

Section 1: Introduction

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1.1 INTRODUCTION

- a) Organising Committees awarded ITU Regional Qualifiers or ITU International Events are expected to comply with the provisions outlined, relative to safety, quality, and fairness of the competition.
- b) The management of the ITU World Championships, referred to hereafter as “the competition”, is vested solely in the International Triathlon Union (ITU). ITU will collaborate closely with both the Local Organising Committee and the Host City to ensure that all articles in the World Championship agreement, the ITU Constitution and By-Laws, the ITU Competition rules, the ITU Media Manual and this *Event Manual* are fully complied with.
- c) It is the intent of ITU to implement a partnership-style of management with the Local Organising Committee and the Host City.
- d) This *Event Manual* has been developed to ensure the implementation of consistently high global event management and marketing standards.

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- **The five principles of Event Managements: ITU event must:**
 - **Be safe and fair**
 - **Be spectator and media friendly**
 - **Satisfy sponsors**
 - **Be profitable for the Local Organising Committee**
 - **Create a lasting, positive legacy for the Host City**

1.2 CONTRACT:

- a) This Event Manual applies to all ITU Triathlon World Championships and, as stated in the ITU – LOC Agreement all provisions of the Event Manual are legally binding upon all Organising Committees that have been awarded Triathlon World Championships.
- b) ITU has authority for determining what constitutes the correct implementation and interpretation of the Event Manual.

1.3 OFFICIAL LANGUAGE:

- a) The Official working language is English. However, other languages also may be used from time to time to improve communication. The following will apply:
- b) The Organising Committee will communicate to others in the official language.
- c) The Competition Jury will be addressed in English
- d) The pre-race briefing will be conducted in English and afterwards, if necessary, in the host language. Translation is advised in French, German and Spanish.
- e) Communication between officials and competitors regarding penalties will be in English and if appropriate, in their own language.
- f) It is the responsibility of the competitor, or their National Federation, to provide for translation if needed.
- g) Race announcers will provide at least 50% of information in English and the local language.

1.4 ITU APPOINTMENTS:

- a) **ITU Executive Board Representative:** will represent ITU at all VIP functions and attend all meetings of the ITU Team.
- b) **ITU Team Leader:** coordinate and ensure successful implementation of all ITU appointments including: TD, host broadcaster, live coverage and media crew. Will also be responsible to ensure that the requirements of this *Event Manual* are implemented to the fullest possible degree.
- c) **Technical Delegate:** ensure implementation of the rules and regulations governing the competition, including the role of the competition manager and field of play.
- d) **Television Producer:** managers all aspects of field production and direction including; local scenics, pre-race interviews and features, all race footage, post-race interviews, dubing of tapes for local broadcaster.
- e) **Live Coverage Manager:** responsible for live coverage of the event on www.triathlon.org including live results, photos, text updates, leaderboard, live audio. Is also responsible for the news highlights, press release, photos and media fed to global news agencies the day of the competition.
- f) **Official photographer:** will attend all official functions and will have priority at the competition. The official photographer will also pool resources for local media.
- g) **Timing and Results Manager:** will either provide all of the timing and results for the competition or will coordinate the live results as as directed by the Live Coverage Manager. The final arrangement will be negotiated between ITU and the Organising Committee
 - See Appendix <<X>> for ITU Appointment Checklist

1.5 EVENT ORGANISER'S STRUCTURE:

- a) The ITU Team Leader and the TD will approve the Event Organisational Plan which will include:
 - Organising Committee operational and mailing address
 - Organising Committee structure, including names, responsibilities and points of contact
 - Telephone and fax numbers and e-mail address
 - Event details
 - Budget
 - Intended legacy



- See Appendix <<X>> for examples of World Championships Organisation charts

1.6 PERMITS AND APPROVALS:

- Course Approval:** obtain approval for course and location, including swim, bike, run, transition and all jurisdictions;.(municipal; city; police, etc.). The organizing committee must have ITU's approval for all segments of the course.
- Water Quality Tests:** submit to the ITU:
 - One year prior during the month of the event;
 - two months before the competition
 - 14 days before the competition.
- Water Quality Tolerance Limits:** samples is a mixture of water collected from three different locations on the swim course. Limits are:
 - pH between 6 and 9
 - Fecal coliform (ocean) not more that 200 per 100mls
 - E' coli (fresh water) not more than 200 per 100 mils
 - Entero-cocci 35 per 100 mils

1.7 PAYMENT SCHEDULE:

- Upon awarding of the championships – day of signing. 10%
- One year out from the event 20%
- 3 months prior to event (final payment) 70%

1.8 REPORTING SCHEDULE AND CHECKLISTS:

- re-do checklist as per Technical Delegate (TD) and ITU Team Leader.
- Upon awarding of the championships
- One year prior to the event
- 3 months prior to event (completed with ITU Team Leader)
- 24 hours prior to event
- Survey: complete by athletes (elite and age group), media, VIPS who attended
- 30 days after event: TD, LOC.

1.9 INSURANCE:

- Event liability insurance and event cancellation is required as per the ITU-LOC Agreement
- Athlete insurance is required for entry and is the responsibility of the athlete's National Federation