Beeche and Introduce Miles Stewart (CEO – Triathlon Australia)	<i>All names will be listed on screen at once.</i>
6.04pm	2 mins	(JOHNATHAN AND EMMA) Thank Miles Stewart (CEO – Triathlon Australia) and introduce ITU President Marisol Casado	
6.06pm	2 mins	(JOHNATHAN AND EMMA) Thank ITU President Marisol Casado and Introduce Aaron Royale and Ashleigh Gentle to Recite the Athletes Oath	
6.08pm	2 mins	(JOHNATHAN AND EMMA) Thank Aaron Royale and Ashleigh Gentle and Introduce Lyndell Murray, Australia, Technical Official to Recite the Technical Officials oath	
6.10pm	2 mins	(JOHNATHAN AND EMMA) Thank Lyndell Murray, Australia, Technical Official and introduce the Coach - Recite the Coaches Oath	
6.11pm	3 mins	(JOHNATHAN AND EMMA) Thank the Coach and good luck to the athletes Announce that Dan Horne will be performing shortly and the food will now be served in the marquees Introduce the 10 years of ITU Video	
6.14pm	1 min		ITU 10 years video
6.30pm	2 hours	Dan Horne - Entertainment	Dan Horne
8.30pm			Event Close

APPENDIX 5. – SAMPLE RUN SHEET FOR CLOSING CEREMONY

2018 ITU CLOSING CEREMONY
AWARDS NIGHT RUNSHEET – COMMENTARY



Time	Duration	Segment + Commentary Notes	Additional Notes
5.15pm		Doors open for Congress and VIP	Doors Open Photo Slideshow on screen
5.30pm		Doors open for all guests	
5.15pm – 6.25pm		DJ Tally Welcomes and Plays	
6.25pm	-	(DJ Tally - VOICEOVER) 5 minutes to go announcement	
6.30pm	5 mins	(DJ Tally – INTRODUCE JOHNATHAN TO THE STAGE) (JOHNATHAN) Make way to stage and do short welcome <i>Ask all ITU Age group Standard Distance to move side of stage (to the left of the stage – closest to the water) to be ready for their presentations</i> (JOHNATHAN) Welcome Athletes, highlights from race day	
6.35pm	30 mins	(JOHNATHAN) Introduce Emma Frodeno and Barry Siff Executive Board Member ITU to stage to present the ITU Age Group Standard distance	<i>All names will be listed on screen at once.</i>
7.05pm	2 min	Thank Emma Frodeno and Barry Siff Executive Board Member ITU and Welcome to the stage the following guests to the event. <ul style="list-style-type: none"> • Miles Rose, Head of Partnerships ITU World Triathlon Grand Final Gold Coast • ITU President Marisol Casado • Pascal Salamin President of Swiss Triathlon 	
7.07pm	2 mins	Invite Miles Rose, Head of Partnerships ITU World Triathlon Grand Final Gold Coast to speak	

7.09pm	5 mins	(JOHNATHAN) Invite ITU President Marisol Casado to speak Presentation of the gifts <ul style="list-style-type: none"> • TEQ (Tourism and Events Queensland) – Miles Rose to accept on their behalf if no one present • The City of Gold Coast – Miles Rose to accept on their behalf if no one present • Miles Rose, Head of Partnerships ITU World Triathlon Grand Final Gold Coast 	<i>All names will be listed on screen at once.</i>
7.14pm	2 mins	(JOHNATHAN) Step through the flag hand over process ITU President Marisol Casado to take the flag from Miles Rose, Head of Partnerships ITU World Triathlon Grand Final Gold Coast and present the flag to Pascal Salamin President of Swiss Triathlon Introduce the 2019, Lausanne promotional video	<i>No speaking opportunities here for Miles or Pascal – just passing of the flags.</i>
7.16pm	1 mins		2019, Lausanne promo video
7.17pm	3 mins	(JOHNATHAN) Formal thank you and wrap up function. Cue 2018 highlights package, DJ Tally to take over and get the party started.	
7.20pm	3 mins		2018 Highlights Package
7.23pm			DJ Tally on Stage
7.50		FIREWORKS	
10:00pm			Event Close

APPENDIX 6. - SAMPLE SCRIPTS FOR COMPETITION

1. Welcome and Description of Day's Events

- 1.1. Good morning everyone and welcome to the World Triathlon Cup Edmonton Presented by Cold FX
- 1.2. Outline of day's events

