LOC REQUIREMENTS
WORLD TRIATHLON SERIES

ITU WORLD TRIATHLON SERIES TECHNICAL, PROTOCOL AND MEDIA MANUAL

THIS DOCUMENT SUMMARISES THE KEY INFORMATION REQUIRED TO DELIVER AN ITU WORLD TRIATHLON SERIES EVENT.

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SECTION A:
OVERVIEW OF SERIES & THE MANAGEMENT TEAM

SECTION A: OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

1. INTRODUCTION

1.1 The ITU World Triathlon Series (WTS) brings together the world's premier triathlon events. The series 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 operations staff to support the event (outlined below) during its operation.

1.2 The ITU World Triathlon Series is developed in collaboration with various stakeholders which will partner with ITU in producing the series, forming a professional and highly experienced Series Management Team (SMT).

1.3 The Objectives of the Series Management Team (SMT) are:

a. To form a management partnership with the Local Organising Committee (LOC) and the Host City (HC) and support the LOC in reaching the world-class standards consistent with each event in the series;

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, the WTS Branding Guidelines will be used as a 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 Team Leader (TL) and the ITU Technical Delegate (TD). 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 TRIATHLON SERIES 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 live television, highlights shows and other media;

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 with corporate participation.

3. KEY CRITERIA

3.1 High quality events with a consistent brand and standards;

3.2 Elite events preferred on two separate days of the weekend with a multi-lap course;

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

3.4 Venue set up in city centre with grandstand and live TV broadcast 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 WTS event. A World Cup level event is preferred, but to be agreed by ITU.

4. "THE TEAMS"

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

4.1 The Series Management Team (SMT) will interact with the LOC event team on multiple levels. Below is a description of the SMT and their roles. Each SMT member might have additional staff that will be brought to the event to help the LOC:

a. ITU Secretary General and Sport Director is responsible for the general management and supervision of the entire series:

- Overall strategy, planning and organisation;
- Series approvals and recommendations;
- Coordinate host city bid process and event scheduling;
- LOC Contract negotiation and management;
- Athlete agreements and prize money recommendations.

b. ITU WTS General Manager and occasionally the Team Leader (TL) during the on-site delivery phase:
   - Finalise naming structure;
   - Evaluation of event commercial elements during bid process;
   - ITU logo protocol;
   - Series marketing strategy;
   - Approves all commercial/advertising products such as brochures, posters, ads, web design, and merchandising;
   - Implement the ITU Branding Guidelines;
   - ITU advertising;
   - Implement and delivery of all Global contractual rights;
   - Implement Branding requirements.

c. ITU Head of Operations in the preparation phase and occasionally the Team Leader (TL) during the on-site delivery phase:
   - Management of the preparations of all operations and services;
   - Approval of accommodation, offices, facilities, functions and transportation;
   - Evaluation of event technical elements during bid process;
   - Maintain the technical standards throughout the whole series;
   - Coordinate team meetings; set agendas, record and distribute minutes;
   - Provide accreditation protocol management for the Field of Play;
   - Deliver Officials' Development Programme;
   - Manage the operation and delivery of ITU Event Protocols in coordination with the LOC;
   - Ensure all LOC event insurance requirements;
   - Identify Series Leaders at Events;
   - Manage VIP requirements;
   - Oversees all sport presentation matters on-site, which was approved by ITU, including facilities, equipment and run-sheets/scripts.

d. ITU Event Services Manager
   - Management of global logistics and shipping;
   - Manage production and inventory of WTS supplies;
   - Manage ITU team travels, accreditations and SIM card needs.

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

f. Technical Delegate (TD): An ITU TD will be assigned to each ITU World Triathlon Series event. The TD will have a team on-site and will assign specific roles and responsibilities. This team will include the TD of the Age Group event, 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 officials, marshals, and volunteers;
   - Manage the implementation of the applicable rules for all events;
   - Safety management;
   - Approval of security plans;
   - Medical management;
   - Environmental management;
   - Anti-Doping control 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.

g. Assistant Technical Delegates (ATDs): A team of Assistants Technical Delegates - assigned by ITU – will join the Technical Delegate for the event and support him/her during the planning process. It is the TD responsibility to assign specific tasks to these officials upon the confirmation of their attendance. One of the Assistant Technical Delegates will be assigned to the Head Referee position by the ITU Technical Committee and another Assistant Technical Delegate will be assigned as Technical Delegate for the Age-Group race of the event.

h. 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 plans in cooperation with the WTS TV Production Manager;
   - Develop and implement the ITU media plan for the event;

- Coordinate athlete interviews;
- Coordinate press services and manage SMT press team;
- Coordinate and produce the social media content for ITU social media channels.

i. Head of IT & Broadcast in the preparation phase and HBS Broadcast manager and Live 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 SMT camera crew on site;
   - Coordination of the international TV production (production plan, international signal, international commentary, TV graphics);
   - Produce post-race news feed, webcast and magazine show.

