



INTERNATIONAL TRIATHLON UNION

LOC TECHNICAL REQUIREMENT: ITU WORLD PARATRIATHLON EVENTS (AS STANDALONE EVENT) Valid for 2015 events

This document describes key operational and technical information required to deliver an ITU World Paratriathlon Event.

1. Introduction:

- 1.1 The rights to the ITU World Paratriathlon events are owned by the International Triathlon Union (ITU). ITU has the right to call for bids and grant approvals for ITU World Paratriathlon events.
- 1.2 The Local Organising Committee (LOC) will collaborate closely with the ITU and the National Federation (NF) of the host country. The key technical specifications for the events are laid out in this LOC Requirements document.
- 1.3 In addition to this document, the ITU Event Organisers Manual (EOM) is to be used as working documents for the LOC and include all the necessary additional information to deliver the event. All the above documents are available in the download section on www.triathlon.org.
- 1.4 Furthermore, the event organiser must ensure the event complies with the ITU Competition Rules, also available on www.triathlon.org.

2. The Principles ITU Events:

- 2.1 A safe and fair environment for the athletes that includes water quality within the approved limits and a safe course with closed roads.
- 2.2 High quality events with consistent standards.
- 2.3 Showcase the host city to the local, national and international community.
- 2.4 High quality opportunities for sponsors to maximise their investment.
- 2.5 Sport development opportunities and a legacy for the local community and NF.
- 2.6 Opportunity to engage the local corporate community in one of the fastest growing sports globally.



3. The Management Team: The major roles and responsibilities of the LOC and the ITU Management Team are outlined below. The host NF will provide advice and assistance to the LOC.

3.1 ITU Paratriathlon Manager (PM):

- a) The PM coordinates ITU World Paratriathlon events from the bid process to the final report.

Checklist:

- Key contact person for interested bid groups and for LOCs
- Bid document development and bid call
- Calendar planning
- Contract negotiations and implementation



- Coordinates Technical Team appointments in collaboration with the ITU Sport Department and the ITU Technical Committee
- Coordinates Media Services in collaboration with the ITU Media Department and the host National Federation Media Service
- Coordinates all Anti-Doping Requirements as requested by ITU Anti-doping Director and the host NF
- Manage all meeting agendas and schedules
- Oversee the correct race entry procedures and timing and results service in collaboration with the ITU Sport Department
- Oversee all website information for accuracy and consistency
- Coordination and circulation of reports in collaboration with the ITU Sport Department
- Coordinate travel for the key staff for each event

3.2 Technical Delegate (TD):

- a) The TD ensures the technical requirements and ITU Rules governing the competition are implemented.

TD Checklist:

- Request and approve all course maps and venue layout in consultation with LOC **at least 3 months in advance**
- Review and approve the event schedule
- Approve the technical officials' team in consultation with the host NF and ITU
- Appoint Race Referee and Chief Race official at least 6 weeks in advance
- Appoint the Competition Jury
- Plan pre-event Skype calls to implement all standards and policies of
- Confirm LOC plans for doping control
- Confirm timing and results plan, photo-finish (if applicable) and accuracy of finish line
- Develop the race briefing in consultation with the LOC Event Director
- Present all technical aspects of the briefing
- Plan and chair the officials' pre-race briefing and designate the key technical official positions
- Request facility for briefing and ensure it is adequate and has all the necessary equipment (tables, chairs, sound system, projector, pens & pencils, adequate volunteers) in accordance with ITU requirements
- Manage all traffic and race vehicles
- Plan motorcycle and boat driver briefing
- Meet with TV crew (if TV is planned) and ensure all needs are met
- Brief all the athletes' personal handlers on the rules and regulations that they need to follow
- Train and coordinate the swim exit handlers
- Review and approve the events' medical plan

- Be in contact with the appointed ITU classifiers (if applicable) in case of start list updates
- Plan the post-race debrief immediately following the competition
- Write the post-race report within 30 days and submit to ITU for circulation along with the water quality tests and the events' insurance.

4. LOC Team:

4.1 The LOC needs the following key people:

a) Event Director (ED)

- The ED is the head of overall operations and the main contact person who coordinates all functions and makes key decisions.