Sunday July 8th

PATCO Junior Championship Men	07:00
PATCO Junior Championship Women	07:05
Canadian Age Group Championships	08:30 Olympic 10:45 Sprint
Team Triathlon	8:30
Kids of Steel (12-15)	10:50
Try-a-Tri	10:50
World Cup Elite Women	14:00
World Cup Elite Men	15:30
World Cup Medal Ceremonies	16:45

1.3. Course Outline Elite

Swim	1 lap (1.5k)
Cycle	4 laps (40k)
Run	2 laps (10k)

1.4. Course Outline AG

Swim	1 lap (1.5k)
Cycle	4 laps (40k)
Run	2 laps (10k)

2. Interview with VIP - Finish Area

3. Sponsor Announcements & In-Crowd Activity

- 3.1. Sponsor Announcement
- 3.2. In-Crowd Activity – Mexican wave, Crowd Cheering contest etc.

4. Lap music:

- 4.1. Introducing the crowd to the music signalling the arrival of the lead athletes to the grandstand area. Ask them to give the athletes some energy – clapping hands, cheering. Especially the Canadian athletes!

5. Sponsors & Partners

- 5.1. Cold FX
- 5.2. Edmonton Triathlon Academy
- 5.3. Triathlon Canada
- 5.4. ...

6. Athletes to Watch

Women	Men
Sarah Anne-Brault	Simon Whitfield
Lauren Cambell	Kyle Jones
Chantell Whidney	Andrew Yorke

7. Triathlon Swim

Here's a preview of what we expect to see during the swim portion of today race. Elites start either from a pontoon start diving directly into the water or a beach start as we will have here today.

Triathletes will often use their legs less vigorously and more carefully than other swimmers, conserving their leg muscles for the cycle and run.

In the swim stage must jockey for position, and can gain some advantage by drafting, following a competitor closely to swim in their slipstream.

Open-water swims necessitate "sighting": raising the head to look for landmarks or buoys that mark the course. A modified stroke allows the athlete to lift the head above water to sight without interrupting the swim or wasting energy.

The wearing of wetsuits is regulated as it increases buoyancy and creates a competitive advantage. Wetsuits are forbidden above 20C / 68F and mandatory below 14C / 57F.

Athletes swim 1,500m over 2 laps of 750m – we will see them exit the water round a buoy and back into the water. From this we'll get to see the true order and distances between competitors.

Exiting the water athletes head for transition or T1 from swim to bike.

8. Triathlon Bike

Coming in from the 1,500m swim athletes' transition from swim to bike. Watch their carefully rehearsed procedure as they quickly remove swim caps, goggles, wetsuits if used, donning helmets and pushing their bikes until they reach the mount line. Exiting T1 barefoot athletes jump onto their bike's pedal out atop of their already clipped in bike shoes to in order to join a pack before allowing themselves to insert their feet.

Athletes quickly form packs working together to extend their lead or catch the packs ahead. Courses are typically designed to lap through the venue typically 8 times over the 40km bike.

Coming into the second transitions or T2 athletes will be already out of their shoes and drop both feet on the ground as close to the dismount line as possible.

A quick rack of the bike, discards the helmet, put on running shoes and they are out within 30 seconds to the run.

9. Triathlon Run

From T2 athletes are on to the 10km run and leads forged on the swim and bike are put to the test. The run course again laps through the venue – here in San Diego we'll see them 3 times.

Quite often with the strength in depth of the fields, races will come down to a sprint finish within the final 500metres. Hopefully we might get to see one here this weekend.

Do stick around for the champagne celebrations after! Right here in front of the grandstands.

10. Anti-Doping Video

Although World Triathlon is investing and actively engaging itself in the fight against doping, we strongly believe that everyone involved in triathlon has a part to play in eradicating the use of drugs in sport. Here's what some of the elites have to say on the fight against Doping.

11. Elite Course Explanation and Last-Minute Information

11.1. Swim 750m (1 lap)

Athletes will complete one 750 meter lap of Hawrelak Park Lake. The calm water is well marked and patrolled to ensure easy course navigation. Athletes will exit the lake and will proceed 200 meters to the elite transition area located directly in front of the grandstands. Spectators will have the opportunity to view the entire swim course in close proximity from the lakeshore.