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 prepare the safety plan;
   - Venue set-up and technical operations.

c. LOC Director of Marketing and Sponsorship:
   - Implementation of the WTS Branding Guidelines;
   - Create a LOC marketing concept for the LOC sponsors that is in keeping with the WTS Branding Guidelines;
   - Provision of volunteers to assist with the installation of the branding including provision of equipment necessary for branding installation and take down;
   - Provide the LOC sponsor material for the big screen and the announcers' scripts to the TL;
   - Source on-site crowd entertainment features, performances and interactions.

d. LOC Media Director:
   - Main contact to 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.

e. LOC TV Production Director:
   - Main contact to ITU Media Manager/Delegate and WTS TV Production Manager;
   - Organise the live TV production;

f. 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 WTS 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 4 delegates from the SMT for whole duration of the visit.

d. Documentation: During a site visit, the following information 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);
   - Venue and course maps;
   - Required permits and approvals and event insurance;
   - Budget outline, including confirmed revenue streams;

- Proposed schedule;
- Host hotel information and facilities;
- Marketing plans;
- Operation plans (coordination visit only);
- Services plans (coordination visit only).

5.3 Event Agreement:

a. The Event Agreement is required for all ITU World Triathlon Series Events. All provisions of the Event Agreement document are legally binding upon all LOCs that have been awarded an ITU World Triathlon Series Event.

b. ITU has the authority to ensure the implementation and interpretation of the Event Agreement document.

5.4 Insurance:

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

b. The 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 of the ER and the staging of the Event and the related events for an amount not less than US$10,000,000. The insurance policy will name, as insured, the LOC, ITU, the Global Partners, the ITU Executive Board and Staff, the ITU International Technical Officials, and the respective LOC directors, officers, agents, volunteers, employees and contractors.

c. Event Certificate of Insurance: The official certificate of insurance, with all additional insured added, must be provided to ITU at least 60 days prior to the start of the event.

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

5.5 Scheduling:

a. The elite events should be hosted on two different competition day. 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:

Activities	Elite standard distance event	Elite sprint distance event
Athletes' lounge check in	1h15' to 30 minutes before the start of the event	1h15' to 30 minutes before the start of the event
Transition Zone Check in	1h to 15 minutes before the start of the event	1h to 15 minutes before the start of the event
Athletes' warm up on the FOP	1h to 15 minutes before the start of the event	1h to 15 minutes before the start of the event
Athletes' introduction	10 minutes before the event	10 minutes before the event
Race start	0 time	0 time
Transition zone check out	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).	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 an event following)

d. ITU appoints a Technical Delegate responsible for the Age Group event. The LOC is required to follow the directions of the TD. The international Technical Officials might be involved with such event, which may follow the competition rules of the host NF or the ITU Competition Rules.

5.6 Registration:

a. All the registration deadline, eligibility and entry rules 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 World Triathlon Series. The entry fee for Age Group athletes will be agreed between the LOC and ITU.

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: Each WTS event has a website provided by ITU of the format cityname.triathlon.org;
- The LOC must use this website as the primary event website;
- The site is to be maintained in English as well as the local language(s) as required by LOC;
- Event and race related changes and updates must be approved by the TL/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 courses, including swim, bike, run, and 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 a water quality test during bid stage and leading up to the event 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 the bid stage;

e. Provide ITU with tide tables, where applicable, during the bid stage;

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

g. Provide proof that local hospitals and Emergency Departments are informed of the event and its associated road closures.

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 the SMT Team;

c. Participate on the bi-weekly 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 SMT – 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, WTS TV Production Manager, 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 will be confirmed and circulated following the first SMT – LOC on-site meeting. The following meetings will be scheduled:

a. TV Production Meeting;

b. Media Management Meeting;

c. Event Design Meeting;

d. ITU Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting;

e. Rehearsal schedule for Sport Presentation and Medal Ceremony;

f. Timing and Results meeting;

g. Motorbike drivers' Meeting;

h. Marine Meeting;

i. Medical Meeting;

j. Registration Meeting.

