

# TRIATHLON TECHNICAL HANDBOOK



FISU WORLD UNIVERSITY CHAMPIONSHIPS

DEPARTMENT
WORLD UNIVERSITY CHAMPIONSHIPS
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INTERNATIONAL UNIVERSITY SPORTS FEDERATION





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# 1. HISTORY

Triathlon entered the FISU World University Championships programme in 1992 with a first edition organised in Darmstadt, Germany, which welcomed 89 triathletes from 22 countries. Since then, 15 other editions have taken place on three continents.

The first time the FISU event went out of Europe was in 2002 when the Japanese city of Nanao hosted the 6<sup>th</sup> edition, attracting 100 participants from 18 countries. The participation record back then was established in 2010 in Valencia, Spain where 139 athletes took part at the competition.

In 2014, the World University Championship Triathlon was held in the beautiful city of Brasilia, Brazil – the first time the event went to South America. In 2016 and 2018 Triathlon came back to Europe for two successful Championships in Nyon, Switzerland, and Kalmar, Sweden.

The 2020 edition was supposed to take place in Kecskemet, Hungary, but has unfortunately been cancelled due to the Covid-19 pandemic. In 2022, Triathlon went back to Brazil and was successfully organised as a combined Championships along with Beach Volleyball on the beautiful beaches of Maceió.

The 2024 edition was held in Gdańsk, and a new participation record was set, gathering 144 athletes from 28 countries.

# 2. STATISTICS

EDITION	VEAD	COLINTRY	CITY	COLINITRIES	Α	THLETE	S	OFF	TOTAL
EDITION	YEAR	COUNTRY	CITY	COUNTRIES	М	W	тот	OFFs	
1	1992	GER	Darmstadt	22	63	26	89	31	120
2	1994	FRA	Nantes	17	71	44	115	29	144
3	1996	CZE	Liberec	18	68	42	110	30	140
4	1998	GER	Kiel	20	80	53	133	33	146
5	2000	HUN	Tiszaújváros	26	77	51	128	40	168
6	2002	JPN	Nanao	18	49	24	73	27	100
7	2004	ESP	Palma	21	64	38	102	38	140
8	2006	SUI	Lausanne	19	69	35	104	40	144
9	2008	TUR	Erdek	23	76	52	128	44	172
10	2010	ESP	Valencia	36	84	55	139	70	209
11	2012	TPE	Yilan County	24	53	43	96	36	132
12	2014	BRA	Brasília	12	25	26	51	17	68
13	2016	SUI	Nyon	27	66	58	124	40	164
14	2018	SWE	Kalmar	31	76	53	129	37	166
15	2022	BRA	Maceió	18	49	41	90	22	112
16	2024	POL	Gdańsk	28	78	66	144	40	184





# 3. GENERAL SCHEDULE

DAY -3	DAY -2	DAY-1	DAY 1	DAY 2	DAY 3
Α	Α	GTM / OC	С	C/CC	D

Legend: A - Arrivals / CC - Closing Ceremony / C - Competition / D - Departures / GTM - General Technical Meeting / OC - Opening Ceremony

For Triathlon, the competitions shall last 2 days

# 4. REGISTRATION PROCEDURES

#### 4.1. GENERAL ENTRY (DEADLINE: -6 MONTHS TO THE EVENT)

The General Entry is the first stage of the registration process, where delegations are invited to register through the NUSFs for the Championship, indicating a general interest in participating in the event.

Teams and athletes are not required to submit any documentation or undergo a selection process.

The submission of a General Entry Form is non-binding, indicating only initial interest by the NUSF but not final commitment

# 4.2. QUANTITATIVE ENTRY (DEADLINE: -3 MONTHS TO THE EVENT)

During the Quantitative Entry, the NUSF delegation commits to participate and confirms the delegation composition in terms of numbers and although it does not yet provide individual details, it requires the NUSFs to submit an accurate count of delegation members.

At this stage, a 50% payment of the participation fees is due and must be settled by the Quantitative Entry deadline. By proceeding with the payment, the delegation confirms its participation in the Championship.

