



WORLD LEVEL EVENTS

LOC REQUIREMENTS MANUAL

V2022.05.07

This summary document describes the information required for a Local Organising Committee (LOC) to deliver FISO World Level Events, including World Cups, World Series, and World Championships.

A. OVERVIEW OF SERIES AND THE MANAGEMENT TEAM

1. Introduction

- 1.1. Obstacle Sports World Level Events (WLE) are wholly owned by Fédération Internationale de Sports d'Obstacles (World Obstacle), the world governing body for sport. World Obstacle shall use highly experienced staff to support host LOCs to deliver world class events. World Obstacle shall provide key technical staff to support the event (detailed below) during its operations.
- 1.2. LOCs may include national federations, associations, cities, states, regions, corporations and/or other entities that host WLEs.
- 1.3. The Objectives of the World Obstacle Management Team (MT) are:
 - a. To form a management partnership with the LOC and the Host City (HC) to support the LOC in reaching consistent world class standards.
 - b. To collaborate closely with the LOC, the National Federation (NF) of the country and the HC. The key technical specifications are laid out in the LOC Requirements document. In addition to this document, the World Obstacle Event Organizers Manual and the World Obstacle Event Branding Guidelines shall be used as working documents by the LOC and include all the necessary additional information to deliver the event details. Executing the details is a matter of agreement with the Sport Department, the World Obstacle Event Director (ED) of the event and the World Obstacle Race Director (RD) of the event.
 - c. To ensure that the LOC must ensure the event complies with the World Obstacle Competition Rules, anti-doping policies, safety regulations and SafeSport guidelines.

2. Principles of Obstacle Sports World Level 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, feel and function.
- 2.3. Spectacular events showcasing the city through media exposure and significant spectator audiences;
- 2.4. Deliver to a worldwide audience through live television, highlight shows and other media;
- 2.5. Bringing international visitors to the host city;
- 2.6. High value opportunities for sponsors;
- 2.7. Sport development opportunities and a legacy for the HC and NF;
- 2.8. Development opportunities for community and corporate participation.

3. Key criteria:

- 3.1. Events with high quality standards and brand consistency;
- 3.2. Elite events on short loop courses, the majority of which is visible to spectators;
- 3.3. Mass participation events linked to the elite program to maximize broad appeal;
- 3.4. Venue set up in iconic location with spectator viewing, big screen and streaming video;
- 3.5. Large numbers of spectators;
- 3.6. Quality of experience for athletes, volunteers, staff, media and partners;

4. The Teams

The high-level roles and responsibilities of the LOC and MT are outlined below. The World Obstacle Event Team shall provide expertise to support and deliver each event and shall work alongside the LOC.

4.1. The **MT** shall work with the LOC event team on the levels detailed below.

- a. **World Obstacle Technical Commission (TC)** is responsible for the general management and oversight of all world level events and is the primary liaison between LOC and World Obstacle. The coordination role of the TC is under the responsibility of the **World Obstacle Event Director (ED)** and shall delegate specific jobs to the members of the TC. The TC may work in collaboration with other departments to prepare the events. The TC is not necessarily represented on the event itself. The responsibilities of the TC are:

- i. Overall strategy, planning and organization;
- ii. Series approvals and recommendations;
- iii. Coordinate city bid process and event scheduling;
- iv. LOC-World Obstacle contract negotiation, invoicing and payments;
- v. LOC-World Obstacle contract management including confirmation of all permits, event insurance and water quality tests;
- vi. Coordinate technical officials' development program where needed;
- vii. Coordination of doping control (anti-doping) in consultation with World Obstacle Medical Commission and Anti-doping Director;
- viii. Event spokesperson;
- ix. Manage global sponsor relationships, services;
- x. Advise LOC's on opportunities to commercialise their events;
- xi. Management of global logistics and shipping;
- xii. Manage production and inventory of event supplies;
- xiii. Manage World Obstacle team travel;
- xiv. World Obstacle Branding and Event Promotion approvals;
- xv. Post-event technical report filing.

- b. **World Obstacle Event Director (ED):** An ED shall be assigned to each world level event. The ED shall work closely with the EP and the Assistant EP. The ED carries the following responsibilities prior to the event, on site and after the event:

- i. MT coordination and management;
- ii. Coordinate team meetings and set agendas in conjunction with the RD, record and distribute minutes;
- iii. Coordination of award ceremony including rehearsals and selection of presenters;
- iv. Oversight of all LOC website information for accuracy and consistency;

- v. Manage sponsor and VIP requirements and services;
 - vi. Coordination of technical related media and television matters;
 - vii. On-site management of World Obstacle protocols;
 - viii. Post-event technical report coordination.
- c. **World Obstacle Race Director (RD):** A World Obstacle RD shall be assigned to each world level event. The RD shall assign the technical officials and specify their roles and responsibilities. The RD shall be assisted by an Assistant RD, appointed by World Obstacle. The RD's responsibilities are:
- i. Primary contact for all technical, competition and operational elements;
 - ii. Venue and Course: venue physical design: course design and measurement, permits and approvals, infrastructure integrity, aid stations, communications, contingency plans;
 - iii. Coordination of officials, marshals, and volunteers;
 - iv. Elite competition management – World Obstacle Competition Rules and Regulations;
 - v. Safety management;
 - vi. Approval of security plans;
 - vii. Medical management;
 - viii. Environmental management;
 - ix. Anti-doping control management;
 - x. Elite athlete registration, briefings and training facilities management;
 - xi. Completion of technical section of World Obstacle post-race report.
- d. **World Obstacle Media Director's** responsibilities are:
- i. First point of contact for all media inquiries and matters;
 - ii. Approve all planned media facilities, media technical support and media hosting with RD and ED
 - iii. Request and review all LOC media plans in cooperation ED;
 - iv. Develop and implement World Obstacle media plan for the event;
 - v. Coordinate athlete interviews;
 - vi. Coordinate press services
 - vii. Produce a post-event media report.
- e. **World Obstacle TV Producer's** responsibilities are:
- i. First point of contact for all television and video streaming matters;
 - ii. Coordination of the work of the World Obstacle camera crew on site;
 - iii. Produce post-race news feed, webcast and magazine show.

4.2. LOC Team

- a. **LOC Event Director** is responsible for:
- i. Main point of contact for World Obstacle;
 - ii. Overall management and coordination of the event;
 - iii. Main contact person for the LOC on all important decisions;
- b. **LOC Race Director** is responsible for:
- i. Course selection and mapping;
 - ii. Local permits and safety plans;

iii. Venue set-up and technical operations.

c. **LOC Director of Marketing and Sponsorship** responsibilities are:

- i. Be familiar with World Obstacle Branding Guidelines;
- ii. Creation of a LOC marketing concept for the LOC sponsors that is in keeping with the World Obstacle Branding Guidelines;
- iii. Implementation of the branding plan;
- iv. Provision of volunteers to assist with the installation of the branding including provision of equipment necessary for branding installation and take down.

d. **LOC Media Director** responsibilities are:

- i. Main contact to World Obstacle Media Director and local media;
- ii. Promotion the event;
- iii. Organize all press and photo media on site;
- iv. Organize press conferences;
- v. Post-race media monitoring and reporting.

e. **LOC TV Producer:** The responsibilities are:

- i. Main contact to World Obstacle TV Producer;
- ii. Organize all necessary logistics to assist in successful TV production, such as scaffolding, camera positions, local contractors, power, cabling, etc.

5. Administration

5.1. Official Language:

- a. The official working language of World Obstacle is English. However, other languages may be used to help with communication.
- b. Race announcers and MC must provide all critical race information in English as well as the local language.