5.12 Travel Visas:

The LOC must:

a. Provide all necessary information and assistance for athletes and officials who require travel visas for entry into the host country;

b. Get the detailed travel 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 travel visa, the LOC will liaise with the athletes/coaches'/officials' NF and ITU;

d. Not issue travel visa invitations without prior approval and confirmation of that the athletes, coaches and/or officials are in 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 ITU Medical Delegate;

e. The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to TD for approval 60 days in advance of the event.

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 should 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 and registered coaches):
- 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 of 260 room-nights on twin basis for all the athletes or a subsidy of US$250/athlete (to be paid to the National Federation of the athlete);
- Complimentary Internet Access in the host hotel and in all Elite athletes' areas at the venue;
- Medical services: Information provided on medical emergency services, massage and physiotherapy services;
- Training Services: Swimming pool facilities will be required for 2 sessions daily free of charge for Elite athletes during the lead up to the Elite races. The schedule must be approved by the Technical Delegate.
- Course Familiarisation: Access to the swim, bike and run courses for pre-event training is mandatory with adequate traffic control. There needs to be a separate plan for Age Group athletes;
- Bike Mechanic: provide service for all athletes;
- Uniform Printing services.

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 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 WTS Branding Guidelines;
   - VIP Transportation to race venue and to social functions 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 is essential that access information is well communicated to spectators. A public awareness campaign must be part of the event planning process and must be approved by the TD.

b. Information 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 will include 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 per event determined by the TD. 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 Technical Officials and SMT with the same race package as given to athletes, i.e., event t-shirt, tickets to all events, and sponsor gifts.

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SERIES
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SECTION B:
TECHNICAL & VENUE
OPERATIONS

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. In the occasion that an ITU paratriathlon is held in conjunction to a WTS, all requirements will be specified in a similar document available from ITU.

c. Registration:
- Age Group Athletes and Coaches/Managers if applicable;
- Elite Athletes and Coaches;
- Team Medical.

d. Briefings:
- Elite Athletes;
- Elite Coaches;
- Age Group Athletes.

1.2 Venue Operations:
The Venue must be presented in a manner that showcases an event of World Triathlon Series 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, the transition and finish area in a World Triathlon Series design;

b. Large area for grandstand;

c. A broadcast compound (including commentary positions), big screens and scoreboard;

d. Elite athletes area;

e. Age Group athletes area;

f. Expo and spectators area;

g. Operations area (including Sport Presentation and Timing/Results).

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 TD in consultation with LOC.

b. Start Platform:
- A stable platform for a dive start is required for the elite events;
- A platform beach start is acceptable only if there is no possibility of a dive start;
- Swim pontoon/platform specifications are a minimum of 60m x 3m;
- 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:
- The water quality test results must be submitted to the Technical Delegate as per the ITU Competition Rules;
- Additional test should be provided upon the TD's request;
- Water Quality Tolerance Limits can be found in the ITU Competition Rules.

d. Swim course personnel, technical requirement of the start area and swim course, the required equipment and procedures can be found in the Event Organiser's Manual, section 4.2 and 4.3.

1.5 Transition Area:

a. Individual bike racks are mandatory for elite athletes.

b. Carpet is required in the elite transition area and must extend to the swim exit. The TD will approve the areas of the transition area that must be carpeted for the age group athletes.

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

1.6 Bike Course:

a. General requirements:
- Hard fencing is required:
  (i) In high traffic areas;
  (ii) On the road leading in and out of transition at least 400m;
  (iii) All corners;
  (iv) To fix sponsor boards and banners in accordance with branding plan.

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

1.7 Wheel Station:

a. A minimum of two wheel stations must be provided.

b. Both wheel stations have to be equipped by the LOC with bike racks and wheels.

c. Detailed description of required wheel station personnel, equipment list and procedures can be found in the Event Organiser's 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 Organiser's Manual, section 4.9.

1.9 Run Course:

a. General requirements:
- Hard fencing is required:
  (i) In high traffic areas;
  (ii) On the road leading in and out of transition at least 400m and on all corners.

b. Age Group:
- Hard fencing is required:
  (i) In high traffic areas;
  (ii) On the road leading in and out of transition at least 400m;
  (iii) All corners.

c. All other 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 Stations:

a. Swim Exit: an aid station is required at the swim exit for age group events.

b. Bike Course: There are no aid stations on the elite bike course. One aid station may be required at 20km point of the age group bike courses.

c. Run Course: Aid stations should be a maximum of 1.25km apart throughout the run, unless more are requested by the TD.

d. 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 finish area design, requirements, personnel, equipment list and procedures can be found in the Event Organiser's 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 prepared by the LOC Medical Director, submitted to ITU and approved by the ITU Medical Delegate. The medical plan should 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. DOPING CONTROL

3.1 In-competition: Provision must be made to provide Doping Control facilities and testing 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, as well as all other Technical Documents, such as 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 at the same locatoin as the athletes' briefing.

