



**TECHNICAL & SERVICE
PARTNER MANUAL for Cross
Country - ATOS**

Contents

[I] SCOPE OF WORK & SERVICES PROVIDED	3
I.1 Coordination.....	3
<i>I.1.1 Site visit</i>	3
I.2 Service provision by Atos	4
<i>I.2.1 Atos staff (without TV graphics operators)</i>	4
<i>I.2.2 Services provided by Atos</i>	4
[II] REQUIREMENTS TO THE LOC.....	7
II.1 Infrastructures.....	7
<i>II.1.1 Rooms</i>	7
<i>II.1.2 Special Installations</i>	8
<i>II.1.3 Power</i>	9
<i>II.1.4 Cablings</i>	10
<i>II.1.6 Call room</i>	10
<i>II.1.7 Flash Interview System</i>	10
II.2 Volunteers Requirements	11
<i>II.2.1 Equipment shipment</i>	11
<i>II.2.2 Transponder distribution/collection</i>	11
<i>II.2.3 Videoseen graphic system operation</i>	11
<i>II.2.5 Competition</i>	11
II.3 Logistics at the event.....	11
<i>II.3.1 Travel</i>	11
<i>II.3.2 Transfers/Transport</i>	12
<i>II.3.3 Accommodation</i>	12
<i>II.3.4 Meal provision</i>	12
<i>II.3.5 Freight</i>	12
[III] TV RELATED MATTERS.....	13
III.1 Timing and photo finish graphics.....	13
III.2 TV graphics.....	13
III.3 Schematic of the connection between the host broadcaster and Atos	15
[V] Contact	16

[I] SCOPE OF WORK & SERVICES PROVIDED

I.1 Coordination

Atos is the Technical Partner of European Athletics for the 2017-2020 period and provide results, timing and measurement services. Atos, with its unit Major Events is responsible of the whole scope of services but works with its subcontractor Matsport.

Atos focuses on the On-Venue Results (OVR), the data entry systems, the results outputs (print, CIS, TV and videoscreen graphics, web, ...) and the project coordination.

Matsport delivers the timing services as well as the infield equipment.

I.1.1 Site visit

I.1.1.1 Attendance

The site visit for the European Cross Country Championships shall take place in September during the year of the event.

It has to be attended by:

- > LOC competition management
- > LOC infrastructure and logistics management
- > Stadium management
- > Host Broadcaster
- > Technical Delegate(s) European Athletics
- > Technical Partners European Athletics
- > Technology representative European Athletics
- > Event Presentation Management
- > Optional: LOC Media department

I.1.1.2 Preparation of the Event

LOC to provide:

- > Maps and drawings of the course and the existing or temporary infrastructure for the event including room allocations, cabling ways, finish area, main stand, press tribune, videoscreen, etc...
- > Test event start list and schedule
- > Information about infrastructure (e.g. power, existing data network)
- > TV production plan (to be provided by the HB)

EA to provide:

- > Agenda of the site visit
- > Logistics of the site visit, inc. travel overview
- > CIS allocation: list of all CIS positions (LOC, European Athletics, Media &TV) to be provided to Technical Partners 2 weeks ahead of the competition.

I.2 Service provision by Atos

I.2.1 Atos staff (without TV graphics operators)

For the European cross country championships, there are up to 15 technical partners who will be on site during the event.

I.2.2 Services provided by Atos

List of services included in the contract between Atos and EA

	EXCH
Competition days	1
Number of site visits	1
Start guns (to be provided by the LOC)	0
Lap counter + bell	1
Photo Finish camera	2
Transponder system (shoe chip)	1
Transponder loops: <ul style="list-style-type: none"> - Call Room - Intermediate Point - Pre-finish ranking - Finish line - Spare 	5
Photocells (finish)	1
Video Timing board double-sided (hang at gantry)	1
Timing boards <ul style="list-style-type: none"> - Call Room - Intermediate Point - Finish line 	3
Flash interview data entry laptops	2

