



World Triathlon  
Championship Series  
YOKOHAMA  
2025



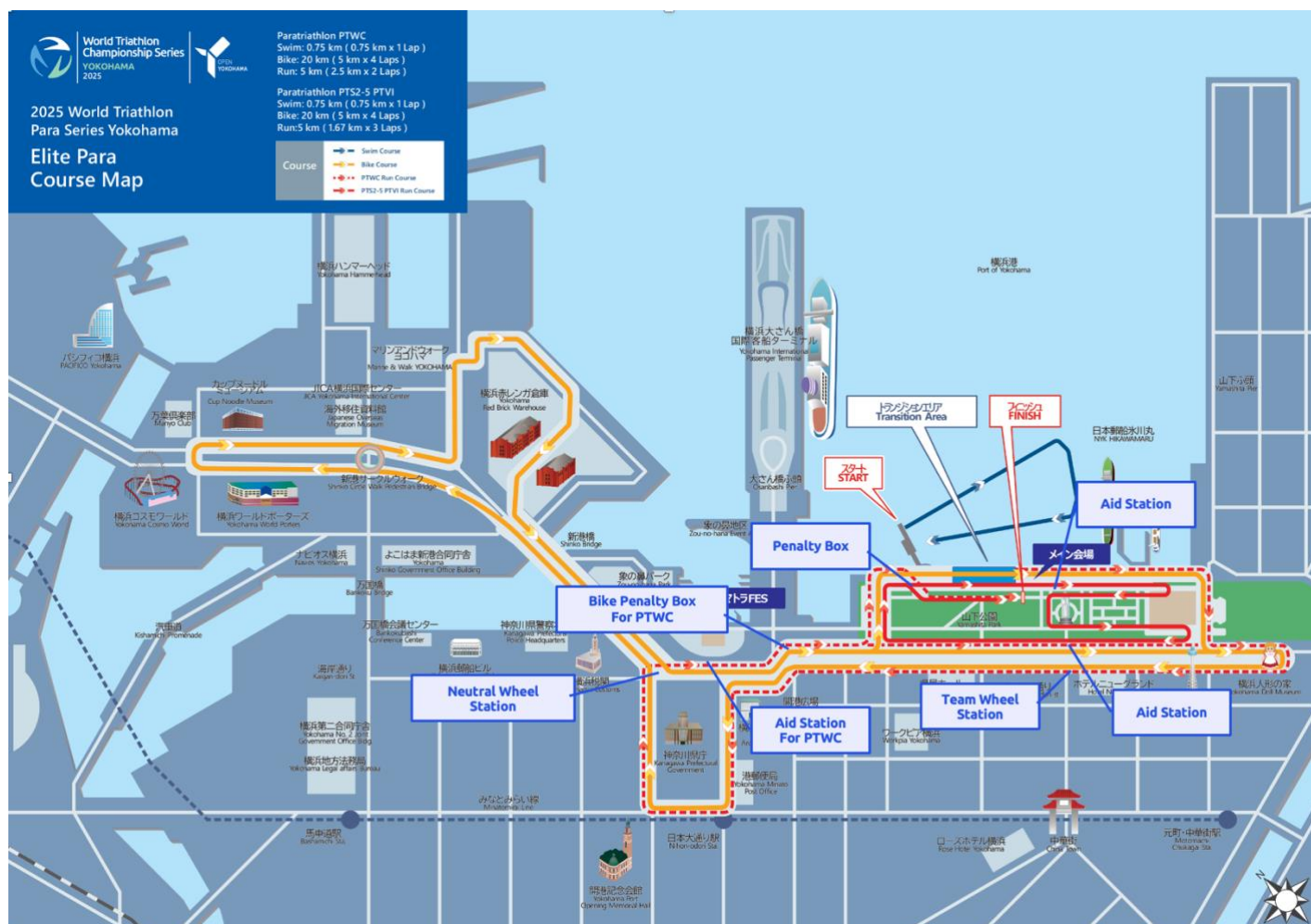
## TO Newsletter #2 – 18 April, 2025



### Hi TO's

We are just one month to go to the event! Thank you to the TOs who have already sent their certificates for both Para Triathlon and Safeguarding module completion to **HR Cathy Hoare**. Please remember that we need you to complete these before coming to Yokohama. For those who have yet done so, please remember to email the certificates to [cathyhoare@outlook.com.au](mailto:cathyhoare@outlook.com.au)

In the next pages of this newsletter, you will find more event details required as you prepare to serve.