3.4 Number of Doping Control Tests:

a. For WTS events 20 urine tests (ten per gender); and 6 blood tests (3 per gender) are required in accordance with the ITU Doping Control 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 WTS personnel to cover the event.

a. The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in this document, the event agreement and Event Organisers' Manual.

b. The timing and results service company must be approved by ITU.

4.3 SMT Office: LOC will provide as follows:

a. A detailed description of SMT office design, requirements and equipment list can be found in the Event Organiser's Manual, section 5.2.12.

b. Additional SMT 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 event category: elite and age group. An additional coaches' meeting may be requested by ITU.

b. Room Size and Set-up:
- Auditorium for 200 people;
- 4 tables for athlete registration and check-in;
- Paper and pens;
- High speed internet connection;
- Refreshments for all athletes;
- Head Table with 6 chairs and a speaker's stand;
- PA system and AV projector.

c. Timetable: Two days before the event from16:00–19:00.

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:
- Phone and high-speed internet connection;
- Printer and photocopy machine;
- Refreshments.

4.8 Volunteer Requests:

a. The LOC should provide the following volunteers to the SMT up on request:
- 3 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 SMT, ITU Staff and guests.

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

a. 8 bicycles/scooters for easy transportation between hotel and venue or other means of transportations as agreed with the SMT;

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

c. 5 motorbikes with drivers for the elite events:
- ITU photographer (1);
- Pool photographer (1);
- ITU Technical Officials (3);
- The number of motorbikes with drivers that the LOC should provide for the age group events will be determined by the ITU TD following the site visits.
- Motorbikes for the live TV broadcast is not considered among the five motorbikes above.

d. A total of 5 boats need to be provided to the SMT by the LOC for the swim course operations:
- ITU Technical Officials (2);
- Media (1);
- Broadcasters (2).
- 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 event 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: 79
- Twin room: 36

TYPE OF ROOMS	# OF NIGHTS	# OF ROOMS
Single	4	2
Single	5	3
Single	7	8
Twin	6	6

b. The entire SMT and ITU officials should be accommodated in the same hotel, preferably in walking distance of the venue.

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

d. Breakfast needs to be included in the room nights.

e. The SMT Office should be located at the host hotel.

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 radio distribution plan will be approved by the TD.

7.3 The LOC should provide to the SMT with 30 radios in 3 channels, 10 local cell phones including data and 4 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 LOC will provide for the athletes:

a. Age-Group swim caps;

b. Age-Group bike/helmet stickers;

c. Age-Group bib numbers;

d. Age-Group body decals;

e. Age-Group finisher medals;

f. Elite Finish tape.

9.2 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;

e. WTS Leader's Trophy.

10. CATERING REQUIREMENTS

10.1 Meals and refreshments: will be provided for the SMT 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 will be approved by the TD.

11. CONTINGENCY PLAN

11.1 A detailed description and procedures of contingency plan can be found:

- in the Event Organiser's Manual, section 6.8.
- in the Competition Rules, section 2.12, 4.4, 10.2 and 10.8.

12. OPERATION PLANS

12.1 The following operations plans will be checked by the SMT 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, event 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 have go through 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.

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SECTION C:
ITU EVENT PROTOCOLS

SECTION C: ITU EVENT PROTOCOLS

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

1. ITU SPORT PRESENTATION

a. The Sport Presentation deals with presenting the sport action at the event venue.

b. Sport Presentation is what transforms a great event into a great show for the spectators at the venue and the broadcast audience, both on television and live via the internet.

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

2. ITU VIP HOSTING AND CEREMONY PROTOCOLS

2.1 This section outlines the WTS strict VIP protocol as it pertains to all official functions.

a. A VIP guest list will be created and agreed to by ITU and the LOC.

b. The 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 the 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 the LOC protocol managers will agree on a gathering place for VIPs at each function where a host or hostess can 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.

d. The WTS logo and 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 may be given to acknowledge their attendance.

2.3 ITU Gift Giving Protocol:

a. ITU will provide a gift for the LOC 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 WTS guests to and from the various functions.

b. 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. The LOC must make arrangements for country flags well in advance of the events.

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.

