



CONTINENTAL CHAMPIONSHIPS

LOC TECHNICAL REQUIREMENTS MANUAL

V 2018.10

Continental Championship – Local Organizing Committee Technical Requirements

This document describes key operational and technical information required to deliver an OCR Continental Championship Event.

1. Introduction

- 1.1. The rights to the OCR Continental Championship events are owned by the Continental Federations (CFs). World OCR grants the rights to the CFs to call for bids and grant approvals for OCR events in each of the five CFs: OCR Africa, OCR Americas, OCR Asia, OCR Europe and OCR Oceania.
- 1.2. World OCR advises and educates each CF on how to organize and deliver a world class event. The CF will provide key personnel to support the event (outlined below) during its operation.
- 1.3. The LOC will collaborate closely with the CF, the National Federation (NF) of the host country and the Local Organizing Committee (LOC). The key technical specifications for the events are laid out in this LOC Requirements document.
- 1.4. In addition to this document, the OCR Event Organizers Manual (EOM), the OCR Continental Championships and Continental Championship Branding Guidelines, are to be used as working documents for the LOC and include all the necessary additional information to deliver the event. Executing the details is a matter of agreement with the appointed Technical Delegate (TD) and the appointed continental liaison person. All the above documents are available in the download section at <http://www.worldocr.org/>.
- 1.5. Furthermore, the event organizer must ensure the event complies with the OCR Competition Rules, also available on <http://www.worldocr.org/>.
- 1.6. The *OCR Continental Championships – LOC Technical Requirements Manual* may be used as a reference for additional detail on delivering world class events.

2. The Principles OCR Events

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

3. Key Criteria

- 3.1. Consistent branding standard "Look and Feel"
- 3.2. Emergency services accessibility to entire course

- 3.3. Communications coverage over entire course
- 3.4. Water based obstacles in an area with acceptable water quality tests
- 3.5. Age-group, Para-athlete and youth events linked to the elite program
- 3.6 High quality experience for all participating athletes

4. The Management Team

The major roles and responsibilities of the LOC and the OCR Continental Management Team are outlined below. The CF and the host NF will provide advice and assistance to the LOC.

- 4.1. **Continental Technical Liaison (CTL)** in cooperation with OCR, coordinates the OCR Continental Championship events from the bid process to the final report.

CTL Checklist:

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

- 4.2. **Technical Delegate (TD)** ensures the technical requirements and OCR Rules governing the competition are implemented.

TD Checklist:

- o Request and approve all course maps and venue layout in consultation with LOC at least 3 months in advance
- o Review and approve the event schedule
- o Approve the technical officials' team in consultation with the host NF and OCR Sport Department
- o Appoint Race Referee and Chief Race official at least 6 weeks in advance
- o Appoint the Competition Jury
- o Plan pre-event Skype calls to implement all standards and policies of
- o Write the pre-race report within 30 days and submit to Continental Federation Manager along with the water quality tests and the events' insurance
- o Confirm LOC plans for doping control
- o Confirm timing and results plan, photo-finish and accuracy of finish line
- o Develop the race briefing in consultation with the Competition Manager
- o Present all technical aspects of the briefing

- Plan and chair the officials' pre-race briefing and designate the key technical official positions
- Request facility for briefing and ensure it is adequate and has all the necessary equipment (tables, chairs, sound system, projector, pens & pencils, adequate volunteers) in accordance with OCR requirements
- Manage all traffic and race vehicles
- Plan motorcycle and boat driver briefing
- Meet with TV crew (if TV is planned) and ensure all needs are met
- Plan the post-race debrief immediately following the competition
- Write the post-race report within 30 days and submit to OCR Sport Department for circulation

4.3. Assistant Technical Delegate (ATD):

4.3.1. The ATD may be appointed to assist the TD in areas assigned to him/her by the TD.

4.3.2. The appointment of an ATD is highly recommended and complements the OCR mentor program run by the OCR Sport Department and OCR Development.

5. LOC Team

5.1. The LOC needs the following key people:

5.1.1. **The Event Director (ED)** is the head of overall operations and the main contact person who coordinates all functions and makes key decisions.

ED Checklist:

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

5.1.2. **National Technical Officials (NTOs) Coordinator**

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

5.1.3. **The Event Administrator (EA)** ensures the following.