OUTPUTS	EXCH
CIS	50
Printers	4
TV Graphics	
Photo finish feed	
Running time	1
Results feed (including machine and operator)	1

Videoscreen graphics	1
ODF feed	1

TV graphics systems

The latest TV graphics are used during EA top events.
Here is an example of lower third graphics:



Example of TV graphic

For more details about the TV graphics, see the appendix A: TV Graphics userguide

Videoscreen graphics

An example of the Event Presentation graphics is shown hereunder:



Example of EP graphic

For the complete set of EP Graphics, see the userguide in appendix B.

Remote printers

4 printers available (Call Room, TIC, media center and Event Presentation).

CIS (Commentary information system)

Touch screen available for commentators, announcers and press.

The following information is displayed:

- > General information on the competition
- > Entry lists, start lists, intermediate results, final results, medal table, Placing table, +etc...

Note: If additional CIS terminals are required, Atos needs to be informed in advance.



Picture of a CIS

[III] REQUIREMENTS TO THE LOC

II.1 Infrastructures

II.1.1 Rooms

II.1.1.1 Timing and results Cabin (to be ready upon arrival of result service team)

- > Closed room with windows (open view to finish straight(s) and finish line) beside the finish line
- > Required size: at least 36 sqm (6x6m) = double cabin
- > Equipped with desks and chairs (10 m total length of working space)
- > Power sockets (10)
- > Cable duct/pathway to allow cabling in and out without leaving the doors and windows open)
- > The room must be lockable and have security 24/7

II.1.1.2 TV graphics production

For the cross country championships, we only have 1 TV feed. The production can be done from the timing and results room.

II.1.1.5 Storage

Secured and lockable storage room has to be provided for the TP equipment and empty boxes with the following surface:

- > **Storage** **30-40 m² (close to the OVR/timing room)**

II.1.1.6 Heating

Heating must be available in the timing and results room to heat the room to 20-25 degrees Celsius.

II.1.2 Special Installations

II.1.2.1 Photo Finish Camera

Usual setup for cross country races:

A photo finish camera will be installed at the finish line.

If the data cabin is at the respective position the camera can be placed on the roof.

II.1.2.2 Finish control camera

A finish line camera will be installed with clear view from the home straight to the back of the arriving athletes (read of BIB number on the back).

II.1.2.3 Transponder Antennas

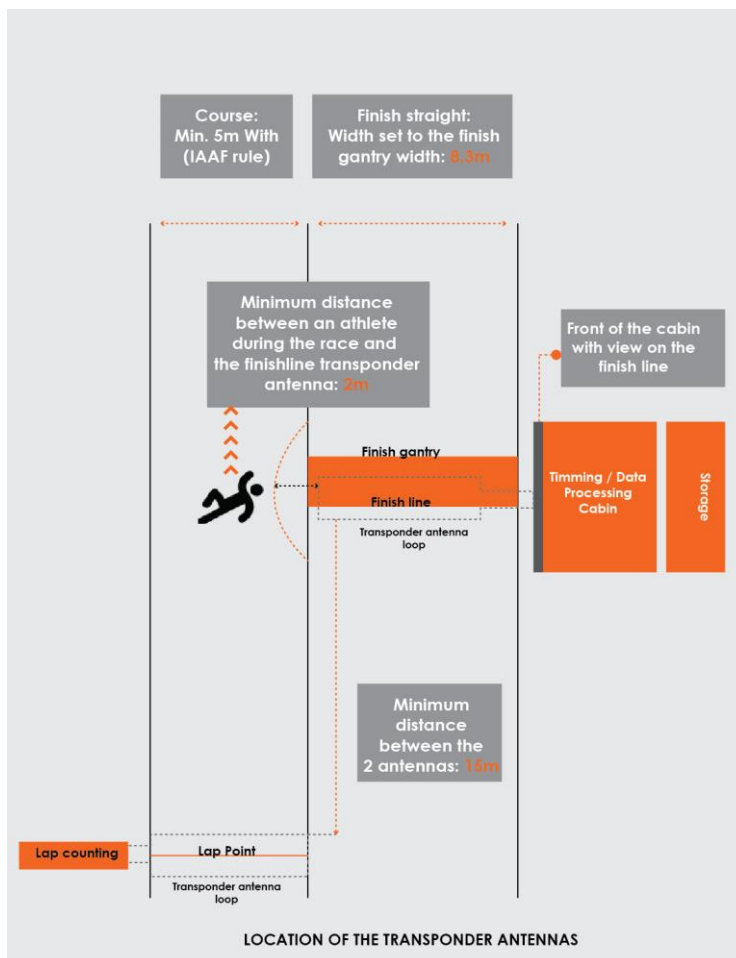
There will be two (possibly three) transponder antennas installed:

- > Finish line
- > Lap point
- > Home straight for internal control (pre-timing 150m from the finish line)

To avoid interference between the 2 antennas, the following guidelines have to be followed:

- > The transponder antenna at the finish line has to be distant from the lap counting transponder antenna of 15m minimum.
- > During the course of the race, the athletes cannot be closer than 2m from the finish line transponder antenna (otherwise the athlete is considered as passing the finish line). That is why it is sometimes necessary to divert the race course of 2 meters (see dashed orange line on below drawing).

The drawing below highlights the recommended distances between antennas around the finish line.



The lap point should be located where the course and the finish straight split. If possible, the lap point should be located at the end of a straight part of the course (not in a bend).

II.1.2.4 Prevention of interferences

In order to protect timing cabling from interference, the following rules have to be followed across the course:

- > NO power (high voltage) cabling through the finish line gantry
- > NO telecommunication cabling through finish line gantry
- > Allowed are coax and triax cables (camera cables)

II.1.3 Power

II.1.3.1 Timing and Results Room

For the timing and results room, the LOC has to provide 2 circuits 220 V / 16 A, separately fused. It must be uninterrupted power supply.

II.1.3.2 Infield

The LOC has to provide a power supply (220V, 16A) at these infield positions:

- Call Room
- Start Line (gun and timing board)
- Intermediate time (transponder, timing board and lap counter)
- Pre-timing point (transponder loop 150m from the finish line)
- Finish line (timing boards)

II.1.3.3 CIS and remote printers

The LOC has to provide a power supply (220V, 16A) at all agreed CIS and printer positions.

II.1.4 Cablings

The main need is for the CIS monitors and the printers spread out in the venue.

All cabling between OVR and the CIS and the printers must be done by the LOC.

Cabling between OVR and TV graphics production unit (if not in OVR) has to be done by the LOC/HB.

II.1.5 Internet access (data processing, live web results)

In the results room, a cabled internet connection (20Mbps symmetrical) has to be provided to send data to EA website's service provider.

This connection has to be available from the arrival day of the service team on.

II.1.6 Call room

A transponder antenna and a screen will be installed in the call room. The antenna will detect that the transponder chip is the correct one and the athlete will be able to check his/her name is correct on the screen.

3 table and 2 chairs are needed for the computer and the staff performing the bib checks.

II.1.7 Flash Interview System

Atos provides a flash interview system with 2 terminals. The terminals are used to enter interviews taken immediately after the event. The content will be automatically available as a printed report in the media centre, in the CIS and on the EA website.

The location to install this system will be decided during the Technical partners meeting.

1 table and 2 chairs are needed. This has to be a sheltered location with power.

II.2 Volunteers Requirements

II.2.1 Equipment shipment

Atos equipment usually arrives a few days before the Atos staff. The LOC is responsible to unload the truck. A forklift is needed to unload the palettes and boxes.

The same applies to load the Atos equipment after the event.

II.2.2 Transponder distribution/collection

8 volunteers are needed to hand out the transponder chips in the Call Room and collect them in the post-event area. The 8 persons should be mixed gender: 4 men, 4 women.