11.2. Bike 21.3km (4 laps)

All bike roads will be closed to vehicular traffic. After mounting their bikes, athletes will follow the Hawrelak Park Road to the park exit where they make a gentle right hand turn onto Groat Road. Athletes will climb approximately 800m to the traffic circle at 87th Ave (30m elevation gain). The athletes will not be following the circumference of the traffic circle

but rather will immediately make two 90 degree turns to begin their descent along Groat Road. Athletes exit onto Emily Murphy Park Road and will climb a pack splitting 400 meters up the steep Emily Murphy Hill (30m elevation gain). At the top athletes will make a left-hand hairpin and make their way back to Hawrelak park, crossing over Groat Road towards the Hawrelak Park entrance. Once in the park, athletes will ride approximately 800 meters and enter a parking bay on their right-hand side from which they will make a wide 180° turn back onto Hawrelak Road. Athletes will pass in front of the grandstands and exit the viewing area with a quick chicane and proceed along the same route out of the park. The athletes will complete four laps of this course.

11.3. Run 5km (2 laps)

Athletes exit Hawrelak Park and proceed to ascend Groat Road, following the same road used for the bike course. Athletes will climb 600 meters (25m elevation gain) to the turnaround point. Athletes will then head back to Hawrelak Park along the same route and pass in front of the grandstands before heading out on their second lap of the course. Athletes will complete 2 laps of this course.

12. Notes

- 12.1. Silence. It is important to give the audience time to enjoy the music and atmosphere through frequent breaks in commentary. The audience can only take in so much talk and information.
- 12.2. Event Title – Practice and memorise. Sponsors pay a lot of money to invest in events. Please ensure to get the name right.
- 12.3. Lead Pack – Elite races are draft legal events. There is no individual leader but a lead pack of athletes that rotate at the front.
- 12.4. First Chase Pack – First group following the lead pack (2nd group overall)
- 12.5. Second Chase pack – Third group overall.
- 12.6. Elites athletes – preferred to professional
- 12.7. Age-Group athletes is preferred to amateurs, recreational etc.
- 12.8. Mixed Relay is the correct term for team triathlon
- 12.9. Paratriathlon not AWAD (athletes with a disability)

APPENDIX 7. – TECHNICAL OFFICIALS AND ATHLETES

INTRODUCTION SCRIPT

Scripts will be provided by World Triathlon for World Championships, WTCS, World Cups, Paratriathlon World events.

ATHLETE INTRODUCTION PROTOCOL: ANNOUNCERS SCRIPT

LADIES AND GENTLEMEN! PLEASE WELCOME THE RACE TECHNICAL OFFICIALS OF THE 2021 WORLD TRIATHLON CUP HUATULCO

Leading the technical team today are:

TECHNICAL DELEGATE: Sarah Taylor Hough (GBR)

HEAD REFEREE: Leslie Buchanan (CAN)

MEDICAL DELEGATE: Dr Jan Verstuyft (BEL)

LADIES AND GENTLEMEN! PLEASE WELCOME THE ELITE FEMALE ATHLETES OF THE 2021 WORLD TRIATHLON CUP HUATULCO

Wearing #1, from Bermuda

The 2016 World Champion

Flora Duffy

Wearing #2, from Australia

2010 World Junior Champion

Ashleigh Gentle

Wearing #3, from New Zealand

2005 World U23 Champion & 3 time Bronze & 2 time World Triathlon Championships Silver medallist

Andrea Hewitt

Wearing #4, from the United States

Katie Zaferes

APPENDIX 8. – MEDAL CEREMONY SCRIPT (FR/EN)

“Mesdames et Messieurs, bienvenue à la cérémonie protocolaire de remise des médailles de la Coupe du Monde de Triathlon d’Edmonton”

“Ladies and Gentlemen, welcome to the Medal Ceremony of the World Triathlon World Cup Edmonton”:

Les médailles sont remises par :

“Presenting medals today will be: _____

(Title:) _____

Les fleurs sont remises par :

“Presenting flowers will be: _____

(Title:) _____

(PAUSE)

“Troisième et médaillé de bronze”

“In third place and the winner of the bronze medal”

Representing (country): _____

(name) _____

“Deuxième et médaillé d’argent ”

“In second place and the winner of the silver medal”

Representing (country): _____

(name) _____

“Premier(e) et médaillé d’or de la Coupe du Monde de Triathlon d’Edmonton”

“In first place and the winner of the gold medal at the World Triathlon Cup Edmonton”

Representing (country):

(name)

(Once flowers are presented)

*Mesdames, Messieurs, veuillez-vous lever
pour l’hymne national*

Please rise for the playing of national
anthem of

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

Veuillez nous rejoindre pour la célébration au champagne présentée par:

Please join us for the Champagne Celebration presented by:

“Félicitations à tous les vainqueurs de la Coupe du Monde de Triathlon d’Edmonton”

“Congratulations to all the winners of the World Triathlon Cup Edmonton”

APPENDIX 9. – FLAGS PROTOCOL

AT THE VENUE (WORLD CHAMPIONSHIPS ONLY):

There should be one complete set of flags on display at the venue and another set of flags medal ceremonies.