This deposit serves as a participation guarantee, and is non-refundable in case of withdrawal, with refunds subject to FISU General Regulations and any OC-specific cancellation policies

#### A. Participants Selection

In the event of receiving more registrations than the number of spots available for a category or competition, FISU Championships Department will coordinate the participants selection five months before the Championship following the below criteria:

- a) Host country
- b) Next host
- c) Quantitative entries 50% payment
- d) National and/or Continental distribution and representativity

If an athlete is not selected, his/her deposit will be reimbursed

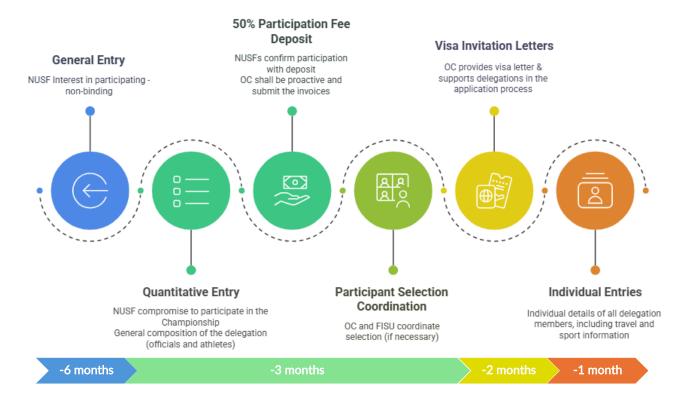


#### 4.3. INDIVIDUAL ENTRY (DEADLINE: -1 MONTH TO THE EVENT)

The Individual Entry is the final step in FISU event registration. The NUSF must provide all relevant data and documentation for each delegation member.

The remaining 50% of the participation fees is paid in full to the Organising Committee by this deadline. Failure to do so may result in non-participation in the Championship, unless specifically approved by the Organising Committee

Should a delegation fail to complete the final payment by the specified deadline (-1 month to the event), the delegation will forfeit their place, and the first reserve athlete will be offered the opportunity to participate



# 5. SPORT REGULATIONS

The FISU Championship Triathlon competitions shall be run in accordance with the most recent technical rules of World Triathlon, unless otherwise stated. In case of dispute in the interpretation of the rules, the English text shall be regarded as authoritative.

The competitions shall last 2 days as indicated in the General Schedule (Section 3) and the competition programme shall be proposed by the Organising Committee Competition Manager and confirmed by the FISU TCC, including the following events:





#### 5.1. COMPETITION DISCIPLINES

DISCIPLINES	MEN's WOMEN's		
Individual	ividual Sprint Sprint		
Mixed Relay	Super Sprint		

#### A. Sprint Distances

- Swimming 750m
- Cycling 20km
- Running 5km

#### **B.** Super Sprint Distances

- Swimming 250m to 300m
- Cycling 5km to 8km
- Running 1.5km to 2km

#### A maximum of 70 athletes per gender will be accepted

- If approved by FISU, World Triathlon Sports Department, FISU TCC and the Organising Committee, more participants may be accepted. In this case, the programme would be as follows:
  - Day 1: Men's & Women's Individual Races on a Sprint distance
  - Day 2: Mixed Team Relay on a Super Sprint distance
- This programme is subject to changes according to each Organising Committee's situation
- The final event programme shall be published shortly after the closing of the Quantitative entries

#### 5.2. CLASSIFICATION SYSTEM

#### A. Men's & Women's Team Ranking

Team ranking is determined by the individual results as follows:

- The total team time is calculated by adding the 3 fastest times of athletes from the same nation and gender
- In the event of a tie, the time of the third team member shall be used to determine the final team result
- Only one team per country will be classified
- No medals will be awarded; however, a flower ceremony will be organised to recognise the team ranking

The athlete's race numbers are assigned based on previous race results in similar events

The elite men's and women's events shall be numbered starting with number 1 – number 13 shall not be used

#### **Seeding Order Criteria**

- a) Current World Triathlon Series rankings
- b) World Triathlon points list
- c) Random





#### **B.** Mixed Relays

A maximum of 22 teams will be accepted, and the selection of teams will adhere to the same order and criteria outlined for participant selection (Section 4.2).

Following an initial round of selection (with a maximum of 1 team per delegation), a delegation may be eligible for a second team if there are still available slots, adhering to the same criteria.

Only one team from each country is permitted on the podium. The remaining teams will be classified starting from rank 4. The final list of teams and competitors must be submitted to the FISU TCC by the day before the race, following the individual competitions.

