IAAF Technical Delegates Guidelines

December 2013

1. GENERAL

1.1. Introduction

The organisation and conduct of IAAF events, Olympic Games and other major international competitions is overseen by the appointment of appropriately skilled and experienced Technical Delegates. The role of the Technical Delegate has become increasingly more complex, beyond just understanding the Technical Rules. With the increased use of technology and professionalization of the sport, the requirement for Technical Delegates not only to have experience in the technical conduct of competitions - but also to be educated in specific areas of increasing importance such as coordination with television, technology and event presentation - is essential. To ensure the exacting standards now required are met, a Panel of IAAF Technical Delegates was formed in 2013. All candidates participated in a seminar aimed at providing a better understanding of the evolving role of the Technical Delegate and ensure consistency in understanding and implementation across all major athletics competitions.

1.2. Appointment of Technical Delegates

Technical Delegates for the World Athletics Series (WAS) and Olympic Games (OG) are appointed by the International Association of Athletics Federations (IAAF) from the Panel of IAAF Technical Delegates. Appointments are generally made 3 years in advance of a World Championships or Olympic Games and 2 years for other events.

1.3. Role and Responsibilities

Technical Delegates are responsible for ensuring that all competitions under the auspices of the IAAF are conducted according to the Rules, Regulations and Guidelines of the sport. The Technical Delegates shall have ultimate authority over the technical running of the competition with other delegates and various levels of expertise reporting up to them. Their duties are performed prior to the competition, during the competition and continue to a limited extent after the competition. Looking after the technical arrangements of the competition and ensuring they conform to the Rules is a continuing responsibility from the time of appointment to the end of the competition. The authority of the Technical Delegate can be more flexible depending on the event. For example, a TD may be more flexible for a youth event where helping the athletes learn is important versus a world championships where tougher decisions need to be made.

The general role of the Technical Delegates is specified in *Rule 112:*

The Technical Delegates, in conjunction with the Organising Committee, which shall afford them all necessary help, are responsible for ensuring that all technical arrangements are in complete conformity with the IAAF Technical Rules and the IAAF Track and Field Facilities Manual. The Technical Delegates shall:

- *Submit written reports as appropriate on the preparations for the competition and shall cooperate with the Organisational Delegate(s).*
- *Submit to the appropriate body proposals for the timetable of events and the entry standards.*
- *Determine the list of implements to be used and whether athletes may use their own implements or those provided by a supplier.*
- *Ensure that the Technical Regulations are issued to all competing Members in good time before the competition.*
- *Be responsible for all other technical preparations necessary for the holding of the athletics events.*
- *Control the entries and have the right to reject them for technical reasons or in accordance with Rule 146.1. (Rejection for reasons other than technical must result from a ruling of the IAAF or appropriate Area Council.)*
- *Determine the qualifying standards for the field events, and the basis on which preliminary rounds shall be arranged for track events.*

- *Arrange preliminary rounds and the groups for the Combined Events competitions.*
- *In competitions under Rules 1.1(a), (b), (c), and (f), chair the Technical Meeting and brief the Technical Officials.*

Other responsibilities of the Technical Delegate include:

- Liaising with other appointed Delegates;
- Ensuring a clean and uncluttered field of play;
- Ensuring that current calibration certificates for all measurement devices and facilities are in order;
- The preparation of the seedings, draws and start lists. The TD must monitor the output of the software systems and verify that the seedings, draws and start lists generated by those systems conform to the rules;
- Approving the courses for the Marathon and Race Walking Events;
- Together with the Organisational Delegate, approving the accommodation and transport system for athletes and team officials;
- Ensuring the best allocation of rooms and functional space within the stadium as well as ensuring the best flow from the warm up venues to the competition stadium and throughout the stadium;
- During the competition, keeping a continuous eye on the conduct of the competition and being ready to intervene when necessary.

The Technical Delegates may divide specific responsibilities amongst themselves. For a World Championships or Olympic Games, this is normally as follows:

> TD1 – Entries, Scoring and Results
> TD2 – Field of Play
> TD3 – Officials and Field of Play (including road events)

While Rule 112 is helpful in understanding the major responsibilities of the position, the following pages outline in greater detail the IAAF's expectations of its appointed Technical Delegates, and provide specific information to enable them to undertake their duties with optimum efficiency and effectiveness. While these current Guidelines relate principally to the IAAF World Championships, the same issues apply also to all other IAAF WAS competitions and to other major athletics competitions.

1.4. **IAAF Delegates**

The IAAF will appoint a number of other Delegates to work with and assist the LOC in the organisation and conduct of the Championships. Each Delegate has specific responsibilities which are complementary to those of the Technical Delegates. It will be necessary for the Technical Delegates to work in close cooperation with these Delegates. The result of the efforts is depending on this teamwork. The number of Delegates appointed for each IAAF competition is indicated in the IAAF Technical Regulations.

Note: in Olympic Games terminology, all IAAF Delegates are referred to as International Technical Officials.

Organisational Delegate

It is the responsibility of the Organisational Delegate(s) to advise the LOC on all non-technical requirements for the Championships, in particular, accommodation, meals, transport, protocol and finance. In this capacity, he is the liaison between the IAAF Council, the Organising Member/Committee, the City and all other appointed Delegates. He will retain responsibility at all times for ensuring that events are organised to the established standards. See also *Rule 111*.

Medical Delegate

The role of the Medical Delegate is to ensure that adequate facilities and services for medical examination, treatment and emergency care are provided at the competition venues, training venues and team's accommodation, as outlined in *Rule 113*.

Doping Control Delegate

It is the responsibility of the Doping Control Delegate to ensure that suitable facilities and services are provided for doping control and to oversee the conduct of doping controls in the pre-competition and competition periods, as outlined in *Rule 114.*

Television Delegate

The Television Delegate is the liaison between the IAAF / LOC and the various broadcast groups (Host Broadcaster, rights holders and unilateral broadcasters). There are two major issues that are generally of mutual interest to the Technical Delegates and the Television Delegate: the Competition Timetable and the preferred location and set up of event sites. Any proposed changes to what has been agreed must be negotiated by both parties (usually in conjunction with the LOC and the Television Partners). The Television Delegate is also to be consulted in relation to the physical set-up and operation of the Mixed Zone.

Press Delegate

The Press Delegate is responsible for the services and facilities provided for the media and for overseeing their activities during the competition. Of particular importance to the role of the Technical Delegate, is the physical set-up and operation of the Mixed Zone which is primarily the responsibility of the Press Delegate.

Photographers' Commissioner

The role of the Photographers' Commissioner is to control the access of the photographers on the arena and at the various event sites. In major IAAF competitions, the Technical Delegates should ensure that no more than the agreed number of photographers has access to the infield at any one time. He works in close cooperation with the Press Delegate and is responsible for the management and the coordination of the officially accredited photographers in the stadium, ensuring that they act in compliance with the applicable Guidelines.

1.5. International Officials

In addition to the appointment of various Delegates, the IAAF also appoints a number of key international officials who shall report to the Technical Delegates and will work with the National Technical Officials in the conduct of the competition. It is the responsibility of the Technical Delegates to ensure that appropriate conditions are provided within the stadium (or on road race courses) to ensure that these officials can effectively undertake the tasks for which they have been specifically appointed.

International Technical Officials (ITOs)

For stadium events, the IAAF will appoint an adequate number of ITOs, in accordance with the Technical Regulations, to oversee and support the local technical officials in the conduct of the competition. The ITOs basically serve as a prolonged arm of the Technical Delegates. The duties of the ITOs are detailed in *Rule 115*. In the case where the IAAF has not appointed a Chief ITO, the Technical Delegate shall have the responsibility to nominate one from the group of ITOs appointed, whose duty will be to allocate assignments to the other ITOs, coordinate and evaluate their work. The ITOs report to the Chief ITO who in turn reports to the Technical Delegates. It is advisable that the TDs and Chief ITO are in contact via radio during the competition.

The IAAF ITOs Guidelines can be found in Appendix A

International Cross Country and Road Running Officials (ICROs) These officials are appointed by the IAAF for the IAAF World Cross Country and IAAF World Half Marathon Championships from the IAAF ICROs Panel. They will provide all necessary support to the competition organisers and fulfil the same role as the ITOs, ensuring that the conduct of the competition is in full conformity with IAAF Rules, Technical Regulations and any relevant decision made by the Technical Delegates. (See Rule *115.2*).

International Race Walking Judges (IRWJ)

International Race Walking Judges are appointed by the IAAF from the IRWJs Panel in accordance with the Technical Regulations and shall officiate solely at Race Walking events. (See *Rule 116* and the IAAF Technical Regulations for more detailed information on individual Championships).