II.2.3 Videoscreen graphic system operation

1 volunteer is needed to operate the videoscreen graphic system.

II.2.4 Flash interview

1 operator per terminal is needed to handle the flash interview system.

II.2.5 Competition

- > 1 operator for bell / lap counter
- > 3 officials for manual ranking backup at the finish line

II.3 Logistics at the event

Logistics to be covered by the LOC:

- Transfer from and to the airport
- Transport hotel <-> venue
- Accommodation in single room and food during the setup + event time
- Handling of equipment at the venue(s): loading and unloading of the truck(s)
- Parking for truck(s) at the venue

II.3.1 Travel

Technical Partners arrange their own travels (flights) at their own costs.

II.3.2 Transfers/Transport

II.3.2.1 Airport => Hotel / Hotel => Airport

The LOC has to provide transport according to arrivals and departures of the TP staff members

II.3.2.2 Hotel ⇔ Stadium/Competition Site/Working Places

The LOC has to provide transportation according to the TP needs (transport system, car provision, times, requests by Technical Partners to be agreed at TP site visit)

II.3.3 Accommodation

The LOC has to provide **single room** accommodation for all Technical Partners (good mid-class hotel including breakfast).

The LOC has to make sure that the hotel offer in-room internet connection.

Acceptance of hotel to be given by Technical Partners at TP site visit

II.3.4 Meal provision

Meal times should be flexible to allow meal supply in accordance with Technical Partners working hours. Even in case of long shift and if no catering available, the LOC has to provide alternative meal supply.

II.3.4.1 Vouchers

- > The LOC must provide vouchers for lunch at the venue.
- > The LOC must provide vouchers for dinner at the TP accommodation.

II.3.4.2 Breakfast

The LOC has to ensure that breakfast is served at least 3 hours before the start of the first competition since the TP staff has to be on site at latest 2 hours before competition begins.

II.3.5 Freight

II.3.5.1 Equipment unloading

The LOC has to provide address and safe parking slot for the truck as well as the unload facilities (forklift and workforce) and the storage. Atos will communicate the date and time of the equipment arrival, as well as the handling company if appropriate.

In most cases, the Atos staff will not be on site for the unloading of the equipment, so the LOC has to supervise the unloading, move and store the equipment to the agreed storage.

II.3.5.2 Customs

For equipment to be shipped in non EU-countries, the LOC has to provide assistance and support in the whole process of custom paperwork.

II.3.5.6 Accreditation

EA Technology Coordinator has to make sure that all Atos technical staff has necessary accreditation and access to all competition sites, press centre, press, radio and television stands and commentary boxes and other locations where timing and measurement equipment is installed to enable Atos to carry out all its obligations. Only one dedicated staff member and a substitute will be given VIP access for CIS maintenance in the VIP area.

[III] TV RELATED MATTERS

III.1 Timing and photo finish graphics

The Host Broadcaster has to get the timing graphic feeds (photo finish and running clock) from the timing cabin to the TV compound with its own cabling. This requires two BNC cables.

III.2 TV graphics

The TV graphics are in English by default. If the LOC/HB wishes the graphics to be in the national language for the local production, the Host Broadcaster has to request a separate graphics feed and will pay it at its own cost.

The TV graphics production unit called Agile can be located either in the OVR or in the TV compound.

The cabling from the OVR to the TV Compound (OB-Vans) has to be done by the Host Broadcaster or the LOC.