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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 WTS LOC Requirement details the services provided by the ITU Media Team and the requirements for the LOC. Please read the document carefully to ensure all requirements are met. The ITU Media Team will offer the following on site-services:

1.1 ITU Website and Online Services:

a. ITU will cover the events through its network of websites.

b. Live and on-demand coverage of each race on www.triathlonlive.tv. The coverage will feature live video and audio except in markets where TV deals prohibit a signal. The internet coverage will be geo-blocked in these markets);

c. Live timing and results display;

d. Pre and post-race video highlights, features and interviews;

e. Post-race event photo gallery and news releases;

f. Full results postings.

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 highlighting athletes and newsworthy items; to key markets

e. Detailed pre-race notes and statistics;

f. International press booklets;

g. Management of press operations on site, including management of the media zone;

h. Assistance in coordination of interviews and athlete management;

i. Triathlon News Service featuring rapid distribution of athlete biographies, flash quotes and other information.

1.3 Television and News: All television and news services will be provided by ITU/Infront & the Host Broadcast Company. See section 4. Below for the specific requirements for the host broadcaster.

1.4 Requirements of the LOC: To ensure a successful production of media and television services from the event the LOC is required to provide facilities and volunteers for each area mentioned above. In addition, the LOC must provide a local timing and results supplier to provide services as specified in section 3 below.

2. ITU PRINT MEDIA TEAM REQUIREMENTS:

2.1 Overview:

a. The ITU Print Media Team consists of one or two ITU Media Delegate(s) and one or two official photographer(s).

b. The Media Delegate prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The ITU media delegate 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 Official 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 official photographer and pool photographers.

d. ITU will provide media vests that must be distributed and collected to media by the ITU Media Delegate.

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.

SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

2.2 Facility Requirements:

a. The LOC must provide an ITU Media Office (for print and TV) in host hotel –separate from the ITU office from 3 days prior to the event until race day. The office should have power, internet facilities and sufficient space for 10 people. This facility will be shared with the online/timing and television teams.

b. The LOC must also provide an on-site media office, for the ITU Media Team and official photographers. The facility must be situated at the race venue, and internet access/power should be available for use from two days 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 8 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. A video and audio output of the International live signal including English commentary should be provided from the host broadcaster. These must be provided by the host broadcaster to the on-site ITU Media office. A monitor should also be provided to enable the media team to monitor and report on the event.

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

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

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 Organisers' Manual.
   - All media accreditation application must be approved by ITU Media manager. The final media accreditation application list must be emailed to ITU seven days prior to the event. ITU Media staff (TV Crew, Online, Photographers and Management) will have special identification. The LOC will be notified of this identification by the Team Leader.

2.5 International Media:

a. LOC to create a media invitation 30 days before the event for local 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 endeavour to provide accommodation with breakfast for international media attending the event. Media are responsible for payment, but the LOC should strong 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. Refreshments should be made available for media and attendees.

c. LOC must forward to ITU Media Delegate the requested attendees list (ITU athletes and delegates) one week before the press conference. 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 an attendance record for the press conference and forward to ITU Media Delegate after the conference.

f. LOC will set the location of the press conference in order to facilitate the athletes' attendance.

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 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 Delegates will give a Media Briefing to media and photographers before the event;

b. TL will supply a general PowerPoint presentation to the LOC two weeks prior to the event for inclusion of course maps, 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 crowd 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 (See Section E- Host Broadcast Company Requirements). 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 athletes;

c. LOC to provide a detailed site map with clearly identified media zones and areas to ITU Media Manager and TD 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 Delegate and TD Friday morning for any last-minute alterations.

2.10 Post-Race Press Conference:

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.

2.11 Personnel Requirements:

a. Volunteers

Number of Volunteers	Duties	Time Required	Notes	Accreditation	Radio
3	Assist media manager	All race day	Fluent in English	Media Zones / FOP	0
3	Triathlon News Service – capturing flash quotes of finishing athletes	All race day	Fluent in English; Journalism experience	Media Zones / FOP	0

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

2.12 Table of Contents for 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 centre, 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. The ITU Media Guide and the ITU World Triathlon Series Media Guide are available on the ITU Media Centre http://media.triathlon.org)

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 World Triathlon Series event. These services are the basis for a professional and accurate production of a live TV signal. 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 fulfill these requirements in full.

b. IMPORTANT: 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 the SMT.

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.

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, so all times are captured without losses;
   - 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 or race number;
   - 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 using non active chips a second chip per athlete MUST also be placed on the bike to ensure 100% data capture. Timing of ITU World Triathlon Series events must be done with an ITU approved transponder system. Non ITU-approved systems are not 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 to give updated data for TV graphics mid-way on each lap); Please consult TV Production Director if required.
   - Transition 2 times;
   - Run lap times;
   - Intermediate run lap times (systems should be place approximately mid-way on run lap to give updated data for TV graphics mid-way on each lap); please consult TV Production Director if required.
   - 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 ITU Timing Standard (json) outputs to facilitate live coverage online and for TV graphics.