International IAAF / AIMS Grade 'A' Road Race Measurer

The International Road Race Measurer is appointed by the IAAF from the IAAF / AIMS International Road Race Measurers Panel. He is responsible for the official measurement and certification of the race course, where Road Events are held entirely or partially outside the stadium. (See *Rule 117*).

International Photo Finish Judge (IPFJ)

The IAAF will appoint an International Photo Finish Judge from the IAAF Panel of IPFJs whose responsibility it is to supervise all photo finish functions. See *Rules 118 and 165*, and the ***IAAF Photo Finish Guidelines which can be found in Appendix B** and downloaded from the IAAF website*:

http://www.iaaf.org/about-iaaf/documents/technical#manuals-guidelines

International Starter

The IAAF will appoint an International Starter from the IAAF Panel of International Starters. (See *Rule 118*, the ***Role of the International Starter which can be found in Appendix C** and the **IAAF Starting Guidelines which can be found in Appendix D**, and downloaded from the IAAF website*:

http://www.iaaf.org/about-iaaf/documents/technical#manuals-guidelines

Statisticians

Statisticians are appointed by the IAAF to verify the entry performances of athletes and to assist the Technical Delegates in developing and confirming seeding lists, qualifying distances / heights and progressions.

Announcers

English Language Announcers shall be appointed by the IAAF at competitions held under *Rule 1.1(a).* The IAAF shall also appoint French Language Announcers for the World Championships. In conjunction with the Event Presentation Manager, and under the general direction of the Technical Delegates, the Announcers shall be responsible for all matters of announcing protocol. (See *Rule 134*).

National Competition Officials appointed by the Organising Member (OM)

The OM is responsible for the appointment of all National Referees, Judges and other Technical Officials, whose competence must be guaranteed. The overall listing and positioning of Officials is to be approved by the IAAF Technical Delegates. For reference, the IAAF has produced the ***IAAF Infield Management Guidelines which can be found in Appendix E.***

While it is difficult for Technical Delegates to personally know the experience and capabilities of the appointed NTOs, they should check that these are the best available NTOs within the host country and that the numbers and positioning are according to the Guidelines.

1.6. Meeting with Delegates

Prior to the start of the event, the Technical Delegates should arrange a meeting with the appointed International Officials and key National Officials listed under 1.5 above. The Technical Delegates should convey their expectations to the Officials and ensure that everyone is working within the Rules and Regulations and towards a successful event.

1.7. <u>Evaluation of Delegates</u>

It is the responsibility of the Technical Delegates to evaluate the following International Officials:

- Chief ITO
- International Starter
- International Photo Finish Judge
- Chief Race Walking Judge

The IAAF Competitions Department will discuss with the Technical Delegates the appropriate criteria and provide the necessary evaluation forms.

Communication

For each IAAF WAS Event, and OG, the IAAF will assign dedicated staff members to work with and assist the appointed Delegates who will work under the guidance of the Competitions Director: Events Coordinator, Competitions Manager, etc.

In relation to the Local Organising Committee, the Technical Delegates function in an advisory capacity and shall be ready to assist in every way.

Information to and from the Technical Delegates is generally channelled through the IAAF office. *The **IAAF Headquarters Organisational Chart can be found in Appendix F.***

1.8. Final Report

Following each IAAF WAS event, a Post Event Report is produced by the IAAF. The Technical Delegates will be required to provide feedback on the various technical aspects of the competition for which they have been directly responsible. The input of the Technical Delegates will form part of the overall IAAF Competitions Department Report. To assist them in this task, a standardised report has been prepared, the ***Competitions Department Post Event Report, which can be found in Appendix G.*** This also indicates the specific areas which the Technical Delegates will be required to provide their input.

1.9. IAAF Marketing Partner

The IAAF has signed an Agreement with DENTSU Inc. to be the exclusive worldwide partner for the IAAF World Athletics Series through to 2019. As such, DENTSU is the exclusive IAAF Marketing Partners responsible for the commercial exploitation of all Marketing Rights and acts on behalf of the IAAF. Athletics Management Services (AMS) has been appointed by DENTSU as its Agent to implement the IAAF's Rights and Obligations.

From time to time, the Technical Delegates will need to interact with AMS and Dentsu representatives on marketing-related matters.

2. SITE VISITS

Technical Delegates are required to make Site Visits to the host city of the competition to which they have been appointed (usually three for the IAAF World Championships and the OG and two for other competitions), where they will normally be accompanied by IAAF staff and other Delegates. Arrangements for site visits will be organised by the IAAF Competitions Department in conjunction with the LOC. Site Visits are usually conducted over two days and the IAAF normally makes travel arrangements and provides the standard per diem allowance, while the LOC provides accommodation, ground transport and meals.

The purpose of a Site Visit is to enable the Technical Delegates to view the venues, facilities and equipment and to discuss with the LOC the technical arrangements that are being made for the Championships such as Timetable, competition procedures, room / functional space allocation, etc. The Agenda for a Site Visit will be prepared by the IAAF Competitions Department in conjunction with the Technical Delegates and the LOC, and will cover all those areas for which the Technical Delegates have ultimate responsibility. *A **Sample Site Visit Agenda can be found in Appendix H.***

It is also the responsibility of the Technical Delegates to ensure that the National Technical Officials have the level of expertise necessary for the Event. To this end, the Technical Delegates should advise the LOC on a suitable programme of preparation for the National Technical Officials which can include: local seminars, observation visits to suitable competitions in other countries and visits from experts in specific areas (e.g. Starting).

To assist Technical Delegates in fulfilling their responsibilities at Site Visits, a detailed Checklist of areas to inspect has been prepared which should be of primary concern to the Technical Delegates. *A **Sample Site Visit Checklist can be found in Appendix I.***

3. COMPETITION INFORMATION

3.1. Venues

3.1.1. Competition Venue (Stadium)

The stadium at which an IAAF Championships is to be held must conform in all respects to the requirements of the IAAF Competition Rules and must be fully provided with competition equipment which is appropriate for the conduct of the competition and meets the requirements of the IAAF Technical Specifications. The track must hold a Class 1 IAAF Athletics Facility Certificate while the specific requirements of the stadium (seating capacity, roof, etc.) may differ depending on the level of the competition (see the **IAAF Technical Regulations** for more details). The infield shall be natural grass or covered in a synthetic surface approved by the IAAF. The IAAF Technical Manager is responsible for the certification of stadia track and field facilities.

It is the responsibility of the Technical Delegates to ensure that all of the competition sites in the stadium are of a standard sufficient for hosting the Championships and that all the equipment to be used in the competition meets the necessary IAAF requirements. In this regard, the **IAAF Track and Field Facilities Manual** will provide useful information as to what is necessary; and it can be found on the IAAF website:

http://www.iaaf.org/about-iaaf/documents/technical#manuals-guidelines

The Technical Delegates should also ensure that the flow of athletes from drop-off to Post Event Area is as efficient and smooth as possible.

3.1.2. Road Race Courses

It is the responsibility of the Technical Delegates to ensure that Road Race Courses to be used during the Championships comply with the requirements of *Rule 230.10 (Race Walks) and Rule 240 (Marathons)*. Courses must comply with the criteria for an IAAF Road World Record (*Rules 260.28 and 260.29*). While the course will be measured by an IAAF/AIMS approved Grade "A" International Road Race Measurer who will attend the Championships to validate that the courses used are as measured, it is the responsibility of the Technical Delegates to ensure that all other aspects, such as the Start and Finish Areas, Call Room, Post Event Area, the number and location of drinking/sponging and refreshment stations are taken into account in the determination and management of the course. The IAAF Competitions Department maintains a list of certified Marathon and Race Walk courses.

The Technical Delegates should also ensure that only authorised and necessary vehicles are allowed onto the road events courses. For this purpose, the IAAF has developed a **Standard Vehicle Line-up for Road Races found in Appendix J** should be used as a basis for discussion with the Organising Committee.

3.1.3. Warm-up Venue

It is an IAAF requirement, and as such the responsibility of the Technical Delegates, to ensure that appropriate Warm-up Venues are provided ideally, within easy walking distance from the competition venue, including a separate area for Long Throws. This venue must provide appropriate sites at which all athletes participating in the competition can warm up. The Technical Delegates should note the following:

Track

For the World Championships the surface and radius of the track in the Warm-up Venue should be the same as that of the main stadium. For other events, the surface of the track in the Warm-up Venue should ideally be the same as that provided in the competition venue, with a 400m standard track

of at least six oval lanes. It is recommended but not essential that the warm-up track is oriented in the same direction as the competition track.