Flags can be found here: https://drive.google.com/drive/folders/1GA-kuKqv9HlsZlVKkVXBtz3uDNouMEul?usp=share_link

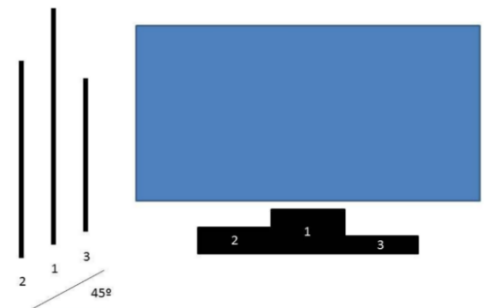
If LOC flags are used for the Parade of Nations, it should be a different set of flags.

Standard flag size is 90 x 150 cm.

- The setup of the flags for the venue will be placed in the following order:
 - World Triathlon Flag.
 - Alphabetical country order;
 - Host country;

FOR VICTORY CEREMONIES:

- Flag Poles
 - The flagpoles should be between 4 and 5 meters high. The winner's pole in the center should be slightly taller / on a raised base.
 - The flagpoles should be placed diagonally beside the podium, on the right or left side depending on the sun direction at the venue. They should be placed between the grandstand and the platform. The athletes should not turn more than 45° to see the flags.
 - Where possible, the natural environment should be showcased in the set up for TV and photographic opportunities.
- Dress code
 - Flag hoisters should be uniformly smartly dressed. Can be event collared shirts or similar.
- Flags
 - Check start lists.
 - Each nation should have at least 1 flag to potentially 3.
 - 3 flags for AUS, GBR, GER, ESP, FRA, USA.
 - 2 Flags (minimum) for ITA, JPN, MEX, NZL, POR, RSA, SUI.



DURING NATIONAL ANTHEM:

- Flags should not touch the floor once held on the poles.
- Flag of the winner should reach the top of the pole first. Count 25/30 seconds to reach the top.
- Once flags are up, flag bearers should stand up.
- Flags should stay up till the end of the Victory ceremony.

NOTES :

- If a big screen is used at the event and LOC would like to use it for showing the flags during victory ceremonies, approval and process need to be discussed with World Triathlon.
- Paratriathlon events: flags are raised at World and Continental Championships and a World Triathlon Para Series events.
- A World Triathlon flag need to be provided for the victory ceremonies in case of an athlete racing under the World Triathlon flag is on the podium



- Correct hanging of GBR flag (note broad white side up):



APPENDIX 10. - LOC GIFTS PRESENTATION TEMPLATE

World Triathlon will present the LOC with one or multiple gift(s) of appreciation.

1 gift for World Para events, 2 for WTPS, WTCS and WTC, 3 for the Finals and Multisport Festival.

Ideally this will be done at the Closing ceremony (if applicable) or at a private VIP function but may be done post Medal Presentation. Timing and recipients of the gift(s) will be discussed between World Triathlon and LOC.

Ladies and Gentlemen, we have one more small ceremony.

World Triathlon (*title / name*) will present a gift of appreciation to representatives of the Host City/National Federation/Local Event Organisers/Other in thanks for their commitment in hosting what we all agree was a hugely successful event.

For the Host city: (*title / name*)

For the National Triathlon Federation of X: (*title / name*)

For the Local Organizing Committee: (*title / name*)

The souvenirs, given to mark the recognition of their work and cooperation with World Triathlon, will now feature a piece of the famous blue carpet from the transition at Tiszaujvaros, Hungary, close to where the gifts are produced.

Reusing the carpet on the wood and stainless steel wall hanging represents a strong message to all LOCs that, with a little creativity, the materials required for holding a World Triathlon event can be repurposed, something that is instilled in host city partners through the Sustainability Guidelines for LOCs and the points system used to measure their environmental credentials.