ED Checklist:

- Course selection and traffic management
- Permits and approvals
- Marketing and sponsorship
- Key contact with host NF in recruiting and managing the National Technical Officials (NTOs)
- Media and Television, if TV is planned
- Safety and risk management

b) National Technical Officials Coordinator

- Forty-five (45) days prior to the Event, the NF will provide the TD with a list of NTOs available for the event.
- A minimum of 16 NTOs are required. The list is subject to TD approval.

c) Event Administration (EA):

- A strong EA is essential.

EA Checklist:

- Event Agreement: Ensure compliance with the ITU – LOC agreement, which includes this LOC Requirements document. All provisions in the agreement and this LOC Requirements document must be considered legally binding on all LOCs awarded an ITU World Paratriathlon event.
- Accountability: The LOC is accountable for the following: ITU – LOC agreement compliance, contracts, budgets, payroll, purchasing and invoicing, insurance, athlete waivers, permits and approvals, water quality tests, travel visas, reporting schedule and checklists.
- Insurance: Event liability insurance and event cancellation is required as per the ITU – LOC Agreement.
 - Certificate of Insurance must be proved to the PM at least 45 days in advance.
 - Athletes' Insurance: each competitor must acquire insurance which offers the legally necessary guarantees for the country where the competition is being organised unless their NF has a license system including such coverage.
- Athlete Registration: All the rules regarding the registration deadline, eligibility, entry can be found in the ITU Qualification Criteria and ITU Online Entry System on www.triathlon.org.

- Entry Fees and Payment: The entry fee will be in accordance with the fee outlined in the "ITU – LOC Host City Agreement".
- Course Approval:
 - The LOC must obtain written approval of the competition course, including swim, bike, run, transition segments, from all jurisdictions e.g. CC, city, police, etc.
 - The LOC must have ITU's approval for all segments of the course. Those approvals must be secured prior to being awarded an ITU event.
- Water Quality Test: provide ITU with water quality test during bid discussions and according to the planned pre-event schedule.
- Weather and Environmental Conditions: provide ITU with weather statistics, including air and water temperature, tides, etc., during bid discussions.
- Ensure all temporary structures (pontoon, grandstands, stages, gantries, etc.) are approved in writing by a structural engineer and adhere to all local fire marshal's code.
- Provide proof that local hospitals and emergency departments are informed of the event and the associated road closures.
- The provision of an athletes' classification process must be considered according to the ITU Classification Manual.
- All paratriathletes entering in an ITU World Paratriathlon event should have been classified by international classifiers or can race under a temporary classification. For more details please contact Eric Angstadt: eric.angstadt@triathlon.org

d) **LOC Media and Television Director (MTD):**

- The MTD will liaise with the PM, and the host NF on behalf of the LOC to ensure the following checklist is completed:

MTD Checklist:

- Ensure all event information is posted to the event page on www.triathlon.org
- Liaise with ITU and host NF to coordinate the posting of the pre- and post-event media releases and results www.triathlon.org
- fulfil any media requests before and after the event
- Send a copy of the LOC media log and key triathlon media contacts

5. Site Visits:

- b) At least 1 site visit must be done prior to a new event prior to the signing of the event agreement.
- c) In cases where the event has taken place for more than 1 year, the site visit will be decided from ITU.
- d) Accommodation must be provided for the ITU representatives during the whole duration of the site visit.
- e) Documentation: During the 1st site visit, the following information should be available:
 - LOC team (organization structure with experience of key members);
 - Environmental data (tides, weather forecast history, water quality, heat stress index, air pollution index);

- Venue and course maps;
- Required permits and approvals and event insurance;

6. Reporting Schedule and Checklists:

6.1 Upon request of the TD, in addition to:

- a) 30 days before the event
- b) 7 days before the event
- c) After the event upon receiving the Post-Race Report

7. Travel Visas:

7.1 The LOC must contact their country's Customs and Immigration Department and to determine the following:

- a) Which countries require a visa to enter the host nation
- b) The location of the host nation's consulate or embassy in the countries requiring a visa

