SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

INTERNATIONAL TRIATHLON UNION

LOC REQUIREMENTS: WORLD CUPS – MARCH 2018

LOC REQUIREMENTS
WORLD CUP
SECTION A:
OVERVIEW OF WORLD CUPS & THE MANAGEMENT TEAM
SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

1. INTRODUCTION

1.1 The ITU Triathlon World Cup (circuit) is wholly owned by the International Triathlon Union (ITU), the world governing body of the sport. ITU will use its highly-experienced staff to support each Local Organising Committee (LOC) in delivering a world class event. ITU will provide key operational staff to support the event (outlined below) during its operation.

1.2 The Objectives of the ITU Management Team (ITU) are:

a. To form a management partnership with the Local Organising Committee (LOC) and the Host City (HC) to support the LOC in reaching the world class standard consistent with each ITU Triathlon World Cup event;

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

c. To ensure the LOC complies with the ITU Competition Rules.

2. THE PRINCIPLES OF ITU WORLD CUP EVENTS

2.1 A safe and fair environment for the athletes;

2.2 High quality events with consistent technical standards and brand consistency i.e. ‘Look and Feel’;

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

2.4 Deliver to a worldwide audience through digital platforms; Live streaming via TriathlonLive, social media content providing fully traceable exposure for stakeholders;

2.5 Opportunity to bring international visitors to the host city;

2.6 Deliver high quality opportunities and total satisfaction to sponsors;

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

2.8 Development opportunities for community and corporate participation.

3. KEY CRITERIA

3.1 High quality events with consistent brand and standards.

3.2 Elite events on a multi-lap course;

3.3 Mass participation events managed according to the ITU Competition Rules and linked to the elite programme to create a major spectacle;

3.4 Venue set up in city or other iconic location with grandstand and optional live TV coverage on big screens;

3.5 Large numbers of spectators;

3.6 High Quality experience for all participants;

3.7 Test event to be organised before hosting the first ITU Triathlon World Cup. A Continental Cup level is preferred, but to be agreed by ITU.

4. “THE TEAMS”

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

4.1 The ITU Management Team (ITU) will interact with the LOC event team on multiple levels. Below is a description of the ITU and their roles:

a. ITU Sport Director is responsible for the general management and oversight of the circuit:

• Overall strategy, planning and organisation;
• Circuit approvals and recommendations;
• Coordinate city bid process and event scheduling;
• LOC-ITU event agreement negotiation and management;
• Athlete agreements and prize money recommendations;
• Evaluation of commercial elements during bid process.

b. ITU Project Manager in the preparation phase and the Team Leader (TL) during the on-site delivery phase. An ITU TL will be assigned to each world cup event and will work closely with the TD and the Assistant TD:

• Evaluation of event technical elements during bid process;
• Maintain the technical standards throughout the whole circuit;
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- General management and quality control of the preparations of all operations and services;
- Project plan coordination and follow-up;
- ITU Team coordination and management;
- ITU logo protocol;
- ITU advertising;
- Implement and delivery of all Global contractual rights;
- Implement Branding requirements;
- Coordinate team meetings; set agendas in conjunction with the TD, record and distribute minutes;
- Provide accreditation protocol management for the Field of Play;
- Manage the operation and delivery of ITU Event Protocols in coordination with the LOC;
- Ensure all LOC event insurance requirements;
- Approves all commercial/advertising products such as brochures, posters, ads, web design, and merchandising;
- Implement the ITU Branding Requirements;
- Manage VIP requirements;
- Oversees all sport presentation matters on-site, which was approved by ITU, including facilities, equipment and run-sheets/scripts;
- Approval of accommodation, offices, facilities, functions and transportation.

c. ITU Event and Athlete Services Manager:
- Management of global logistics and shipping;
- Manage production and inventory of world cup supplies;
- Manage ITU team travel, accreditations and SIM card needs.

d. ITU Sport Results Senior Manager:
- Elite athletes entries management and elite start list production (including numbering);
- Liaison with the Timing companies.

e. ITU Technical Delegate (TD): An ITU TD will be assigned to each ITU Triathlon World Cup. The TD will have a team on-site and will assign specific roles and responsibilities. This team will include the Assistant TD, the Medical Delegate and a number of International and National Technical Officials. The TD will act as a link with the ITU Anti-Doping Director. The responsibilities of the TD are:
  - Primary contact for all technical, competition and operational elements;
  - Venue and course design including measurement, permits and approvals, infrastructure integrity, aid stations, communications, contingency plans;
  - Coordination of Technical Officials, marshals, and volunteers.

- Manage the implementation of the applicable rules for all competitions;
- Safety management;
- Approval of security plans;
- Medical management;
- Environmental management;
- Anti-Doping management;
- Elite athlete registration, briefings and training facilities management;
- Timing and Results management;
- Age Group technical management;
- Oversee all LOC website information for accuracy and consistency;
- Post-event technical reporting;
- Deliver Technical Officials’ Development Programme.

f. ITU Head of Communications in the preparation phase and the Media Delegate during the on-site delivery phase:
- Oversee all ITU Media staff on-site and be the first point of contact for all media matters (non-TV);
- Approve all planned media facilities, media technical support and media hosting with TD and TL;
- Request and review all LOC media and communication plans in cooperation with the ITU TV Producer;
- Develop and implement ITU social media plan and actions for the event, both before and during the event;
- Coordinate athlete interviews;
- Coordinate press services and manage ITU press team;
- Produce a post-event media report.

g. Head of IT & Broadcast in the preparation phase and ITU TV Producer during the on-site delivery phase:
- First point of contact for all television matters with the host broadcaster and any other relevant parties;
- Coordination of the work of the ITU camera crew on site;
- Produce post-race news feed, webcast and magazine show.
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4.2 LOC Team:

a. LOC Event Director:
   • Overall management and coordination of the event;
   • Main contact person for the LOC on all important coordination activities and decisions.

b. LOC Director of Venue and Technical Operations:
   • Course selection and mapping;
   • Secure Permits and devise safety plan;
   • Venue set-up and technical operations.

c. LOC Director of Marketing and Sponsorship:
   • Creation of a LOC marketing concept for the LOC sponsors that is in keeping with the ITU Triathlon World Cup Branding Guidelines;
   • Implementation of the branding plan;
   • Provision of volunteers to assist with the installation of the branding including provision of equipment necessary for branding installation and take down;
   • Provide the LOC sponsor material for the big screen and the announcers’ scripts to the TL (if applicable);
   • Source on-site crowd entertainment features, performances and interactions.

d. LOC Media Director:
   • Main contact to ITU Media Manager/Delegate and local media;
   • Arrange pre promotion of event;
   • Organise all press and photo media on site in conjunction with ITU Media Manager/Delegate;
   • Organise press conferences in conjunction with ITU Media Manager/Delegate;
   • Provide the ITU Media Manager/Delegate with the post-race media monitoring report;
   • Main contact to ITU TV Producer;
   • Assist with scenic footage / shoot locations;
   • Coordinate any LOC TV Broadcasters.

e. LOC Sport Presentation Manager:
   • Create scripts and ensures that the entire presentation team is familiar with the scripts and their particular role;
   • Coordinate all ceremony-related requirements and protocol;
   • Coordinate and produce all rehearsals with TL;
   • Coordinate ceremony staff.