5.2. Site visits:

- a. One site visit must be conducted during the bidding period. A second visit may be required after signing the contract for first time world level events;
- b. Accommodation and travel must be provided by LOC for the duration of the site visit.
- c. Documentation: During the 1st site visit, the following information should be available:
 - i. LOC team (structure & experience);
 - ii. Environmental data (tides, weather history, wind, water quality);
 - iii. Venue & course maps;
 - iv. Permits and approvals;
 - v. Budget outline, including revenue streams.

5.3. Event Agreement:

- a. This LOC Requirement document applies to all World Obstacle World Level events as stated in

the World Obstacle – LOC – HC Agreement. All provisions of the LOC Requirement document are legally binding upon all LOCs that have been awarded a World Obstacle WLE.

- b. World Obstacle has authority for determining what constitutes the correct implementation and interpretation of the LOC Requirement document.

5.4. Insurance:

- a. **Event Liability Insurance** and **Event Cancellation Insurance** is required as per the World Obstacle – LOC – HC Agreement.
- b. LOC shall, at its cost, insure and keep insured with a reputable insurance company, a standard public liability and property damage insurance policy to cover the risks of insurable nature under this Agreement and the staging of the Event and the related events for an amount not less than US\$ 5,000,000. The policy of insurance shall name, as insured, LOC, World Obstacle, the Global Partners, Global Sponsors, the World Obstacle Executive Committee, Commissions, Committees. Producers, Directors and Staff, the World Obstacle International Technical Officials, and the respective LOC directors, officers, agents, volunteers, employees and contractors.
- c. **Event Certificate of Insurance**, with all additional insured added, must be provided to the TC, at least 60 days prior to the start of the competition
- d. **Athletes' Insurance:** Each competitor must acquire insurance which offers the legally necessary guarantees for the country where the competition is being Organized unless their NF has a license system including such coverage.

5.5. Registration:

- a. All rules concerning registration deadline, eligibility, and entry can be found in the World Obstacle Competition Rules at www.worldobstacle.org;
- b. Entry Fees and Payment: The entry fee shall be at the discretion of World Obstacle in consultation with the LOC.
- c. Where age group races form part of the schedule, World Obstacle strongly encourages the inclusion of para-Obstacle Sports.
- d. World Obstacle also advises the inclusion of junior and youth races.

5.6. Accountability:

- a. The LOC is accountable for:
 - i. World Obstacle – LOC –NF Agreement compliance;
 - ii. All contracts associated with local suppliers and sponsors;
 - iii. Budgets, payroll, purchasing and invoicing, Insurance, athlete waivers, permits and approvals, water quality tests, visas, reporting schedules and checklists.

5.7. Permits and Approvals: LOC must:

- a. obtain written approval for the competition course and its location from all jurisdictions. e.g. region, city, police, etc;

- b. have World Obstacle's approval for all segments of the course. Those approvals must be secured prior to awarding a World Obstacle event;
- c. provide World Obstacle with water quality test during bid discussions and leading up to the competition as per the World Obstacle Competition Rules (www.worldobstacle.org). Levels of PH, faecal coliform, e-coli and toxic elements shall be reported on all three reports.
- d. provide World Obstacle with weather statistics, including air and water temperature during bid discussions;
- e. provide World Obstacle with tide readings (where applicable) during bid discussions;
- f. ensure that all temporary structures (obstacles, branding 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.

5.8. Reporting Schedule and Checklists: LOS must:

- a. be familiar with World Obstacle schedules and checklists as outlined in the Event Organizers Manual.
- b. provide reports upon the request of the ED, RD, and MD.

- c. provide reports at 6 weeks and 3 weeks prior to the event to the MD, RD, Media Director, according to the relevant checklists.

5.9. World Obstacle - LOC Site Meeting:

- a. A series of on-site meetings shall be scheduled during the week leading up to the event;
- b. An agenda shall be prepared by the ED and the RD;
- c. The initial on-site meeting shall include all World Obstacle Directors, TV Producer and all LOC Directors;
- d. Required materials for the meeting:
 - i. maps of course and venue
 - ii. branding plan
 - iii. course safety
 - iv. staff and security operation plan
 - v. communications plan and protocol
 - vi. event schedule including start waves, start and finish times
 - vii. medical safety plan
 - viii. emergency evacuation plan
 - ix. athlete services plan
 - x. contingency plans;

5.10. Event week meetings: The event-week meetings and rehearsals shall be confirmed and circulated following the initial World Obstacle – LOC on-site meeting. The following meetings shall be scheduled:

- a. TV Production Meeting;
- b. Media Management Meeting;
- c. Event Branding Installation Meeting;
- d. World Obstacle Protocol Meeting, including Sport Presentation, Opening and Medal Ceremonies, VIP Services and Accreditation meeting, Final Awards Banquet Meeting (if applicable);
- e. Rehearsal schedule for Sport Presentation and Medal Ceremony;
- f. Technical, Timing and Results Meeting;

5.11. Travel Visas: The LOC:

- a. is responsible to provide all necessary information and assistance for athletes and officials requiring visas for entry to the host country;
- b. must get the detailed visa information from the host country's Customs and Immigration Department;
- c. must post the detailed visa information on the event website; Upon receipt of applications for a visa, the LOC shall liaise with the NF for athletes and/or coaches and World Obstacle;

- 5.12. must not issue visa invitations without prior approval and confirmation of athletes or official's good standing with World Obstacle.

5.13. Accreditation Protocol:

- a. World Obstacle has a standardised accreditation system that must be used by to regulate access of spectators, athletes, staff, volunteer, media, medical, emergency services, officials, referees, security and all other people in and around the event and venues. This is detailed in the Event Organisers Manual.
- b. The LOC must pay close attention to development of the accreditation, secure zone signage, and implementation of an effective security team to manage and control the accreditation and security on site.
- c. 5 days before the event, World Obstacle shall announce the approved coaches' accreditation list. Only persons listed in this list can collect a coaches' accreditation. All other requests should be directed to the RD.
- d. The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to RD 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 ensure full compliance for hosting world class event;
- b. Volunteers: personal contacts of committee members are often reliable;
- c. Specific training must be provided to all volunteers, including, but not limited to those working: Parking, Registration, Packet Pick Up, Race Course, Obstacles, Athlete Services, Medical and Anti-doping, VIP Hosting, Transportation and General Information;
- d. Volunteers should have a general understanding and awareness of all aspects of the event; the volunteers are the 'Face' of the event and represent the local community to the world.

6.2. Athlete Services:

- a. Athletes are the most important people of the event. Their experience is reflected in the event production quality (from registration through the race, festival, music, branding, awards, services, food, beverages, merchandising) and in the way they are treated by staff, volunteers, officials etc.;
- b. Basic Athlete Services to be provided by the LOC include (free of charge for the Elite athletes):
 - i. Airport ground transportation;
 - ii. Athlete information booths (airport, hotels, venue);
 - iii. Accommodation Services (adequate distribution of information on all available accommodation);
 - iv. Internet in hotel lobbies and at registration facility;
 - v. Medical services (Information provided on medical emergency services, massage and

- vi. physiotherapy services);
Uniform printing services.

6.3. VIP / Sponsor Services:

- a. Sponsors make the event possible. The LOC Sponsor and Protocol manager must be familiar with World Obstacle's Protocol Manual.
- b. A VIP / Sponsor Hosting Plan must meet the following requirements:
 - i. Scheduled VIP Airport Transportation (Pick Up & Drop Off);
 - ii. VIP accreditation provided to all guests: Invitations shall be issued to the on-site VIP Tent and to all social functions as per World Obstacle-LOC-NF Agreement and the Sponsorship and Event Design Guide;
 - iii. VIP Transportation to race venue and to social functions;
 - iv. Sponsor Package and/or special event souvenir should be packaged for all sponsors and VIPs and must include a detailed Event Schedule;
 - v. Special consideration must be given to planned presentations to sponsors and/or VIPs and should be approved by the ED.