### ELITE PARA / Sprint Distance

## PTWC

Swim: 750m (750m x 1 lap)

Bike: 20km (5km x 4 laps)

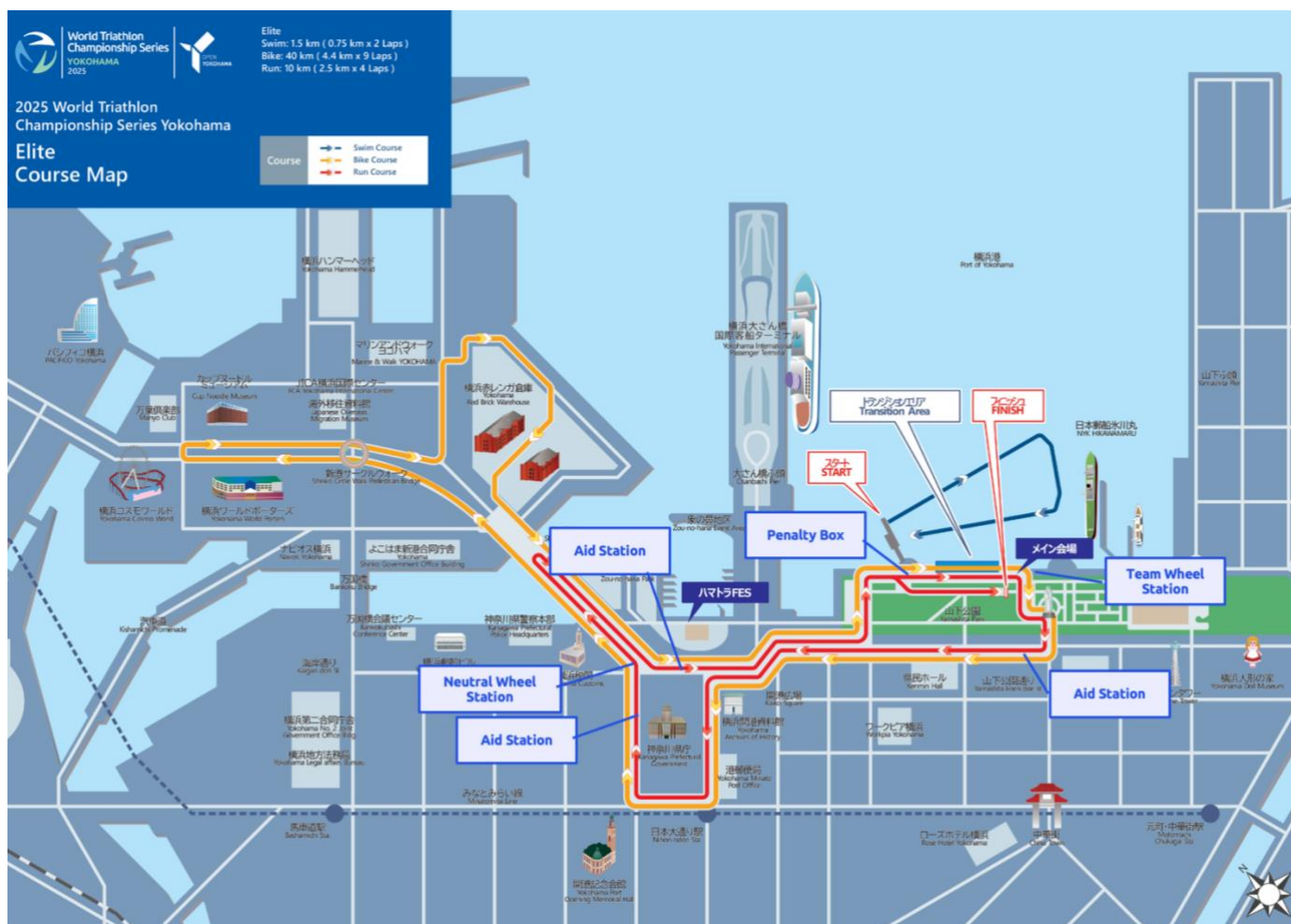
Run: 5km (2.5km x 2 laps)

**PTS&PTVI**

Swim: 750m (750m x 1 lap)

Bike: 20km (5km x 4 laps)

Run: 5km (1.67km x 3 laps)