5. ADMINISTRATION

5.1 Official Language:

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

b. If the local language is something other than English, the event announcers will provide at least 20% of the information in English.

5.2 Site visits:

a. Site visits are done prior to the event taking place;

b. Evaluation site visit is taking place during the bidding period in case no World Cup were hosted before on the same venue/course by the same LOC. Accommodation, travel and local transportation expenses must be covered by the LOC for maximum 2 ITU delegates;

c. One or more coordination site visit(s) may be taking place in case of a successful bid. Accommodation and local transportation expenses must be covered by the LOC for maximum 2 ITU delegates;

d. Documentation: During a site visit, the following information (but not limited to) should be available:
   • LOC team (organisation structure with experience of key members);
   • Environmental data (tides, weather forecast history, water quality heat stress index, air pollution index);
   • Provisional event schedule;
   • Venue and course maps;
   • Required permits and approvals and event insurance;
   • Budget outline, including confirmed revenue streams;
   • Facilities & Infrastructure
   • Location;
   • Hotels, restaurants and medical facilities;
   • Accessibility and public transport.

5.3 Event Agreement:

a. The Event Agreement is required for all ITU Triathlon World Cups. All provisions of the Event Agreement document are legally binding upon all LOCs that have been awarded an ITU Triathlon World Cup;
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b. ITU has authority to ensure the implementation and interpretation of the Event Agreement document.

5.4 Insurance:

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

b. LOC shall, at its cost, insure and keep insured with a reputable insurance company, a standard public liability and property damage insurance policy to cover the risks of insurable nature under this Agreement and the staging of the Event and the related events for an amount not less than US$ 5,000,000. The policy of insurance shall name, as insured, LOC, ITU, the Global Partners, Global Sponsors, the ITU Executive Board and Staff, the ITU International Technical Officials, and the respective LOC directors, officers, agents, volunteers, employees and contractors. ITU technical officials and staff shall be covered identically to the LOC people;

c. Event Certificate of Insurance: The official certificate of insurance, with all additional insured added, must be provided to ITU, at least 90 days prior to the start of the competition;

d. Athletes’ Insurance: each athlete must acquire medical/ travel insurance which offers the legal requirements for the country where the competition is being organised unless their NF has a license system including such coverage.

5.5 Scheduling:

a. The final competition schedule needs to be approved by the TD;

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

c. Draft schedule:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Elite standard distance event</th>
<th>Elite sprint distance event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes’ lounge check in</td>
<td>1h30 minutes to 30 minutes before the start of the event</td>
<td>1h30 minutes to 30 minutes before the start of the event</td>
</tr>
<tr>
<td>Transition Zone Check in</td>
<td>1h to 15 minutes before the start of the event</td>
<td>1h to 15 minutes before the start of the event</td>
</tr>
<tr>
<td>Athletes’ swim warm up</td>
<td>1h to 15 minutes before the start of the event</td>
<td>1h to 15 minutes before the start of the event</td>
</tr>
<tr>
<td>Athletes’ introduction</td>
<td>10 minutes before the event</td>
<td>10 minutes before the event</td>
</tr>
<tr>
<td>Race start</td>
<td>0 time</td>
<td>0 time</td>
</tr>
<tr>
<td>Transition zone check out</td>
<td>After the last athletes passed through the transition zone on the bell lap (the bikes will be checked out by the TOs if there is another event).</td>
<td>After the last athletes passed through the transition zone on the bell lap (the bikes will be checked out by the TOs if there is another event).</td>
</tr>
</tbody>
</table>

d. The LOC and the NF are completely responsible for the Age Group event and the International Technical Officials’ team may not be involved in the specific event, which may follow the competition rules of the host NF.

5.6 Registration:

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

b. Entry Fees and Payment: There is no entry fee for elite athletes in the ITU Triathlon World Cup. The entry fee for Age Group athletes will be agreed between the LOC and ITU;

c. ITU also advises the inclusion of junior, youth and kids races in the weekend schedule.
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5.7 Accountability:

a. The LOC is accountable for the following:
   • Compliance with the Event Agreement;
   • All contracts associated with local suppliers and sponsors;
   • Budgets, payroll, purchasing and invoicing, insurance, athlete waivers, permits and approvals, water quality test, travel visas, reporting schedule and checklists;
   • Accuracy of website content;
   • The LOC must use ITU website as the primary event information;
   • The site is to be maintained in English;
   • Event and race related changes and updates must be approved by the TD before publishing;
   • Please contact webmaster@triathlon.org for setup.

5.8 Permits and Approvals: The LOC must:

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

b. Have ITU’s approval for all segments of the course, which must be secured prior to awarding an ITU event;

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

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

e. Provide ITU with tide tables (where applicable) during bid stage;

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

5.9 Reporting Schedule and Checklists: The LOC must:

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

b. Provide reports upon the request of ITU;

c. Participate on the progress report calls;

d. Participate on the 30 days prior to the event the general ITU/LOC call;

e. Use the ITU online project management tool via the WeTrack software. It provides the opportunity to monitor and update the plans/deliverables from the event. All documents/minutes to be sorted and alerts/reminders will be generated through the platform.

5.10 ITU – LOC On-site Meeting:

a. A series of on-site meetings will be scheduled during the week leading up to the event;

b. The schedule of meetings will be prepared by the Team Leader and the Technical Delegate;

c. The Team Leader, Technical Delegate, Media Delegate, TV Producer, LOC Event Director, LOC Director of Technical and Venue Operations, LOC Director of Marketing and Sponsorship will attend the first on-site meeting;

d. Course and venue maps, branding plan, concept of course safety, staff and security operation plan including radio plan and protocol, event schedule including swim heats, medical plan, athlete services plan, contingency plans are required material for the meeting.