6.4. Spectator Services:

- a. Branded signs shall provide clear driving and walking directions to the event and race venues. It is essential that event access information is well communicated to athletes, spectators, staff and volunteers. A public awareness campaign must be part of the event planning process and must be approved by ED;
- b. Information volunteers should be located at all major site access points and at key locations in the Event Site. These volunteers shall be easily identifiable.

6.5. Technical Officials Services:

- a. 40 days before the Event, the LOC and NF shall provide the World Obstacle RD with a list of local Officials, including all Course officials as well as the chief race official. The list is subject to change at the option of World Obstacle;
- b. The LOC shall provide all World Obstacle and NF officials with the same race package as given to competitors, i.e., event t-shirt, tickets to all events, and sponsor gifts.

B. TECHNICAL AND VENUE OPERATIONS

1. Technical Operations

- 1.1. The Technical Operations section combines the duties of the Technical and Venue Operations:
- 1.2. The Registration:
 - a. Elite Athletes and Coaches;
 - b. The Briefings:
 - i. Elite Athletes
 - ii. Elite Coaches; (upon notice from the World Obstacle Sport Department)
- 1.3. **Venue Operations:** The Venue shall feature the start area and the finish area in a 'stadium-like' fashion that shall accommodate grandstand seating with large television screens and scoreboards and shall be presented in a manner that showcases an event of world cup status. Detailed description of required venue layout, equipment list and procedures can be found in the Event Organizers Manual.

2. Course

- 2.1. General requirements:
 - a. Course width: preferably 3m;
 - b. Must be secure and totally closed from traffic for 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. Hard fencing is required;
 - i. In high traffic areas (start, finish, viewing areas);
 - ii. On vehicular roads abutting the course
- 2.2. A detailed description of course personnel, equipment list and procedures can be found in the Event Organizers Manual.

3. Finish Area

- 3.1. Finish chute length: no less than 25 metres in length and 5 metres in width, any tight corners must be smoothed out to give clean straight line to finish;
- 3.2. Photo stand should be placed 15 metres behind the finish line. A 5 tier stand 3 to 4 metres in width must be placed directly behind the 15 m clean finish area;
- 3.3. The distance to the recovery/medical area cannot be more than 50 m. The media and medical areas must be clearly separated;

- 3.4. A secure Mixed Zone should be planned adjacent to the finish area with sufficient space for media to interview athletes;
- 3.5. Spectator grandstands are required;
- 3.6. Big screen and scoreboard should be in full view of the grandstands;
- 3.7. A Sport Presentation covered raised platform should be erected close to the finish area to provide adequate view of the entire stadium area and the big screen for race announcers and race management;
- 3.8. The Finish Area must be completely secured with a solid fence (minimum 1-metre tall);
- 3.9. Podium must be set up in a way to allow medal presentations to take place while the race may still be in progress;
- 3.10. Detailed description of required finish area design, personnel, equipment list and procedures can be found in the Event Organizers Manual.

4. Medical Management

- 4.1. A complete medical plan must be approved by the RD. A detailed plan from a certified Doctor should be submitted to World Obstacle which shall include: medical plan, medical centre layout, medical centre equipment, number of medical personnel, number of ambulances and their location, emergency procedures, hospital information, foreign medical team personnel undertaking procedures.
- 4.2. Detailed description of required medical personnel, equipment list and procedures can be found in the Event Organizers Manual.

5. Doping Control

- 5.1. Provision must be made to accommodate Doping Controls at the event.
- 5.2. World Obstacle complies with WADA on all Anti-doping Rules and Regulations (See World Obstacle Website for all current information on Doping Control).
- 5.3. Doping Control Facility on-site for in-competition (following the event) and out-of-competition (prior to the event) must be provided.
- 5.4. Anti-doping Control Tests:
 - a. World Cup: 8 urine tests (five per gender) carried out in accordance with the World Obstacle-WADA Anti-doping Rules and the World Obstacle-LOC-HC contract.
 - b. World Championships: 12 urine tests (six per gender) carried out in accordance with the World Obstacle-WADA Anti-doping Rules and the World Obstacle-LOC-HC contract.
- 5.5. The RD shall check the provided facilities for the Doping Control operations.

6. Facilities, Equipment and Volunteer Requirements:

6.1. The following facilities are required:

- a. Athletes' Lounge;
- b. Call Room;
- c. Recovery Area;
- d. Medical Centre;
- e. Volunteers' Tent;
- f. Venue Control Centre;
- g. Technical Officials' Lounge;
- h. Media Centre;
- i. Timing and Results Centre;
- j. Sport Presentation Centre;
- k. World Obstacle Media Room;
- l. VIP Grandstands and hosting area;
- m. Spectator Grandstands;
- n. Clean & Waste Compound;
- o. Logistics/ Operations Compound;

6.2. The LOC shall provide the necessary power, internet, IT support and equipment to enable World Obstacle and Media to cover the event.

- a. The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in the World Obstacle-LOC-NF contract and Event Organizers Manual.
- b. Timing and Results Service Company must to be approved by World Obstacle.

7. World Obstacle-TC Office:

- a. Minimum 50 m²;
- b. Available from Wednesday before the event to Monday after the event (five days);
- c. Phone, FAX and high-speed internet connection;
- d. Printer and photocopy machine;
- e. Refreshments;
- f. Tables and chairs for approximately 12 persons.

8. Elite Athletes briefing:

- a. Auditorium for 250 people;
- b. Two days before the event;
- c. 4 tables for athlete registration and check-in;
- d. Paper and pens;
- e. Refreshments for all athletes;
- f. Head Table with 4 chairs and a speaker stand;
- g. PA facility and projector;

9. On-site Media office:

- a. Adjacent to the Finish area;
- b. Access to live video feed;
- c. Stable high-speed internet connection;
- d. Tables and chairs for World Obstacle media and number of local expected media;
- e. Provision for meal service during working hours in event preparation and throughout the competition days.

- f. High speed printing facility and photocopier;
- g. Notice board;
- h. Refreshments.

10. Volunteer requests:

10.1. The LOC should provide the following volunteers to the World Obstacle-TC:

- a. 3 persons to assist the media manager in media management;
- b. 4 persons for branding;
- c. 12 volunteers at the Elite athletes' registration (briefing, race day).

11. Transportation Plan:

11.1. Coordinated transportation must be provided by LOC for all stakeholders:

- a. Airport pickup on the cost of the LOC:
 - i. Elite Athletes and Team Managers;
 - ii. World Obstacle Staff and Technical Officials.
- b. City transportation

Public Transportation (free public transportation should be secured to get to venue on race day where applicable).
- c. LOC transportation must be provided to all official functions (trainings, athlete briefings, media conferences).
- d. Rental vehicles must be provided for World Obstacle Staff:
 - i. 2 cars
 - ii. 5 motor vehicles or ATVs with drivers;
 - iii. World Obstacle photographer (1);
 - iv. Pool photographer (1);
 - v. World Obstacle Technical Officials (3) – scooter upon request.

12. Communication Plan:

12.1. The Communication Plan provides the critical communications link between the various elements of the race to ensure smooth and safe movement of athletes, spectators, and vehicles.

12.2. Nine radio talk groups shall be utilized on race day. Other support groups shall use their own radio frequencies:

- a. Technical Officials talk group;
- b. Executive talk group;
- c. Medical talk group;
- d. Race talk group;
- e. Security talk group;
- f. Announcer talk group;
- g. Media talk group;
- h. Television production talk Group;

- i. Site talk group.

12.3. The final radios distribution plan should be approved by the RD.

12.4. LOC should provide to the World Obstacle-TC 15x 2-way radios in 2 channels and 8 cell phones with SIM cards.

13. Technical Officials Equipment:

The LOC should provide the following items to the TCs team for the event:

- a. Mountain bikes: 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. Whistles: 30 whistles;
- f. Vehicle: 1 vehicle available for the RD and the EDs Team;
- g. 2 still cameras and 1 video camera with a tripod, TV screen should be available for checking the footage and the sound from the video camera;
- h. Miscellaneous: Stationery for the athletes' check in and registration, Start lists x 25 copies, adhesive tape, felt pens, pens, safety pins, official's board, Competitor's Agreements, LCD projector and screen.