EA Checklist:

- Event Agreement: Ensure compliance with the CF – LOC agreement, which includes this LOC Requirements document.
- All provisions in the agreement and this LOC Requirements document must be considered legally binding on all LOCs awarded a Continental Championship event.
- Accountability: The LOC is accountable for the following: CF – LOC agreement compliance, contracts, budgets, payroll, purchasing and invoicing, insurance, athlete waivers, permits and approvals, water quality tests, travel visas, reporting schedule and checklists.
- Insurance: Event liability insurance and event cancellation is required as per the OCR – LOC Agreement

- Certificate of Insurance must be proved to the Continental Federation Manager at least 45 days in advance.
- Athletes' Insurance: each competitor must acquire insurance which offers the legally necessary guarantees for the country where the competition is being organized unless their NF has a license system including such coverage.
- Athlete Registration: All the rules regarding the registration deadline, eligibility, entry can be found in the OCR Qualification Criteria and OCR Online Entry System on www.obstacleracing.org.
- Entry Fees and Payment: The entry fee is subject to approval of the CF.
- Course Approval: The LOC must obtain written approval of the competition course, including swim, bike, run, transition segments, from all jurisdictions e.g. CF, city, police, etc.
- The LOC must have OCR's approval for all segments of the course. Those approvals must be secured prior to being awarded an OCR event.
- Water Quality Test: provide OCR with water quality test during bid discussions and according to the planned pre-event schedule.
- Weather and Environmental Conditions: provide OCR with weather statistics, including air and water temperature, tides, etc., during bid discussions.
- Ensure all structures (pontoon, grandstands, stages, gantries, etc.) are approved in writing by a structural engineer and adhere to all local fire marshal's code.
- Provide proof that local hospitals and emergency departments are informed of the event and the associated road closures.
- In a case of para-OCR event, the provision of an athletes' classification process must be considered according to the OCR Classification Manual.
- Para-athletes participation: All para-athletes entering in an OCR event should have been classified by international classifiers or can race under a temporary classification.

5.1.4. The LOC Media and Television Director (MTD) will liaise with the Continental Federation Manager, and the host NF on behalf of the LOC to ensure the following checklist is completed:

MTD Checklist:

- Ensure all event information is posted to the event page on www.obstacleracing.org
- Liaise with OCR, Federation and host NF to coordinate the posting of the pre- and post-event media releases and results www.obstacleracing.org
- fulfil any media requests before and after the event
- Send a copy of the LOC media log and key Obstacle Sports media contacts

6. Reporting Schedule and Checklists

6.1. Upon request of the TD, in addition to:

6.1.1. 30 days before the event

6.1.2. 7 days before the event

6.1.3. After the event upon receiving the Post-Race Report

7. Travel Visas

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

7.1.1. Which countries require a visa to enter the host nation

7.1.2. The location of the host nation's consulate or embassy in the countries requiring a visa

- 7.2. The LOC must then publish this important visa information to the event website and to <http://www.worldocr.org/>
- 7.3. Upon request for visa invitation letters, the LOC must first contact OCR to determine that the athlete or official requesting the information is fully affiliated with OCR and has a reason to request an invitation
- 7.4. The LOC will provide a letter invitation and be responsible for the appropriate translation of this letter
- 7.5. OCR must be copied (cc'd) on all visa letters

8. Accreditation Protocol

- 8.1. OCR has a standardised accreditation design system that must be used to suit each individual event.
- 8.2. The LOC must pay attention to the development of the accreditation, the development of the secure zone signage and the implementation of an effective security team to manage and control the accreditation and security on site
- 8.3. The final plan and proposed accreditation cards, zone control signage and venue accreditation plan/flows must be submitted to the TD for approval 30 days in advance of the event

9. LOC Team Meeting Schedules

- 9.1. A meeting schedule will be set up to include:
 - 9.1.1. A series of video conference call meetings prior to the event
 - 9.1.2. An event meeting schedule
- 9.2. Those meetings will be coordinated by the Technical Delegate.

10. Event Services

10.1. Staff and Volunteer Services

- 10.1.1. The event should have sufficient staff to ensure full compliance with the requirements of hosting a world class event. Comparable events are world series and world cup races and events of IOC recognized sports, for example ITU Triathlons and World Rugby.
- 10.1.2. There should be enough volunteers to facilitate reasonable work hours and ensure safety and flow of the athletes.
- 10.1.3. All volunteers must receive training that provides an overview of the entire event including a thorough review of the competition course and obstacles. Volunteers should have a general understanding and awareness of all aspects of the event.

10.2. Athlete Services

- 10.2.1. Athletes are the most important element of the event. Their overall view of the event will be reflected not just in the race but in anticipating what their needs will be.
- 10.2.2. Elite Athlete Services to be provided by the LOC include:
 - Airport transportation.
 - Athlete Services Information Booths (hotels, venue).