5.11 Event week meetings: The event-week meetings and rehearsals will be confirmed and circulated following the initial ITU – LOC on-site meeting. The following meetings will be scheduled:

• TV Production Meeting;
• Media Management Meeting;
• Event Design Meeting;
• ITU Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting;
• Rehearsal schedule for Sport Presentation and Medal Ceremony;
• Timing and Results Meeting;
• Motorbike drivers’ Meeting;
• Marine Meeting;
• Medical Meeting;
• Registration Meeting.
5.12 Travel Visas: The LOC must:
   a. Provide all necessary information and assistance for athletes and officials requiring visas for entry into the host country;
   b. Get the detailed visa information from the host country’s Customs and Immigration Department;
   c. The LOC must post the detailed travel visa information on the event website; Upon receipt of applications for a visa, the LOC will liaise; with the athletes/coaches’/officials’ NF and ITU;
   d. Not issue visa invitations without prior approval and confirmation of that athletes, coaches and/or official’s good standing with ITU.

5.13 Accreditation Protocol: The LOC must:
   a. Use the standardised accreditation system, outlined in the Event Organisers’ Manual;
   b. Pay particular attention to both the precise design of the accreditation, the secure zone signage, and the implementation of an effective security team to manage and control the accreditation and security on site;
   c. Only accredit the approved coaches’ accreditation list that ITU will announce 5 days before the event. Only coaches listed on this list can receive wristband (provided by ITU). All other requests should be directed to the TD;
   d. Only accredit the approved team medicals’ accreditation list that ITU will announce 5 days before the event. Only team medicals listed on this list can receive wristband (provided by ITU). All other requests should be directed to the Medical Delegate;
   e. The final plan and proposed accreditation cards, zone control signage and venue accreditation plans/flows must be submitted to TD for approval 60 days in advance of the event;
   f. Minimum 60 days prior to the event, ITU will provide the LOC the list of accreditations needed for the ITU team.

6. SERVICES

6.1 Staff and Volunteer Services:
   a. The event should have adequate paid staff to meet the requirements of hosting an event of this calibre;
   b. Volunteers: First look to recruit personal contacts of LOC committee members as they often provide the most reliable resources;
   c. Specific training must be provided to:
      - Field of Play volunteers;
      - Athlete Services volunteers;
      - Medical and Anti-doping volunteers;
      - VIP Hosting volunteers;
      - Transportation volunteers;
      - General Information volunteers.
   d. Volunteers should have a general understanding and awareness of all aspects of the event. Volunteers are the ‘Face’ of the event and represent the local community to the world.

6.2 Athlete Services:
   a. The most important people at the event are the athletes. Their overall view of the event will be reflected not just in the race but in the consideration that has gone into anticipating their needs;
   b. Basic Athlete Services to be provided by the LOC include (free of charge for the Elite athletes):
      - Airport Transportation: including provisions for bike transportation;
      - Athlete Services: information booths at the airport, hotels and venue;
      - Accommodation Services: adequate distribution of information on all available accommodation;
      - Free rooms as per Event Agreement;
      - Internet Access: in the host hotel and at the venue;
      - Medical services: Information provided on medical emergency services, massage and physiotherapy services;
      - Training services and warm-up opportunities: Access to the swim, bike and run courses for pre-event training (Course Familiarisation) is mandatory with adequate traffic control. Swimming pool facilities will be required for 2 sessions daily with modest price for the Elite athletes during the lead up to the Elite races. The schedule must be approved by the Technical Delegate;
      - Bike Mechanic Service for all athletes.
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6.3 VIP / Sponsor Services:

a. A VIP / Sponsor Hosting Plan must meet the following minimum requirements:
   • Complimentary scheduled VIP Airport Transportation including ITU Guests;
   • VIP accreditation should be planned and provided to all VIP level sponsors and guests:
     Invitations will be issued to the on-site VIP Tent and to all social functions as per Event Agreement and the Sponsorship and Event Design Guide;
   • VIP Transportation to race venue and to social functions planned as required;
   • Sponsor Package and/or special event souvenir should be packaged for all sponsors and VIPs and must include a detailed Event Schedule;
   • Special consideration must be given to any planned presentations to sponsors and/or VIPs and should be approved by the TL.

6.4 Spectator Services:

a. Road closures will often result in extra considerations for getting spectators on site. It must be part of the event planning process and must be approved by TD;

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

6.5 Technical Officials Services:

a. ITU will be provided by the NF/LOC with a list of local Technical Officials 45 days before the event. The list, including all Field of Play officials as well as the chief race official. The list is subject to change by ITU;

b. Minimum number of TOs to be provided by the NF/LOC will be determined by the Technical Delegate. In case the Host National Federation is not able to provide the full list of Technical Officials, then the accommodation costs of the required Self-Funded officials must be covered by the LOC;

c. Responsibility of the LOC/Host NF to cover the expenses of the National Technical Officials. LOC/Host NF encouraged to offer rooms for Self-Funded Technical Officials;

d. The LOC will provide all ITU and NF Technical Officials and all ITU Staff with the same race package as given to athletes, i.e., event t-shirt, tickets to all events, and sponsor gifts.
SECTION B: TECHNICAL AND VENUE OPERATIONS

1. TECHNICAL OPERATIONS

1.1 General:

a. This section combines the duties of the Technical and Venue Operations. All these operations should cover both elite and age group events with different requirements.

b. Registration:
   - Elite Athletes and Coaches;
   - Team Medical.

c. Briefings:
   - Elite Athletes;
   - Elite Coaches.

1.2 Venue Operations:
The Venue must be presented in a manner that showcases an event of World Cup status. A detailed description of the required venue layout, equipment list and procedures can be found in the Event Organisers’ Manual. The venue includes:

a. The start, transition and finish area in a ‘stadium-like’ design;

b. Large area for grandstand;

c. A broadcast compound (including commentary positions), big screens and scoreboards (if applicable);

d. Elite athletes’ area;

e. Expo and spectators’ area;

f. Operations area;

g. VIP and hospitality area;

h. Press center.

1.3 Field of Play:

a. Number and length of laps: All information related to the number and length of laps can be found in the Event Organiser’s Manual, section 2.10.

1.4 Swim Course:

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

b. Start Platform:
   - Stable platform for a dive start is required for the elite events;
   - A platform beach start is acceptable only if there is no possibility of a dive start;
   - Swim pontoon/platform specifications: measuring minimum 60mx3m;
   - The height of the pontoon is ideally between 0.2m and 0.5m;
   - The space per athlete must be a minimum of 0.75m;
   - The swim platform will be completely covered in “blue” carpet.

c. Water Quality:
   - Water quality must be submitted to the Technical Delegate as per the ITU Competition Rules;
   - Additional test should be provided upon TD’s request;
   - Water Quality Tolerance Limits can be found in the ITU Competition Rules.