Throws

A dedicated Warm-up Area shall be provided for the Long Throws, separate from the warm-up track. It should be equipped with the appropriate safety cages. The surface of the throwing circles should be as similar as possible to the throwing circles in the competition arena. Weight training facilities should also be provided.

Starting Blocks

Whenever possible, at the Warm-up Venue, the Timing Company should provide at least one set of starting blocks (without false start detection) identical to those which will be used in the competition.

Equipment and Implements

At the time of the competition, it is essential that the Technical Delegates ensure that adequate and sufficient equipment and implements, the same as those to be used in the competition, are available at the Warm-up Venue.

Non-Stadium Events

An adequate Warm-up Area must also be provided for the athletes competing in the non-stadium events. This area needs to be secured from the spectators and the public in general, must be suitable for the type of event concerned and large enough to accommodate the expected competing field.

3.1.4. Training Venues

The Technical Delegates are responsible for ensuring that the LOC provides suitably located and appointed Training Venues. The Technical Delegates should also review the opening dates and times.

Stadium Events

For the WCH and OG, in addition to the Warm-up Venue, which can be used for training prior to the start of competition, it is recommended that at least two other Training Venues be provided, each ideally not more than 20km from the athletes' accommodation. For other stadium events, one Training Venue, in addition to the Warm-up Venue, can be sufficient if fully equipped to cater for all events. Each Training Venue should be equipped with weight training facilities. The surface of the track at training venues does not have to be the same as in the competition arena although it is preferred.

Non-Stadium Events

Adequate running or walking trails must be provided by the LOC, ideally, situated in a secure area close to the Athletes' accommodation.

3.1.5. Field of Play Set-up

The Technical Delegates, in conjunction with the Host Broadcaster and the LOC, will determine the exact location and layout of each of the events to be held in each session well before the start of competition. The layout of each event site will include location of officials, timing and results operators, equipment, Field Event boards, distance arcs in Throwing Events, television cameras and operators This will allow all parties to know where all personnel and equipment will be located allowing everyone to work efficiently. The Technical Delegates or appropriate Referee have the right to change the place or time of an event if, in his opinion, the conditions justify it (*neither the wind strength nor its change of direction is sufficient condition to change the place nor time of the competition*). Consequently, any contemplated change of event sites should be discussed with the Host Broadcaster, LOC and Technical Partners as soon as possible, as any changes will require the extensive relocation of the electronic equipment used in the conduct of the competition.

3.1.6. Distance Arcs

The Technical Delegates should provide recommendations to the LOC for the location of the landing sector arcs in the Throwing Events.

Further information is contained within the *IAAF Infield Management Guidelines which can be found in Appendix E.*

As a general guide, the following guidelines should be used:

Qualification Rounds: one yellow arc at the qualifying mark and one other white reference arc.

Finals: two white arcs at distances such that approximately:
 ➤ 20% of throws land before the shortest arc
 ➤ 60% of throws land between the two arcs
 ➤ 20% of the throws land beyond the farthest arc

The distance between the arcs should be 10m for all events except the Shot Put where the arcs should be positioned with 2m intervals.

Examples:

Qualification: one yellow arc (Qualifying mark) and one white arc (reference)

	Men		Women	
	Yellow (Q)	*White*	*Yellow (Q)*	*White*
Shot	20.70m	19.00m	18.80m	17.00m
Discus	66.00m	60.00m	63.00m	55.00m
Hammer	78.00m	70.00m	72.50m	65.00m
Javelin	82.50m	75.00m	61.50m	55.00m

Final: two white arcs

	Men	**Women**	**Dec.**	**Hep.**
Shot	19, 21m	18, 20m	14,16m	12,14m
Discus	55, 65m	55, 65m	40,45m	
Hammer	70, 80m	65, 75m		
Javelin	75, 85m	55, 65m	55,65m	40, 45m

3.1.7. Call Room(s)

The Technical Delegates, together with the LOC, need to ensure that the location and layout of the Call Room(s) fulfil their function for the smooth development of Call Room operations, and as a checkpoint between the Warm-up Area and the Competition Area. IAAF staff is generally assigned to assist the LOC in the management of the Call Room procedure during the event. This area is strictly restricted to accredited people. Recent practice is to have two Call Rooms or areas. One is normally just a staging area and the other is where all the checks are done. The TDs must decide together with the LOC, which Call Room performs which function.

3.1.8. Mixed Zone

Although generally seen as a "Media Area", the set-up of the Mixed Zone should be agreed between the LOC, the Technical Delegates and the IAAF

Press and Television Delegates to ensure that the interests of all parties are respected.

The Mixed Zone must be designed in such a way that athletes are obliged to pass through the entire area, though they are not obliged to stop and speak to the Media if they do not wish to do so. A waist-high barrier should delimit the athletes' passage and the area to which Media do not have access. Access to the Mixed Zone should be restricted to athletes leaving the stadium and media representatives, as well as competition management staff. There should be no spectator access and security must be carefully checked. With a special pass produced by the IAAF, a limited number of team officials may mix with their athletes at a designated point, normally at the end of the Mixed Zone.

In co-operation with the Technical Delegates, National Technical Officials should make sure that all athletes leave the arena exclusively through the Mixed Zone, except where medical assistance is required. Chaperones to notify athletes that they have been selected for doping control are usually located at the end of the Mixed Zone.

3.1.9. Post Event Area

An area immediately after the Mixed Zone is required, where athletes can collect their clothing and recover following their event.

3.1.10. Technical Rooms (Stadium Events)

In addition to ensuring that appropriate conditions are provided for the conduct of the competition, it is also the responsibility of the Technical Delegates to ensure that appropriate rooms (or spaces) are provided, usually within the stadium structure, for IAAF Delegates, staff and service providers (please note that these rooms are additional to the rooms provided to the IAAF for non-competition purposes).

Technical Delegates Office

The Technical Delegates Office should be close to the Competition Management Offices and the IAAF Competitions Department Office. It should provide working spaces for at least four people. In addition, a viewing space, ideally near to the Competition Director's booth, should be provided for the use of the Technical Delegates during competition. It is possible that the working area and viewing area can be the same location if sufficient space is available, but this should be confirmed by the Technical Delegates.

IAAF Competitions Department

The IAAF Competitions Department Office should be close to the Technical Delegates' Office and should provide accommodation for three people (or five people if the space is integrated with the Statisticians' Office).

Statisticians' Office

A separate office, sufficient for three people, or additional space within the room made available for the IAAF Competitions Department, should be provided for the IAAF appointed Statisticians.

Jury of Appeal Room

The Jury Room should be located close to the Video Recording and Play-back facilities and have easy access to the VIP Tribune. It should be equipped with a table capable of seating up to ten people depending on the competition.

Video Recording Room

Located adjacent or close to the Jury of Appeal Room, this room will record and catalogue all the various feeds provided by the Host Broadcaster and the specific video cameras set up to record sensitive areas of the competition.

Arrangements must be made well in advance with the Host Broadcaster to provide all available feeds including the integrated feed. Experienced professionals must be assigned to record and track the events. When requested by the Referee or Jury Secretary to see video footage of an event, the operator(s) must know where to find the incident as quickly as possible.

Seeding Room

A small room, ideally within the Technical Delegates' Office or adjacent to the TDs office, should be provided for the Competition Data Management company's operator responsible for the production of Start Lists. This person works closely with the Technical Delegates on the creation of the start lists.

Competition Data Management Room

The Competition Data Management company will require a large room to accommodate all of its equipment and operators. The company concerned will provide details of its requirements to the LOC during the relevant site visit.

Photo Finish, Timing Room, Video Distance Measurement (VDM)

The room housing the Photo Finish and Timing Operators and Judges needs to be glass fronted, about 30 square metres, overlooking the arena and with a view to the Finish Line. Adequate location for VDM operations should also be addressed either in the same location or another suitable location.

Technical Suppliers Storeroom and Workshop

A very large room, close and with easy access to the arena, is required for both the Timing and Competition Data Management companies for the storage and eventual repair of the equipment provided for the competition (such as Field Event scoreboards). Again, the companies concerned will provide details of their requirements to the LOC.

ITOs / IRWJs Rooms

Separate rooms should be arranged for the ITOs and the IRWJs (when Race Walk events start and finish or are held in the stadium) equipped with basic furnishings (tables, chairs) where the group is able to meet, and as a resting area between duties.

Doping Control Station

The location, layout and size of the Doping Control Station need to be agreed with the Doping Control Delegate.

