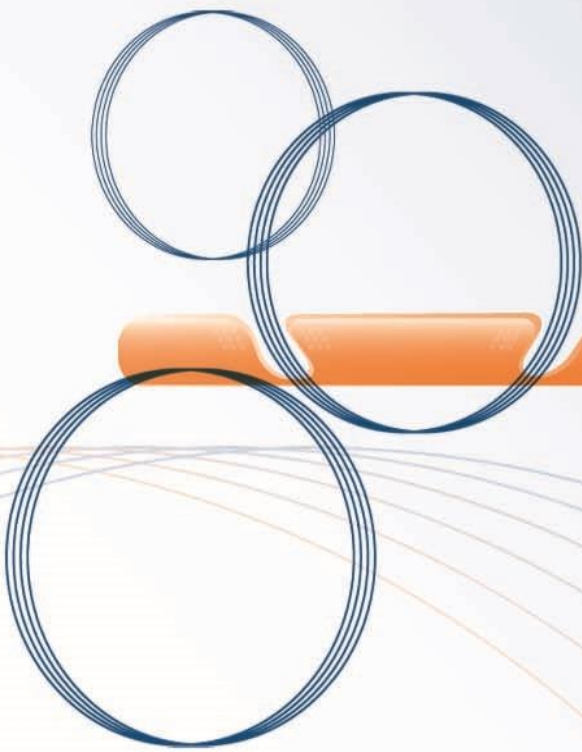




# LOC REQUIREMENTS

## ITU Continental Events



## LOC TECHNICAL REQUIREMENTS: CONTINENTAL CUPS

This document describes key operational and technical information required to deliver an ITU Continental Cup Event.

### 1. Introduction:

- 1.1 The rights to the ITU Continental Cup events are owned by the Continental Confederations (CCs). ITU grants the rights to the CCs to call for bids and grant approvals for ITU events in each of the five CCs affiliated with ITU. The rules and recommendations on this process are set out in the Appendix 1.
- 1.2 ITU advises and educates each CC on how to organise and deliver a world class triathlon. The CC will provide key personnel to support the event (outlined below) during its operation.
- 1.3 The LOC will collaborate closely with the CC, the National Federation (NF) of the host country and the Local Organising Committee (LOC). The key technical specifications for the events are laid out in this LOC Requirements document.
- 1.4 In addition to this document, the ITU Event Organisers Manual (EOM), the ITU Continental Championships and Continental Cup Branding Guidelines, can be used as working documents for the LOC and include all the necessary additional information to deliver the event details. Executing the details is a matter of agreement with the appointed Technical Delegate (TD) and the appointed Continental Technical Liaison. All the above documents are available in the download section on [www.triathlon.org](http://www.triathlon.org).
- 1.5 Furthermore, the event organiser must ensure the event complies with the ITU Competition Rules, also available on [www.triathlon.org](http://www.triathlon.org).

### 2. The principles of ITU Continental Events:

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



### 3. Key Criteria:

- 3.1 Consistent branding standard "Look and Feel"
- 3.2 Multi-lap course
- 3.3 swim course in an area with acceptable water quality tests
- 3.4 Age-group, Paratriathlon and youth events linked to the elite programme
- 3.5 Spectator and Media friendly venue

3.6 High quality experience for all participating athletes

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

4.1 **Continental Technical Liaison (CTL):**

- a) In cooperation with ITU, the CTL coordinates the ITU Continental Cup events from the bid process to the final report.

**Checklist:**

- Key contact person for interested bid groups and for LOCs
- Bid document development and bid call
- Calendar planning
- Contract negotiations and implementation
- Distribution of Branding Guidelines and management and approval of all event branding
- Coordinates Technical Team appointments in collaboration with the ITU Sport Department and the ITU Technical Committee
- Coordinates Media Services in collaboration with the ITU Media Department and the host National Federation Media Service
- Coordinates all Anti-Doping Requirements as requested by ITU Anti-doping Director and the host NF
- Manage all meeting agendas and schedules
- Oversee the correct race entry procedures and timing and results service in collaboration with the ITU Sport Department
- Oversee all website information for accuracy and consistency
- Coordination and circulation of reports in collaboration with the ITU Sport Department
- Coordinate travel for the key staff for each event

