**Sport Information**

The Sport Information Office provides a service at the competition where participants (competitors, technical officials and sport volunteers) can access;

* Sport specific information, including event schedules and start lists
* Answer sport specific queries
* Directions to local services eg transport, medical, physiotherapy
* Collect Official Training and Competition Athlete bibs
* Collect Nation stickers for the Athlete boats

Once at the venue, Team Leaders contact the HOC via the Sport Information desk.

The HOC must provide message boxes such as a bank of labelled pigeon holes, with one for each Nation, where additional information should be placed as it becomes available.

Only Team Leaders should be able to take information from their Nation boxes

At the World Championships and World Cup Series races a record must be kept of all the information distributed in each Team’s box and the Team Leader must sign when they remove this information.

This provides a clear record of what has been distributed and received by each Team Leader. This is especially relevant to official information.

Team leaders should be advised to regularly check these boxes in order to get new information as soon as it becomes available.

Normally Official Results would be filed in these Nation Boxes. If the location of the Nation boxes is too far from the results production area, consideration should be given to locating another set of Nation boxes in the Timing and Scoring area to facilitate results distribution.

The Nation boxes need to be clearly identified and labelled and their location advised to the Team Leaders.

Sport Information must be operational the day prior to the commencement of Official Training and should be open as a minimum, up to one hour less than the official training period to give all Team Leaders equal access to the service. At least two full time staff are required to effectively staff this functional area.

**Location of Sport Information Office**

Sport Information should be located in, or near, the Athlete area and if possible close to the Competition Management office to facilitate communication.

The Sport Information Desk could be linked to a Team Leaders lounge (a mid working space and relaxation area for Team Leaders and Coaches) where there is power and internet access as well as refreshments which may be provided.

Sport information staff need to be capable of answering the majority of questions. As a minimum, the staff need to be able to speak English and it is beneficial if the staff in this area are multilingual.

A general noticeboard should be located in this area.

**Layout**

Sport Information should be twenty square meters minimum and include;

* Nation boxes
* General notice board
* 2-3 workstations (computers, printers)
* Photocopy facilities
* Phone and internet