Technical Information Centre (TIC)

The Technical Information Centre must be located at the stadium with easy access from the team seating area. If possible, a separate area should be organised for the Secretary of the Jury of Appeal to confer with teams.

Competition Information Desks (CIDs)

The Competition Information Desk(s) must be located at the athletes' accommodation venue(s).

Combined Events Rest Area

A Rest Area must be designated at the main stadium for the Combined Events athletes to rest between events. As each participating athlete may bring two accompanying people into this room, it must be big enough to accommodate everyone.

Seating for Field Event Coaches

Adequate seats close to the Field Event sites need to be reserved by the LOC for the Field Events coaches, and one seat shall be provided per competing athlete, to be granted by form of a pass or ticket.

Seating for the Teams

A separate seating section, with an appropriate number of seats, has to be anticipated and provided for all the athletes and team officials.

3.1.11. Technical Facilities (Non-Stadium Events)

Appropriate facilities for IAAF Delegates, staff and service providers, though in a reduced form, also need to be in place at non-stadium events. These are usually concentrated around the Finish Area and it is the responsibility of the Technical Delegate to ensure that they are adequately placed and meet the required standards.

IAAF Competitions Department Office (or Area)

This will actually be a multi-purpose area where the IAAF Delegates (TD, ICROs, IRWJs, Course Measurer, etc.) and Staff will be able to meet and stay during the event. It can also be used by the Jury of Appeal should the need arise (in which case it should offer the possibility to see the video footage there or nearby). It should be close to the Finish Area and equipped with some basic furniture (table, chairs, power).

Competition Data Management

The Competition Data Management company will require a space (a cabin, tent, or other suitable space) in the immediate proximity of the Finish Area to accommodate its equipment and operators. The company concerned will provide details of its requirements to the LOC during the relevant Site Visit.

Timing

The requirements of the Timing Company are similar to those of the Competition Data Management company and details will be provided during the relevant Site Visit in the same way. It is usually placed very close to the Finish Line.

3.2. Equipment and Implements

3.2.1. General

It is the responsibility of the Technical Delegates to ensure that the equipment provided for the conduct of the competition is appropriate and that it meets the requirements of the IAAF Technical Specifications.

The official Lists of Implements for all Stadium Events is to be approved by the Technical Delegates.

3.2.2. Athletics Equipment (Stadium Events)

Athletics equipment generally refers to that equipment which is installed or utilised on the Field of Play. It includes such items as: hurdles, steeplechase barriers, throwing cages, stop boards, landing areas, uprights, cross bars, relay batons, etc.

Particularly problematic at recent competitions has been the operation of electronic Pole Vault uprights and Technical Delegates are encouraged to insist that this equipment be fully tested under competition conditions prior to it being used in the Championships. A set of manually operated Pole Vault uprights should be available as back-up in case of problems with the electronic uprights and/or electronic uprights with built-in manual backup must be used.

3.2.3. Mondo Equipment

Through its marketing partner Dentsu, the IAAF has signed an agreement with **Mondo** which includes the exclusive right for Mondo to provide certified athletics equipment (landing mats, hurdles, uprights, etc.) as Value in Kind (VIK) to the LOC for use during the competition. The basic arrangement involves Mondo providing all equipment necessary for the staging of the competition. The LOC has the option of purchasing the equipment from Mondo following the event or, if it does not wish to do so, the equipment can be returned to Mondo. The exact list of equipment to be supplied to the LOC has been agreed between Mondo and the IAAF for each WAS event. ***Mondo equipment for the World Athletics Series can be found in Appendix K***

and a complete **List of IAAF Certified Competition Equipment** can be downloaded from the IAAF Website:

http://www.iaaf.org/about-iaaf/documents/technical#certification-system

3.2.4. Throwing Implements

Official List

The list of Throwing Implements to be provided by the LOC is generally prepared by the IAAF Competitions Department and is normally based on recent usage patterns of such implements at international events. The Competitions Department will forward a draft list to the Technical Delegates for their review and final approval.

A complete list of **IAAF Certified Throwing Implements** can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/technical#certification-system

Additional Implements

Additional Implements may be added to the approved list, if justified (to be used by qualified athletes) and requested by Member Federations directly or by Manufacturers with the endorsement of a Member Federation, and if supplied to the LOC free of charge. All such implements must have IAAF Certification and must be approved by the IAAF Technical Delegates. Normally, four items (unless advised otherwise by the IAAF) of each implement must be supplied by the Member Federation or Manufacturer concerned and must be sent to the LOC.

Personal Implements

It is now accepted practice at major international competitions that personal implements may be accepted provided that they:
- are readily identifiable and are IAAF certified;
- are not already on the official list;
- have been checked for compliance with IAAF Rules;
- are made available to all the other athletes until the end of the Final of the event.

Implement Usage

During the competition, Technical Delegates should ensure that a National Technical Official records the trial-by-trial usage of each of the implements available in each of the Throwing Events (as this information is used to establish the official list of implements to be used at subsequent competitions). A modified Judge's score sheet can be used for this purpose. Further advice is available from the IAAF Office.

3.3. Competition Timetable

3.3.1. Programme of Events

The Programme of Events for each IAAF WAS competition can be found in the Technical Regulations.

3.3.2. General

It is the responsibility of the Technical Delegates, in conjunction with the IAAF Competitions Department and the LOC, to construct the Competition Timetable for the Championships and to revise it from time to time as required. For each competition, timetable templates based on the guiding principles established by the governing body (see 3.3.4) and experience of previous events have been developed by the IAAF. In developing these principles, the IAAF has consulted television and marketing partners, athletes, coaches and other stakeholders which has resulted in the IAAF Council officially adopting these principles. The construction of the Competition Timetable should be based on the established template for each

event and adapted to the particular needs of that event as well as observations from the previous event.

3.3.3. Stakeholders

Apart from the IAAF Council, there are other major stakeholders who will have a keen interest in the development of the Competition Timetable and who should be consulted on the proposed structure of the sessions and the detailed allocation of events within each session.

Local Organising Committee
The LOC will need to be consulted on the number of sessions to be conducted over the competition period of the Championships. The LOC will have knowledge of public holidays, working hours, traffic patterns and other issues which may determine what the optimum number of sessions is as well as the session start times. In addition, star athletes from the host country should be taken into consideration to ensure a good mix of national stars over the entire competition period.

Host Broadcaster
The Host Broadcaster should be consulted from the earliest stage in the construction of the Timetable. They will have an excellent understanding of the best timing for sessions and how the various events can be covered within each of the sessions (depending upon the number of crews and control rooms utilised). Early consultation with the Host Broadcast may avert many later problems with the Timetable.

Television Rights Holders
The IAAF has sold the Broadcasting Rights of its WAS Events to a number of worldwide partners, who have the right to comment on the Timetable before it is officially approved by the IAAF Council, so it is wise to involve them in the very early stages of any discussion. Please refer to the IAAF Competitions Department for any further specific information.

Marketing Rights Holders

The interests of the IAAF marketing partners, namely DENTSU (and AMS) may also need to be considered (especially for the World Championships) and representatives from DENTSU may be invited to attend the discussions.

3.3.4. Guiding Principles (Senior Outdoor Championships)

To assist in the process of developing the Competition Timetable, the IAAF has adopted a set of guiding principles for the construction of Competition Timetables for the World Championships which should be observed:

General
- The World Championships will take place over a nine day period;
- Day 1: is to be considered as a "qualification day" but must include a Combined Events competition and at least one Road Event and one other Final;
- Days 2-7: consist of two sessions per day with a second session lasting no more than 2.5 - 3 hours, including only Semi-Finals and Finals in Track Events and Finals in the Field Events;
- Days 8-9: consist of one session lasting no more than 2.5 - 3 hours, including only Finals;
- A balanced number of Finals across all other days;
- Qualification Rounds, whenever possible, held only in the morning sessions;
- A limited use of Rest Days between Semi-Finals and Finals;
- A maximum of three Rounds for all events*;
- Possibility should be allowed for traditional doubling: 100/200m, 200/400m, 800/1500m, 5000/10,000m, Long Jump/Triple Jump, Heptathlon/Long Jump, 20km/50km Race Walk.

<u>Track Events</u>
- A maximum of three Rounds for any event;
- *A Preliminary Qualification Round of Men's and Women's 100m is to include only unqualified athletes;
- Relays spread over four days.

<u>Field Events</u>
- Vertical Jumps (HJ, PV): one Rest Day between Qualifying and Final;
- Horizontal Jumps and Throws: no Rest Day between Qualifying and Final (except Triple Jump and Javelin – one rest day).