3.7 Event Venue Services:

a. 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.

b. Physical printouts of all relevant data are also required for elite and Age Group races.

c. The timing provider should be able to deliver updates via SMS and mobile technology if requested.

d. The timing provider should provide a gantry finish clock capable of displaying time and athlete data such as name, nationality, category etc., an electronic lap counter and scoreboard capable of graphic display.

e. A printed results distribution procedure similar to the sample below should be able to be delivered.

SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

Printed Report Calendar Distribution List

Report	Recipients													
	ITU office		Competition Management		Sport presentation		Teams pingeon holes		Officials		Media office		VIP Area	
	When	Qt	When	Qt	When	Qt	When	Qt / team	When	Qt / official	When	Qt / med	When	Qt
Triathlon Course and Profile Maps	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	D0 D+1	tbd
Activities schedule	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	D0 D+1	tbd
Current ITU World Ranking	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	D0 D+1	tbd
Provisional start List	D-5	15	D-5	15	D-5	5	D-5	2	D-5	1	D-5	1	n/a	n/a
Definitve start lists post briefing	D-2	15	D-2	15	D-2	5	D-2	2	D-2	1	D-2	1 +10	n/a	n/a
Women's start list	D0 H-3	15	D0 H-3	15	D0 H-3	5	D0 H-3	2	D0 H-3	1	D0 H-3	1 +10	D0 H-1	tbd
Men's start list	D+1 H-3	15	D+1 H-3	15	D+1 H-3	5	D+1 H-3	2	D+1 H-3	1	D+1 H-3	1 +10	D+1 H-1	tbd
Intermediate results after swim	2 min	5	2 min	5	2 min	5	2 min	2	2 min	1	2 min	1 +20	2 min	tbd
Intermediate results after bike	2 min	5	2 min	5	2 min	5	2 min	2	2 min	1	2 min	1 +20	2 min	tbd
Final results	5 min	15	5 min	15	5 min	5	5 min	2	5 min	1	5 min	1 +20	5 min	tbd
Race Anlysis	10 min	5					10 min	2	10 min	1	10 min	1 +10	n/a	n/a

Race week		
Monday	D-5	
Tuesday	D-4	
Wednesday	D-3	
Thursday	D-2	Race briefing
Friday	D-1	
Saturday	D 0	Women's race
Sunday	D+1	Men's race

3.8 Sample results distribution list. 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, IT partners etc.). Any photo finish images should be available instantly for event officials, media and TV partners.

b. The official results output must include the following information:
   - Event Information such as: Event Name, Event Data, Start Time, Event Officials, Event Distance, Course Data and Weather Information;
   - Rank of athlete;
   - Race number of athletes;
   - Name of athlete;
   - National federation of athlete;
   - Swim time + Rank on swim leg;
   - 1st Transition time + Rank on 1st transition leg;
   - Bike time + Rank on bike leg;
   - 2nd Transition time + Rank on 2nd transition leg;
   - Run time + Rank on run leg;
   - Total time;
   - Time offset to winner;
   - The cut-off time + the number of athletes within cut-off time;
   - Points achieved by the athlete.

c. 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.

d. The timing company must provide the results in the ITU database table for archiving on www.triathlon.org, via a pre specified Excel spreadsheet.

e. The timing company will be given this file from ITU Online Services & New Media before the event and the ITU Technical Delegate 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.

f. The files once completed and verified should be emailed to the following email address: entries@triathlon.org

g. 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:

a. LOC through the timing company will create a set of results grouping the athletes by age groups according to ITU Competition Rules 2.5;

b. The age of the athletes is determined as of December 31st in the year of competition;

c. Athletes will be eligible to compete in the individual Age Group events in the group in which their age is included. The groups are:
   - 15 to 19 in super sprint distance events (M15)/(F15);
   - 16 to 19 in sprint distance events (M16)/(F16);

- 18 to 19 in standard and longer distance events (M18)/(F18);
- 20 to 24 (M20)/(F20);
- 25 to 29 (M25)/(F25);
- 30 to 34 (M30)/(F30);
- etc.

a. d. 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.

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.

3.12 Basic Broadcast Services:

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.

c. The timing and results services provider is required to continuously review data before released to the TV graphics company throughout the event, 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.

4. TV REQUIREMENTS

Please note that this section related directly to ITU/InFront and the HBC. All questions should be directed to the TV Production.