4.2 **Technical Delegate (TD):**

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

**TD Checklist:**

- Request and approve all course maps and venue layout in consultation with LOC **at least 3 months in advance**
- Review and approve the event schedule
- Approve the technical officials' team in consultation with the host NF and ITU Sport Department
- Appoint Race Referee and Chief Race official at least 6 weeks in advance
- Appoint the Competition Jury
- Plan pre-event Skype calls to implement all standards and policies of
- Write the pre-race report within 30 days and submit to Continental Confederation Manager along with the water quality tests and the events' insurance

- Confirm LOC plans for doping control
- Confirm timing and results plan, photo-finish and accuracy of finish line
- Develop the race briefing in consultation with the Competition Manager
- Present all technical aspects of the briefing
- Plan and chair the officials' pre-race briefing and designate the key technical official positions
- Request facility for briefing and ensure it is adequate and has all the necessary equipment (tables, chairs, sound system, projector, pens & pencils, adequate volunteers) in accordance with ITU requirements
- Manage all traffic and race vehicles
- Plan motorcycle and boat driver briefing
- Meet with TV crew (if TV is planned) and ensure all needs are met
- Plan the post-race debrief immediately following the competition
- Write the post-race report within 30 days and submit to ITU Sport Department for circulation

#### 4.3 Assistant Technical Delegate (ATD):

- a) The ATD may be appointed to assist the TD in areas assigned to him/her by the TD.
- b) The appointment of an ATD is highly recommended and complements the ITU mentor programme run by the ITU Sport Department and ITU Development.

## 5. LOC Team:

5.1 The LOC needs the following key people:

#### a) Event Director (ED)

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

#### ED Checklist:

- Course selection and traffic management
- Permits and approvals
- Marketing and sponsorship
- Branding plan for venue in accordance with ITU Branding Guidelines
- Key contact with host NF in recruiting and managing the National Technical Officials (NTOs)
- Media and Television, if TV is planned

#### b) National Technical Officials Coordinator

- Forty-five (45) days prior to the Event, the NF will provide the CC with a list of NTOs available for the event.
- A minimum of 12 NTOs are required. The list is subject to TD approval.

c) **Event Administration (EA):**

- A strong EA is essential.

**EA Checklist:**

- Event Agreement:** Ensure compliance with the CC – LOC agreement, which includes this LOC Requirements document. All provisions in the agreement and this LOC Requirements document must be considered legally binding on all LOCs awarded a Continental Cup event.
- Accountability:** The LOC is accountable for the following: CC – LOC agreement compliance, contracts, budgets, payroll, purchasing and invoicing, insurance, athlete waivers, permits and approvals, water quality tests, travel visas, reporting schedule and checklists.
- Insurance:** Event liability insurance and event cancellation is required as per the ITU – LOC Agreement.
  - Certificate of Insurance must be proved to the Continental Confederation Manager at least 45 days in advance.
  - Athletes' Insurance: each competitor must acquire insurance which offers the legally necessary guarantees for the country where the competition is being organised unless their NF has a license system including such coverage.
- Athlete Registration:** All the rules regarding the registration deadline, eligibility, entry can be found in the ITU Qualification Criteria and ITU Online Entry System on [www.triathlon.org](http://www.triathlon.org).
- Entry Fees and Payment:** The entry fee will be in accordance with the fee outlined in the "CC – LOC Host City Agreement: Permits and Approvals".
- Course Approval:**
  - The LOC must obtain written approval of the competition course, including swim, bike, run, transition segments, from all jurisdictions e.g. CC, city, police, etc.
  - The LOC must have ITU's approval for all segments of the course. Those approvals must be secured prior to being awarded an ITU event.
- Water Quality Test:** provide ITU with water quality test during bid discussions and according to the planned pre-event schedule.
- Weather and Environmental Conditions:** provide ITU with weather statistics, including air and water temperature, tides, etc., during bid discussions.
- Ensure all temporary structures (pontoon, grandstands, stages, gantries, etc.) are approved in writing by a structural engineer and adhere to all local fire marshal's code.
- Provide proof that local hospitals and emergency departments are informed of the event and the associated road closures.
- In a case of paratriathlon event, the provision of an athletes' classification process must be considered according to the ITU Classification Manual.
- Paratriathletes participation:** All paratriathletes entering in an ITU event should have been classified by international classifiers or can race under a temporary classification. For more details please contact Eric Angstadt: [eric.angstadt@triathlon.org](mailto:eric.angstadt@triathlon.org)