To encourage broader participation, teams composed of athletes from different countries, and formed randomly on-site (FISU Teams), are eligible to compete in the relay events. FISU Teams will not be included in the final standings. FISU Teams will only be allocated a slot if the maximum of 22 teams has not been reached after three rounds of selection. This means that all delegations will have priority to register three teams before FISU Teams are allowed to participate. The FISU teams will be composed by the FISU TCC. The first opportunity will be given to athletes from delegations that do not have a NUSF Mixed Team on the start list, and if there are too many candidates for a FISU Mixed Team, a draw will be held

#### 5.3. DELEGATIONS COMPOSITION

#### A. Athletes

DISCIPLINE	MEN's	WOMEN's		
Individual	Max. 6 athletes Max. 6 athletes			
Relays	Max. 3 teams (2 men + 2 women) per delegation			
Max. 12 athletes (6 men & 6 women) per delegation				

At the Technical Meeting, all athletes must be present to sign the registration sheet, while the Head of Delegation or their representative shall confirm and sign the official list of competitors accredited by the CIC

#### **B.** Officials

TOTAL NUMBER OF OFFICIALS	
Max. 5 officials per delegation	



# 6. TECHNICAL OFFICIALS

#### **6.1. INTERNATIONAL TECHNICAL OFFICIALS**

For the FISU Championship, the ITOs are appointed by World Triathlon, with the endorsement of FISU. This appointment process considers several critical factors, including the number of participants, the level and availability of NTOs, and the goal to minimise expenses when possible. To achieve cost-efficiency, World Triathlon will aim to nominate ITOs from neighbouring countries whenever feasible. This approach not only fosters regional cooperation but also optimises resources.

#### A. Number & Roles of ITOs

INTERNATIONAL TECHNICAL OFFICIALS			
NUMBER	FUNCTION		
1	Race Referee		
1	Swimming Judge		
1	Cycling Judge		
1	Running Judge		
1	Medical Committee Member		
A total of 5 ITOs are required			

The number of ITOs may vary depending on the layout of the venue and the appointment of the National Technical Delegate

#### **B. ITOs Costs**

According to the Collaboration Convention signed between FISU and World Triathlon, the costs of the ITOs are the following:

- World Triathlon covers:
  - World Triathlon Medical Committee Member's flights
  - World Triathlon Medical Committee Member's per-diem
- Organising Committee shall cover:
  - o Technical Delegate's accommodation in single room
  - o Technical Delegate's meals
  - Technical Delegate's internal transportation
  - World Triathlon Medical Committee Member's accommodation in single room
  - o World Triathlon Medical Committee Member's meals
  - World Triathlon Medical Committee Member's internal transportation
  - ITOs' flights
  - ITOs' accommodation
  - ITOs' meals
  - o ITOs' per-diem
  - ITOs' internal transportation





#### 6.2. NATIONAL TECHNICAL OFFICIALS

Concerning the NTOs, these individuals are appointed by the Triathlon National Federation or the appropriate governing bodies within a country, under the supervision of the Organising Committee.

#### A. Number & Roles of NTOs

	NATIONAL TECHNICAL OFFICIALS
NUMBER	FUNCTION
2	Registration
2	Start / Finish
3	Transition Areas
2	Swimming Official
2	Cycling Official
2	Running Official
2	Lap Counting
2	Wheel Stations
1	Penalty Box
1	Aid Stations
1	Technology / Vehicle Control
	A minimum of 20 NTOs is required

The number of NTOs may vary depending on the layout of the venue and the field of play. Additional skilled volunteers will be needed, but do not need to be licensed officials

#### B. Agreement with the NF

Concerning the NTOs' participation, it falls outside the scope of FISU or World Triathlon. It is therefore advisable for the Organising Committee to reach an agreement directly with the National Federation. This collaboration will help ensure clarity and alignment on the financial aspects associated with it, including the following:

- NTOs Nomination Ensure all NTOs possess the necessary qualifications to work in an international event
- Management and distribution of the technical official's clothing/uniforms
- Arrangement of suitable accommodation for the required period, if needed

It is strongly recommended to initiate communication with the National Federation promptly regarding the appointment of these officials. This proactive approach will help avert any potential personnel shortages that may arise from conflicting event dates, thereby expanding the available options and ensuring a more successful engagement