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

1.5 Transition:

a. Individual bike racks are mandatory for Elite Athletes;

b. Carpet is required in Elite transition and must extend to the swim exit;

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

1.6 Bike Course:

a. General requirements:
   - Hard fencing is required in high traffic areas, on the road leading in and out of transition at least 400m, all corners, to fix sponsor boards and banners in accordance with branding plan.

b. All other detailed description of required bike course personnel, equipment list and procedures can be found in the Event Organiser’s Manual, section 4.5 to 4.7.
1.7 Wheel Station:
   a. A minimum of two wheel stations must be provided by the LOC;
   b. Both wheel stations have to be equipped by the LOC with racks and wheels;
   c. Detailed description of required wheel station personnel, equipment list and procedures can be found in the Event Organisers’ Manual, section 4.8.

1.8 Lap Counting:
   a. Lap verification is needed to control the bike and run laps;
   b. The lap counting board should be visible to the announcer and should be 1m high x 0.75m wide;
   c. This board will indicate the number of laps remaining for the race leader;
   d. Detailed description of required lap counting personnel, equipment list and procedures can be found in the Event Organisers’ Manual, section 4.9.

1.9 Run Course:
   a. General requirements:
      • Hard fencing is required in high traffic areas; on the road leading in and out of transition at least 400m, and on all corners;
   b. All other detailed description of required run course personnel, equipment list and procedures can be found in the Event Organiser’s Manual, section 4.11.

1.10 Aid Station:
   a. Aid stations should be a maximum of 1.25km apart throughout the run, unless more are requested by the TD;
   b. All other detailed description of required aid station personnel, equipment list and procedures can be found in the Event Organiser’s Manual, section 4.12.

1.11 Penalty Box
   a. The number and exact placement of the penalty box will be determined by the TD;
   b. The area must be secured;
   c. All other detailed description of required penalty personnel, equipment list and procedures can be found in the Event Organiser’s Manual, section 4.13.

1.12 Finish Area:
   a. A detailed description of required finish area design, requirement, personnel, equipment list and procedures can be found in the Event Organisers Manual, section 4.14.

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

1.14 Mixed Relay Zone (if applicable):
   a. A detailed description of mixed relay zone design, requirements, personnel, equipment list and procedures can be found in the Event Organiser’s Manual, section 4.16.

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

2. MEDICAL MANAGEMENT

2.1 A complete medical plan must be approved by the Medical Delegate. A detailed plan from the LOC Medical Director should be submitted to 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.

2.2 A detailed description of required medical personnel, equipment list and procedures can be found in the Event Organisers Manual;
2.3 In case of accident the adequate transportation of the athlete from the course to the hospital is the responsibility and cost of the LOC.

3. ANTI-DOPING CONTROL

3.1 In-competition: Provision must be made to provide Doping Control at the event.

3.2 WAD Code: The ITU Anti-Doping Rules comply with WAD Code. See www.triathlon.org for the ITU Anti-Doping Rules and other relevant information. The tests must comply with the ITU Anti-doping Rules and the WAD Code and relevant Technical Documents using an ITU-approved Sample Collection Agency and a WADA accredited laboratory;

3.3 Doping Control Facilities: Doping control facilities for in-competition (following the event) and out-of-competition (prior to the event) must be provided and costs covered by the LOC. An on-site, in-competition facility must be ready for use immediately following the event. As well, an out-of-competition facility needs to be ready for use a specified number of days before the event. The specifications of the Doping Control Facility can be found in the Event Organisers’ Manual;

3.4 Number of Anti-Doping Control Tests:
   a. 10 urine tests (five per gender) are carried out in accordance with the ITU Anti-Doping Rules and the Event Agreement. At a minimum, the test menu should be according to the percentages in the Technical Document for Sport Specific Analysis. (TDSSA).

4. FACILITIES, EQUIPMENT AND VOLUNTEER REQUIREMENTS

4.1 Facilities: the following are required
   a. Athletes’ Lounge;
   b. Recovery Area;
   c. Medical Centre;
   d. Doping Control Station;
   e. Volunteers’ Tent;
   f. Venue Control Centre;
   g. Technical Officials’ Lounge;
   h. Media Centre;
   i. Timing and Results Office;
   j. Sport Presentation booth;
   k. ITU Media Room;
   l. VIP and VVIP Area;
   m. Spectator Grandstands;
   n. Clean & Waste Compound;
   o. Logistics/ Operations Compound;
   p. Operations Office;

4.2 Communications: Power, internet, IT support and communication equipment will be provided by the LOC that will enable ITU to cover the event:
   a. The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in the Event Agreement and Event Organisers’ Manual;
   b. Timing and Results Service Company must to be approved by ITU.

4.3 ITU Office: LOC will provide as follows:
   a. A detailed description of ITU office design, requirements and equipment list can be found in the Event Organiser’s Manual, section 5.2.12.
   b. Additional ITU Office might be requested in the host hotel, depending on the distance between the host hotel and the venue.

4.4 Athletes briefing:
   a. A separate athletes’ briefing should be provided for each competition category. An additional coaches’ meeting may be requested by ITU;
   b. Room Size and Set Up:
      • Auditorium for 250 people;
      • 4 tables for athlete registration and check-in;
      • Paper and pens;
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- High speed internet connection;
- Refreshments for all athletes;
- Head Table with 4 chairs and a speaker stand;
- PA facility and AV projector.

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

4.5 On-site Media office:

a. A detailed description of media office design, requirements and equipment list can be found in the Event Organiser’s Manual, section 5.2.11.

4.6 Press Centre:

a. A detailed description of press centre design, requirements and equipment list can be found in the Event Organiser’s Manual, section 5.2.15.

4.7 LOC Race Information and Accreditation Office:

a. Size, Location: On-site and open from Thursday before the event to Monday after the event;

b. Equipment:
   - High speed internet connection;
   - Printer and photocopy machine;
   - Refreshments.

4.8 Volunteer Requests:

a. The LOC should provide the following volunteers to the ITU:
   - 2 volunteers to assist the ITU Media Delegate;
   - 4 volunteers at the elite athletes’ registration for briefing and race day.

5. TRANSPORTATION PLAN

5.1 A coordinated transportation plan, must be provided, at the LOC cost to and from the airport:

a. For elite athletes and elite coaches;

b. For ITU personnel.