### ELITE / Standard Distance

Swim: 1.5km (750m x 2 laps)

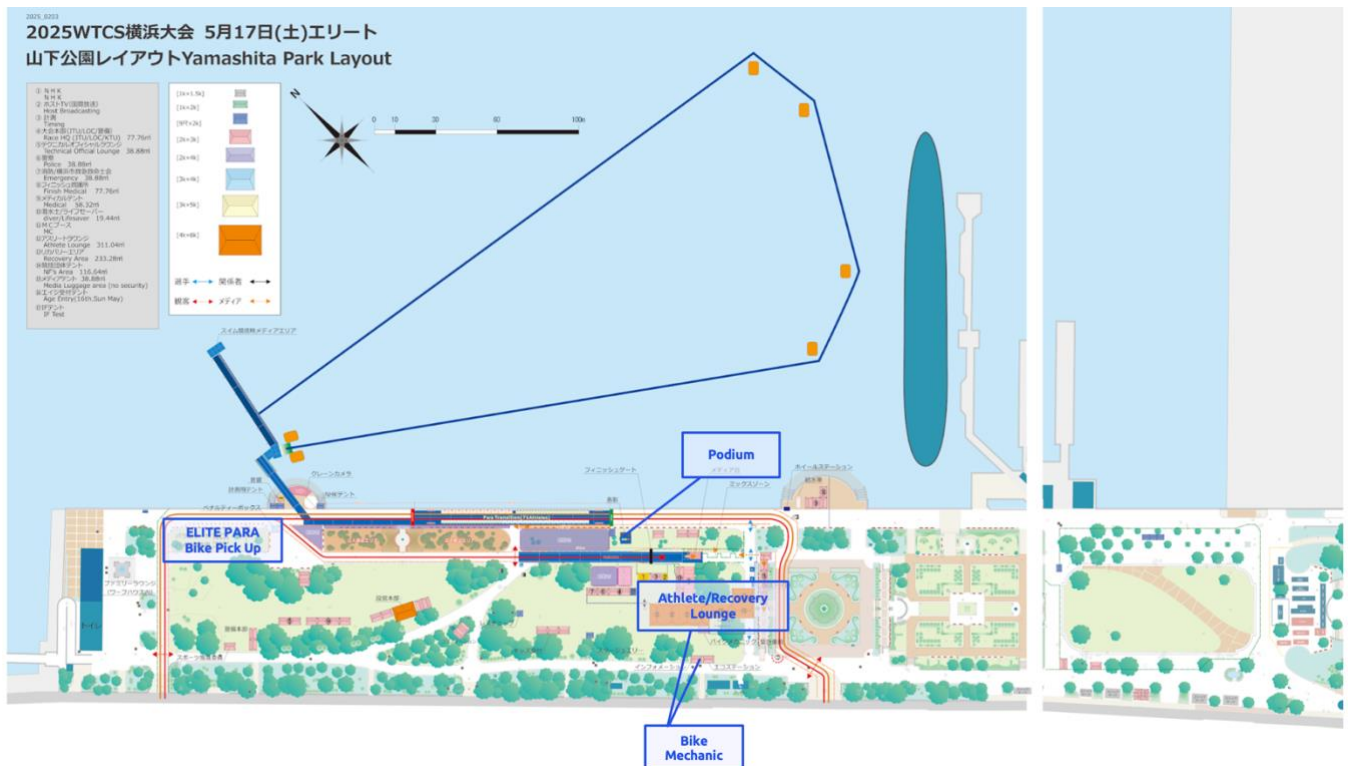
Bike: 40km (4.4km x 9 laps)

Run: 10km (2.5km x 4 laps)