14. Catering Requirements:

The LOC is responsible for meals and refreshments to the event management team and officials for every 6 hours that they work at the venue. The provided services should be approved by the World Obstacle RD.

15. Accommodation Requirements

Following rooms to be provided **free of charge**. The number of rooms and nights can differ a little from event to event.

16. World Obstacle Host Hotel Accommodation:

16.1. The accommodation required from the LOC shall cover the stay World Obstacle-TC, the World Obstacle Executive Board Representative and the top athletes. The number of required room-nights are the following:

16.2. Total room nights:

- a. Single room: 22
- b. Double/twin room: 59

Type of rooms	# of Nights of stay	# of Rooms
Single	7	1
Single	5	3
Twin	4	2

16.3. Contingency Plan:

Contingency plans will require planning for:

- a. Delay: An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start;
- b. Postponement: An event is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day;
- c. Cancellation: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.

C. EVENT PROTOCOLS

The World Obstacle Event Protocols provide a framework and guidelines for all elements of presentation of World Obstacle events. This includes the following requirements from the overall Event Protocols:

1. World Obstacle Sport Presentation:

Presentation of the competition at the event venue. It may be moderated to suit individual events in consultation with the World Obstacle EP:

- 1.1 Sport Presentation elevates a competition to a great event for the spectators at the venue and the broadcast audience (both on television and live internet feeds).
- 1.2 The Sport Presentation team is tasked with presenting the excitement of the competition, from the moment the athletes enter the stadium to the closing ceremony, in a way that entertains the spectators by inspiring the emotion of the competition and showcasing the culture of the host nation/host city.
- 1.3 The most important first step of a successful presentation of the sport is a strong collaborative partnership between World Obstacle and the LOC Sport Presentation Producer/Director from Local Organising Committee. There are a number of key components that must be considered. The following describes the specific requirements for sport presentation and the roles and responsibilities of the sport presentation team prior to, during, and after the competition.
- 1.4 Sport Presentation involves:
 - a. Information Delivery: competition schedules; athlete bios and current rankings; competition background; host city interesting facts; venue information, food services and transportation, weather updates etc.;
 - b. Entertainment Factor. A highly interactive MC greatly enhance the entertainment for the spectators through prize giving, quizzes, and general crowd motivator's i.e. music and noisemakers. Live entertainment for Opening and Closing ceremonies and during all finishes. Well planned music enhances the mood of the competition, the emotion of the moment and the involvement of the spectators.
- 1.5 To achieve the highest quality sport presentation a comprehensive preparation must be undertaken to ensure readiness for the show.
 - a. A creative and energetic presentation team has to be assembled (producer/director, announcers, audio operator, video-board and scoreboard operator, protocol manager, floor/ entertainment manager, volunteers / spotters, SPR camera operator and assistant).

- b. A sufficient amount of information and knowledge has to be studied and compiled prior to the event day to be able to function as an information source during competition.
- c. Having experienced sport announcing specialists is of great value and must be appreciated and understood in the pre-planning and selection of announcers (see appendix 1).
- d. All information channels (to timing and results, competition management, technical operations, protocol) have to be prepared and well managed to maintain functionality and the process of information distribution.
- e. Production of daily run sheets: a detailed run sheet has to be developed in order to have a proper guideline throughout the whole presentation to facilitate the easy 'flow' of the show and ensure the entire team is operating of a coordinated timesheet.
- f. Production of audio / video equipment used to capture the attention of spectators during the event:
 - All equipment must be ordered and confirmed well in advance;
 - Covered facility with tables, chairs and backdrop;
 - Sound system with good venue coverage and speakers;
 - Back-up power supply;
 - Timing and Results system viewable by announcers;
 - Video screen and cameras;
 - Minimum of four 2-way radios and dedicated radio channel for sport presentation;

2. World Obstacle Announcers Protocol:

This section details selection, approval and requirements for World Obstacle announcers:

2.1 Announcer Selection and Appointment Criteria:

World Obstacle Events announcers shall meet the following criteria:

- a. The LOC shall recruit two LOC announcers;
- b. Wherever possible, one man and one woman should be hired;
- c. World Obstacle EP must approve the LOC announcers.
- d. LOC announcers should be experienced live announcers and have good knowledge of the athletes and be well versed in Obstacle Sports;
- e. In countries where the local language is other than English, one of the commentators must be fluent in English language and at least 20% of the commentary must be in the English language.

2.2 Information Gathering:

Sport specific data collection is responsibility of the LOC announcer including, but not limited to (see World Obstacle website for primary resource - www.worldobstacle.org):

- a. Rankings;
- b. Historical results;
- c. Personal athlete information;
- d. World Obstacle Rules (World Obstacle Competition Rules, World Obstacle Uniform Rules, Qualification criteria, ranking criteria, etc.)
- e. Course and venue information.
- f. Attendance of the following event meetings is required:
- g. Pre-race press conference;
- h. Athletes briefing.

2.3 Announcer Script Development:

2.3.1 A script must be developed and agreed to by announcers in consultation with the World Obstacle TL and the LOC Sport Presentation Director. A series of sport presentation meetings must be scheduled during race week i.e.:

- Meeting of entire presentation crew with the World Obstacle TL;
- Medal ceremony protocol meeting and rehearsal;
- Athlete introduction protocol meeting;
- Final banquet and awards presentation meeting (where applicable).

2.3.2 Script Development Considerations:

- The competition time schedule;
- The contractual requirements of World Obstacle global sponsors in terms of Public Announcement (PA) recognition including any special sponsor 'tag lines';
- The contractual requirements of LOC sponsors in terms of PA recognition;
- A list of World Obstacle and LOC special guests with their titles and accomplishments.

2.3.3 Interviews:

- Schedule recorded interviews for down times in live action.
- Scheduled live interviews with athletes, sponsors, VIPs scheduled.
- Silence/no-talk time: Include periods of silence. Appropriate use of silence allows the event to 'breathe' and the sound and ambience of the race action to take centre stage.

2.4 Spectator giveaways and quizzes.

2.5 Strategic use of music that intensifies the emotion of the competition, the excitement of the spectators and the culture of the region.

2.6 Pronunciation:

- a. Announcers must ensure that they are familiar with all names and their correct pronunciation.
- b. Profane, abusive or sexist language is forbidden at World Obstacle Events.

2.7 Event Title:

Announcers must use official event name, including title sponsor, where applicable, i.e. ***"World Obstacle <Year> <Sponsor> World Cup"***

3 World Obstacle Athlete Introduction Protocol:

3.1 Introduction:

- a. This section details the athlete introduction protocol to ensure compliance with the competition rules and broadcast requirements
- b. The announcer(s) should rehearse and time the announcements. The accuracy of the timing of the introduction is crucial when for live broadcasts. The TD assist the presentation team in managing the timing of the competition start.

3.2 Timeline:

- a. Fifteen (15) minutes before race start: athletes will be called to the pre-start area.
- b. Technical officials line the athletes up by number.
- c. Announcer reminds spectators that a start is in progress for quiet until after the start of the race.
- d. Ten (10) minutes before race start: Introduction of athletes

3.3 Athlete Introduction Script Protocol:

The athletes will be introduced in 4 'seeded' groups, based on race number and rank. These groups and the corresponding script notes for each introduction are as follows:

- a. Athletes numbered 1 to 10: Introduce each athlete by race number order, saying the country, current rank and/or provide one recent/exceptional race results, full name, e.g. ***Wearing #1 from Canada, currently ranked 3rd in the world, the reigning World Champion, Lindsay Webster***
- b. Athletes numbered 11 to 20: Introduce each athlete by race number order, saying country, current rank, full name, e.g. ***Wearing #12 from France, currently ranked 15th in the world, Yvette Gardot***
- c. Athletes numbered 21 to 50: Introduce each athlete by race number order, saying country, and full name, e.g. ***Wearing #34 from the Philippines, Alena Agra***

3.4 As soon as the athletes are lined up, the Start-line officials will raise their flags and the Starter says '**On your Mark**' followed by the start gun / horn.