<u>Road Events</u>
- Five Road Events spread over five days and in the morning sessions;
- Flexibility with the positioning of Race Walk Events.

For all other stadium events, similar principles should be observed.

3.3.5. Recommended Times for Warm Up and Competition

During the construction of the Timetable, it is recommended that the following times (which are based on average times for the conduct of the events at World Championships) are planned for warm-up and competition. When it is known that the number of athletes in a group is large, it should be planned to bring the athletes onto the field of play for their warm up earlier than indicated in the following chart.

Event	Phase	Warm-up	Competition
Men & Women			
High Jump	Qualifying	40	120
	Final	40	150
	Decathlon	40	160
	Heptathlon	40	150
Pole Vault	Qualifying	60	170
	Final	60	160
	Decathlon	60	190
Long Jump	Qualifying	30	70
	Final	30	90
	Decathlon	30	50
	Heptathlon	30	50
Triple Jump	Qualifying	30	60
	Final	30	90
Shot Put	Qualifying	30	45
	Final	30	70
	Decathlon	30	50
	Heptathlon	30	50
Discus Throw	Qualifying	30	50
	Final	30	80
	Decathlon	30	50
Hammer Throw	Qualifying	30	55
	Final	30	80
Javelin Throw	Qualifying	30	50
	Final	30	80
	Decathlon	30	50
	Heptathlon	30	50

3.3.6. Timetable Formats

The IAAF has developed a Timetable template for presenting the information in both text and graphic formats. The IAAF Competitions Department will assist the Technical Delegates with the development and inputting of the

timetable information. Times for the Medal Ceremonies and event / athlete introductions should also be included in the Timetable development from the beginning of the process.
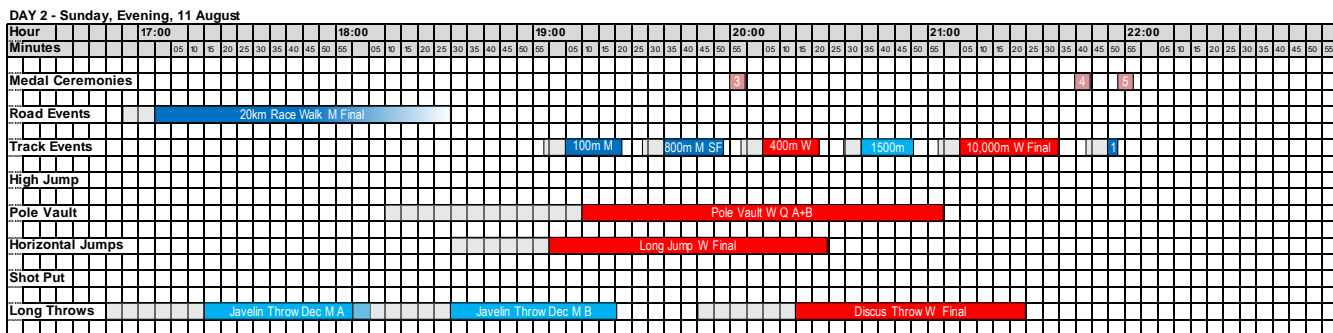
Text Format

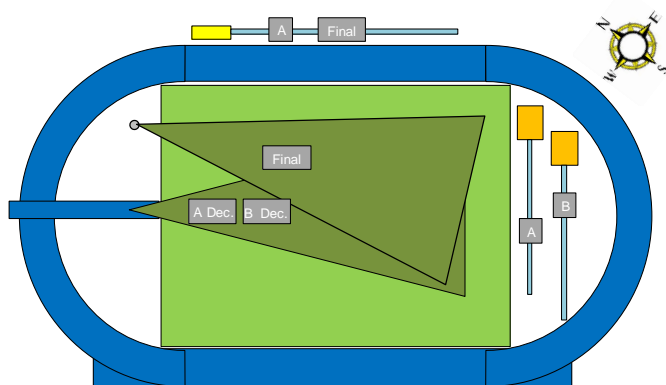The conventional format for the text version of the Timetable is:

DAY 6 - Thursday, Evening, 1 September			
18:50	*800m*	*M*	*MC*
19:00	Javelin Throw	M	Q A
19:10	**High Jump**	**M**	**Final**
19:20	**Triple Jump**	**W**	**Final**
19:25	200m	W	SF
19:45	*Pole Vault*	*W*	*MC*
19:55	1500m	M	SF
20:12	*3000m SC*	*W*	*MC*
20:20	Javelin Throw	M	Q B
20:25	**3000m SC**	**M**	**Final**
20:40	*400m*	*M*	*MC*
20:55	**1500m**	**W**	**Final**
21:05	*Triple Jump*	*W*	*MC*
21:15	**400m H**	**W**	**Final**
21:20	*3000m SC*	*M*	*MC*
21:30	**400m H**	**M**	**Final**

Graphic Format

This is another version of the Competition Timetable that is very useful as a working tool, particularly for showing events in progress at the same time and the location of Field Events. The two tables below and the text format above are all linked to ensure accuracy.

6 Finals, 3 MCs
*MCs (DT W; 10,000m W; 100m M) the following day

3.3.7. Athletes per Event

To assist in the construction of the Competition Timetable for the World Championships, several assumptions have to be made concerning the overall number of athletes who will participate and the ideal number of athletes in each event. The following numbers of athletes per event have been approved by the IAAF Council for the World Championships *(similar tables are available for World Juniors, World Youth and World Indoors).* Starting with the Ideal number of athletes in each event, we can then confirm the number of phases required in each event and therefore the time allocation required in the Timetable.

WOMEN		MEN
Ideal # Starters		Ideal # Starters
72	100m	88
56	200m	56
56	400m	56
48	800m	48
45	1500m	45
38	5000m	38
27	10,000m	27
80	Marathon	100
45	3000mSC	45
	110mH	40
40	100mH	
40	400mH	40
32	High Jump	32
32	Pole Vault	32
32	Long Jump	32
32	Triple Jump	32
32	Shot Put	32
32	Discus Throw	32
32	Hammer Throw	32
32	Javelin Throw	32
	Decathlon	32
32	Heptathlon	
60	20km Walk	60
	50km Walk	60
16	4x100m	16
16	4x400m	16

3.3.8. Final Approval

Following agreement of all stakeholders, the final version of the Competition Timetable shall be presented to the IAAF Council for approval. At this time, it is strongly recommended that the Technical Delegates seek the mandate of the Council to make subsequent minor adjustments to the Competition Timetable as may be necessary.

3.4. Entries

The Technical Delegates, together with the IAAF Competitions Department, are responsible for overseeing all phases of the entries process.

3.4.1. Entry Standards

Entry Standards generally need to be submitted before the start of the qualification period. The qualification periods for each IAAF competition are included in the Technical Regulations. The IAAF Statistician and the Competitions Department will assist the Technical Delegates in developing the Entry Standards.

3.4.2. Ideal Number of Athletes

In order to set appropriate Entry Standards, it is first necessary to establish the desired number of athletes to participate in each of the events on the programme and use statistical evidence to determine suitable Entry Standards to yield such participation. *A Statistical Model for Entry Standards* which can serve as a useful model for future competitions, *can be found in Appendix L*. See also 3.3.8 above.

3.4.3. Invitation to Participate

The IAAF General Secretary shall send an invitation to all Member Federations inviting them to participate in each WAS event. Such invitation letter will also include pertinent information regarding the championships.

3.4.4. Preliminary Entries

Preliminary Entries must be submitted using the IAAF On-line Event Entry System. The submission of Preliminary Entries is subject to deadlines that vary according to the event (see Technical Regulations). The Entries shall indicate the number of athletes and officials as well as the anticipated travel dates and accommodation requirements. The IAAF Competition Department shall manage this process and keep the Technical Delegates informed.

3.4.5. Final Entries

Final Entries must be submitted using the IAAF On-line Event Entry System, which is normally available one month prior to the Final Entry deadline. The IAAF Statisticians will check all performances included in the Final Entries submitted by the Member Federations. The deadline for IAAF Events is usually two Mondays before the first day of competition (except for the World Youth and World Junior Championships when the deadline is three Mondays before). Final Entries provide the Technical Delegates with a better idea of the real number of athletes per event, although there will be a decrease in numbers between Final Entries and the actual number of athletes who confirm and start in the competition. These numbers may provide the Technical Delegates with information about the final number of rounds and heats needed in each event. As this is the case, it may be possible for the Technical Delegates to forecast to the other stakeholders (LOC and Host Broadcaster) the possible need for changes to the agreed Competition Timetable.