- Accommodation Services (adequate distribution of information on all available accommodation).
- Medical services (information on medical emergency services, massage and physiotherapy services)
- Training services (access to the swim, bike and run courses for pre-event training).
- Escorted tours of the swim, bike and run course with adequate traffic control.
- Bike mechanic services.
- Uniform printing information.

10.3. VIP / Sponsor Services

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

10.4. Spectator Services

- 10.4.1. Road closures and traffic conditions shall be considerations for getting spectators on site.
- 10.4.2. Event access information must be well communicated to spectators.
- 10.4.3. A public awareness campaign as part of the event planning process.
- 10.4.4. Volunteers should be located at all major site access points and in the central area of the event site.

11. Social Functions

11.1. Pre-race Dinner

- 11.1.1. Complimentary dinner for all athletes from all categories and team managers.
- 11.1.2. Venue should be easily accessible for athletes, if not, free transportation should be provided by the LOC.
- 11.1.3. The LOC must ensure the catering service can serve all athletes in a timely manner. A variety of foods to catered to dietary preferences is required.
- 11.1.4. Food preferences should be required at initial race registration, for example vegetarian, vegan, and allergy information. This facilitates meal planning.

11.2. Final Party

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

12. Transportation Plan

- 12.1. The following transportation must be provided by LOC:
- 12.1.1. Airport pick-up for:
- Elite Athletes and Team Managers
 - OCR/Continental Federations/NF Staff and VIPs
- 12.1.2. Transportation to:
- Official athlete programs (Athletes' Briefing and Media Events);
 - Social Functions (Pasta Party and Final Banquet);
- 12.2. The following rental vehicles must be provided for the TD:
- 12.2.1. 1 car with or without driver;

- 12.2.2. 4 vehicles that can access the course, with drives and extra helmets for Technical Officials, 1 for Media

13. Technical Operations

- 13.1. The Technical Operations section of the OCR Event Organiser's Manual (EOM) combines the duties of Technical and Venue Operations. These operations should cover both Elite and Age-Group events. Special attention should be given to:
- o Registration
 - o Briefings

14. The Course

- 14.1. Must be secure and closed to traffic.
- 14.2. Detailed description of required course personnel, equipment list and procedures can be found in the EOM.

15. Obstacles

- 15.1. Each obstacle must be staffed with at least one trained official and sufficient volunteers to ensure safety and smooth flow (no back-ups.)
- 15.2. Each obstacle shall be checked for safety after the build is finished, periodically during operations and prior to the first wave of each day, if used on multiple days.
- 15.3. All obstacles shall be secured, posted with signs and taped off to prevent use outside competition hours.

16. Aid Stations

- 16.1. Aid stations should be no more than 2 km apart
- 16.2. The TD can approve modified distances between aid stations.
- 16.3. Aid stations should be 10 m in length
- 16.4. Only sanitary water is permitted at elite aid stations, preferably large sealed containers with spigots or taps. The LOC should plan for 250 ml of water per athlete per aid station.
- 16.5. The aid station in the finish area must offer a variety of drink and food appropriate for a race finish, for example water, sports drink, bananas, sports bars etc.).

17. Finish Area

- 17.1. The dimensions will be at least 100 m long and 5 m wide.
- 17.2. A 5-tier photo stand measuring 3-4 m wide must be placed 15 m behind the finish line.
- 17.3. The recovery area should be within 50 m of the finish line.
- 17.4. A secure media zone should be provided adjacent to the finish area with space to interview athletes.
- 17.5. The finish area should be secured with a ridged fence no less than 1.0 m high.
- 17.6. Detailed description of required finish area personnel, equipment list and procedures can be found in the EOM.

18. Sport Presentation

- 18.1. Public Address System:
- 18.1.1. High quality public address system should provide clear sound to the start and stadium area, and should be audible a minimum of 100 m outside of the start and stadium areas.
- 18.1.2. The public-address systems for the audience areas/stands shall allow individual area control.

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

19. Additional

- 19.1. Appropriate international popular & local music.
 - o Forming a partnership with a local radio station can be cost effective.
- 19.2. Sport Presentation Booth
 - o Locate audio and visual personnel together to coordination and communication of all onsite presentations.
- 19.3. Coordinate meetings between all Sport Presentation personnel at least one week (by video or conference call if necessary), one day prior to the event start and day of event.