In addition, it is recommended that the Organising Committee reaches an agreement to have Self-Funded Technical Officials (SFTO), with the OC providing the SFTO with complimentary accommodation, airport and railway transfers, and catering during working days to increase the number of NTOs





# 7. SPORT MINIMUM REQUIREMENTS

#### 7.1. COMPETITION VENUES

- Number of competition venues 1 per discipline
  - Swimming
  - Cycling
  - Running
- Type of venues Outdoor and for exclusive use

Must follow the requirements for the World Triathlon Continental Championship

#### 7.2. TRAINING VENUES

- Number of training venues 1
- Type of venue Outdoor
  - Same venue as the competition venue

#### 7.3. EQUIPMENT

#### A. Venue Equipment

- Athlete Lounge
  - Must be large enough to accommodate 140 athletes/seats (during familiarisations and race day)
  - Snacks available
  - Clothing storage
  - Bike racks must be provided outside of the facilities
- Swimming
  - o Buoy placements
  - Lifeguards and boats
  - o Carpets from the start and connecting piers from the swim exit to the transition area
  - Sound system in the start area
- Transition Areas
  - Numbering and spacing for bike racks at least 1.5m for each participant
  - o Waterproof Name plates (athlete's last name, race number, country code and/or flag)
  - o Equipment boxes numbered
  - Fully carpeted
  - Completely fenced
- Cycling
  - Lap counting board indicating the number of remaining laps
  - o Hard fencing in high traffic areas and cones
  - Wheels for the neutral wheel station
  - Signage





#### Running

- Lap counting board indicating the number of remaining laps
- o Hard fencing in high traffic areas and cones
- o Penalty Box tent with a board
- o Aid stations providing water and/or ice
- Signage

#### Finish

- o Photo-finish
- o Finish tape
- o Finish arch
- o Mixed zone (fenced)
- o Recovery zone tent

Please refer to the Minimum Requirements document for more detailed information

#### **B.** Uniforms & Sport Equipment

- Bike stickers
- Body stickers
- Swimming cap
- Helmet stickers
- Timing chips
- Tablets for NTOs

Athletes' uniforms must follow World Triathlon Rules according to the World Triathlon Competition Rules and Uniform catalogue – World Triathlon Competition Uniform Guidelines









# 8. TRAININGS

The Organising Committee is responsible for coordinating and communicating the training schedule to each delegation, ensuring appropriate access to facilities based on the sport and competition schedule. Some of the factors to be considered are:

- Create a training schedule based on the indications of the FISU TCC
- Consider the usage of the main competition venue, if needed and appropriate
- Provide hydration and basic medical assistance for training sessions
- Share a detailed training plan with each delegation at least 48 hours before their arrival
- Ensure training venue availability throughout the Championship

The courses' recognition of the 2 disciplines (swimming and cycling) must be scheduled

Please refer to Section 5.2.3 of the General Handbook for more detailed information regarding Training

# 9. MEDICAL SERVICES

#### A. FISU Requirements

- First aid and Emergency Medical care
- Medical transportation
- OC on-call first aid medical services shall be available on a 24-hour basis
- A minimum of two ambulances per venue should be available and on duty from the start of warm-up until at least 45 minutes after the final competition of the day

#### **B.** Participants Medical Insurance

All participants must have valid travel medical insurance, covering:

- 24/7 Emergency Assistance
- Emergency Medical Expenses
- Medical Evacuation/Repatriation
- Trip Cancellation/Interruption
- Accidental Death or Injury

The OC is solely responsible for providing first aid, emergency medical care, and transportation to the designated hospital. All other medical costs shall be borne by the participant's insurance

Refer to Section 3.4.1 of the General Handbook for more detailed information regarding Medical Services



# 10. DOPING CONTROL

#### A. FISU Requirements

- The requirements regarding the number and type of doping tests, as well as the total number of tests to
  be conducted, can be found in the FISU Doping Test Requirements document. This information is
  available exclusively to the Organising Committee.
- The OC Doctor or Head of the Medical area shall coordinate the doping testing and contact the FISU CMI to clarify the moment or disciplines in which the tests will be carried out.
- All doping test costs (including collection, transportation, laboratory analyses) shall be borne by the Organising Committee.