Connections to be implemented:

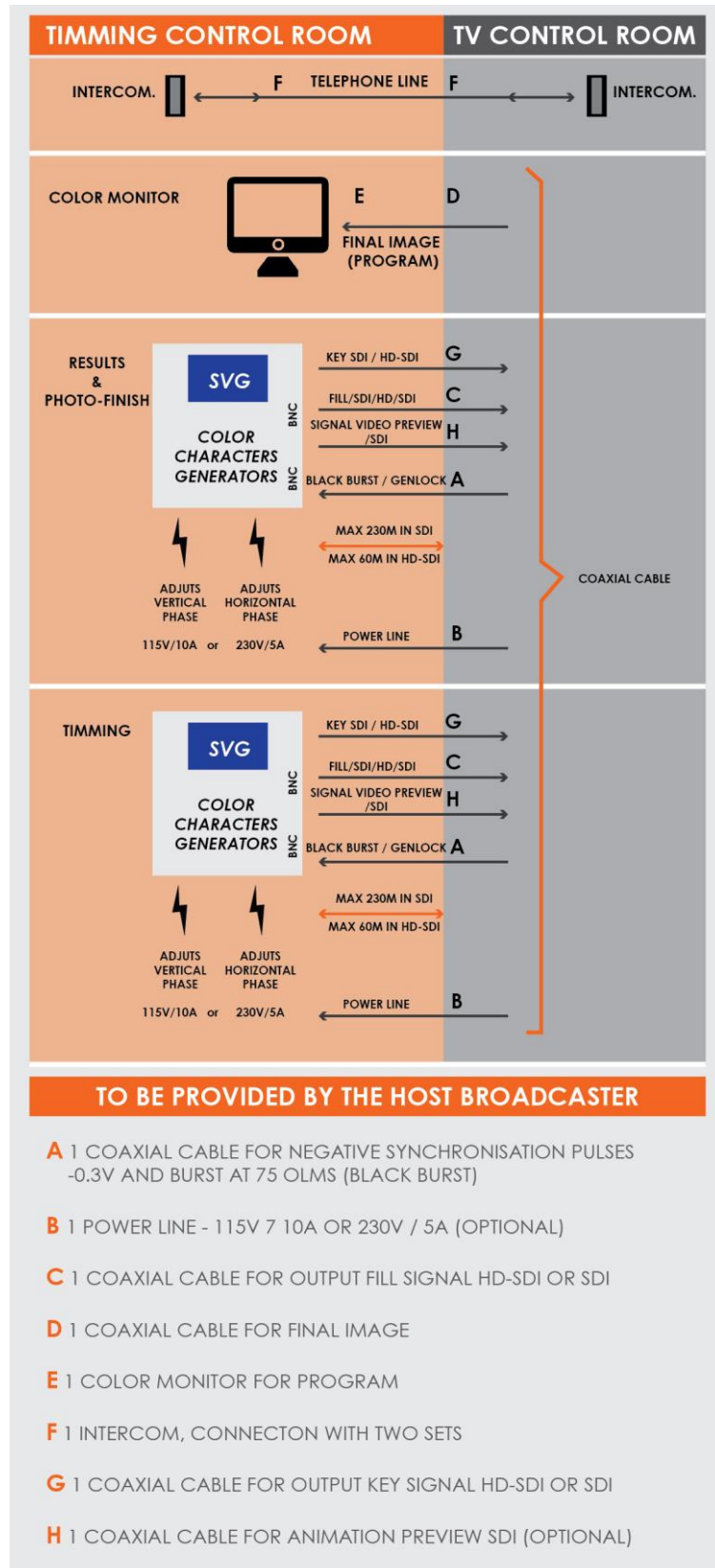
SIGNALS

RESULTS ROOM
& TV-GRAPHICS

TV COMPOUND and
OB-VANS

feed 1>	fill 1 (digital)
>	key 1 (digital)
>	preview 1 (analog)
	<.....	program 1 (analog)
	<.....	telly / red light (via xlr-cable)
	<.....	intercom
feed 2>	fill 2 (digital)
>	key 2 (digital)
>	preview 2 (analog)
	<.....	program 2 (analog)
	<.....	telly / red light (via xlr-cable)
	<.....	intercom
for all feeds	<.....	blackburst (analog)
	<.....	international/integrated signal (analog)

III.3 Schematic of the connection between the host broadcaster and Atos



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