20. Medal Ceremony

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

21. Medical Management

- 21.1. A complete medical plan must be approved by the Technical Delegate or the OCR Medical Delegate (if applicable)
- 21.2. A detailed plan from a medical director should be submitted to the TD which will include:
 - o FOP Medical Plan
 - o Medical Centre Layout
 - o Medical Centre Equipment
 - o Number of personnel
 - o Number of Ambulances
 - o Emergency Procedures
 - o Hospital Information
 - o Allocation Map
 - o Foreign Medical Team Undertaking Procedures
- 22. Detailed description of required medical personnel, equipment list and procedures can be found in the EOM.

23. Doping Control

- o Provision should be made to accommodate Anti-Doping Control at the event.
- o OCR complies with WADA on all Anti-Doping Rules and Regulations (see OCR website for all current information on Doping Control).
- o Anti-Doping Control Facility on-site for in-competition (following the event) and out of competition (prior to the event) must be provided.
- o Mandatory Anti-Doping Control Tests – minimum 6 OOC control tests (3 per gender).

24. Venue Operations

- 24.1. The venue will feature the transition area and the finish area including a 'stadium-like' setting for the start, finish and spectator areas.
- 24.2. Required rooms, equipment and technology support:
 - Athletes' Lounge and Assembly Area
 - Secure athlete bag check
 - Recovery Area
 - Athlete showers and changing facilities
 - Toilets
 - Medical Centre
 - Volunteer's Tent
 - Media Centre
 - Timing Centre
 - VIP Stands
 - Spectator Areas
 - Clean & Waste Compound
 - Operations Office
 - Technical officials' lounge
- 24.3. The LOC should be aware of the cost associated with Timing and Communications (radios, phones) as described in the contract and EOM.
- 24.4. The timing services company must be approved by OCR.

25. Athlete Briefing

- Space to accommodate athletes for each start
- High speed internet connection
- Refreshments for all athletes
- Front table with 6 chairs and a speaker stand
- Public address system and projector to show the course and locations of services such as first aid, medical, toilets, showers, etc.

26. On-site operations office

- Adjacent to the finish area
- High speed internet connection
- Tables and chairs for 8 to 12 people
- Refreshments
- Provision for meal service during competition days

27. Press Centre (if applicable)

- A press centre at the race course for the general media
- Working space with tables, chairs, power, high speed internet
- Race information including maps, start lists, results, etc.
- Staff to assist the media
- Refreshments

28. Sport Expo Facilities (if applicable)

- Planned to maximize sales opportunities for the exhibitors
- Power and water source
- Internet and credit card facilities

- 24-hour security

29. Communication Plan

The communication plan provides communication link between the various elements of the race to ensure safety, evacuation and smooth movement of athletes, spectators, and vehicles.

- 29.1. The critical area of communication is for the technical officials (at each obstacle) and medical personnel who should each have a radio with a spare battery.
- 29.2. Highly recommended communications on different channels include:
 - Directors (race, technical, course, festival, start, finish, timing, results)
 - Medical
 - Announcers
 - Media
 - Site operations
- 29.3. LOC should make local phones available to attending officials and media.

30. Technical Officials Equipment

- 30.1. The LOC should provide the following items to the TO team for the needs of the event:
 - 30.1.1. Mountain bikes and / or 4-wheelers and / or motor bikes with helmets
 - 30.1.2. Thermometers to measure air and water temperature
 - 30.1.3. Horns: 3 manual air horns, 1 electronic start system
 - 30.1.4. Whistles for each TO
 - 30.1.5. Large digital display(s) in the post finish area
 - 30.1.6. Miscellaneous
 - Stationery for the Athletes' check-in and registration
 - Start lists x 25 copies
 - Duct tape,
 - Felt marking pens
 - Ballpoint pens
 - Competitor's waivers
 - Video cameras to monitor the start, finish and each obstacle

31. Catering

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

32. Contingency Plan: Delay

An event is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start.

- Postpone: An event is considered postponed when it cannot be completed within the scheduled time or an extended time, and is rescheduled to another time on the same day or another day.
- Cancellation: An event is considered cancelled when it is delayed or postponed and cannot be restarted or rescheduled.
- There are no prescribed rules for delays and postponements. However, the TD and Race Director would consult on weather conditions and other situations for the safety of the competitors.

33. Meetings and Site Visits

- 33.1. One site visit must be made prior to the event, during the bidding period. All costs related to the site visit (including the travel of the TD needs to be covered by the LOC)
- 33.2. If the event has previously taken place at the location within 3 years, no site visit is required.
- 33.3. Documentation: During the first site visit, the following information should be available:
 - o LOC team (structure & experience)
 - o Environmental data (tides, weather forecast history, water conditions)
 - o Venue & course maps
 - o Budget outlines

34. OCR/CF Branding Guidelines

- See OCR Branding Guidelines attached.
- The LOC is obliged to exclusively use the OCR logo and the CF logo in all print material/public relations work.
- The LOC is obliged to follow the OCR Branding Guidelines (attached) for all relevant material and to secure written approval prior to production on all relevant advertising material and event signage.
- Each LOC sponsor must be approved by the CF and OCR.