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

a. 4 bicycles/scooters for easy transportation between hotel and venue or other means of transportations as agreed with the SMT;

b. A minivan to be provided for the ITU media team from 3 days prior the first competition day, till 1 day after the last competition day;

c. 6 motorbikes with drivers for the elite events:
   - ITU photographer (1);
   - Pool photographer (1);
   - ITU Technical Officials (2);
   - ITU Cameraman (2).

d. A total of 4 boats need to be provided to the ITU by the LOC for the swim course operations:
   - ITU Technical Officials (2);
   - Media (1);
   - Broadcasters (1);
   - The number of boats with drivers that the LOC should provide for medical and rescue will be determined by the ITU TD following the site visits;
   - Note: The numbers required above may be changed by ITU according to the distance from the host hotel to the venue or the complexity of the courses and the competition schedule.
SECTION B: TECHNICAL AND VENUE OPERATIONS

6. ACCOMMODATION REQUIREMENTS

6.1 ITU Host Hotel Accommodation:

a. Total room nights required for the SMT:
   - Single room: 42
   - Twin room: 5

<table>
<thead>
<tr>
<th>TYPE OF ROOMS</th>
<th># OF NIGHTS</th>
<th># OF ROOMS</th>
</tr>
</thead>
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<td>1</td>
</tr>
<tr>
<td>Single</td>
<td>6</td>
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<td>Twin</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>

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

c. Breakfast needs to be included in the room nights;

d. The LOC TV crew working together with the ITU TV Producer is not considered in the ITU room allocation.

6.2 Sport Expo Facilities:

a. Optionally a 3mx3m booth space must be provided free of charge to ITU.

b. The space must be uniformly laid out and approved by the TL. It will include the following:
   - Power and water source provided;
   - Flooring (depending on the venue surface);
   - Internet facilities;
   - 24 hours Security.

7. COMMUNICATION PLAN

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

7.2 The final radios distribution plan should be approved by the TD;

7.3 LOC should provide to the ITU 20 radios in 2 channels and 6 cell phones with sim cards including data and 2 sim cards with unlimited data package.

8. TECHNICAL OFFICIALS EQUIPMENT

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

9. ATHLETES’ EQUIPMENT

9.1 ITU will provide the following equipment for the elite athletes:

a. Elite Swim caps;

b. Elite bike/helmet stickers;

c. Elite body decals;

d. Elite medals;

10. CATERING REQUIREMENTS

10.1 Meals and refreshments: will be provided for the ITU and ITOs by the LOC at the rate of 1 meal for every 6 hours that they will work at the venue area. The provided services should be approved by the ITU TD.

11. CONTINGENCY PLAN

11.1 A detailed description and procedures of contingency plan can be found:
   - in the Competition Rules, section 2.12, 4.4, 10.2 and 10.8.
12. OPERATION PLANS

12.1. The following operations plans will be checked by the ITU via the WeTrack project management online tool leading up to the event:

a. Accreditation: Access control plan, Accreditation plan, Dot plan;

b. Athletes’ services: Accommodation plan, Athletes’ guide, Registration materials, Registration plan, Training plans, Training sites booking, Transportation plan;

c. Bike/Run: measurement certificate, operational maps, road surface reconstruction plan, route risk assessment plan, route signage plan, traffic management plan;

d. Communication: Communication plan, VCC operation plan;

e. Doping control: Doping control plan;

f. General: Budget, catering plan, contingency plan, Daily competition activities schedule, Equipment list, insurance certificate, project plan / critical path, provisional schedule, waves calculation;

g. Marketing: Branding plan;

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

i. Safety: cold/heat stress conditions preparations, competition medical management, evacuation plan, health & safety plan, medical plan, water quality, weather updates;

j. Spectator: spectator services/ spectators’ guide;

k. Sport presentation: sport presentation plan, sound system plan;

l. Staffing: LOC structure, Staff training plan, Volunteer distribution plan, Volunteer roistering;

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

n. Timing: timing plan;

o. TOs: Assignments, daily run sheet, moto requirement plan, TOs’ newsletter, TOs services;

p. TZ: transition zone set up plan;

q. Venue: build in plan, cables plan, FF&E distribution plan, site plan, venue map, way finding signage plan;

r. VIP: VIP services plan.

13. RISK ASSESSMENT

a. ITU will go through a risk assessment analysis with the LOC 6 months prior to the event, 2 months prior to the event and 1 day before the event.

b. During this assessment they will check the potential issues and the responses to those.
SECTION C: ITU EVENT PROTOCOLS

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

1. ITU SPORT PRESENTATION

1.1 The Sport Presentation deals specifically with presenting the sport action at the competition venue. It is designed to outline the ideal situation where there is a live TV broadcast. It can be modified for events without a live broadcast but must be done in consultation with ITU.

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

1.3 The use of Big Screens with the live broadcast feed are a requirement for World Triathlon Series events.

2. ITU VIP HOSTING AND CEREMONY PROTOCOLS

2.1 This section outlines ITU’s strict VIP protocols as it pertains to all official functions:

a. A VIP guest list will be created and agreed to by ITU and LOC. A formal written invitation will be supplied by ITU and send to guests under the signature of the ITU President;

b. LOC will provide ITU with the exact time schedules for each VIP event;

c. An RSVP management system will be agreed to between ITU and LOC;

d. Important VIP guests to be included are:
   - The highest ranked local politicians, e.g., the Premier, the Mayor, The Head of Tourism authority and any other key political figures;
   - Representatives of the National Olympic Committee;
   - ITU Executive Board members;
   - The National Federation President and Secretary General;
   - Top level sponsors of ITU and LOC;
   - ITU Senior staff and the Technical Delegate(s) for the event;
   - Others as mutually agreed between ITU and LOC.

2.2. VIP Meet and Greet Protocol:

a. ITU and LOC protocol managers will agree on a gathering place for VIPs at each function with a host or hostess to introduce and greet the guests;

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

c. If accreditation cards have not been provided, name tags should be available. The VIPs given name should be on the first line in font 16 and the family name on second line in font 14. The person’s title should be on third line in font 14;

d. The ITU logo must be on the name cards;

e. Guests scheduled to speak should be given ample advance notice and briefed on the programme for the particular function;

f. An event souvenir or ITU pins can be used to acknowledge their attendance.

2.3 ITU Gift Giving Protocol:

a. ITU will provide a small gift to the LOC/NF and the Host City;

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

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

2.4 Transportation Protocol:

a. Transportation arrangements must be made to take ITU guests to and from the various functions;

b. The ITU President and ITU Secretary General should be assigned a personal driver (or car) if present at the event;

c. Parking instructions and parking passes, if suitable, should be provided to all guests who may be using their own transport to get to the particular venue.