Technical Delegates may accept unqualified athletes in Field Events at their discretion. However, to come to a decision, the Technical Delegates should consider the technical standard of the unqualified athlete, whether that athlete is the best athlete in their country and the number of qualified athletes entered in that discipline.

3.4.6. Final Confirmations

Based on the information submitted in the Final Entries, the appointed Competition Data Management Company will produce Final Confirmation Forms which will be provided to each participating team upon arrival in the host city. The LOC will be responsible for their distribution and receipt. From the information provided on the Final Confirmation Forms, the draft start lists are then prepared for the Technical Delegates review (see also 5.4.).

3.5. Team Manual

One of the responsibilities of the Technical Delegates is to approve the content of the Team Manual specifically produced by the LOC for the participating Member Federations. The LOC is responsible for the preparation of this Manual, following the template provided by the IAAF Competitions Department, in close co-operation with the Technical Delegates. The Team Manual must be posted on the LOC website (and be available for download) no later than two months before the competition. The LOC may also provide a hard copy of the Team Manual to all Federations upon arrival for the competition. Technical Delegates should ensure that any information of a technical nature included in the Team Manual is both complete and accurate.

3.6. Competition Forms

To ensure the best management of the competition, it is good practice to establish a standardised protocol for the necessary interaction between the participating Member Federations and Competition Management (LOC and IAAF). This is achieved by identifying a centralised point of interaction and a standardised form of dialogue.

The Technical Information Centre at the competition venue (and the Competition Information Desks at the accommodation venues) is, of course, the official point of interaction while standardised Competition Forms are used to streamline the flow of information. The Competition Forms that are most commonly used and which are provided by the IAAF to the LOC are the following:

Name of Form	Distribution / Collection	Purpose	Actioned by
Questions for Technical Meeting	During accreditation procedure / TIC & CID	Allow Member Federations to submit questions in writing which will be answered during the Technical Meeting	Technical Delegates
TIC General Enquiries	TIC / TIC	Allow Member Federations to submit enquiries (not covered by other forms) during competition time	In the first instance by TIC which forwards as appropriate
Appeal to the Jury	TIC / TIC	Allow Member Federations to lodge an Appeal to the Jury	Secretary to the Jury
Athlete Withdrawal Form	TIC / TIC	Allow Member Federations to withdraw an athlete from an event where he has already been confirmed	Technical Delegates
National Record Documentation Request Form	TIC / TIC	Allow Member Federations to request official documentation for the ratification of a National Record	TIC
Voluntary Doping Control Request Form	TIC / TIC & Doping Control Station	Request for an athlete to be submitted to Doping Control if he has not already been selected	Doping Control Staff
Confiscated Items at Call Room	Call Room / TIC	A receipt given to the athlete when items are confiscated at the Call Room	Call Room Referee and TIC
Implement Receipt	TIC or Other (e.g. Implement Control Room) / TIC	A receipt given to the athlete or team official when a personal implement is presented for inclusion in the pool of throwing implements	Technical Manager and TIC

4. OTHER TECHNICAL MATTERS

4.1 Pre-Competition Activities and Meetings

Prior to the start of competition, the Technical Delegates will need to attend and lead a number of meetings and rehearsals as well as inspect and ensure the readiness of the competition venues. It is very important to conduct a meeting with all parties having a presence on the field of play prior to the event so everyone understands the basic principles and commits to following them. An example listing of *Pre-Competition Activities and Meetings can be found in Appendix M*.

It is advisable that responsibility for involvement in the various activities is spread amongst the Technical Delegates.

4.2 Technical Meeting

It is the responsibility of the Technical Delegates to preside over the Technical Meeting which is usually held two days prior to the start of the World Championships and one day prior for other events. The Technical Meeting should be conducted in less than one hour an*d* should focus on major issues not included in the Team Manual or changes and/or additions to the Team Manual. Questions from the floor are not accepted. However, it has become common practice for the Technical Delegates to be available after the Technical Meeting to answer individual questions. Team Leaders will have an opportunity to submit questions in writing prior to the Technical Meeting. The Agenda for the Technical Meeting usually includes:

- Welcome by the IAAF President or his Representative
- Introduction of Delegates, International Officials and key LOC staff
- Competition Details:
  - Amendments to the Timetable
  - Call Room Procedures and Reporting Times
  - *Methods of Qualification and Progression (a template of which can be found in Appendix N)*:
    - Starting heights and increments in Vertical Jumps
    - Qualifying Standards for Field Events
- Specific Road Events Details and Procedures
- Protest and Appeal Process, including TIC location
- Medical and Doping Control Procedures (sometimes a separate meeting may be organised)
- Answers to Written Questions

A PowerPoint presentation for the Technical Meeting will be prepared with the assistance of the IAAF Competitions Department.

4.3 Delay / Postponement and Rescheduling Management of Competition

Competition will normally continue through inclement weather conditions such as rain. If conditions become dangerous to the health and/or safety of the athletes, the IAAF Technical Delegates may delay the competition or certain events until the weather conditions improve. If it is not possible to complete an event during its scheduled session, the IAAF Technical Delegates together with the LOC and HB will determine when it will be resumed. Competition may need to be to be delayed, postponed or cancelled due to the following conditions:

- Sport Equipment issues
- Technology issues
- Competition Venue structural issues
- Public / Spectator behaviour issues
- Safety / Security issues
- Power outage or other electrical problems
- Heavy rain causing flooding of the surface of play

- Electrical storms in the vicinity
- Severe damaging winds
- Poor visibility caused by fog or other pollutants

o **"DELAY"** - a competition has not started at its scheduled start time, or is interrupted after the scheduled start. The competition is restarted and completed within the scheduled session or an extended session.

o **"POSTPONEMENT"** – a competition which was underway cannot be completed within the scheduled session timings (or in an extended session) and will be rescheduled to a later session. Equally this also applies to either a whole session or day of competition which cannot be started and is rescheduled for later in the Championships. The procedures for a postponement will also be applied when it is proposed to move an event(s) forward in the schedule to an earlier session or to change a session to an earlier start time.

4.4 Protest / Appeal Procedure and Video Recording Operations

It is mandatory that a proper video recording system be provided to record all events in order for the Referees and the Jury of Appeal to check the video if there is a protest. The Technical Delegates must ensure that an efficient system of managing protests and appeals is implemented by the LOC. The Technical Delegates however, are not involved in the actual protest / appeals procedures. The IAAF will appoint a permanent Secretary to the Jury who will be responsible for liaison with the LOC, convening the Jury and relaying decisions of the Jury.

The stated objective of technical video recording is to provide evidence in support of the Referee or Jury of Appeal. It is natural that the focus of any video should be on likely protests and appeal issues.

The *Official Video Recording Guidelines* which specify the requirements for the technical video service to be provided by the LOC *can be found in Appendix O*.

4.5 Technical Information Centre (TIC)

The Technical Delegates will need to ensure that the TIC is properly established both prior to and during the competition. Some of the more specific tasks of the TIC are as follows:

- distribution of information, urgent notices and technical information
- publication of Start Lists and Results
- managing written enquiries and appeals to the Jury
- answering general questions concerning the competition
- managing National Record Photo Finish print requests
- managing National Record Doping Control requests
- distributing additional passes (Coaches' Seats, Combined Events, etc.)
- distributing and receiving Final Confirmation Forms.

The TIC is normally located at the Stadium but some tasks of the TIC must also be provided at the teams' accommodation venue, via the Competition Information Desks (CID). These also must be checked by the Technical Delegates.

4.6 Athletes Bibs

The IAAF will provide the athletes bibs. The LOC will be responsible for their distribution. Each athlete will receive three bibs to be worn:

- One on the front of the uniform
- One on the back of the uniform
- One for the athletes' bag

According to the current IAAF policy, the front bib will include the athlete's surname. The other two bibs will only include the athlete's' assigned number.

4.7 Hip Numbers

Hip numbers will be provided by the IAAF and distributed by the LOC.

5. ENTRIES, TIMING AND RESULTS

5.1. General

The Technical Partners with whom the Technical Delegates will have a great deal of interaction, are the Competition Data Management and Timing Companies engaged for that purpose. At the time of the First Technical Site Visit, it is advisable for the Technical Delegates to ensure that adequate and appropriately positioned spaces are allocated to the various needs of these companies.

5.2. Room Allocation

It is important that the Technical Partners have proper working facilities within the stadium. See also section 3.1.10.

5.3. Results Service

The service provided by the Competition Data Management Company is often referred to as the 'Results Service' and as such comprises a number of sequential stages.

5.3.1. Entries

Information collected through the IAAF On-Line Event Entry System is uploaded to the Competition Data Management Company's database. From this information, various reports are able to be produced prior to the start of the competition, for example, athletes per event or athletes per Federation.