35. Media services

- 35.1. OCR website and online services:
 - 35.1.1. Live coverage of each race can be linked on the official OCR website – www.obstacleracing.org.
 - 35.1.2. The coverage to feature live results and to be coordinated by the LOC timing and results company;
 - o Post-race event photo gallery (if photos are provided by the LOC);
 - o Full results postings.
- 35.2. OCR print and press services:
 - o Professional quality digital photos and video to be sent to the CF and OCR by the LOC media team;
 - o Distribution of images through international photo agencies;
 - o Management of press operations on site by the TD;

36. Television and news

Television and news services should be coordinated between the LOC, CF, and OCR.

37. Media Facility Requirements

- 37.1. The LOC will provide a dedicated high-speed internet connection.
- 37.2. The LOC must provide a press centre at the race course for the general media that is adequate for the number of media in attendance.
 - 37.2.1. **Press Centre – equipment requirements**
 - o working space for media (tables, chairs) with power
 - o high-speed internet connection (cabled or wired);
 - o printing facility;
 - o high-speed photocopier;
 - o notice board for maps, start lists, schedule, results and other news;
 - o staff and/or volunteers
 - o refreshments and food for entire day.

37.3. Pre-Race Press Conference (desirable)

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

37.4. Media Zones/Areas

- The LOC will provide secure media zones on course for press, photographers and broadcasters, separate from spectators with adequate identification and efficient movement from zone to zone (i.e. not through crowds or long distances);
- The LOC will provide a media zone at the finish line that includes a tiered platform for photographers at the finish line, a designated area for host broadcaster interviews and a zone for media separate from the athletes;

37.5. Post-Race Press Conference (optional)

LOC to consult with TD about need for post-race press conference.

37.6. Reporting

37.6.1. The LOC must provide a detailed reporting document to the OCR Media within 3-4 weeks after the event. This document will include:

- Detailed Pre- and Post- event media coverage (clippings, local TV stats, etc.)
- Comprehensive Media Contact list

38. Timing and Results Service Requirement

38.1. Overview

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

38.2. General requirements

- The event must select a service provider that is competent to meet the specified timing and results services;
- The service provider should have minimal presence on the event course;
- The service provider must be able to produce data displaying the results of the event, including each individual wave and category, and with start time, finish time and timing at the completion of each obstacle.

38.3. Timing System- Requirements of the transponder system:

- 100% capture rate at one metre;

- Reliable, all times are captured without loss;
- Able to capture splits for each discipline, including multiple splits for each – swim (water exit), bike and run;
- Attached to the athlete in an ankle band;
- Attached to the athlete in a manner that does not influence the performance of the athlete.
- Weight must be not more than 20 grams;
- Deliver data live in real time to the timing and results software used by the Service Provider;
- Able to vary in width from two to eight meters without obstacles on course;
- Timing of OCR events must be done with an OCR approved transponder system. Non-OCR approved systems are not allowed.

38.3.1. Use of Timing System:

- The service provider must have direct (wired) connections to the start and finish;
- On locations where this is not possible the service provider may use a wireless connection;
- The service provider must have live real time connections to timing locations to retrieve data;
- All data must be delivered from the timing locations to the timing and results database in not less than 3 seconds after passing on timing system;
- **Important Note:** Manually transporting times via a USB stick or similar device is prohibited.

38.3.2. Software:

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

38.4. Event Venue Services

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

38.5. Official Results Service

- Official results should be made available in a timely manner in formats as specified by OCR including detailed race analysis. Exports in various formats should be available for third parties (media, event officials, IT partners etc.). Photo finish images and video should be available instantly for event officials, media and TV partners;
- The timing company must provide the results in the CF and OCR databases;
- TD will validate that the start lists are correct. The race referee will sign off the results after each race to confirm them as official results;
- The files once completed and verified should be emailed to entries@obstacelsports.org;
- Results for all races should be emailed no later than five minutes after the official results are confirmed.

38.6. Manual Back-up

The timing company must maintain at least two (2) manual backup (digital media storage) to cover the contingency of missed data because of chips lost during competition. The timing company should have a manual back-up system to provide accurate finish time and position data, in the event of catastrophic failure of the timing systems.

38.7. Photo Finish System

The Service Provider must supply Photo Finish Services to decide positions on close finishes in the event.