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

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

**MTD Checklist:**

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

**6. Reporting Schedule and Checklists:**

6.1 Upon request of the TD, in addition to:

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

**7. Travel Visas:**

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

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

7.2 The LOC must then publish this important visa information to the event website and to [www.triathlon.org](http://www.triathlon.org)

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

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

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

**8. Accreditation Protocol**

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

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

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

**9. LOC Team Meeting Schedules:**

9.1 A meeting schedule will be set up to include:

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

9.2 Those meetings will be coordinated by the Technical Delegate.

## 10. Event Services

### 10.1 Staff and Volunteer Services

- a) The event should have adequate staff to ensure full compliance with all requirements of hosting an event of this calibre.
- b) Volunteers - it is beneficial to recruit personal contacts of committee members first as they often provide the most reliable source.
- c) All volunteers must receive training that provides an overview of the entire event including a thorough review of the competition course. Volunteers should have a general understanding and awareness of all aspects of the event.

### 10.2 Athlete Services

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

### 10.3 VIP / Sponsor Services:

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

### 10.4 Spectator Services:

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

## 11. Social Functions:

### 11.1 Pasta Party:

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

### 11.2 Final Party:

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

## 12. Transportation Plan:

### 12.1 The following transportation must be provided by LOC:

- a) Airport pick-up for:
  - Elite Athletes and Team Managers
  - ITU/Continental Confederations/NF Staff and VIPs
- b) Transportation to:
  - Official athlete programmes (Athletes' Briefing and Media Events);
  - Social Functions (Pasta Party and Final Banquet);

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

- a) 1 car with or without driver;
- b) 4 motorbikes with drives and extra helmets for Technical Officials, 1 for Media; Additional number of motorbikes can be asked from the TD in case of an Age Group events
- c) 2 boats, for Technical Officials and
- d) 1 boat for Media.

## 13. Technical Operations:

### 13.1 The Technical Operations section of the ITU Event Organiser's Manual (EOM) combines the duties of Technical and Venue Operations. These operations should cover both Elite and Age-Group events with different staff as required. Special attention should be given to:

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

### 13.2 Swim Course:

- a) The swim start area will be hard fenced (minimum 1mtall);
- b) Number and length of each lap will be as outlined in the EOM for Elite, Paratriathlon, Age-Group;
- c) Start Area: If a pontoon is not possible, a platform beach start is acceptable:
  - Swim pontoon/platform specifications: minimum measurement: 60m x 3m
  - The distance from surface of the pontoon to the water is 0.2m - 0.5m



- d) Buoys:
  - The turn buoys are 1m in diameter and not less than 2.5m in height
  - Sight buoys should be placed between the start and the turn buoys. The dimension of sight buoys is 1.2m long x 0.7m diameter and in different colour from the turn buoys.
  - The distance to the first turn buoy must be minimum 325 meters.
- e) Swim exit ramp: minimum 5m wide with ramp or steps gradient to be approved by TD.
- f) Water quality: tests must be submitted to the TD:
  - With the official bid and as it is set out in the ITU Competition Rules.
  - Water quality tolerance limits: samples should be a mixture of water collected from three different locations on the swim course.
  - Limits areas it is set out in the ITU Competition Rules.
  - If the event is in a river, a more stringent water quality plan must be adhered to.
- g) Detailed description of required swim course personnel, equipment list and procedures can be found in the EOM.

#### **14. Transition area:**

##### 14.1 Elite:

- a) Minimum width: 10m
- b) Minimum length: 60m

14.2 Carpet: If carpet is available it is advised. Detailed description of required transition area, personnel, equipment list and procedures can be found in the EOM.