7.2 The LOC must then publish this important visa information to the event website and to www.triathlon.org

7.3 Upon request for visa invitation letters, the LOC must first contact ITU to determine that the athlete or official requesting the information is fully affiliated with ITU and has a reason to request an invitation

7.4 ITU will then provide a letter of invitation template to be used by the LOC. The LOC will be responsible for the appropriate translation of this letter

7.5 ITU must be copied (cc'd) on all visa letters

8. Accreditation Protocol

8.1 ITU has a standardised accreditation design system that must be used to suit each individual event.

8.2 The LOC must pay particular attention to both the development of the accreditation, the development of the secure zone signage and the implementation of an effective security team to manage and control the accreditation and security on site

8.3 The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to the TD for approval 30 days in advance of the event

9. LOC Team Meeting Schedules:

9.1 A meeting schedule will be set up to include:

- a) A series of Skype call meetings prior to the event
- b) An event week meeting schedule

9.2 Those meetings will be coordinated by the Technical Delegate.

10. Event Services

10.1 Staff and Volunteer Services

- a) The event should have adequate staff to ensure full compliance with all requirements of hosting an event of this calibre.
- b) All volunteers must receive training that provides an overview of the entire event including a thorough review of the competition course. Volunteers should have a general understanding and awareness of all aspects of the event.

10.2 Athlete Services

- a) Athletes are the most important element of the event. Their overall view of the event will be reflected not just in the race but in anticipating what their needs will be.
- b) Basic Athlete Services to be provided by the LOC include:
 - Airport transportation, including provisions for bike transportation (preferably for free, or for a modest price announced on the ITU website).
 - Athlete Services Information Booths (hotels, venue).
 - Accommodation Services (adequate distribution of information on all available accommodation).
 - Medical services (information on medical emergency services, massage and physiotherapy services)
 - Training services (access to the swim, bike and run courses for pre-event training).
 - Escorted tours of the swim, bike and run course with adequate traffic control.
 - Bike mechanic services.
 - Uniform printing information.

10.3 VIP / Sponsor Services:

- a) A Sponsor Servicing plan should consider the following:
 - VIP Airport Transportation (pick-up & drop-off).
 - Invitation to on-site VIP Tent.
 - Invitation to all social functions.
 - VIP transportation to all social functions.
 - A complete schedule of events.
 - Sponsor package and/or special event souvenir.

10.4 Spectator Services:

- a) Road closures will often result in extra considerations for getting spectators on site.
- b) Event access information is essential and must be well communicated to spectators.
- c) A public awareness campaign can be part of the event planning process.
- d) Volunteers should be located at all major site access points and in the central area of the event site.

11. Social Functions:

11.1 Pasta Party:

- a) Complimentary dinner for all athletes from all categories and team managers.
- b) Venue should be easily accessible for athletes, if not, free transportation should be provided by the LOC.
- c) The LOC must ensure the catering service is capable of serving a large number of athletes in a timely manner. A variety of different types of pasta, salad, fruits and soft drinks is required.

11.2 Final Party:

- a) High quality, post-race banquet to honour all athletes may be planned.

12. Transportation Plan:

12.1 The following transportation must be planned by LOC:

- a) Airport pick-up for:
 - Athletes and Team Managers;
 - ITU Staff and VIP.
- b) Transportation to:
 - Official athlete programmes (Athletes' Briefing, Classification venue and Media Events);
 - Social Functions (Pasta Party and Final Banquet);

12.2 The following rental vehicles must be provided for the TD:

- a) 1 car with or without driver;
- b) 5 motorbikes with drives and extra helmets for Technical Officials, 1 for Media;
- c) 2 boats, for Technical Officials and
- d) 1 boat for Media.

13. Technical Operations:

13.1 The Technical Operations section of the ITU Event Organiser's Manual (EOM) combines the duties of Technical and Venue Operations. Special attention should be given to:

- a) Registration:
 - Athletes and Coaches via the ITU Online Entry system.
- b) Briefings:
 - Athletes.