#### **B.** Athletes Selection

Athletes are eligible for testing once accredited until departing from the official event accommodation.

Please refer to Section 3.4.2 of the General Handbook for more detailed information regarding Doping Control

# 11. PROTOCOL, SPORT PRESENTATION & AWARDING

### 11.1. MEDALS TABLE

	TRIATHLON								
DISCIPLINE		MEN			WOMEN		M	IXED REL	AY
	G	S	В	G	S	В	G	S	В
Individual	1	1	1	1	1	1			
Relay							4	4	4
TOTAL	1	1	1	1	1	1	4	4	4

#### A. FISU Requirements

The Organising Committee is responsible for providing the medals as shown in the table above. Medals must be awarded for all individual and mixed relay events. The top three athletes/teams in each discipline (individual and mixed relay) are eligible for medals.

For the Team Classification, no medals will be awarded. However, a flower ceremony shall be organised

The table below provides a comprehensive overview of the total number of medals awarded across all competition disciplines. Please note that extra/reserve medal sets and the FISU set are not included in these figures.





TRIATHLON MEDALS		
Gold	6	
Silver	6	
Bronze	6	

The Organising Committee must provide FISU with a set of medals of the event

#### **B.** Recommendations & Considerations

It is crucial to have additional sets of medals on hand as a contingency. Some medals may be defective, or athletes may achieve the same final time, necessitating duplicate medals of the same type.

Medals are not mandatory for Officials in Triathlon

#### 11.2. SPORT PRESENTATION

Sports presentation is vital for elevating a Championship from a competition to an unforgettable experience. It encompasses everything from music and lighting to commentary and fan engagement, creating a unique atmosphere that engages the audience.

In case there is a big screen in the venue for the spectators, an educational video (provided by World Triathlon) regarding the rules of the sport can be displayed at the beginning of the competition day

#### A. FISU Requirements

#### Audio Elements

- o Sound System: A high-quality sound system is essential for announcements, music, and commentary, ensuring clear communication and an engaging atmosphere.
- o Microphone: Essential for general announcements such as schedule, results, athletes' introduction, general information, and others.
- Thematic Music: Curate an energetic playlist to be played during introductions, warm-ups, and medal ceremonies to elevate the excitement.

#### Commentary and Announcing

 Live Announcements: Make timely announcements regarding event schedules, race results, and athlete backgrounds to keep the audience informed and engaged. English and local language 50% - 50%.

#### • Athletes Introduction

- Ceremonial Introductions: Develop exciting and personalised introductions for the athletes, showcasing their achievements and backgrounds.
- Branded Boards: Comprising three sections, arranged in two rows for the athletes' presentation, the setup allows them to position themselves behind these boards until their names are announced and they are called to assume their starting positions.

#### **B.** Recommendations & Considerations

#### Audio Elements

 DJ: Enhances the atmosphere and overall experience of a sports competition by creating and maintaining energy, motivating the athletes and engaging the crowd.

#### Commentary and Announcing

• Engaging Commentary: Hire knowledgeable commentators who can provide insights about the athletes, techniques, and race strategies. This adds depth to the viewing experience.



#### 11.3. TRIATHLON PRE-COMPETITION PROTOCOL

#### A. Athletes Introduction

#### **Event Host:**

"Now, let's introduce our contenders for the [men's/women's/mixed relay's] race! Please join me in welcoming our athletes with enthusiasm!"

<u>Athlete Introduction script protocol:</u> 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:

- Athletes numbered 1 to 10: Introduction of each athlete individually in race number order, saying the start number, country, current rank and/or provide one recent/exceptional race results, full name.
- Athletes numbered 11 to 20: Introduction of each athlete individually in race number order, saying the start number, country, current rank, full name.
- Athletes numbered 21 to 50: Introduction of each athlete individually in race number order, saying the start number, country, and full name; and
- Athletes numbered 51 and above: Introduction of each athlete individually in race number order, country, and full name.

After being called up, the athlete will come from behind the branded boards and position himself/herself in his/her respective starting position.