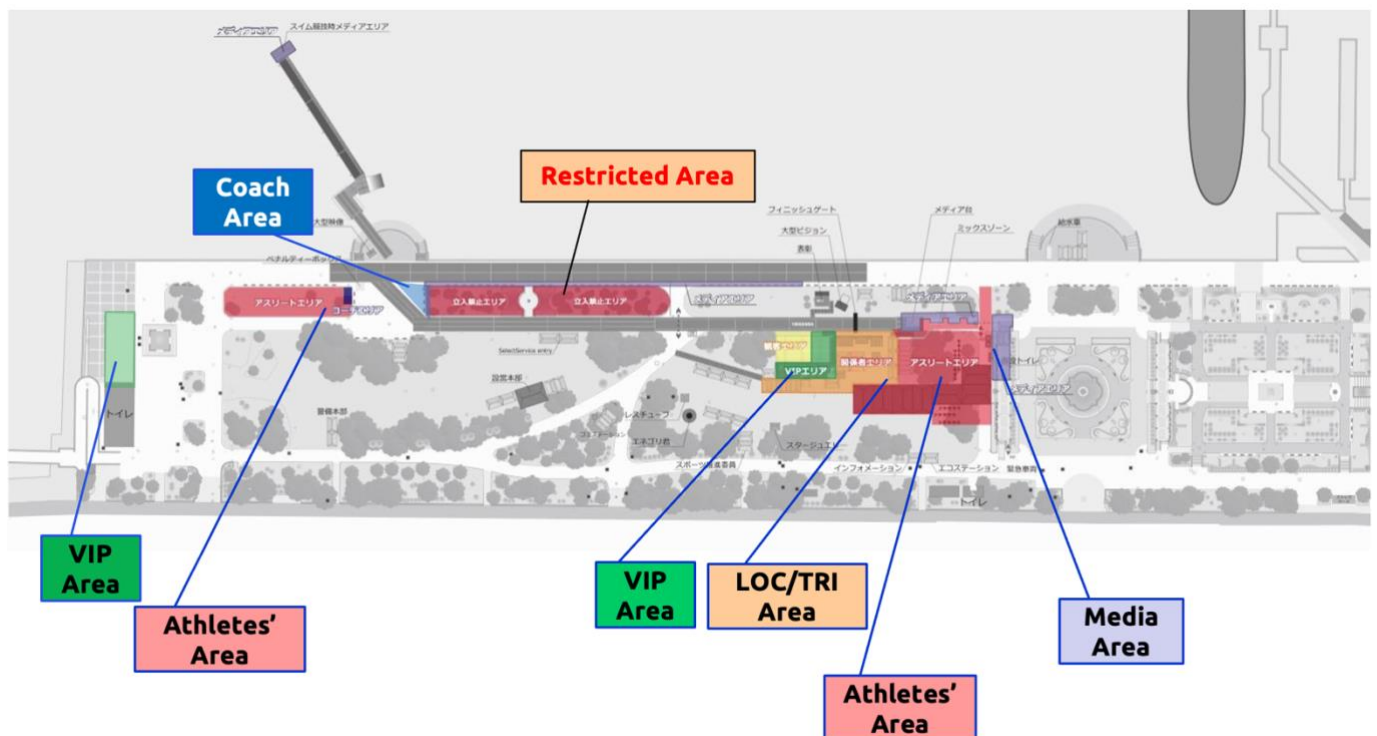




## VENUE MAP



Please ensure you have your accreditation with you as some areas will be secured.





## ELITE AND PARA BRIEFING VENUE



### ELITE Briefing

Location: Perry's Room /  
Hotel New Grand 3F  
Date: FRI, 16<sup>th</sup> May  
Time: 1600

### ELITE PARA Briefing

Location: Perry's Room /  
Hotel New Grand 3F  
Date: FRI, 16<sup>th</sup> May  
Time: 1730

## SCHEDULE

Time	Description	Venue	Who (TO's)
Thursday, 15 <sup>th</sup> May			
13:00 – 14:00	TO Briefing/Meeting*	Phoenix Room	All TOs
14:00 – 14:30	Race Ranger Training Session	Phoenix Room	Bike / Bike Check
14:00 – 14:30	Timing Meeting	Phoenix Room	Technology
14:30 – 15:00	Registration Meeting	Phoenix Room	Registration
15:00 – 16:00	Bike Removal Rehearsal	Transition Area	LOC / Transition