3.5 If it is a clean start the announcers will take the mic. If there is a false start the Starter will give further instructions according to the start-procedure in the World Obstacle Competition Rules.

3.6 In poor weather conditions, the start protocol may be condensed to reduce exposure of the athlete at the start line. This will be done in consultation with the TD.

3.7 **World Obstacle ATHLETE INTRODUCTION PROTOCOL: ANNOUNCERS SCRIPT**

Complete the template for the announcer(s):

Athletes numbered 1 to 10

Wearing #1 from	Canada	currently ranked	number 1	In the world
Wearing #2 from		currently ranked		In the world
Wearing #3 from		currently ranked		In the world
Wearing #4 from		currently ranked		In the world
Wearing #5 from		currently ranked		In the world
Wearing #6 from		currently ranked		In the world
Wearing #7 from		currently ranked		In the world
Wearing #8 from		currently ranked		In the world
Wearing #9 from		currently ranked		In the world
Wearing #10 from		currently ranked		In the world

Athletes numbered 11 to 20

Wearing #11 from		currently ranked		In the world
Wearing #12 from		currently ranked		In the world
Wearing #13 from		currently ranked		In the world
Wearing #14 from		currently ranked		In the world
Wearing #15 from		currently ranked		In the world
etc.		etc.		etc.

Athletes numbered 21 to 50

Wearing #21 from			
Wearing #22 from			
Wearing #23 from			
Wearing #24 from			
Wearing #25 from			
etc.			

4 World Obstacle Medal Ceremony Protocol:

The LOC Protocol Manager must understand the ceremony logistics and ensure that the ceremony logistics are understood and rehearsed.

4.1 Key Logistics:

- a. Podium Specifications: The 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). For board design and dimensions see World Obstacle World Cup Branding Guidelines;
- b. Carpet Specifications: the podium steps will be completely covered in blue carpet. A carpet 2 metres x 10 metres will be in front of the podium;
- c. Flag positioning and standards: The centre standard should be the highest, with the one of 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 have to be visible for the VIPs;
- d. The LOC is responsible to ensure that they have flags of each country of participating athletes. Provision must be made for multiple medalists from one country;
- e. Podium must be set up away from FOP to accommodate the broadcast of the ceremony while the race may still be in progress.

4.2 Medal Ceremony Presenters:

- a. In choosing the ceremony presenters, the following protocol order should be adhered to the following and should at all times seek to have gender equity:
- b. The highest ranked World Obstacle official present at the event;
- c. World Obstacle title sponsor representative (if present);
- d. LOC highest ranked political figure;
- e. LOC sponsor representative (if desired by LOC); f) **Note:** If an IOC member is present this person must be given priority in consultation with World Obstacle Protocol Manager.

4.3 Announcer's Script

ANNOUNCERS MEDAL CEREMONY PROTOCOL

Women's Event

Fanfare and processional music will herald the start of the medal ceremony. The music stops when the athletes and presentation party are in position.

The Announcer will say:

'Ladies and Gentlemen, welcome to the Women's medal ceremony of the <Year> <City> World Obstacle World Cup'

'Presenting medals today will be _____,'

'Presenting flowers today will be _____,'

(PAUSE FOR 5 (FIVE) SECONDS)

Appropriate background music will play while the announcer introduces the medal presentation:

'In third place and the winner of the bronze medal at the <Year> <City> World Obstacle World Cup representing _____,'

'In second place and the winner of the silver medal at the <Year> <City> World Obstacle World Cup representing _____,'

'In first place and the winner of the gold medal at the <Year> <City> World Obstacle World Cup representing _____,'

(PAUSE)

Please rise for the playing of national anthem of _____

Following the playing of the national anthem the athletes come together on the 1st step for photos.

ANNOUNCERS MEDAL CEREMONY PROTOCOL Men's Event

Fanfare and processional music will herald the start of the Medal Ceremony. The music stops when the athletes and presentation party are in Position.

The Announcer will say:

'Ladies and Gentlemen, welcome to the Men's medal ceremony of the <Year> <City> World Obstacle World Cup'

'Presenting medals today will be _____,'

'Presenting flowers today will be _____,'

(PAUSE FOR 5(FIVE) SECONDS)

Appropriate background music will play while the announcer introduces the medal presentation:

'In third place and the winner of the bronze medal at the <Year> <City> World Obstacle World Cup representing _____, _____'

'In second place and the winner of the silver medal at the <Year> <City> World Obstacle World Cup representing _____, _____'

'In first place and the winner of the gold medal at the <Year> <City> World Obstacle World Cup representing _____, _____'

(PAUSE)

'Please rise for the playing of the national anthem of _____'

(PAUSE for National Anthem)

Following the playing of the national anthem the athletes come together on the 1st step for photos.

Following photos the announcer will invite the women medalists back on to the podium and say:

'Please join us for the Champagne celebration'

'Presenting champagne today will be: _____'

5 World Obstacle VIP Hosting and Ceremony Protocols:

This document outlines World Obstacle's strict VIP protocols as it pertains to all official functions.

5.1 VIP Guest Protocol:

- a. A VIP guest list will be created and agreed to by World Obstacle and LOC. A formal written invitation will be supplied by World Obstacle and send to guests under the signature of the World Obstacle President.
- b. LOC will provide World Obstacle with the exact time schedules for each VIP event.
- c. Important VIP guests to be included are:
 - The highest ranked local politicians, the Premier, the Mayor, The Head of Tourism authority and any other key political figures;
 - Representatives of the National Olympic Committee;
 - World Obstacle Executive Board members;
 - The National Federation President and Secretary General;
 - Top level sponsors of World Obstacle and LOC;
 - World Obstacle Senior staff and the Technical Delegate(s) for the event;
 - Others as mutually agreed between World Obstacle and LOC.

5.2 VIP Meet and Greet Protocol:

- a. World Obstacle and LOC protocol managers will agree on a gathering place at each function for VIPs with a host or hostess to introduce and greet the guests.
- b. Refreshments should be available and served in this area.

- c. If accreditation cards have not been provided, name tags should be available. Name cards should carry the World Obstacle and Event Logo; the first name should be in font 16 in first line; last name in font 14 on second line; the person's title in font 14 on third line.
- d. Guests scheduled to speak should be briefed on the programme for the particular function.
- e. An event souvenir or World Obstacle pins can be used to acknowledge their attendance.

5.3 World Obstacle Gift Giving Protocol:

- a. World Obstacle will provide a small gift to 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 at the Closing Ceremony.

5.4 Transportation Protocol:

- a. Transportation arrangements must be made to take World Obstacle guests to and from the various functions.
- b. The World Obstacle President and World Obstacle Secretary General should be assigned a personal driver (or car) if present at the event.
- c. Parking instructions and parking passes (if suitable) should be provided to all guests who may be using their own transport to get to the particular venue.

5.5 Flag Protocol:

- a. LOC must make arrangements for country flags well in advance of the event.
- b. The World Obstacle Technical Delegate will advise the LOC in the case where there could be more than one athlete from the same country, as it may be possible to have three athletes on the podium from the same country.

