Roles and Responsibilities: Managing Director (MD), Team Leader (TL) and Technical Delegate (TD)

(In most instances the MD is the Team Leader for the World Cup events. In the absence of the MD, the Team Leader task may be assigned to a senior ITU Staff member or Executive board member)

Managing Director (MD)	Team Leader (TL)	Technical Delegate (TD)
Pre-event	**Pre-event**	**Pre-event**
❒ Overall communication with LOC and ITU team ❒ All Contractual issues and contract monitoring ❒ LOC website accuracy ❒ ITU Team travel plans (ensure that all changes are communicated to LOC ❒ Schedule all meetings with LOC and ITU team ❒ Coordinate logistics for live coverage team to ensure that all plans are in place and all requirements are met ❒ Coordinate logistics for the ITU TV production team to ensure all on site requirements are met and all meetings are scheduled ❒ Approval of pre-event branding ❒ Coordinate production of ITU medals and finish tape	❒ Participates in all Skye calls and supports the MD. ❒ Event Insurance Certificate naming ITU and sponsors ❒ Water Quality tests	❒ All technical course communication ❒ Course review and approval ❒ Event schedule as it pertains to the competition and the athlete's briefing ❒ Accuracy of course information on ITU and LOC website ❒ Coordination of all officials 30 days prior to the competition ❒ Appointment of race referee ❒ Preparation of athlete briefing Powerpoint ❒ Confirm LOC plans for doping control
Event Week	**Event Week**	**Event Week**
❒ Work with ITU President or Senior EBoard to name VIPs for medal and flower – ❒ Sponsor Satisfaction in terms of	❒ Manages ITU/LOC meeting schedule ❒ Chair all ITU Media and Live coverage meetings with LOC ❒ Chair Sport Presentation Meeting	❒ Confirm timing and results plan ❒ Ensure security of field of play and approval of security system (if need be conduct briefing of security

Managing Director (MD)	Team Leader (TL)	Technical Delegate (TD)
branding, tv, promotion, VIP arrangements, etc.	❒ Conduct medal ceremony rehearsal ❒ Chair Athlete Briefing and take responsibility for communicating all non-competition direct issues ❒ Manage the planned ITU/LOC pre-arranged Look and signage plan. Ensure timely installation and removal of materials ❒ Provide LOC event kit to all ITU team ❒ Distribute accreditation to all ITU staff and VIPs and guests ❒ Prize money distribution ❒ Recognition Award to LOC at post event reception	personnel) ❒ Confirm photo-finish and accuracy of finish line ❒ Appoint finish banner holders ❒ Plan medal ceremony rehearsal and custody of finish banner ❒ Oversee venue set up and supplies for athlete briefing ❒ Plan and chair officials meeting ❒ Distribute and retrieve ITU officials uniforms and accreditation ❒ Ensure all officials receive LOC gift
During Event	**During Event**	**During Event**
	❒ Facilitator to ITU non Field of Play team ❒ Coordination of announcers and sound control ❒ Oversight and management of medal ceremonies and prize money plan Briefing of medal presenters	
Post Event	**Post Event**	**Post Event**
❒ Ensure feedback from each member of ITU team ❒ Manage the production of the post event report and the distribution to LOC and all ITU team members represented in the particular event ❒ File post event report to ITU SharePoint	❒ Ensure all ITU tv tapes have been secured according to pre-event plan ❒ Ensure all media issues have been finalized ❒ Plan de-brief with LOC the day following the event	❒ Plan and chair officials de-brief and provide any immediate required feedback to Team Leader ❒ Complete Technical Delegate portion of ITU report within two weeks of the event