4.1 Preamble:

a. The ITU World Triathlon Series is the premium product of Olympic Triathlon. In order to establish the series on a worldwide basis it is necessary to have a consistent high quality TV product. ITU defines the TV product as a combination of live races and news distribution. All this will be offered to international broadcasters.

b. ITU along with its partner InFront will provide a host broadcaster (HBC) for the event. The HBC will be obliged to produce a TV signal of both races (elite men and elite women) for national and international broadcast partners.

c. The LOC will be required to deliver the onsite infrastructure for the HBC. Space, power, internet, structural facilities such as containers, cable bridges/jackets, fencing etc..

d. InFront will work to provide a domestic broadcast partner for the home event as well as the rest of the series.

4.2 Production:

a. While the Host Broadcast is fulfilled by ITU/InFront this section serves as a general guideline for LOC's can expect from the broadcast production. It is well acknowledged that this document can only give general statements related to the coverage of the ITU World Triathlon Series. Detailed discussion with the proposed HBC is required before a final decision is made and adjustments to these requirements may have to be made depending on the course and other local circumstances. The final set-up will be determined after a site survey with the LOC, HBC and ITU.

b. The host broadcaster will be obliged to produce a world class live feed of both the Elite Men's, Women's & any associated Mixed Relay races. It will be responsible to deliver all equipment and manpower necessary for such coverage from the venue.

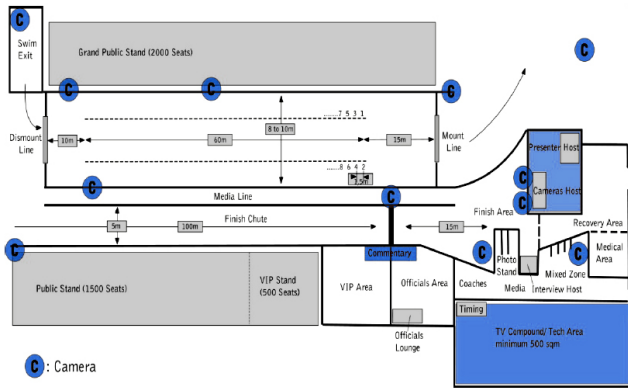
c. Any final camera plan and other local settings are subject to final approval by ITU.

d. The normal obligations of an HBC such as on-site coordination for licensees present in the venue should be fulfilled by the HBC too.

e. The HBC will make available the feed to ITU and licensees at the venue as determined by InFront.

f. The feed will be produced in the following format: High Definition 1080i/50Hz (or High-Definition 1080i/59.94Hz).

Areas/ Facilities required: (Example)



g. The HBC will be ready to start the Feed at least two (2) hours prior to the Event.

h. Two USB recordings (more upon request) and three HDCAM recordings (one clean/clean and two PGM with intl. sound) will be supplied to ITU/InFront in addition.

i. Upon prior consultation of the HBC, InFront will determine the final set-up and the edit flow, the use of graphics, statistics and timekeeper. InFront reserves the right to bring its own director and part of the camera crew for each production and will be entitled to use the technical means provided by HBC. Any final camera plan and other local settings must be approved by ITU/InFront.

j. ITU/InFront will provide a Live Producer in charge of the editorial treatment of the event, good usage of the graphics guidelines and delivery of the international running order for each WTS event.

k. The feed must be completely neutral and independent and free of any domestic elements.

l. The feed will be accompanied by full international sound in stereo quality and will cover in full, all the action from the event.

m. InFront will provide two English commentators whose audio must be implemented into the feed by the InFront. Furthermore, WTC will hire a provider for TV graphics whose services must be implemented into the OB production and used for the International Feed.

n. The HBC will implement the official opening and closing sequence provided by InFront and will implement – if produced by InFront –clips, profiles, vignettes, and features about athletes, the venue and the track (virtual / animated), the city and other relevant content promoting the ITU, the event and the location at the reasonable discretion of InFront.

o. The HBC will implement on InFront's behalf and at InFronts reasonable discretion sponsored graphics (e.g. a branded clock or data). The TV graphics provider will supply the equipment to collect the GPS data and graphics computer or caption generator to implement it into the Television Signal (e.g. Viz RT or similar). HBC will offer all necessary assistance and cooperation to connect the equipment to HBC's OB unit and deliver all necessary supplies for the graphic workplace such as a working container with air conditioning, tables, chairs, power supply, an Internet connection, all cabling, etc.

p. The LOC support for TV includes the provision of certain space and facilities within the venue and course for the HBC and any InFront International Broadcasters with unilateral on-site presence, as well as other positions to observe proceedings to ensure consistency across the event.