Friday, 16 <sup>th</sup> May			
06:00 – 06:24	Paratriathlon Bike Familiarization	Transition	Bike
06:25 – 06:41	Elite Bike Familiarization	Transition	Bike
06:42 – 06:56	Paratriathlon Run Familiarization (PWTC)	Transition	Run
07:00 – 07:20	Paratriathlon Run Familiarization	Transition	Run
09:00	Medical Meeting	Phoenix Room	MD
10:00 – 10:45	Marine Meeting	Phoenix Room	Swim / Marine
10:45 – 12:00	SP Sound Check & Test	Finish Area	TL / SP
10:45 – 11:15	Start Rehearsal	Transition	Start / False Start Camera
11:15 – 11:45	Medal Ceremony Rehearsal	Finish	TL / SP
11:45 – 12:00	Finish Rehearsal	Finish	Finish
13:00	Swim Rescue Simulation – Elite & AG	Swim Area	MD/Swim
14:00 – 14:45	Motor Bike Drivers Meeting	Phoenix Room	Bike
14:00 – 15:00	Elite Swim Familiarization	Swim	Swim
15:00 – 17:00	Para PTS / PTVI Race Ranger Installation (overnight storage)	Athlete Lounge	Bike / Bike Check / RR Installation
15:00 – 17:00	Para PTWC Handcycle & Wheelchair check-in	Athlete Lounge	Bike / Bike Check
15:30 – 16:30	Para Swim Familiarization	Swim Area	Swim
15:30 – 16:30	Swim Exit Handlers Training	Swim Area	Swim
15:30 – 16:00	Elite Registration	Perry's Room	Registration
16:00	Doping Meeting	Phoenix Room	MD
16:00 – 16:30	Elite Briefing	Perry's Room	TL/TD
16:30 – 16:45	Elite Race Package Distribution	Perry's Room	Registration
16:30 – 17:00	Team Medical Meeting	Perry's Room	TL/TD
17:00 – 17:30	Para Registration	Perry's Room	Registration
17:30 – 18:15	Para Briefing	Perry's Room	TL/TD
18:15 – 18:30	Para Race Package Distribution	Perry's Room	Registration
18:30	Final Branding Check	Yamashita Park	TL



19:30 – 21:00	SFTO Welcome Dinner	Kiteki	All ITOs and SFTOs invited
<b>Saturday, 17<sup>th</sup> May</b>			
05:00	TOs arrive	TO Lounge	All TOs
05:30 – 06:30	Para Athlete Lounge check-in	Athlete Lounge	Registration
05:40 – 06:40	Para Transition check-in	Transition	Transition
06:15 – 06:40	Para Swim Warm-up	Swim area	Swim
06:50 onwards	Para races start	Race course	HR / Start
08:30 – 09:30	Elite Women Athlete Lounge check-in	Athlete Lounge	Registration
9:15	Coaches Run Course Measurement	Transition	Run
09:15 – 10:00	Elite Women Transition check-in	Transition	Transition
09:15 – 10:00	Elite Women Swim Warm-up	Swim area	Swim
10:15	Elite Women race start	Race course	HR / Start
11:25 – 12:25	Elite Men Athlete Lounge check-in	Athlete Lounge	Registration
12:00	Coaches Run Course Measurement	Transition / Run	Run
12:00 – 12:45	Elite Men Transition check-in	Transition	Transition
12:00 – 12:45	Elite Men Swim Warm-up	Swim area	Swim
12:00	Coaches Run Course Measurement	Transition / Run	Run
12:25 – 12:40	Elite Women Medal Ceremony	Podium	TL
13:00	Elite Men race start	Race course	HR / Start
15:00 – 15:15	Elite Men Medal Ceremony	Podium	TL
15:30 – 17:00	Para Medal Ceremony	Podium	TL
16:00 – 17:00	TO De-brief	TO Lounge	All TOs
<b>Saturday, 18<sup>th</sup> May</b>			
07:15	Age Group Races	Yamashita Park	

*\* At the TO Briefing in Yokohama we will share general information and introductions then you will be split into selected groups where the TD and HR's will brief you on rules and expectations so everyone understands what is required*