14. Sport Presentation:

14.1 Public Address System:

- a) High quality public address system should provide clear sound to the swim start, stadium area and should extend to a minimum of 100m outside of the stadium area.
- b) A separate system may be required at the swim start area to ensure full coverage for the start technical official.
- c) The public address systems for the audience areas/stands with appropriate speaker systems divided into groups to allow individual area control.
- d) Technical areas (Operational Offices, TV, and Media) are to be designated low level audio areas. No speakers are required in these areas.

14.2 Additional:

- a) Appropriate international pop & local music.
 - Forming a partnership with a local radio station can be a valuable partnership.
- b) Sport Presentation Booth
 - Locating all audio & visual (if included) personnel together helps coordination and communication of all onsite presentation.
- c) Pre bump-in meeting & coordination between all Sport Presentation personnel.

14.3 Medal Ceremony:

- a) Flag positioning and standards: The centre standard should be the highest, with the one on the left slightly lower and the one on the right the lowest. The athletes should not turn more than 45° to see the flags. The flags must be visible to the VIPs.
- b) The LOC must ensure it has flags of each country of participating athletes. Provision must be made for multiple winners from one country.
- c) Detailed description of required medal ceremony personnel, equipment list, podium specifications and procedures can be found in the EOM.
- d) Ceremony rehearsal. A rehearsal must be scheduled at least 1 day prior.
- e) Please refer to section 1 in the Appendix of the EOM for podium accessibility specifications

15. Medical Management:

- 15.1 A complete medical plan must be approved by the Technical Delegate. A detailed plan from a certified Doctor should be submitted to ITU which will include:
 - a) FOP medical plan;
 - b) Medical Centre layout;
 - c) Medical Centre equipment;
 - d) Number of medical personnel;
 - e) Number of ambulances and their location;
 - f) Emergency procedures;
 - g) Hospital information;
 - h) Procedures to involve foreign medical team personnel.
- 15.2 A detailed description of required medical personnel, equipment list and procedures can be found in the Event Organisers' Manual.
- 15.3 In case of accident the adequate transportation of the athlete from the course to the hospital is the responsibility and cost of the LOC.

16. Anti-Doping Control:

- 16.1 Provision should be made to accommodate Anti-Doping Control at the event.
- 16.2 ITU complies with WADA on all Anti-Doping Rules and Regulations (see ITU website for all current information on Doping Control).
- 16.3 Anti-Doping Control Facility on-site for in-competition (following the event) and out of competition (prior to the event) must be provided.
- 16.4 Mandatory Anti-Doping Control Tests – minimum 4 tests (2 per gender).

17. Venue Operations

- 17.1 The venue will feature the transition area and the finish area in a 'stadium-like' setting.
- 17.2 Required rooms, equipment and technology support:
 - a) Athletes' Lounge;
 - b) Recovery Area;
 - c) Medical Centre;
 - d) Volunteers' Tent;
 - e) Venue Control Centre;

- f) Technical Officials' Lounge;
- g) Media Centre;
- h) Timing and Results Office;
- i) Sport Presentation booth;
- j) ITU Media Room;
- k) VIP and VVIP Area;
- l) Spectator Grandstands;
- m) Clean & Waste Compound;
- n) Logistics/ Operations Compound;
- o) Operations Office;
- p) Classification Rooms (as per ITU Classification Rules and Regulations).

18. Athlete Briefing:

- 18.1 Room for 150 people
- 18.2 High speed internet connection
- 18.3 Refreshments for all athletes
- 18.4 Front table with 6 chairs and a speaker stand
- 18.5 PA facility and projector
- 18.6 Wheel chair accessible venue

19. On-site operations office:

- 19.1 Adjacent to the finish area
- 19.2 High speed internet connection
- 19.3 Tables and chairs for 8 to 12 people
- 19.4 Refreshments
- 19.5 Provision for meal service during competition days

20. Press Centre(if applicable):

- 20.1 A press centre at the race course for the general media
- 20.2 Working space with tables, chairs, power, internet
- 20.3 Area with race information (maps, start lists, results, etc.)
- 20.4 Adequate staff to assist the media
- 20.5 Refreshments

21. Communication Plan

- 21.1 Provides the critical communication link between the various elements of the race to ensure smooth movement of athletes, spectators, and vehicles.
- 21.2 The critical area of communication is for the technical officials where a minimum of 12 radios are required. If possible, other areas to service with communications are:
- a) Executive talk group
 - b) Medical talk group
 - c) Announcer talk group
 - d) Media talk group
 - e) Site operations talk group
- 21.3 LOC should make 3 local phones available to attending ITU officials.