4.3 Coverage outline:

a. The International Running Order for the live coverage of the elite event will be provided by InFront.

b. Triathlon is determined by the challenges of three different sports each having its own specific requirements for TV coverage and possibly taking place in different environments. The following will give a short outline what we consider crucial scenes in each of the disciplines. For each of these scenes the host broadcaster will make efforts and ensure the best possible coverage, use the best suitable equipment and the best positions for camera equipment. Upon request ITU/InFront will provide video examples of ideal live coverage from a previous event.

4.4 Audio:

c. InFront expect (directional) microphones on each camera and at each crucial point of the coverage:
   - Exit from swimming
   - Transition zone to cover fast passing bikes, steps, atmosphere of spectators
   - Finish line
   - At location of specialty cameras

SECTION D: REQUIREMENTS FOR MEDIA, TIMING AND TELEVISION

4.5 Equipment to be used: For the described coverage we expect the following list of equipment as follows:

Description	Minimum Number (possibly higher depending on venue):
OB Truck:	1 unit, with hard disk slow motion systems
VTR:	3 x HDCAM + Tape stock
USB recorder:	2 x USB + UBS stock
Helicopter with WESCAM:	1 x with Bi-Turbine
RF coverage	Best endeavour to provide uninterrupted RF signal for the entire race, e.g. pressurized RF relay plane. System to be validated by InFront before deployment.
Cameras on boat: (Boats to be provided by LOC)	2 x separate boats (One for the wireless handheld and one for a Polecam)
Cameras on motorbikes:	2
Handheld cameras:	4
Polecam:	1
Cameras on tripod:	Minimum 3
Super slow motion cameras:	1 camera, 2 positions
EVS	Minimum 2 x EVS each with operators, all signals individually routable onto the different inputs of the EVS via a router panel. One (1) of these two (2) EVS operators will be required to edit a 3-minute news playlist during the live coverage for ITU/InFront. In addition, after the termination of the live coverage, ITU/ InFront will require 1 EVS with an operator to play out extra footage and graphics. ITU/InFront request access to all the footage in the EVS units to be dumped onto one external hard-drive for archive purposes, along with an EVS operator, up until 2 hours after the end of the live feed.
Card Reader	For request of ENG material shot by HBC/ENG crew.
Cables	All cable works and cable crossings have to be provided by HBC
Jimmy Jib	Depending on venue and course
Power (Provided by LOC)	Power plus backup power supply via a UPS, e.g. Twin Pack generator or similar reliable uninterrupted power solution. System and schematical drawings to be validated by InFront in advance.

Description	Minimum Number (possibly higher depending on venue):
Internet	High speed (>50Mbps) cabled internet and wifi.
Extras:	Anything necessary for implementation and organisation of frequencies, antennas for the wireless cameras and microphones.
Extras: (provided by LOC, tbc following site visit)	Cherry pickers, cranes, scaffolding, cable jackets etc.
Commentary unit: (provided by the LOC)	1 fully equipped unit for 2 commentators (power, desk, chairs) Technical equipment provided by HBC: monitors, headsets, microphones, codec with intercom, connectivity etc.)
Comms	OB - Van <-> Camera circuit OB - Van <-> English commentators (with separated talkback to OB van) OB - Van <-> TV Graphics OB - Van <-> ITU Producer (on radio)
Graphic equipment:	InFront will provide supplier of TV Graphics. HBC will be responsible for implementing virtual enhancements and data service within the live feed
ENG Crew	Available for 4 days (including the race days) Solid-state HD ENG Camera incl. tripod. Standard 3-head lighting kit & sound kit for interviews incl. handheld and clip-on mic, e.g. Panasonic AJ-PX5000G incl. minimum 4 x 64 GB P2 media cards (to be returned)) or Sony PMW500 incl. 4x SxS 64GB cards (to be returned)
Creative Crew	Director, Editor, Camera crew and all relevant creative crew (InFront reserves the right to provide the TV Production Director in order to ensure best coverage).
Licenses:	All required frequencies and permissions for communication, microwave, relay station, helicopter

4.6 TV Graphics and Data:

d. ITU/InFront will determine one TV Graphics and data supplier for the entire ITU World Triathlon Series. The supplier will deliver a large amount of data useful for the coverage and the analysis of the event. It will serve both live and highlight programmes.

e. The HBC is entitled and requested to make extensive use of the data provided and should make arrangements for all graphical implementation into the world feed. Some data and graphics may be connected to a sponsor.

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