*\*\* Phoenix Room and Perry's Room all located at Hotel New Grand*



## TO ASSIGNMENTS

Name	Assignment (s)	Name	Assignment (s)
Kris Gemmel	Team Leader	Hiroshi Unno	Chief Vehicular
Adele Cheah	Technical Delegate	Kohji Washizuka	Chief Bike
Koji Koganezawa	Technical Delegate AG / HR Elite Men & PTWC	Jun Fukuwatari	Asst. Bike
Cathy Hoare	Assistant Technical Delegate / Head Referee (Elite Women/PTS/PTVI)	Takahiro Maru	Asst. Bike Check
Dr. Ryoji Kasanami	Medical Delegate	Kenji Kitano	Chief Wheel Station
Tomoko Oda	Chief Venue Control	Naoko Motojima	Asst Wheel Station
Yasuyoshi Kojima	Chief Video Review	Sze Yuen, Leo Mo	Chief Run
Reg Whatley	Chief Technology	Tomoko Kishi	Asst. Run
Satoshi Hanai	Chief Race Official	Eita Imai	Asst. Run
Sue Fairweather	Chief Registration	Mitsuhiko Hasegawa	Chief Aid Station
Rumiko Taguchi	Asst. Registration	Noriko Yamamoto	Asst. Aid Station
Aoi Shibata	Asst. Registration	Yoshiyuki Katakura	Asst. Aid Station
Kawanami Yuji	Asst. Registration	Alexey Kalinin	Chief Finish
Hiroshi Segawa	Asst. Registration	Daisuke Iguichi	Asst Finish
Hiroaki Kobayashi	Chief Swim	Kazuhiko Horikoshi	Asst Finish
Tomohiko Kohata	Asst. Swim	Akiko Matsumoto	Asst Finish
Harumi Mitsui	Asst. Swim	Marie Josephine Zafra	Chief Penalty Box
Keiichiro Niitsu	Asst. Swim	Masahiro Nonaka	Asst. Penalty Box
Micheal Wise	Chief Transition	Katsutoshi Hirosawa	Chief Bike Check / Chief Pre-Transition
Toyoki Kurihara	Asst. Transition	Toshitaka Nagaya	Chief Lap Auditor
Eiichi Shimizu	Asst. Transition	Masayoshi Yamaguchi	Asst. Lap Auditor
Miki Nagatsuka	Asst. Transition	Koichi Tsurumi	Chief Drone Monitor / Control
Hiroharu Yasuda	Asst. Transition	Takuya Asano	Asst. Drone Monitor / Control
		Sandy Gilchrist	Bike Check

Please click here for the extended [TO assignments](#)

Please take note of your secondary roles and also note that some of you have been assigned specific roles for Friday as we have quite a number of things happening concurrently due to the Elite briefing being moved to Friday evening. Any other TO's who have completed preparations on Friday afternoon can also assist with the Registration team at the briefings.



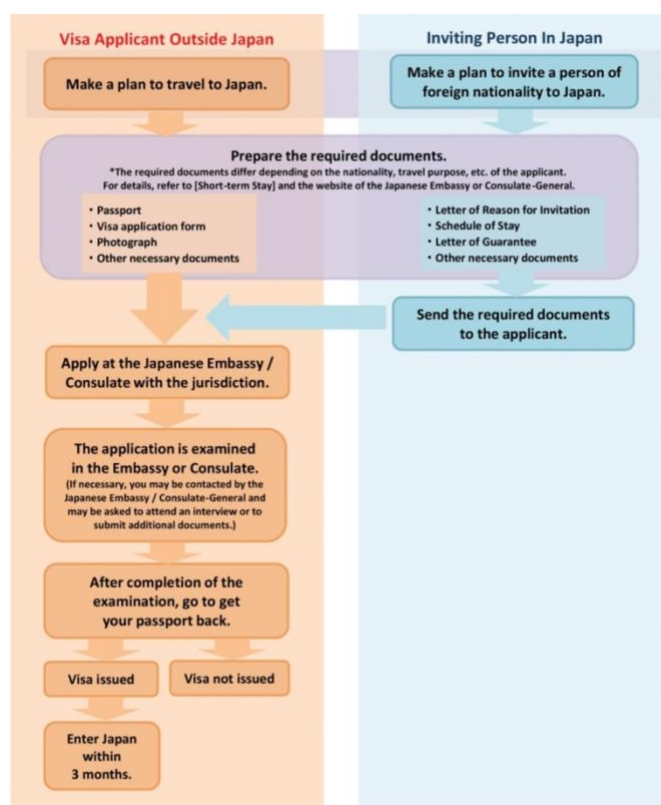


## COMMUNICATION

- a. ZOOM call for all TOs on Friday, 9<sup>th</sup> May 2025.
  - i. Time: 11:00 CET / 18:00 JST / 19:00 AEST
  - ii. Link: <https://zoom.us/j/4664068270>
- b. Whatsapp group – please ensure you download the Whatapp Application onto your mobile phone, so that we can add you to the chat group. We plan to open this group after our call on 9<sup>th</sup> May 2025.