#### **15. Bike Course:**

##### 15.1 General requirements are:

- a) Course width: preferably 6m.
- b) Secure and completely closed for traffic (all categories).
- c) The road surface must be hard, smooth and without debris or other hazards.
- d) The course should avoid railroad tracks, bridges with gates, drawbridges, etc.
- e) Elite course must have 6 to 8 laps and 3 to 4 laps for juniors.
- f) Laps for Age-Group races will be approved by the TD.
- g) Detailed description of required bike course personnel, equipment list and procedures can be found in the EOM.

#### **16. Wheel Station:**

16.1 A minimum of two wheel stations must be provided.

16.2 The wheel stations should be equipped with racks and spare wheels.

16.3 Detailed description of required wheel station personnel, equipment list and procedures can be found in the EOM.

#### **17. Lap Counting:**

17.1 Lap verification is needed to control the bike and run laps.

17.2 The lap counting board should be visible to the announcer and should be 1m high x 0.75m wide.

17.3 This board will indicate the number of laps remaining for the race leader.

**18. Run Course:**

18.1 Course width minimum: 3m.

18.2 Must be secure and totally closed to traffic for all categories.

18.3 The road surface must be hard, smooth and without debris or other hazards.

18.4 The course should avoid railroad tracks, bridges with gates, drawbridges, etc.

18.5 Detailed description of required run course personnel, equipment list and procedures can be found in the EOM.

**19. Aid Stations:**

19.1 Aid stations should be 1.25km apart and for Age-Group a maximum of 20km apart throughout the bike.

19.2 The TD can approve modified distances between aid stations.

19.3 Aid stations should be 20m in length for elite races.

19.4 Only sealed water is permitted at elite aid stations. The LOC should provide 2 bottles of 500ml water per athlete per aid station per lap.

19.5 The aid station in the finish area must offer different kinds of drinks, nutrition bars, fruits and other products as an appropriate athlete service.

**20. Penalty boxes**

20.1 The final number of penalty boxes should be approved by TD

20.2 Detailed equipment list can be found in the EOM

**21. Finish Area:**

21.1 The dimensions will be at least 100m long and 5m wide.

21.2 A5-tier photo stand measuring 3-4m wide must be placed 15m behind the finish line.

21.3 The recovery area should be within 50m of the finish line.

21.4 A secure mixed zone should be planned adjacent to the finish area with sufficient space for media to interview athletes.

21.5 The finish area is completely secured with a solid fence (minimum 1m high).

21.6 Detailed description of required finish area personnel, equipment list and procedures can be found in the EOM.

**22. Sport Presentation:**

**22.1 Public Address System:**

a) High quality public address system should provide clear sound to the swim start, stadium area and should extend to a minimum of 100m outside of the stadium area.

b) A separate system may be required at the swim start area to ensure full coverage for the start technical official.

c) The public address systems for the audience areas/stands with appropriate speaker systems divided into groups to allow individual area control.

d) Technical areas (Operational Offices, TV, and Media) are to be designated low level audio areas. No speakers are required in these areas.

## 22.2 Additional:

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

## 22.3 Medal Ceremony:

- a) Podium specifications: centre standard should be the highest (0.75m x 1m x 1m), with the one of the left slightly lower (0.5m x 1m x 1m) and the one on the right the lowest (0.25m x 1m x 1m).
- b) Flag positioning and standards: The centre standard should be the highest, with the one on the left slightly lower and the one on the right the lowest. The athletes should not turn more than 45° to see the flags. The flags must be visible to the VIPs.
- c) The LOC must ensure it has flags of each country of participating athletes. Provision must be made for multiple winners from one country.
- d) Detailed description of required medal ceremony personnel, equipment list and procedures can be found in the EOM.
- e) Ceremony rehearsal. A rehearsal must be scheduled at least 1 day prior.

## 23. Medical Management:

- 23.1 A complete medical plan must be approved by the Technical Delegate or the assigned ITU Medical Delegate (if applicable)
- 23.2 A detailed plan from a medical doctor should be submitted to the TD which will include:
  - a) FOP Medical Plan
  - b) Medical Centre Layout
  - c) Medical Centre Equipment
  - d) Number of personnel
  - e) Number of Ambulances
  - f) Emergency Procedures
  - g) Hospital Information
  - h) Allocation Map
  - i) Foreign Medical Team Undertaking Procedures
- 23.3 Detailed description of required medical personnel, equipment list and procedures can be found in the EOM.