5.3.2. Confirmations

From the results database, according to the information provided by the Federations, Confirmation Lists are produced so that Federations can confirm, either on a daily basis (for stadium events) or by the time of the Technical Meeting, those athletes who will participate in each of the events.

Sample Confirmation Sheet can be found in Appendix P.

5.3.3. Start Lists

Once confirmations have been entered, the Results Service is then able to provide Start lists and Judges' Score Sheets for the various events on a session-by-session basis.

5.3.4. Results

Once an event has been concluded, the Results System produces the Results. While Start Lists need to be approved by the Technical Delegates, the Results do not require such approval. In the case of timed events (either Track or Road), this responsibility is delegated to the International Photo Finish Judge and in the case of Field Events, the electronic results are verified by the appropriate Referee and the ITO assigned to that event.

5.3.5. Other Reports

A range of other reports are also produced through the Results System including several specifically for the Media. In terms of the conduct of the competition, however, such reports include: intermediate results, progressive points scores in the Combined Events, etc. If the Technical Delegates need to produce an official communication, for example announcing the postponement of a session or of an event, this is also done through the Results System to maintain consistency and to ensure the widest possible diffusion.

5.4. Seeding and Qualification Processes in Track Events

From information included in the Final Entries, and as verified by the appointed Statisticians, the Competition Data Management Company shall prepare Seeding Lists and qualification procedures according to IAAF Rules. The Technical Delegates shall check that such lists are correct and amend if necessary.

5.5. Approval of Start Lists

It is the responsibility of the Technical Delegates to approve the Start Lists for all events, which they have to authorise prior to distribution. Following approval of the Seeding Lists, the Start Lists are produced automatically by the Competition Data Management Company using software that takes into account the relevant IAAF Rules regarding progressions and seeding. Nevertheless, the Technical Delegates need to ensure in particular that *Rule 166.2* is properly applied, which states that '*Whenever possible, representatives of each nation or team shall be placed in different heats in all rounds of the competition*'; as well as the *Rule 166.2 Note (1)* which states '*When heats are being arranged, it is recommended that as much information as possible about the performances of all athletes should be considered and the heats drawn so that normally the best performers reach the final*'. To do so, it is often necessary to check the distribution of athletes to the various heats and their lane allocations manually.

Technical Delegates should ensure that whenever two athletes (whether or not in the same Round 1 heat or semi-final) are tied in their 0.01 times, and the breaking of the tie may affect either qualification for the next round or their seeding ranking (lane assignments for the next round), the Photo Finish Judge must be asked to provide times to the 0.001 for the affected athletes and asked to confirm if the athletes can be separated or not.

5.6. Qualifying Standards

The Technical Delegates shall determine the automatic qualification height or distance in the Field Events (Q). This may be done in consultation with the appointed Statistician.

5.7. Starting Heights, Raising of the Bar

The Technical Delegates shall determine the conditions for qualifying, the qualifying standards, the starting heights and the progressions for the raising of the bar in Vertical Jump Events. For the Finals, the starting height and progressions for raising the bar should be done after the Qualifying Round. The above may be done in consultation with the appointed Statistician.

5.8. Forming Groups in Combined Events

In Combined Events competitions, *Rule 200.8* gives the Technical Delegates authority to decide how the groups / heats are to be formed. The following text intends to give an objective view on how this grouping should be done, based on the assumption that athletes perform better when their fellow competitors are of similar ability.

Whenever a Combined Events competition has 18 or more entries, all Field Events must be conducted in two groups. The following procedure should be applied in all important competitions.

5.8.1. General

For each athlete entered in the competition, the Entry Form (or other statistical evidence known to the IAAF) should show the best performance recorded by the athlete in each event in a Combined Event competition held within the qualifying period.

Based on the performance details provided, a separate ranking is prepared for each event, with the exception of Javelin Throw [Decathlon], 800m, 1000m and 1500m.

5.8.2. Field Events

Each Field Event is to be conducted in two even groups. The groups are formed according to the ranking: the athletes with the best performances in that particular event are allocated to one group, the rest of the athletes to the other group.

Exceptionally, the first group for Javelin Throw [Decathlon] will be formed by the athletes (as close to half of the athletes as possible) who complete the Pole Vault competition first. The second group will accommodate the rest of the athletes.

5.8.3. Track Events

With the exception of the final event, all Track Events are grouped following the ranking order of that particular event: the best athletes are placed in one group; the next group contains the next best athletes, and so on.

Should the 800m, 1000m and 1500m events be run in heats, the groups should be formed as stated in *Rule 200.8*, that is, the last group shall contain the leading competitors after the penultimate event.

5.8.4. Preliminary Round 100m

In the World Championships and Olympic Games Men's and Women's 100m, where the majority of unqualified athletes are entered, all unqualified athletes shall be required to compete in a Preliminary Round the results of which shall determine which athletes shall proceed to Round 1 of the event. Athletes that have achieved the Entry Standard in the qualification period, shall be entered directly in Round 1.

5.8.5. Use of Lane 9

In stadia where there are 9 lanes available and only 8 lanes are required, lanes 2-9 should be used.

5.8.6. Video Distance Measurement (VDM)

VDM is now the officially recognised measurement system for Long Jump and Triple Jump. This works similar to Photo Finish timing with a Seiko operator sitting with a Judge of the event who determines the mark in the sand at which to measure the jump. Communication between the Judge and the event site is crucial to ensure all jumps are recorded properly and to keep the event moving smoothly.
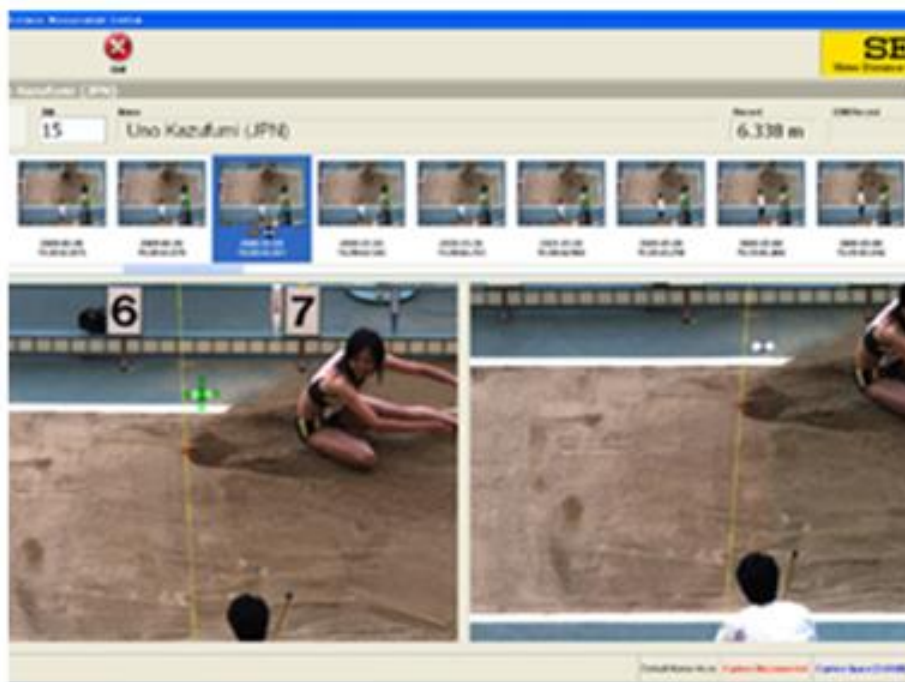
Video Distance Measurement (VDM)

Example of the VDM measurement screen and data.

6. EVENT PRESENTATION

6.1. Guidelines

The Local Organising Committee is responsible for the planning and delivery of the Event Presentation elements. Event Presentation (sometimes referred to as Sport Presentation) aims to educate, engage and entertain live audiences at athletics competitions while still maintaining the integrity of the sport. It refers to the way athletics is presented to the spectators, or 'choreographed', at the Stadium through various elements such as introductions, music and video.

Rule 124 provides for the appointment of an Event Presentation Manager whose responsibility it is to plan the Event Presentation arrangements for the competition, in conjunction with the Competition Director and in cooperation with the Technical Delegates. While clearly the responsibility of the LOC, these arrangements will require the input of the IAAF Delegates to ensure that both protocol and competition requirements are respected. To this end, the IAAF has produced Guidelines which are designed to provide assistance to those charged with the responsibility of devising and executing the event presentation plan. **The IAAF Event Presentation Guidelines can be found in Appendix Q**.