## ENTRY TO JAPAN

- a. Please check if you need a visa to enter Japan as rules do change. It may be best to call your local Japanese Consulate to check.  
[https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)
- b. You can also check the following website for visa exempt countries:  
[https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)
- c. If you need to apply for a visa then please refer to the following website for the outline of visa application procedure in Japan;  
[https://www.mofa.go.jp/j\\_info/visit/visa/process/short.html](https://www.mofa.go.jp/j_info/visit/visa/process/short.html)





If you require a letter to assist with your visa application to enter Japan for the purpose of participating in the Yokohama event, please contact the LOC ( [info@yokohamatriathlon.jp](mailto:info@yokohamatriathlon.jp) ) with the following information:

1. Name as it appears on your passport:
2. Date of birth:
3. Age as of December 31, 2025:
4. Gender:
5. Passport number:
6. Passport expiration date:
7. Country where the passport was issued:
8. National Federation:
9. Role (i.e. Athlete; Coach, etc.):
10. Length of Stay in Japan:
11. Accommodation during the Yokohama event:
12. Date of arrival in Japan:
13. Date of departure from Japan:
14. Email address to send invitation letter:
15. (If Necessary) Postal address to send invitation letter:

\*please note that only those who are fully affiliated with World Triathlon and have the reason to request an invitation letter for the WTCS Yokohama event should contact the LOC.



[How to use Visit Japan Web](#) [Instructions](#) [Inquiries](#) [Log in / Register](#) [EN](#)

## Visit Japan Web

Online service for  
Quarantine, Immigration  
and Customs procedures

Please complete the quarantine procedures  
at least 6 hours before your scheduled  
arrival time.

Use now

Enter agency here



### Entering Japan (Immigration Information)

Please use the Visit Japan Web to enter Japan.

Visit Japan Web <https://vjw-lp.digital.go.jp/en/>

This is a service that allows you to perform arrival procedures "immigration", "customs", and "Tax-free shopping service" online.



## QUIZ

Here's a short quiz prepared by HR Cathy, to test your readiness for the upcoming event. You can buy her a matcha ice cream should you have some "penalties" from this quiz! 😊

1. When does the briefing for World Cup / Continental Elite events take place
  - a. 2 days before the competition at 16.00
  - b. 1 day before the competition at 16.00
  - c. 1 day before the competition at 18.00
2. The drafting penalty for Para triathletes is
  - a. 1 minute in the bike penalty box
  - b. 15 seconds in the bike penalty box
  - c. 30 seconds in the bike penalty box
3. Are Elite athletes allowed to wear watches in the swim portion of a competition
  - a. If they are not too big
  - b. No, not at all but they may wear them after the swim
  - c. No – not at any time during the competition
4. Can Elite athletes wear a wetsuit if the water temp is 22 degrees
  - a. Yes
  - b. No, as the limit is 20 degrees
5. If an Elite athlete gets lapped, can they draft off the leading pack who is on a different lap
  - a. No – warning and amend or DSQ if not fixed
  - b. Yes, if they are fast enough
  - c. Yes, only for 1 lap
6. Can Para Triathletes wear any colour swim cap?
  - a. No, the athletes get a red, yellow or green cap depending on the level of assistance required. They nominate at registration. Guides wear white
  - b. Yes, if it matches their race suit
7. Penalty for gear outside the box in Transition 1 (goggles /swim cap) Elite sprint distance
  - a. 10 seconds in T1
  - b. 15 seconds run penalty box
  - c. 10 seconds run penalty box



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Please try to answer these first before clicking [here](#) to check for the answers.

How did you fare?

### TRI TECHNICAL OFFICIAL'S CERTIFICATION CARD

This card is aimed to identify each TO onsite and **provide medical information in case of an emergency**. Please download yours here (once page opens, key in your Surname OR TO ID number, click on your name in the search results and look for "Download TO Certification Card").

After downloading your card, you will need to print it, fill in the medical information required, fold in half at the "fold" section and laminate it. You must bring this card to all events that you officiate and wear it with your accreditation.

### GENTLE REMINDER

As mentioned in TO Newsletter #1 under the "**RULES & EOM**" section, please refresh your memory on the Competition Rules, EOM, 5 Minutes TO Videos and additionally refer to the [TO Checklist](#).

In addition to this, you can check out the video [here](#) about the **Race Ranger** device that will be used for the PTS and PTVI athletes during the bike segment.

This will be our final newsletter. We shall meet via zoom for our call. If you have any questions, please email [adele.cheah@gmail.com](mailto:adele.cheah@gmail.com)

See you all real soon!