## 24. Doping Control:

- 24.1 Provision should be made to accommodate Anti-Doping Control at the event.
- 24.2 ITU complies with WADA on all Anti-Doping Rules and Regulations (see ITU website for all current information on Doping Control).
- 24.3 Anti-Doping Control Facility on-site for in-competition (following the event) and out of competition (prior to the event) must be provided.

24.4 Mandatory Anti-Doping Control Tests –minimum 10 OOC control tests (5 per gender).

## **25. Venue Operations**

25.1 The venue will feature the transition area and the finish area in a 'stadium-like' setting.

25.2 Required rooms, equipment and technology support:

- a) Athletes' Lounge and Assembly Area
- b) Recovery Area
- c) Medical Centre
- d) Volunteer's Tent
- e) Media Centre
- f) Timing Centre
- g) VIP Stands
- h) Spectator Areas
- i) Clean & Waste Compound
- j) Operations Office
- k) Technical officials' lounge

25.3 The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in the contract and EOM.

25.4 The timing services company must be approved by ITU.

## **26. Athlete Briefing:**

26.1 Room for 250 people

26.2 High speed internet connection

26.3 Refreshments for all athletes

26.4 Front table with 6 chairs and a speaker stand

26.5 PA facility and projector

## **27. On-site operations office:**

27.1 Adjacent to the finish area

27.2 High speed internet connection

27.3 Tables and chairs for 8 to 12 people

27.4 Refreshments

27.5 Provision for meal service during competition days

## **28. Press Centre(if applicable):**

28.1 A press centre at the race course for the general media

28.2 Working space with tables, chairs, power, internet

28.3 Area with race information (maps, start lists, results, etc.)

28.4 Adequate staff to assist the media

28.5 Refreshments

## 29. Sport Expo Facilities (if applicable):

- 29.1 Planned to maximize sales opportunities for the exhibitors
- 29.2 Power and water source
- 29.3 Internet and credit card facilities
- 29.4 24-hour security

## 30. Communication Plan

- 30.1 Provides the critical communication link between the various elements of the race to ensure smooth movement of athletes, spectators, and vehicles.
- 30.2 The critical area of communication is for the technical officials where a minimum of 12 radios are required. If possible, other areas to service with communications are:
  - a) Executive talk group
  - b) Medical talk group
  - c) Announcer talk group
  - d) Media talk group
  - e) Site operations talk group
- 30.3 LOC should make 5 local phones available to attending officials and media.

## 31. Technical Officials Equipment

- 31.1 The LOC should provide the following items to the ITO team for the needs of the event:
  - a) 2 Mountain bikes with 2 helmets
  - b) Measuring Devices: Thermometer
  - c) Flags: 10 red flags 60cmx90cm
  - d) Horns: 3 manual air horns, 1 electronic start system
  - e) Lap Board: 1 board per lap x2 sets, Bell
  - f) 30 Whistles
  - g) One board for the post finish area
  - h) Miscellaneous: Stationery for the Athletes' check-in and registration, start lists x 25 copies, duct tape, extra stickers for bikes and helmets, felt pens, ballpoint pens, sewing kit, official's board, competitor's agreement x 180 copies, LCD projector and screen, sponges and towels
  - i) Cameras: 2 still cameras and 2 video cameras to monitor the start, transition and the prime line

## 32. Catering:

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

## 33. Contingency Plan: Delay: An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start.

- 33.2 Postpone: An event is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day.
- 33.3 Cancellation: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.

33.4 There are no prescribed rules for delays and postponements. However, the TD and Race Director would consult on weather conditions and other situations for the safety of the competitors.

#### **34. Meetings and Site Visits:**

34.1 One site visit must be made prior to the event, during the bidding period. All costs related to the site visit (including the travel of the TD needs to be covered by the LOC)

34.2 If the event has taken place for more than 1 year, no site visit is required.

34.3 Documentation: During the first site visit, the following information should be available:

- a) LOC team (structure & experience)
- b) Environmental data (tides, weather forecast history, water conditions)
- c) Venue & course maps
- d) Budget outlines

#### **35. ITU/CC Branding Guidelines:**

35.1 See ITU Branding Guidelines attached.

35.2 The LOC is obliged to exclusively use the ITU logo and the CC logo in all print material/public relations work.

35.3 The LOC is obliged to follow the ITU Branding Guidelines (attached) for all relevant material and to secure written approval prior to production on all relevant advertising material and event signage.