22. Technical Officials Equipment

- 22.1 The LOC will provide the ITO team with the following:
- a) Mountain bikes: 5 mountain bikes with 5 helmets;
 - b) Measuring Devices: Thermometer, wheel measurer, tape measurer;
 - c) Flags: 10 red flags (60cm x 30cm);
 - d) Horns: 3 manual air horns, 1 electronic start system;
 - e) Lap Board: One board per lap x 2 sets, Bell;
 - f) Notice board in the Athletes Lounge;
 - g) Whistles: 30;
 - h) Vehicles: 1 vehicle available for the TD and the ITO Team;
 - i) Still cameras and 1 video camera with a tripod. A TV screen will be available for reviewing the footage and sound from the video camera;
 - j) Bike measurement tool;
 - k) Penalty Box board with numbers;
 - l) Miscellaneous:
 - Stationery for the athletes' check In and registration;
 - Start lists - 25 copies;
 - Duct tape;
 - Extra stickers for bikes and helmets;
 - Felt pens and regular, pens;
 - Sewing kit;
 - Official's notice board (white board) and dry markers;
 - Competitor's agreement - 180 copies,
 - LCD projector and screen;
 - Sponges and towels.

23. Catering:

- 23.1 The LOC should provide meals and refreshments to the LOC Management Team and the TOs for every 6 hours they are at the venue area. The provided services should be approved by the TD.

24. Contingency Plan:

- 24.1 Delay: An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start.
- 24.2 Postponement: An event is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day.
- 24.3 Cancellation: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.
- 24.4 There are no prescribed rules for delays and postponements. However, the TD and Race Director would consult on weather conditions and other situations for the safety of the competitors.

25. ITU Branding Guidelines:

- 25.1 The LOC is obliged to exclusively use the ITU logo in all print material/public relations work.
- 25.2 The LOC is obliged to use the ITU branding material provided.
- 25.3 The final branding artwork and the FOP branding plan should be approved by the PM.

26. Media services:

26.1 ITU website and online services:

- a) Live coverage of each race can be linked on the official ITU website – www.triathlon.org. The coverage to feature live results and to be coordinated by the LOC timing and results company;
- b) Post-race event photo gallery (if photos are provided by the LOC);
- c) Full results postings.

26.2 ITU print and press services:

- a) High quality professional photos to be sent to ITU by the LOC media team;
- b) Distribution of images through international photo agencies;
- c) Management of press operations on site by the TD;

26.3 Television and news:

- a) Television and news services might be provided by the LOC.

27. Media Facility Requirements:

- 27.1 The LOC will provide a dedicated high-speed internet connection (**minimum 1 Mb/s upload and download**).
- 27.2 The LOC must provide a press centre at the race course for the general media that is adequate for the number of media in attendance.
- a) **Press Centre – equipment requirements:**
 - working space for media (tables, chairs) with power
 - high-speed internet connection (cabled or wired);
 - printing facility and high-speed photocopier;
 - notice board for maps, start lists, schedule, results and other news;

- staff and/or volunteers
- refreshments and food for entire day.

27.3 Pre-Race Press Conference (optional):

- Facilities (Seating, Tables, etc.);
- Backdrop (must be approved by ITU TD);
- Adequate audio visual equipment;
- Names and pronunciation of LOC dignitaries;
- Agenda/run sheet with introductions and questions;
- Place cards (ITU approved design);
- Food and beverage for attendees;
- Water and beverage for head table;
- Translator (if applicable);
- MC;
- Local gift for attending athletes;

27.4 Media Zones/Areas:

- 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);
- The LOC will provide a media zone at the finish line in accordance with the draft layout plan that can be found in the EOM. 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;

27.5 Post-Race Press Conference (optional):

- LOC to consult with TD about need for post-race press conference. If deemed necessary please refer to Pre-Race Press Conference requirements above.