#### **B. Start Procedure**

- After all athletes are in position and the whole Field of Play is confirmed ready for the start, "Athletes, you are now in the hands of the starter" is announced and Start Line Technical Officials lower their flags.
- Following the announcement of "Athletes, you are now in the hands of the starter", a heartbeat soundtrack may be played for a maximum of 15 seconds and will then fade out.
- Between 3-5 seconds after the heartbeat is faded out, the start signal will be given by a Technical Official
  or other assigned person by blasting a horn.

It is essential to ensure that the sound system is sufficiently powerful and positioned close to the starting area, allowing athletes to hear it clearly

	FINALS			
TIME	ACTIVITY			
-20'	- End of warm-up			
-15'	- Athletes are called to the pre-start area			
-15'	- Technical Officials will line the athletes up by race number			
-6'	- Technical Team Introduction			
-5'	- Athletes introduction			
0'	- Start of the race			

Prior to introducing the athletes, the announcers must remind spectators that no horns or whistles can be used during the introduction and start is in progress, and ask them to remain quiet until after the start of the race

Music can be played both during the races and in the intervals between them





# 12. SERVICES

The Organising Committee should provide a variety of services for the event, including:

- Ice
- Laundry
- Wi-Fi

Please refer to Section 3.11 of the General Handbook for more detailed information on all services

#### 12.1. ICE

The supply of ice is one of the most common requests from participating delegations, particularly for injury treatment and recovery purposes.

The Organising Committee must supply ice for treating injuries during both practice and competition, as
part of the medical coverage for the event. It does not cover large quantities of ice needed for recovery
treatments, such as cryotherapy.

The Organising Committee secure a reliable ice provider on standby, anticipating the request from teams and establishing clear procedures for ice procurement, including pricing and how to access this service

#### **12.2. LAUNDRY**

Laundry services are essential for many sports, particularly in long-duration competitions and team sports, where athletes may require frequent changes of clothing.

- Laundry services must be provided in all Team Sports Championships and in all sports with more than four competition days.
- Self-Service or Full-Service Laundry can be considered (hotel/accommodation and external services included in the latter)

Self-service is the preferred option, giving more flexibility and control to the teams. If not, it is important to negotiate reduced pricing and adjust the timing for the collection/delivery of uniforms with the provider

#### 12.3. WI-FI

Wi-Fi is an essential service for university students, as it serves as a critical infrastructure that fosters communication and supports their academic responsibilities.

- Participants can easily access real-time information about event schedules, results, and updates. This
  allows them to plan their day effectively, ensuring they don't miss out on key events and activities.
- Participants can engage with live broadcasts, social media updates, and other digital content related to the event
- For many students, academic responsibilities continue even during events. Wi-Fi connection ensures they can access study materials and educational resources, maintain communication with professors, and keep up with online courses.

Wi-Fi should be provided free of charge for all participants at the event, both at the accommodation sites and at the competition venues



# 13. CONTINGENCY PLAN

A contingency plan is essential to ensure preparedness for unforeseen circumstances and maintain safety for all participants. The organising committee should develop a comprehensive contingency plan that addresses potential issues such as adverse weather, medical emergencies, or logistical disruptions. Having a well-established contingency plan helps to minimise risks, ensure smooth event execution, and uphold the integrity of the competition.

It is equally important that this plan receives approval from the FISU TCCs and the World Triathlon Technical Delegate to guarantee it aligns with international standards and regulations

# 14. GENERAL TIMELINE

TIMELINE	ACTIONS
	Coordination Visit
Event -12 months	<ul> <li>Venues visit and Equipment approval (FISU TCC)</li> </ul>
LVCIIL 12 IIIOIILII3	Competition programme approval (FISU TCC)
	Venue medical plan approval (FISU TCC)
Event -6 months	General Entries (NUSFs)
Event -5 months	Athletes Selection (FISU)
Event -3 months	Quantitative Entries (NUSFs)
Event -3 months	ITOs & NTOs list (FISU / World Triathlon)
	Individual Entries (NUSFs)
Event -1 months	• 100% payment from participating countries (NUSFs / OC)
	• Final Bulletin (OC / FISU / FISU TCC)
	Accreditation and participants list confirmation (NUSFs)
Event -1 day	Technical Officials Meeting (ITOs / NTOs / TCC / OC)
	General Technical Meeting (NUSFs / OC / FISU)
	EVENT
Event +1 week	Send all documents and media to FISU (OC)
Event +1 month	Final Report to FISU (OC)

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