35.4 The LOC accepts the specifications for a consistent colour coding for the banner areas in the swim start and exit areas as well as the finish and transition areas. Every LOC sponsor must approve the use of a white single colour tone version of the logo in these areas.

#### **36. Media services:**

##### **36.1 ITU website and online services:**

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

##### **36.2 ITU print and press services:**

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

##### **36.3 Television and news:**

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

#### **37. Media Facility Requirements:**

37.1 The LOC will provide a dedicated high-speed internet connection (**minimum 1 Mb/s upload and download**).

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

- a) **Press Centre – equipment requirements:**

- working space for media (tables, chairs) with power
- high-speed internet connection (cabled or wired);
- printing facility;
- high-speed photocopier;
- notice board for maps, start lists, schedule, results and other news;
- staff and/or volunteers
- refreshments and food for entire day.

**37.3 Pre-Race Press Conference (optional):**

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

**37.4 Media Zones/Areas:**

- The LOC will provide designated media zones on course for press, photographers and broadcasters, separate from spectators with adequate identification and efficient movement from zone to zone (i.e. not through crowds or long distances);
- The LOC will provide a media zone at the finish line in accordance with the draft layout plan 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;

**37.5 Post-Race Press Conference (optional):**

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

**37.6 Reporting:**

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

### 38. Timing and Results Service Requirements:

#### 38.1 Overview:

- a) Timing and results services are the cornerstone of a successful broadcast from an ITU event. The following technical requirements are for any timing company that wishes to provide basic timing and results services. Please note that it is the responsibility of the LOC timing company to fulfil these requirements in full.
- b) The LOC should ensure that the proposed timing company for the event can meet these requirements. If there are any doubts the LOC should contact ITU with questions before signing any contracts with the timing and results service provider. Please contact ITU in advance with your choice of timing partner or service provider to allow time for review.

#### 38.2 General requirements:

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

#### 38.3 Timing System- Requirements of the transponder system:

- a) 100% capture rate at one metre;
- b) Reliable, all times are captured without loss;
- c) Able to capture splits for each discipline, including multiple splits for each – swim (water exit), bike and run;
- d) Attached to the athlete in an ankle band;
- e) Attached to the athlete in a manner that does not influence the performance of the athlete.
- f) Weight must be not more than 20 grams;
- g) Deliver data live in real time to the timing and results software used by the Service Provider;
- h) Able to vary in width from two to eight meters without obstacles on course;
- i) Timing of ITU events must be done with an ITU approved transponder system. Non-ITU approved systems are not allowed.
- j) **Important Note:** The only approved ITU timing systems are:
  - AMB, Champion Chip, MTS (J-chip), Winning Time, My Laps
- k) **Use of Timing System:**
  - Timing systems should be installed so as to isolate each discipline (swim, transition one (T<sub>1</sub>), bike, transition two (T<sub>2</sub>) and run) and capture multiple split times during each discipline 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 service provider must have direct connections to the timing locations;
  - On locations where this is not possible the service provider must aim at using internet based connection via DSL/GPRS/GSM (or similar mobile connection);



- ITU emphasizes use of direct connections where the distance is less than 200 metres from the event venue timing and results base location;
- The service provider must have live real time connections to timing locations to pull or retrieve data instantaneously;
- All data must be delivered from the timing locations to the timing and results database in not less than 3 seconds after passing on timing system;
- **Important Note:** Manually transporting times via a USB stick or similar device is not allowed.

l) **Software:**

- The service provider must use a fully multi-user enabled database for data storage;
- The service provider software must be able to receive data live in real time from the timing locations.

38.4 **Event Venue Services:**

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

38.5 **Official Results Service:**

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

38.6 **Manual Back-up:**

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

38.7 **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: Time Tronics, Finish Lynx, Alge, Omega, Seiko.