27.6 Reporting:

- The LOC must provide a detailed reporting document to the ITU Media within 3-4 weeks after the event. This document will include:
 - Detailed Pre and Post Monitoring information (clippings, local TV stats, etc.)
 - Final Media Contact list.

28. Timing and Results Service Requirements:

28.1 Overview:

- Timing and results services are the cornerstone of a successful ITU event. The following technical requirements are 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. If there are any doubts the LOC should contact ITU with questions before signing any contracts with the timing and results service provider.

28.2 General requirements:

- a) The event must select a partner – the service provider – to secure the required quality of basic timing and results service;
- b) The service provider should work on a “near invisible” basis during the event, with absolute minimum presence on the event course;
- c) The service provider must be able to produce data displaying the results of the event, including each individual leg (swim –bike –run), and with multiple splits during each leg, where course layout accommodates this;
- d) Where possible timing systems must be hidden from media, TV and still photographers.

28.3 Timing System- Requirements of the transponder system:

- a) 100% capture rate at one metre;
- b) Reliable, all times are captured without loss;
- c) Able to capture splits for each discipline, including multiple splits for each – swim (water exit), bike and run;
- d) Attached to the athlete in an ankle band;
- e) Attached to the athlete in a manner that does not influence the performance of the athlete.
- f) Weight must be not more than 20 grams;
- g) Deliver data live in real time to the timing and results software used by the Service Provider;
- h) Able to vary in width from two to eight meters without obstacles on course;
- i) Timing of ITU events must be done with an ITU approved transponder system. Non-ITU approved systems are not allowed.
- j) Important Note: The only approved ITU timing systems are:
- k) AMB, Champion Chip, MTS (J-chip), Winning Time, My Laps
- l) Use of Timing System:
 - Timing systems should be installed so as to isolate each discipline (swim, transition one (T1), bike, transition two (T2) and run) and capture multiple split times during each discipline also (if athletes lap during the bike and the run) and provide backup lap counting on the bike and run segments.
 - The service provider must have direct connections to the timing locations;
 - On locations where this is not possible the service provider must aim at using internet based connection via DSL/GPRS/GSM (or similar mobile connection);
 - ITU emphasizes use of direct connections where the distance is less than 200 metres from the event venue timing and results base location;
 - The service provider must have live real time connections to timing locations to pull or retrieve data instantaneously;
 - All data must be delivered from the timing locations to the timing and results database in not less than 3 seconds after passing on timing system;
 - Important Note: Manually transporting times via a USB stick or similar device is not allowed.
- m) **Software:**
 - The service provider must use a fully multi-user enabled database for data storage;

- The service provider software must be able to receive data live in real time from the timing locations.

28.4 Event Venue Services:

- a) Physical printouts of all relevant data are required for the races;
- b) The timing provider should provide a gantry finish clock capable of displaying time;
- c) Printed results should be made available immediately to race officials and then to media.

28.5 Official Results Service:

- a) Official results should be made available in a timely manner in formats as specified by ITU including detailed race analysis. Exports in various formats should be possible to relevant third parties (media, event officials, etc.). Any photo finish images (if applicable) should be available instantly for event officials, media and TV partners after approval of the ITU Race Referee;
- b) The timing company must provide the results in the ITU database table for archiving on www.triathlon.org, via a pre specified Excel spread sheet.
- c) The timing company will be given this file from ITU before the event and the TD will ensure that the start lists are correct. The ITU race referee will sign off the results after each race to confirm them as official results;
- d) The files once completed and verified should be emailed to the following email address: entries@triathlon.org
- e) **Results should be emailed no later than five minutes after the official results are confirmed.** This applies to both the men's and women's races.

28.6 Manual Back-up:

- a) The timing company has to prepare a manual backup to cover the contingency of missed data because of chips lost during competition. Furthermore in the event of catastrophic and unavoidable failure of the timing systems, the timing company should have a manual back-up system to provide accurate finish time and position data.