

**Roles and Responsibilities:
World Triathlon Team Leader (TL) and World Triathlon Technical Delegate (TD)
for World Triathlon Cup and Multisport World Championships**

| Team Leader (TL) | Technical Delegate (TD) |
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| Pre-event | Pre-event |
| <ul style="list-style-type: none"> • Overall communication with LOC and World Triathlon team • All Contractual issues and contract monitoring • World Triathlon Team travel plans (ensure that all last-minute changes are communicated to LOC) • Make sure host hotel for the World Triathlon team is walking distance from the venue. If not, LOC should provide transportation (bikes and a car for the Media team) • Schedule all meetings with LOC and World Triathlon team • Coordinate logistics • Approval of event branding • Prize money distribution plan (by LOC or World Triathlon?) • Liaise with the World Triathlon Media and TV Director to ensure all TV requirements and plans are in place including proper internet connection at the office • Approve all planned social functions and venues | <ul style="list-style-type: none"> • Event Insurance Certificate • Follow up the event planning process according to the event's project plan • All technical course communication • Course and venue maps review and approval • Event schedule as it pertains to the competition and the athlete's briefing • Coordination of all officials 30 days prior to the competition • Communication with the SFTOs on their logistics and assignments • Appointment of the Head Referee • Preparation of Athlete Briefing Powerpoint • Confirm LOC plans for TDSSA compliant doping control. • Water Quality tests • Insure World Triathlon and LOC website accuracy |

| Event Week | Event Week |
|--|---|
| <ul style="list-style-type: none"> ● Work with World Triathlon Executive Board Representative at the event to name presenters for medal and flower ● Manages World Triathlon/LOC meeting schedule ● Chair Sport Presentation Meeting ● Conduct medal ceremony rehearsal ● Chair Athlete Briefing and take responsibility for communicating all non-competition direct issues ● Chair Branding Meeting. Ensure timely installation and removal of materials ● Provide LOC gifts to all World Triathlon team ● Distribute accreditations to all World Triathlon staff and VIPs and guests ● Ensure that World Triathlon staff have all required communication tools (cell phones and radios) ● Meet with TV crew and ensure all needs are met ● Coordinate LOC Gift distribution post event (with World Triathlon EB Rep) | <ul style="list-style-type: none"> ● Confirm timing and results plan ● Ensure security of field of play and approval of security system (if need be conduct briefing of security personnel) ● Confirm photo-finish and accuracy of finish line ● Oversee venue set up and supplies for Athlete Briefing ● Plan and chair Technical Officials meeting ● Plan motorcycle and boat driver briefing(s) ● Distribute and retrieve World Triathlon TOs vests and accreditation ● Ensure all TOs receive LOC gift ● Conduct the Athlete's Briefing ● Meet with the Competition Jury and explain the procedure following the Athlete's briefing |

| During Event | During Event |
|---|--|
| <ul style="list-style-type: none"> ● Facilitator to World Triathlon non Field of Play team ● Coordination of announcers and sound control ● Oversight and management of medal ceremonies ● Briefing of medal presenters | <ul style="list-style-type: none"> ● Manage all traffic and race vehicles ● Coordinate all emergency meetings in case needed and ensure procedures are followed ● Chair the Competition Jury and keep the minutes |
| Post Event | Post Event |
| <ul style="list-style-type: none"> ● Gather together the World Triathlon items (scrims, athletes uniforms, TOs vests, etc.) ● Plan de-brief with LOC the evening of the event or the day following the event ● Ensure feedback from each member of World Triathlon team ● Manage the production of the post event report ● Fill TD assessment form | <ul style="list-style-type: none"> ● Plan and chair TOs de-brief and provide any immediate required feedback to Team Leader ● Give hard copies from the Athletes Agreement to the person assigned by Alpar ● Fill aTD assessment form ● Complete Technical Delegate portion of World Triathlon report within two weeks of the event ● Attend the post event conference call |

World Triathlon contacts:

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