## Appendix 1:

### CONTINENTAL EVENTS' RULES AND RECOMMENDATIONS

#### 1. PURPOSE:

- 1.1. Establish a procedure to create the ITU competition calendar for Continental Cups that has consistent rules for all 5 continents.
- 1.2. Clearly list:
  - a) Procedure for adding new events to the Continental calendars;
  - b) Level and number of Continental events;
  - c) Minimum prize money in the different category of events.
- 1.3. Harmonize all ITU competitions globally.

#### 2. TIMELINES:

Date	Deadline
Date when the ITU World Triathlon Series calendar to be set.	
+ 15 days	ITU Triathlon World Cup calendar to be set.
+ 45 days	Date and locations of the ITU Continental Cups and Continental Championships to be proposed by Continental Confederation to ITU
+ 60 days	ITU confirms the continental calendars and post it on triathlon.org

#### 3. GEOGRAPHIC DISTRIBUTION:

- 3.1. According to the number of National Federations in each continent, there will be a maximum number of continental cups as follows:

Continent	Quota
Africa	10
America	20
Asia	18
Europe	20
Oceania	8

- 3.2. The Continental Confederations can select the events that are awarded premium status according to their own standards, i.e., prize money, sanction fee, TV coverage, free accommodation for the top/developing athletes and/or other criteria. There is no limit to the number of Premium event within their quota.
- 3.3. In each continent, two or 30% of the Continental Cups (whichever is more), within the maximum quota, can be organised at the sprint distance.

#### 4. CONDITIONS:

- 4.1. ITU sets the minimum conditions as recommendation, but these can be modified by the Continental Confederation. All changes must be communicated to ITU.
- 4.2. Premium Continental Cups:
  - a) Prize money: \$20.000USD;
  - b) Sanction fee: \$3.000USD;
  - c) Separate races for men and women;
  - d) Anti-Doping tests: Minimum of 8 in-competition tests.

- 4.3. Continental Cups:
  - a) Prize money: \$10.000 USD;
  - b) Sanction fee: \$1.500 USD;
  - c) Separate races for men and women;
  - d) Anti-Doping tests: Minimum of 8 in-competition tests.

**5. TECHNICAL DELEGATE (TD) AND ASSISTANT TECHNICAL DELEGATE (ATD):**

- 5.1. TDs and ATDs will be appointed according to the ITU Technical Officials' Appointment Policy available on [www.triathlon.org](http://www.triathlon.org).
- 5.2. The travel costs for TDs and ATDs will be covered by the Continental Confederations and accommodation costs will be covered by the LOCs.
- 5.3. ITU requires all Continental Confederations to run the Assistant Technical Delegate program at Continental Cups, which is a significant part of the Technical Officials' education system ([http://www.triathlon.org/development/technical\\_education/](http://www.triathlon.org/development/technical_education/)).

**6. RANKINGS:**

- 6.1. Continental Cups and Continental Championships will carry points for the various rankings outlined in the Ranking Criteria posted on [www.triathlon.org](http://www.triathlon.org):
  - a) ITU Points List (Premium Continental Cups and Continental Cups have the same amount of points);
  - b) Continental Ranking (Premium Continental Cups give more points than Continental Cups);

**7. QUALIFICATION:**

- 7.1. Athletes qualify for Continental Cups and Continental Championships according to the Qualification Criteria posted on [www.triathlon.org](http://www.triathlon.org).

**8. EVENT AGREEMENTS:**

- 8.1. ITU can provide a consistent template agreement upon request by the Continental Confederations.
- 8.2. The Event Agreement must be signed by the Continental Confederation, the National Federation and the LOC.

**9. CONTINENTAL CALENDAR PREPARATION CRITERIA:**

9.1. Maximum number of Continental Cups per country per year:	3
9.2. Maximum number of Continental Cup per continent on the same weekend:	2
9.3. Maximum number of Continental Cup per continent on the same weekend as a World Cup/WTS events in the same continent:	1
9.4. Maximum number of Continental Cup per continent on the same weekend as the Continental Championships on the same continent:	0
9.5. Maximum number of Continental Cup on the same weekend as the World Triathlon Grand Final:	0
9.6. Changes to these criteria and the approval of the final calendar must be approved by the ITU Executive Board.	