5.6 Social Functions Standards:

The functions required are outline below:

Function	Food and beverage	AV support	Entertainment
Athlete welcome meal	Meal with cash bar for athletes, coaches and managers. VIPs should be accommodated in agreement with MD. All technical officials should receive complimentary entry to series and Grand Final.	Podium and microphone	Provision to play race videos and LOC and World Obstacle promotional videos at discretion of LOC.
LOC Welcome Reception	Cocktail style party with provision for 25 World Obstacle guests	Podium and microphone	Local cultural display welcome
Final Party is optional for world cups. If no final party is organised then a post event meeting point for the athletes should be arranged.			Optional

6 The Sport Presentation Team: Roles and Responsibilities:

6.1 **World Obstacle Team Leader:** Acts as advisor and coordinator to LOC on all aspects of the sport presentation and facilitates the entire operation on competition days.

6.2 **Sport Presentation Director (SPD):** Controls all the elements of Sport Presentation and acts as the “Director” on competition days.

a. Pre-planning:

- Liaise with Venue Manager to ensure correct setup and equipment is ordered and installed as required;
- Plans meetings and rehearsals and sound checks;
- Manages on-site support logistics (facility construction; sound system; big screen; power);
- Liaise with Manager of Timing and Results to ensure the correct equipment and information is available to presentation team;
- Creates all scripts and ensures that the entire presentation team is familiar with the script and their particular role scripting;
- Ensure that the team are appropriately attired;
- Plan race day meal services and beverages;
- Ensure bathroom facilities are conveniently located;

b. Competition days:

- Controls the Announcers and cueing;
- Cues Announcers;
- Cues Audio, Video and Scoreboard Operators;
- Cues athlete introduction;
- Cues medal ceremonies;
- Attends all rehearsals and meetings;

6.3 **Announcers:** (see Announcers Protocol in this document)

- a. Main source of information delivery and announcements to athletes and coaches;
- b. Informs, guides and adds excitement to the spectators’ experience;
- c. Recognise sponsors and dignitaries as per script provided by LOC;
- d. Work with SPD in the creation of detailed scripts;
- e. Pace the competition through its various stages including athlete arrival at venue, warm up, athlete introductions, timing and results etc;

6.4 **Master of Ceremonies (MC):** where possible an MC on site can greatly enhance sport presentation. If present they can perform the following roles:

- a. Interact on a live level with spectators, including special cheers, noise-makers, give aways, etc.;
- b. Be active on the Field of Play (FOP) (stadium area) in engaging and exciting the spectators when athletes are not in this area;
- c. Attends all rehearsals and meetings.

6.5 **Disc Jockey (DJ):**

- a. Ensure a complete selection of music to include:
- b. High, medium and low tempo;
- c. World Obstacle processional music selections for start and medal ceremonies;

- d. Fanfare music for exciting moments such as everything the athletes come into the stadium after a Loop on the run;
- e. Music that is representative of local culture and international popular pieces;
- f. Ensure that no unsavoury lyrics are played (all music must be approved by Protocol Director);
- g. Interact with spectators and play music to suit the time of day and mood of the competition;
- h. Ensure a complete list of anthems is available and cued for medal ceremony;
- i. Attend all rehearsals and meetings.

6.6 Protocol Manager:

- a. Liaise with SPD on all protocol elements, including the list of VIPs in attendance, the times they are onsite, and timing for introducing them;
- b. Provide the script for the medal ceremonies with medal presenter’s names and accurate titles;
- c. Coordinate medal ceremony rehearsals with Producer/Director;
- d. Abide by World Obstacle flag protocols for country flags set up at venue, for medal ceremonies and for World Obstacle flag placements and ‘flag passing’ at World Championships;
- e. Attend meetings of Sport Presentation team as requested.

7 Basic Sport Presentation Run Sheet:

Sample sport presentation starting at 12 noon with a video screen and streaming fed by localized cameras:

Time of day	Video Screen	Operation and Announcements	Who and Queue
10:30		Arrive at Venue.	Producer/ Director (SPD)/assistants/ Announcers (A)/ sound technician/ DJ/ Video Screen Director (VSD)
		Review run sheet/ roll call/ radio check/ sound and technical check and screen warm up	Full team
10:45		Announcing commences with primary focus on race information for athletes, coaches and officials	Announcer
10:45	Adverts roll	Silent recognition on screen (no public announcements)	<i>“SPD to VSD, roll out ads”</i>
10:55	Live or pre-recorded INTERVIEW on screen	Welcome and INTERVIEW from Key LOC person	<i>“SPD to A and VSD, focus to LOC INTERVIEW”</i>
11:05	Adverts roll	Announcers does first live sponsor recognition	<i>“SPD to A and VSD” focus sponsor recognition”</i>
	Pre-recorded athlete INTERVIEWs		<i>“SPD to VSD, run pre-record 1”</i>

11:30		Announcer commences general spectator announcements and race updates as spectators arrive at venue	<i>"SPD to A" commence address to spectators"</i>
11.30		Previous race footage or World Obstacle promo piece	<i>"SPD to VSD, please run race footage 1"</i>
11:45	Opening Ceremony (if		
		Opening ceremony (if planned, may last 5 minutes) ... script TBF	
11:46		General Music is OFF until after the start of the race	
11:46	Venue	"ceremonial music" run music 1 minute	<i>"SPD to DJ, run ceremonial music"</i>
11:47	Venue	When music stops Announcer calls on Official Welcome by LOC (Mayor or other dignitary)	
11:49	Venue	Opening Ceremony Commences e.g. Possible local cultural display	
11:54	Venue	End of Opening Ceremony	<i>"SPD to A please come in"</i>
11:54	Venue	Officials Presentation and Announcer says "Officials now make their way to the start"	World Obstacle Protocol Announcer
11:55	Screen on venue	Athlete introductions commences accompanied by World Obstacle low tempo athlete introduction music	<i>"SPD to DJ, please run introduction music"</i>
11:59		Announcers end introduction with "Athletes you are now in the hands of the starter"	<i>"SPD to DJ, music OFF"</i>
12:00	Race action	Women's' Race Start	
12:01	Race action	The women are on the start line and high tempo music is played	<i>"SPD to DJ, music up"</i>
12:02		Commentary resumes with medium low music	
12:08~	Race action	"Prime Winner is athlete # and name" proceeded by SIREN	<i>"SPD to DJ run "prime siren""</i>
12:10	Adverts roll	Sponsor roll	
12: 20	Race Action	Women on loop 1, commentary continues with low temp music	

12:22	Venue	INTERVIEW with race expert on who to watch for after athletes exit the start, music is off for INTERVIEW	SPD to all, run INTERVIEW
		Period of silence (no announcing) with FANFARE MUSIC build for 20 seconds as first athletes enter stadium from loop 1	SPD to DJ run fanfare
12:30	Race Action	Loop 1 commentary followed by high temp music that is then tapered off for	“SPD to DJ, music off for INTERVIEW ”
12:37	Venue	INTERVIEW with onsite expert	“SPD to SVD and DJ, camera on INTERVIEW and music off”
	Adverts roll	Period of silence with FANFARE MUSIC build for 20 seconds as first athletes enter stadium from loop 2	
12:50	Race action	“Prime Winner is athlete # and name” preceded by SIREN	“SPD to DJ run ‘prime siren’”
12:50	Race Action	Loop 2 commentary	Announcer
12:57	Adverts roll	“Thank you to Level 1 list of sponsors”	“SPD to DJ, music off for sponsor recognition”
	Adverts roll	Period of silence with FANFARE MUSIC build as Loop 3 enters stadium	
13:00	Race Action	Loop 3 commentary	Announcers
13: 07	Adverts roll	“Thank you to Level 2 sponsors” followed by ads on screen	
	Adverts roll	Period of silence with FANFARE MUSIC build as athletes enters stadium for the final time	
13:10	Finish Action	Finish commentary	Announcers
	Screen	Women Finish with high tempo crowd pleaser music	
	Venue	“ INTERVIEW with on site expert	SPD to SVD and DJ, camera on INTERVIEW and music off”
		“Winner is athlete # and name” preceded by SIREN	‘SPD to DJ run “finish siren’”
		“Second place is athlete # and name” preceded by SIREN	Announcers
		“Third place is athlete # and name” preceded by SIREN	Announcers

	Venue	INTERVIEW: race expert on what to expect as we build to transition 2.	'SPD to SVD and DJ, camera on INTERVIEW and music off'
	Venue	Back to race expert for analysis	
		Post race interviews	
	Ads on Screen	'Thank you to Level 3 sponsors' - INTERVIEW with	Announcers

D. MEDIA, TIMING and TELEVISION

1. Introduction:

This Media Manual details the services provided by the World Obstacle media team and the requirements for the LOC. Please read the document carefully to ensure that all requirements are satisfied.