2.5 Flag Protocol:

a. LOC must make arrangements for country flags well in advance of the event. Country flags can sometimes be secured from the government protocol office; otherwise they have to be purchased;
b. There should be one complete set of flags on display at the venue and another set of flags for
the medal ceremonies;
c. The TD will advise the LOC of cases where there could be more than one athlete from the same
country on the podium;
d. The setup of the flags for the venue will be place in the following order from left to right:
   • Host country;
   • Alphabetical country order;
   • ITU Flag.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING & TELEVISION
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

The Part below contains the LOC requirements for the host broadcast company for the event. Please note that all requirements in this section are a guide only and adjustments may occur depending on the course and other local circumstances. The final set-up will be determined after a site survey, including the requirements of the LOC.

1. INTRODUCTION

This section of the LOC Requirement details the services provided by the ITU media team and the requirements for the LOC. Please read the document carefully to ensure that all requirements are satisfied. The ITU Media team will offer the following service:

1.1 ITU Digital Services:
   a. ITU will cover the events through its network of digital platforms.
   b. ITU encourages live streaming of the event where possible. ITU will work with the LOC to help deliver a live stream. ITU will provide the streaming servers for distribution via TriathlonLive.tv;
   c. Live timing and results display;
   d. Pre and post-race video, features;
   e. Post-race event photo gallery and news releases;
   f. Full results postings;
   g. Digital Media Report

1.2 ITU Print and press services:
   a. High quality professional photography of each race. These photographs will be made available to the LOC free of charge for editorial and internal promotional use;
   b. Distribution of images though international photo agencies;
   c. Preview and review features and stories of each race. These features are freely available to the LOC for distribution;
   d. Tailored releases to key markets highlighting key athletes and newsworthy items;
   e. Detailed pre-race notes and statistics;
   f. Management of press operations on site, including management of the media zone by an assigned ITU Media Delegate;
   g. Assistance in coordination of interviews and athlete management;
   h. Triathlon News Service featuring rapid distribution of athlete biographies, flash quotes and other information.

1.3 Television and News:
   a. In order to continue to engage our audiences and improve our reach and products we have moved away from traditional Magazine show format to focus more on digital, social and particularly live offerings:
      • Current restrictions on Magazine show delivery lead us to producing a stale product once it comes to market.
        Broadcast market is moving this direction. Moving away from traditional linear to more digital and fresh content.
      • ITU will continue to send crews to shoot the events and produce broadcast news, online highlights, social pieces and interviews though pushing more resources and working with LOC’s to stream live video as much as possible.
      • As well as increasing social content with more bitesize digestible formats that audience demands. From our current offerings we can see large traction and appetite for this content. Increasing visibility for the event, sport, athlete and sponsors.
      • We can still provide event footage for domestic broadcasters to create their own highlights or extend highlights into their sports shows beyond the 3 minute news highlights. This is available immediately post race.
   b. ITU will produce a highlights package for both the men’s and women’s races, for distribution to its media databases and via YouTube and Social Media channels-

1.4 Requirements of the LOC:
   a. High speed cabled internet connection;
   b. 2 Motos. 1,000cc (already listed Section B, 5.2);
   c. 1 small boat with interior flat bottom (already listed Section B, 5.2);
   d. 4 Data sim cards for streaming packs. 3 GB data each;
   e. RTMP stream feed from any streaming service / broadcast. Contact webmaster@triathlon.org for details.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

2. ITU MEDIA TEAM REQUIREMENTS

2.1 Overview:

a. The ITU Print Media Team consists of one ITU Media Delegate and one ITU Photographer;

b. The Media Delegate prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The media delegate along with the ITU Media Department will act as a liaison between the LOC and elite athletes and also help coordinate media operations on site i.e. – press conferences, media accreditation, media briefing, media zones/areas and hosting;

c. The ITU Photographer captures photos from the event for distribution and ITU use. Each LOC will receive copies of the photos taken for internal use. The LOC must provide two motorbikes, drivers and extra helmets for the use of the ITU Photographer and any agency photographers (pool photographers) if in attendance;

d. LOC must provide media vests that must be distributed and collected to media by the LOC media team;

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

2.2 ITU Facility Requirements:

a. The LOC must provide an ITU Media Office (for print and TV) in the host hotel – which may be the same as the official ITU office from 3 days prior to the event until race day. The office should have power, internet facilities, refreshments, a printer and sufficient space for 4 media people. This facility will be shared with the television teams;

b. The LOC must also provide an on-site media office, for the ITU Media Delegate and ITU Photographer. The facility must be situated at the race venue, and internet access/power should be available for use from one day prior to the first race until the morning following the final race. The office should be a minimum of 15 m2. There should be table and chairs for 4 people and computers. The LOC will provide a dedicated high-speed internet connection (minimum 20 Mb/s upload and download) and router/switch with minimum six free ports available;

c. The line cannot be shared with any other service provider (ITU media, general media, timing etc.);

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

e. The LOC must provide a press centre at the race course for the general media that is adequate for the number of media in attendance.

2.3 Press Centre – equipment requirements:

a. The LOC will provide a stable high-speed internet connection and router / switch with enough ports for the expected number of media;

b. Black and white laser printing facility;

c. A high-speed photocopier with sufficient paper supplies and extra stationery;

d. Notice board for maps, results and other news;

e. Pigeon holes for press releases, course and athlete information and quotes;

f. Extra stationery, pens and pencils;

g. All printed media information (see Appendix A section 1.2 below for detailed information);

h. Refreshments and food for entire day;

i. Storage for photographer and media personal items;

j. Monitor broadcasting big screen or live TV/internet feed (if applicable).

2.4 Media Operations:

a. Media Accreditation and Identification:

• Media must be accredited according to ITU accreditation guidelines document. This is available in the Event Organiser’s Manual;

• All media accreditation applications must be approved by ITU Media Delegate. The final media accreditation application list must be emailed ITU seven days prior to the event. ITU Media staff (TV Crew, Photographer and Management) will have special identification. The LOC will be notified of this identification by the Team Leader;

• Media vests must be provided by the LOC and should be distributed in coordination with the ITU Media Delegate. The LOC is responsible for distributing and collecting all vests.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

2.5 International Media:
   a. LOC to create a media invitation 30 days before the event for media that will in turn be sent out to international media and trade publications by ITU if desired. ITU will also solicit attendance from media;
   b. LOC should endeavor to provide accommodation with breakfast for international media attending the event. Media is responsible for payment, but the LOC should strongly consider having a budget to host international media. Accommodation should be in close proximity to Media Centre and race site. If not, the LOC is responsible to provide adequate transportation to and from the media centre prior to the event and on race day.