The World Obstacle Media team will offer the following service:

1.1. World Obstacle website and online services:

- a) Live coverage of each race on the official World Obstacle website or designate provider – www.worldobstacle.org. The coverage will feature live results and will be coordinated with LOC timing and results company;
- b) Pre- and post-race video highlights, features and interviews;
- c) Post-race event photo gallery;
- d) Full results postings.

1.2. World Obstacle Print and press services:

- a) High resolution professional digital 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 through international photo agencies;
- c) Preview and review features and stories of each race. These features are freely available to the LOC for distribution;
- d) Tailored releases to key markets highlighting key athletes and newsworthy items;
- e) Detailed pre-race notes and statistics;
- f) Management of press operations on site, including management of the media zone by an assigned World Obstacle Media Delegate;
- g) Assistance in coordination of interviews and athlete management;

- h) News Service featuring rapid distribution of athlete biographies, flash quotes and other information.

1.3. Television and News:

- a) Television and news services will be provided by World Obstacle in conjunction with any Host Broadcast Company the LOC may have. Please see the separate section at the end of this document for the specific requirements for the host broadcaster.
- b) World Obstacle will produce an international highlights show from the event, of at least 26 minutes in duration. This highlights show will be distributed via our distribution partner(s), as part of the World Obstacle World Series shows to maximise the exposure of the World Obstacle World Series events.
- c) World Obstacle will also produce and deliver international news highlights of the event.

2. World Obstacle Print Media Team Requirements:

2.1. Overview:

- a) The World Obstacle media team consists of the World Obstacle Media Delegate assigned on a regional basis by the World Obstacle Media Department and one official photographer;
- b) The media delegate prepares event media releases and alerts that are sent to a global database of dailies and industry publications. The media delegate along with the World Obstacle Media Department will act as a liaison between the LOC and elite athletes and also help coordinate media operations on site i.e. – press conferences, media accreditation, media briefing, media zones/areas and hosting;
- c) The official photographer captures photos from the event for distribution and World Obstacle use. Each LOC will receive copies of the photos taken for internal use. The LOC must provide two motor vehicles and drivers for the use of the official photographer and any agency photographers (pool photographers) if in attendance (i.e. AP, AFP, Getty, Reuters).

2.2. World Obstacle Facility Requirements:

- a) The LOC must provide a World Obstacle Media Office (for print and TV) in the host hotel – preferably separate from the official World Obstacle office from 3 days prior to the event until two days after the event. The office should have power, internet facilities, refreshments, a printer and sufficient space for 6 people. This facility will be shared with the online/timing and television teams. The LOC will provide two dedicated high-speed broadband internet connections to ensure back up internet connection. WiFi must be dedicated to World Obstacle and cannot be shared with any other service provider (general media, timing etc.).
- b) The LOC must also provide an on-site media office, for the World Obstacle media team and official photographers. The facility must be situated at the race venue, and internet access/power should be available for use from one day prior to the first race until the morning following the final race. The office should be a minimum of 15 m². There should be table(s) and chairs for 6 people and computers. The LOC will provide two dedicated high-speed broadband internet connections to ensure back up internet connection. WiFi must be dedicated to World Obstacle and cannot be shared with any other service provider (general media, timing etc.).
- c) The LOC must provide a press centre at the race course for the general media that is adequate for the number of media in attendance.

2.3. Press Centre – equipment requirements:

- a) The LOC will provide two dedicated high-speed broadband internet connections to ensure back up internet connection sufficient for the expected number of media;
- b) Black and white laser printing;
- c) High-speed photocopier with paper supplies and stationery;
- d) Notice board for maps, results and other news;
- e) Pigeon holes for press releases, course and athlete information and quotes;
- f) Extra stationery, pens and pencils;
- g) All printed media information (see Appendix A section 1.2 below for detailed information);
- h) Refreshments and food for entire day;
- i) Storage for photographer and media personal items;
- j) Monitor broadcasting big screen or live TV/internet feed.

2.4. Media Accreditation and Identification:

- a) Media must be accredited according to World Obstacle accreditation guidelines document. This is available in the Event Organiser's Manual.
- b) All media accreditation applications must be approved by World Obstacle Media Delegate. The final media accreditation application list must be emailed World Obstacle seven days prior to the event.

2.5. International Media:

- a) LOC to create a media invitation 30 days before the event for media that will in turn be sent out to international media and trade publications by World Obstacle if desired. World Obstacle will also solicit attendance from media.
- b) LOC to provide accommodation with breakfast for international media attending the event. Media is responsible for payment. 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 prior to the event in consultation with World Obstacle;
- b) Food should be made available for media and attendees;
- c) LOC must forward to World Obstacle Media Delegate the requested attendees list (World Obstacle athletes and delegates) a minimum of one week before the press conference to guarantee attendance. World Obstacle will aid in the solicitation of invitations;

- d) LOC will ensure adequate facilities are prepared within close proximity to the host hotel (otherwise adequate transportation must be arranged);
- e) LOC must keep a media attendance record for the press conference and forward to World Obstacle Media Manager after the conference;

2.7. LOC area of responsibility: supplying the following items for the press conference:

- a) Facilities (Seating, Tables, etc.);
- b) Backdrop (must be approved by World Obstacle TL);
- c) Audio visual equipment;
- d) Names and pronunciation of LOC dignitaries;
- e) Agenda/run sheet;
- f) Place cards (World Obstacle approved design);
- g) Food and beverage for attendees;
- h) Water and beverage for head table;
- i) Translator as appropriate;
- j) MC;
- k) Local gift for attending athletes;

2.8. Media Briefing:

LOC and World Obstacle Media Delegate will give a media briefing to media before the competition.

2.9. Media Zones/Areas:

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

2.10. Post-Race Press Conference (optional):

LOC to consult with World Obstacle 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:

Number of Volunteers	Duties	Time Required	Notes	Accreditation
3	Assist media delegate	All race day	Fluent in English	Media Zones / FOP

- a) Volunteers;
- b) LOC Personnel: The LOC should:
 - o have a media liaison for local media (LOC Media Manager);
 - o provide a minimum of one media chaperone for every ten media in order to properly control and direct media traffic;
 - o have an experienced Photo Chief to manage the special needs of photographers and direct them throughout the course;
 - o make sure there is a Media Centre Supervisor in order to ensure proper operation of the centre;
 - o 3 volunteers to assist the onsite World Obstacle Media Delegate to control athletes through the mixed zone and the gathering quotes;
 - o produce a local press kit containing the contents listed in section 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) World Obstacle information (available upon request);
- 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; visit World Obstacle Online Media Centre for most current top athletes);
- n) Historic statistics/results if available

2.13. Equipment and Logistics Requirements:

The LOC must provide two motor vehicles with drivers and helmets for the official World Obstacle photographer and agency photographers. Any additional motor vehicles for local media access must be approved by the TD.