2.6 Pre-Race Press Conference (optional):
   a. The Pre-Race Press Conference timing will be determined 30 days out from the event in consultation with ITU;
   b. Food should be made available for media and attendees;
   c. LOC must forward to ITU Media Delegate the requested attendees list (ITU athletes and delegates) a minimum one week before the press conference to guarantee attendance. ITU will aid in the solicitation of invitations;
   d. LOC will ensure adequate facilities are prepared within close proximity to the host hotel (otherwise adequate transportation must be arranged);
   e. LOC must keep a media attendance record for the press conference and forward to ITU Media Manager after the conference.

2.7 LOC area of responsibility: supplying the following items for the press conference:
   a. Facilities (Seating, Tables, etc.);
   b. Backdrop (must be approved by ITU TL);
   c. Adequate audio visual equipment;
   d. Names and pronunciation of LOC dignitaries;
   e. Agenda/run sheet;
   f. Place cards (ITU-approved design);
   g. Food and beverage for attendees;
   h. Water and beverage for head table;
   i. Translator (if applicable);
   j. MC;
   k. Local gift for attending athletes;
   l. Branding will be produced in consultation with TL.

2.8 Media Briefing:
   a. LOC and ITU Media Delegate will give a media briefing to media before the Competition;
   b. TL will supply a general PowerPoint presentation to the LOC two weeks prior to the even event for inclusion of course map, media zones, scheduling and any other pertinent LOC information.

2.9 Media Zones/Areas:
   a. The LOC will provide designated media zones on course for press, photographers and broadcasters, separate from spectators with adequate identification and efficient movement from zone to zone (i.e. not through crowds or long distances);
   b. The LOC will provide a media zone at the finish line in accordance with the draft layout plan provided in the sample finish line layout. This zone should include a tiered platform for photographers at the finish line, a designated area for host broadcaster interviews and a mixed zone for media separate from the athletes;
   c. LOC to provide a detailed site map with clearly identified media zones and areas to ITU Media Delegate and TD TL one month prior to the event. Map must include sketch of finish line area and mixed/interview areas;
   d. LOC Media Manager to be available for course walkthrough with ITU Media Manager and TD the day before the competition for any last minute alterations.

2.10 Post-Race Press Conference (optional):
   a. LOC to consult with ITU Media Delegate about need for post-race press conference. If deemed necessary, please refer to Pre-Race Press Conference requirements above.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

2.11. Personnel Requirements

a. Volunteers

<table>
<thead>
<tr>
<th>Number of Volunteers</th>
<th>Duties</th>
<th>Time Required</th>
<th>Notes</th>
<th>Accreditation</th>
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</thead>
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<td>1</td>
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<td>All race day</td>
<td>Fluent in English</td>
<td>Media Zones / FOP</td>
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</tr>
</tbody>
</table>

b. LOC Personnel: The LOC should:
   - have a main media contact to liaise with local media;
   - provide a minimum of one media chaperone for every ten media in order to properly control and direct media traffic;
   - have an experienced Photo Chief to manage the special needs of photographers and direct them throughout the course;
   - make sure there is a Media Centre Supervisor in order to ensure proper operation of the center;
   - Produce a local press kit containing the items listed in 2.12.

2.12 Table of Contents for a Press Kit:

a. Schedule;

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

c. Sponsor information;

d. ITU information (sent by ITU 30 days prior);

e. General city/region information (more if expecting international media);

f. Special events (functions or other races the media are invited to);

g. General media information (media center, briefing, media events, accreditation/identification, access);

h. Accommodation (if expecting international media);

i. Transportation/parking;

j. Course information;

k. Course Maps (with media areas highlighted);

l. Ranking information;

m. Athlete profiles (top contenders only 6-10; visit ITU Online Media Centre for most top athletes);

n. Historic statistics/results (ITU statistics are available in the Online Media Centre) http://media.triathlon.org. (Please contact ITU if you require a sample Press Kit.

2.13 Equipment and Logistics Requirements:

a. The LOC must provide two motorbikes with drivers and helmets for the official ITU photographer and pool photographers. Any additional motorbikes for local media access are the responsibility of the LOC and all vehicles on course must be approved by the ITU Technical Delegate.

2.14 Reporting:

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

b. The LOC must provide a detailed reporting document to the ITU Media Manager within 4-6 weeks after the event. This document will include:
   - Detailed Pre and Post Monitoring information (clippings, local TV stats, etc.);  
   - Final Media Contact list

3. TIMING AND RESULTS SERVICE REQUIREMENTS

3.1 Overview:

a. Timing and results services are the cornerstone of a successful broadcast from an ITU Triathlon World Cup event. As a result, the following technical requirements for any timing company that wishes to provide basic timing and results services. Please note that it is the responsibility of the LOC timing company to fulfil these requirements in full;

b. The LOC should ensure that the proposed timing company for the event can meet these requirements. A LOC timing and results provider cannot be confirmed until they are approved by ITU.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

3.2 General requirements:

a. The event must select a partner – the service provider – to secure the required quality of basic timing and results service;

b. The service provider should work on a “near invisible” basis during the event, with absolute 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. The service provider must provide a direct connection to the graphics company to provide the basic timing service data (if applicable);

e. Where possible timing systems must be hidden from media, TV and still photographers.

3.3 Timing System:

a. Requirements of the transponder system:
   • Reliable, all times are captured without loss;
   • Able to capture splits for each individual leg, including multiple splits on swim (on water exit), bike and run;
   • Attached to the athlete in an ankle band;
   • Attached to the athlete in a manner that does not influence the performance of the athlete.
   Work under the regulations of CE and FCC;
   • Weight must be not more than 20 grams.
   
   b. Deliver data live in real time to the timing and results software used by the Service Provider;

c. Able to vary in width from two to eight meters without obstacles on course;

d. For the elite races only active system is allowed.

3.4 Use of Timing System:

a. Timing systems should be installed so as to isolate each discipline (swim, transition one (T1), bike, transition two (T2) and run) and capture multiple split times during each leg also (if athletes exit swim after each lap and if athletes lap through transition area during the bike and the run) and provide backup lap counting on the bike and run segments. The following timing data is required:
   • Swim intermediate times;
   • Transition 1 times;
   • Bike lap times;
   • Intermediate Bike lap times (systems should be place approximately mid-way on bike lap);
   • Transition 2 times;
   • Run lap times;
   • Intermediate run lap times (systems should be place approximately mid-way on run lap);
   • Finish time.
   
   b. The Service Provider must have direct connections to the timing locations via RS232, RS485 or Ethernet where such connections can be drawn;

c. On locations where this is not possible the Service Provider must aim at using internet based connection via DSL or GPRS (or similar mobile connection) in that order of priority;

d. ITU emphasizes use of direct connections where the distance is less than 200m from the event venue timing and results base location;

e. The Service Provider must have live real time connections to timing locations to pull or retrieve data with as minimal latency as possible;

f. Important Note: Manually transporting times via a USB stick or similar device is not allowed;

g. The captured data will be accessible in real time for the Technical Official located in the Timing room. A monitor or computer in the Timing room to be used for this purpose;

h. Additional information coming from the Field of Play will be included manually by the Technical Official.

3.5 Software:

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

3.6 Live services during event:

a. ITU requires live timing webpages hosted by the timing provider to facilitate live coverage;

b. Ideally Timers will produce the ITU Timing Standard;

c. Live times must be provided for each lap of the swim, bike and run;

d. The application used by the service provider must have the functionalities to display results after each lap with the following information:
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

- Rank on selected split;
- Race Number (athlete number);
- Name;
- Country IOC 3 letter code;
- Leader cumulative time.

- Time difference to leading athlete on selected lap;
- Full samples and assistance is available from ITU.

3.7 Event Venue Services:

- The timing provider should be able to provide an Intranet CIS capable of connecting to various fed points such as media centre consoles, commentator information systems and VIP hosting areas;
- Physical printouts of all relevant data are also required;
- The timing provider should be able to deliver updates via SMS and mobile technology if requested;
- The timing provider should provide a gantry finish clock capable of displaying time and athlete data such as name, nationality, category etc., an electronic lap counter and scoreboard capable of graphic display.

3.8 Official Results Service:

- 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, IT partners etc.). Any photo finish images should be available instantly for event officials, media and TV partners;
- The results must be displayed in the order of ranking 1, 2, 3, etc., then DNF’s, DNS’s and DSQ’s. DNF’s must be sorted by the number of legs completed, then by time accumulated after latest completed leg;
- The timing company must provide the results in the ITU database table for archiving on www.triathlon.org, via a pre specified Excel spreadsheet;
- 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 race referee will sign off the results after each race to confirm them as official results;
- The files once completed and verified should be emailed to the following email address: entries@triathlon.org;
- 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.

3.9 Age Group Results:

- LOC through the timing company will create a set of results grouping the athletes by age groups according to ITU Competition Rules 2.5;
- The age of the athletes is determined as of December 31st in the year of competition;
- Athletes will be eligible to compete in the individual Age Group events in the group in which their age is included. The groups are:
  - 15 to 19 in super sprint distance events (M15)/(F15);
  - 16 to 19 in sprint distance events (M16)/(F16);
  - 18 to 19 in standard and longer distance events (M18)/(F18);
  - 20 to 24 (M20)/(F20);
  - 25 to 29 (M25)/(F25);
  - 30 to 34 (M30)/(F30);
  - etc.

- An excel file of these results will be emailed to ITU (entries@triathlon.org) and will include the following fields:
  - Position;
  - Race number;
  - Athlete given name;
  - Athlete family name;
  - Athlete nationality;
  - Age Group;
  - Swim time;
  - T1 time;
  - Bike time;
  - T2 time;
  - Run time;
  - Total time.
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

3.10 Manual Back-up:

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

3.11 Photo Finish System:

a. The Service Provider must supply Photo Finish Services to decide positions on close finishes in the event. The Service Provider must work with equipment from one of the below listed manufactures:
   - TimeTronics;
   - FinishLynx;
   - Alge;
   - Omega;
   - Seiko.

b. Two photo finish cameras must be provided – positioned on either side of the finish Gantry and an official finish line must be marked for the decision of the final result. For close finishes the Service Provider must be able to export the picture immediately to the host broadcast company and ITU Media team.

c. The timing and results services provider is required to continuously review data before released to the TV graphics company throughout the competition, as is requested to have a dedicated person for this purpose. From athlete passing to release of standings information this must be in real time, unless otherwise distribution plan has been agreed between the timing and results services provider and the TV production company;

d. Details on additional features should be laid out in the proposal, such as information on:
   - Athlete information request;
   - Competition environment request;
   - Results analysis;
   - The timing and results services company should arrange the transfer of timing data to the graphics provider, with consultation to the LOC and TV production contacts listed below in Section E;
   - Where possible within the range of networking with cable, a direct cable connection must be used for communication between the timing and results services provider and the TV graphics company. Where this is not possible optimum solution with either internet or wireless should be carefully considered by the two parties.

e. Notes:
   - It is the responsibility of the local timing company / service provider to ensure that there is a working interface to the graphics provider;
   - The LOC timing company must provide one contact person from their local timing company to coordinate the protocols in use and the technical requirements of HBC.

3.12 Basic Broadcast Services (if applicable):

a. The timing and results services provider is required to feed data containing:
   - Competition schedule;
   - Start lists;
   - Intermediate standings during and after the different splits/laps taken on the different legs;
   - Intermediate standings during and after the different legs (swim/transition/bike/transition/finish) Fastest times on selected lap/splits legs;
   - Final results;

b. The timing and results services provider is required to feed this and work together with the TV graphics company used by the TV production company at the event. This data must be available to the TV graphics company in either a push or a pull protocol. The timing and results services provider must be able to send data over the following methods of communication: TCP/IP, RS232 and RS485;
SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

4. TV REQUIREMENTS

4.1 Requirements:

a. If the event has a local host broadcaster the ITU team will work with this host broadcaster to ensure live streaming of the event.

b. The host broadcaster must provide ITU with a clean line cut of the event without graphics and commentary and with international sound on a hard disk immediately after each race, at no cost to the ITU. The provision of a domestic host broadcaster will not affect the fees payable to ITU;

c. If the LOC does not have a host broadcaster, they must provide the following:
   • A boat with a flat bottom and an experienced driver who can speak functional English;
   • Two motorcycles with drivers and extra helmets (no Harley Davidson type or racing-type motorcycles). The motorcycles must be two seaters, with proper footing for a camera operator to stand and/or be seated facing backwards and must be a road bike. Scooters or similar vehicles are not acceptable as they are underpowered and do not meet our safety requirements. BMW bikes are ideal and meet all requirements.