2.14. Reporting:

- a) The LOC must provide a list of all accredited media including emails to the World Obstacle at time of arrival;
- b) The LOC must provide a detailed reporting document to the World Obstacle Media Delegate within 3-4 weeks after the event. This document will include:
 - o Detailed Pre and Post Monitoring information (clippings, local TV stats, etc.)
 - o Final Media Contact list
- c) The World Obstacle Media Department will provide a detailed reporting document outlining international and trade coverage of the event along with pertinent statistics, facts and figures within 4-6 weeks after the event.

3. World Obstacle Online Services and Media Requirements:

3.1. Overview:

- a) Live streaming of the elite races from the World Obstacle World Cup Series will include live timing and real time updates from the race course.
- b) The following are the requirements to be fulfilled by the LOC to assist in the facilitation of the live coverage:

3.2. Requirements:

- a) A timing and results provider must be contracted as per section 4 below to provide timing and results services. The timing and results provider must be approved by World Obstacle before any contracts are signed;
- b) If the event has a local streaming provider showing video of the race, this can also be linked and promoted on <http://www.worldobstacle.org/> and/or designated provider. Please provide this information in advance to World Obstacle.

4. Timing and Results Service Requirements:

4.1. Overview:

- a) Timing and results services are the cornerstone of a successful broadcast from an World Obstacle World Cup 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 World Obstacle with questions before signing any contracts with the timing and results service provider. Please contact World Obstacle in advance with your choice of timing partner or service provider to allow time for review.

5. General requirements:

- 5.1. The event must select a partner – the service provider – to secure the required quality of basic timing and results service;
- 5.2. The service provider should work on a “near invisible” basis during the event, with absolute minimum presence on the event course;
- 5.3. The service provider must be able to produce data displaying the results of the event, including each individual leg, and with multiple splits during each leg, where course layout accommodates this;
- 5.4. The service provider must provide a direct connection to the graphics company to provide the basic timing service data;
- 5.5. Where possible timing systems must be hidden from media, TV and still photographers.

6. Timing System- Requirements of the transponder system:

- 6.1. 100% capture rate at one metre;
- 6.2. Reliable, all times are captured without loss;
- 6.3. Able to capture splits for each discipline, including multiple splits for each obstacle and run leg;
- 6.4. Attached to the athlete in an ankle band;
- 6.5. Attached to the athlete in a manner that does not influence the performance of the athlete.
- 6.6. Work under the regulations of CE (the European communications regulatory agency and FCC (the Federation Communication Commission, DC).
- 6.7. Weight must be not more than 20 grams;
- 6.8. Deliver data live in real time to the timing and results software used by the Service Provider;
- 6.9. Able to vary in width from two to eight meters without obstacles on course;
- 6.10. Timing of World Obstacle World Cup events must be done with an World Obstacle approved transponder system. Non-World Obstacle approved systems are not allowed.

7. Use of Timing System:

Timing systems should capture the start, obstacle completion time, finish and lap time for multiple lap events.

- Start time is the gun time
- Obstacle completion time is the time the athlete takes to complete all obstacles. Timing mats should be placed at the start and end of each obstacle
- Lap time is the time it takes to complete each lap (start to finish of the lap)
- Finish time is the time across the finish line

7.1. The service provider should endeavour to have hard wired (direct connection) communication between timing locations and the timing base station;

7.2. On locations where hard wire is impractical, the service provider may use a high speed wireless connection;

7.3. Hard wiring should be used where the distance is less than 200 metres from the event venue timing and results base location;

7.4. The service provider must have real time connections to timing locations to retrieve data instantaneously;

Note: Flash or hard drive back up for each timing location should be kept.

8. **Software:**

8.1. The service provider must use a fully multi-user enabled database for data storage;

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

9. **Live services during event:**

9.1. During the event results must be published in real time to the scoreboard and internet;

9.2. The application used by the service provider must have functionality to display results with the following information:

- Race (athlete) Number
- Athlete Name
- National Federation (country)
- Time at all obstacles and laps with xml outputs provided to facilitate live coverage

10. **Event Venue Services:**

10.1. The timing provider should provide an Intranet CIS capable of connecting to various fed points such as media centre consoles, commentator information systems and VIP hosting areas;

10.2. Printouts of relevant data are required for elite and age group races;

10.3. The timing provider should provide a finish clock capable of displaying time and competitor data such as name, nationality, category etc., and scoreboard capable of graphics display;

10.4. Printed results (A4 or 8.5"x11") should be made available to race officials and media immediately after the first 5 athletes finish, and at no less than 15 minute intervals until competitors have cleared the course.

11. Results Service:

11.1. Official results should be made available in a timely manner in formats as specified by World Obstacle including detailed race analysis. Exports in various formats should be possible to third parties (media, event officials, IT partners etc.). Any photo finish images should be available in real time for event officials, media and TV partners;

11.2. 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
- Athlete ranking
- Athlete race number
- Athlete name

- Athlete National Federation (country)
- Finish time
- Time through each obstacle
- Cumulative obstacle completion time
- Cumulative run time
- Total finish time (from gun to crossing the line = cumulative obstacle time + run time)
- Time behind the winner
- The cut-off time and the number of athletes within cut-off time

11.3. 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.

11.4. The timing company must provide the results in the World Obstacle database table for archiving via a pre specified Excel spreadsheet.

11.5. The timing company will be given this file from World Obstacle 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;

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

Results should be transmitted no later than five minutes after the results are confirmed. This applies to both the men's and women's races.

12. Manual Back-up:

Timing systems should have failsafe and backup systems. Six sigma reliability (less than one in a million chance of failure) is required for data and system reliability due to live television requirements. The timing company must have manual backup to ensure results in the event of lost chips during competition. In the event of catastrophic failure of the timing systems, the timing company should have a manual back-up system to provide accurate finish time and position data.

13. Photo Finish System:

- 13.1. The Service Provider **must supply Photo Finish Services** to decide positions on close finishes in the event.
- 13.2. Two photo finish cameras must be provided, one either side of the finish and an official finish line must be marked for the decision of the final result.

14. Broadcast and News Requirements

14.1. Overview

- a) The World Obstacle World Cup Series is one of the premium event products of obstacle sports. Coverage of the events demands high quality broadcast. World Obstacle defines the Broadcasts as a combination of live races, highlight shows and news distribution. All this will be offered to international broadcasters.
- b) If requested, the World Obstacle broadcast production team (Production Team) will attend each World Obstacle World Cup event to coordinate and produce the shows and international news highlights. The Production Team consists of one or more onsite producer, editor, news producer and camera crew(s) depending on local host broadcasting arrangements.

14.2. Requirements

- a) If the event has a local host broadcaster the Production Team will work with this host broadcaster. The host broadcaster must provide World Obstacle with a clean line cut of the event without graphics and commentary and with international sound on a professional broadcast digital format (disk, drive, etc.) immediately after each race, at no cost to the World Obstacle. The provision of a domestic host broadcaster will not affect the fees payable to the World Obstacle;
- b) The LOC must provide three mobile phones capable of incoming calls and outgoing local calls for World Obstacle TV Team;
- c) If the LOC does not have a host broadcaster they must provide the following:
- A boat with a flat bottom for obstacles on open water and an experienced driver who can speak functional English.
 - Four motor vehicles capable of negotiating the terrain (ATVs, motor cycles, 4x4s, etc.) with drivers and extra helmets for open top vehicles. Motorcycles must be two seater, with proper footing for a camera operator to stand and/or be seated facing backwards.
- NOTE:** Drivers must be fluent in English;
- d) A raised platform at the finish line: 1 meter (3 ft) in height, sufficient for one camera operator, with clear, head-on view of the finish line. This platform is reserved for the World Obstacle camera crew and is not to be shared with any other media. NOTE: This platform is in addition to the photographer stand;
- e) The LOC must provide to the World Obstacle an aerial photograph and vector based map of the course at least one month in advance of the race;
- f) The LOC should provide a broadcast quality scenic from the tourist board as far in advance as possible of the event. This is important for the city and region to be showcased in the international production.