6.2. Basic Requirements

The following are accepted as the basic minimum requirements for implementation of an acceptable Event Presentation Plan for the IAAF World Championships.

6.2.1. Announcers

The IAAF will appoint official Announcers (English and French for World Championships and English only for all other WAS events, unless the host country is French speaking) and the LOC should appoint an Announcer for the local language (if it is neither English nor French). *Rule 134* indicates that it is the responsibility of the Announcers to inform the public of the names and numbers of the athletes taking part in each event. Moreover, this Rule states that "*in conjunction with the Event Presentation Manager and under the general direction of the Organisational and/or Technical Delegates, these appointees shall be responsible for all matters of announcing protocol.*" **Announcing Protocol Guidelines** are included in the above-mentioned Event Presentation Guidelines.

6.2.2. Public Address System

For Announcers to be able to operate, it is necessary for the venue to supply a high quality Public Address System that reaches to all parts of the venue. As well as being suitable for voice, the Public Address System should also be suitable for the playing of music and other sound effects which are now established elements.

6.2.3. Scoreboards

There should be at least one, but preferably two scoreboards, to be used primarily to display Start Lists and Results. Each should have a surface area of at least 40 square metres.

6.2.4. Video Boards

There should be at least one, but preferably two Video Boards, to be used to screen live footage and replays of the various events. They each should have a surface area of at least 48 square metres.

6.2.5. Event Presentation Manager

This position requires the LOC to appoint a person with knowledge of the sport of athletics and of the skills of presentation. The Event Presentation Manager shall plan the Event Presentation arrangements for the competition in conjunction with the Competition Manager and in cooperation with the Technical Delegates as and where applicable (*See Rule 124*).

6.2.6. Communications System
the LOC will need to provide an appropriate Communications System to facilitate communication between the Event Presentation Manager, his production staff and the Competition Manager.

6.3. Responsibilities of the Technical Delegates
The Technical Delegates should ensure that no aspect of the Event Presentation Plan interferes in any way with the conduct of the Championships or is contrary to the Rules of the competition. For instance, during a track Race Walking Event held within the stadium, Technical Delegates should not permit Announcers to comment on the status of the red cards displayed on the posting board (disqualification) as Race Walking Judges have to communicate their decisions independently. The Technical Delegates also need to understand the increasing role of event presentation in the overall presentation of the sport and ensure that the sport is presented in the most entertaining manner while ensuring the integrity of the sport is not compromised.

6.4. Medal Ceremonies
Medal Ceremonies will normally be included in the responsibilities of the Event Presentation Manager in collaboration with the Protocol Manager. To minimise the impact of Medal Ceremonies on the conduct of the competition, Technical Delegates should ensure that the following principles are implemented:

6.4.1. Timing
The Technical Delegates should insist on the shortest possible time for the conduct of these Ceremonies. Efforts must be made for a duration of no more than four minutes.

6.4.2. Podium
As indicated in the IAAF Technical Regulations, the Podium should be located outside the infield whenever possible, in a position to be agreed by the IAAF. This will avoid the need for the Medal Ceremony procession to cross the track. The Ceremony should begin only when all participants are in place behind the Podium.

6.4.3. Scheduling
Medal Ceremonies should be scheduled within the detailed Competition Timetable and should not conflict with live action on the track. As much as possible, no Ceremonies should be held after the last event of the session. While it is not ideal, a limited number of medal ceremonies carried over to the next day may be scheduled just before the start of the afternoon /evening session.

6.4.4. Field Events
Field Events will normally continue through the beginning of the Medal Ceremonies. However, Field Events must stop before the National Anthem of the winner is played.

7. ADVERTISING MATTERS

7.1. General

For a sport that relies on sponsors to provide the income necessary to conduct its competitions, advertising is both necessary and inevitable. Nevertheless, to protect the integrity of the sport of Athletics, advertising at the competition sites must be regulated and must not interfere adversely with the technical conduct of the competition. As a consequence, the IAAF Advertising Regulations have been produced to specify what is acceptable and what is not: in the stadium, on the athletes and at all other places associated with the Championships. The latest edition of the **IAAF Advertising Regulations** can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/rules-regulations#regulations

7.2. Involvement of the Technical Delegates

Whilst most of the issues associated with the LOC enforcement of the IAAF Advertising Regulations will be the responsibility of the IAAF's Marketing Services Company, there may be occasions when the Technical Delegates could be required to adjudicate or intervene. Such instances will usually be related to:

- advertising on athletes' apparel and personal equipment
- manufacturers' marks on sports equipment and implements
- the placement of advertising boards on the arena

Staff from the IAAF and from the IAAF's Marketing Services Company are usually on hand in the Call Room to assist the LOC in enforcing the Advertising Regulations.

The management of the Call Room activities (and relevant officials) is under the responsibility of the Call Room Manager. Aside from exceptional circumstances, he is the one with whom the protocol for the enforcement of advertising regulations in the Call Room should be discussed. He is the one who then briefs his staff accordingly so that such protocols are implemented consistently and effectively. Should athletes refuse to comply with the regulations, the Call Room Referee shall be involved. If, after hearing the athlete, the Referee believes his behaviour continues to be inappropriate, he can warn (yellow card) or even disqualify (red card) the athlete and immediately report his decision to the Technical Delegates and the Competition Management.

8. MISCELLANEOUS

8.1. Useful Documents

The following IAAF publications contain information which will assist Technical Delegates to better understand and execute their responsibilities:

8.1.1. IAAF Competition Rules

The authority on all matters relating to the organisation and conduct of athletics events. A necessity for the Technical Delegate to have available at all times. The current continuously updated edition of the **IAAF Competition Rules** can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/rules-regulations#rules

This publication is printed every two years following the IAAF Congress.

8.1.2. IAAF Track and Field Facilities Manual

This comprehensive document contains information relating to planning, constructing, equipping and maintaining Track and Field Facilities. This publication is most useful when new facilities are being developed, but it may also assist Technical Delegates in assessing the compliance of existing facilities. The **IAAF Track and Field Facilities Manual and Marking Plan** can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/technical#manuals-guidelines

8.1.3. IAAF Technical Regulations

The IAAF produces Technical Regulations for each competition in the World Athletic Series. Separate Technical Regulations are produced for the Olympic Games.

Amongst various matters, these Regulations contain information regarding:

- programme of events
- entry regulations
- duties of Delegates and Officials
- technical matters and requirements
- protocol matters

The Technical Delegates may need to refer to the Technical Regulations to stress to the LOC that certain provisions or procedures are mandatory requirements of the IAAF.

The *Technical Regulations for World Championships can be found in Appendix R*. The **IAAF Technical Regulations for all WAS Events** are updated regularly and can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/rules-regulations#rules

8.1.4. The Referee (Le Juge Arbitre)

A comprehensive explanation and interpretation of the IAAF Rules, it is most useful in the preparation of Technical Officials for major international competitions. The latest edition of **The Referee** can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/technical#manuals-guidelines

8.1.5. IAAF Scoring Tables for Combined Events

At all IAAF WAS events, scoring in the Combined Events will be provided automatically by the Results Management Company. However, Technical Delegates may have to do this manually or check the automatic results. Both **Scoring Tables – Indoor or Outdoor** can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/technical#scoring-tables

8.1.6. IAAF Distance Running Manual
A new version of this manual which provides useful information on the preparation and management of Road Races is available on the IAAF website.

8.1.7. IAAF Race Walking (A Guide to Judging and Organising)
A practical guide to the correct interpretation of the Race Walking Rules and to the organisation of a Race Walking event, can be downloaded from the IAAF website:

http://www.iaaf.org/about-iaaf/documents/technical#manuals-guidelines

8.2. Documentation provided to the LOC

The IAAF provides each LOC with the following documentation, which is also available to the Technical Delegates upon request:

- Event Organisation Agreement (EOA): This is a contractual document which defines the relationship, roles and responsibilities between the IAAF, the Organising Member (OM) and the Host City. The EOA includes various Guidelines such as Accommodation Guidelines, Transportation Guidelines, Protocol Guidelines, Media Guidelines, Television Guidelines all intended to assist the LOC in the preparation and organisation of the competition;

- Event Operations Manual (EOM): The IAAF has developed this document to guide the Local Organising Committee (LOC) and Organising Member (OM) in the development and implementation of their operations. This document will be used as a basis for the first General Site Visit and as a reference tool for the LOC and the OM during the preparation and organisation of the event.

- Competition Information Guide (CIG): This is an IAAF internal working document, updated regularly, providing the most up-to-date information on the evolution of preparations prior to WAS events.

8.3. Terms and Abbreviations

In order to achieve consistency in the terminology used in relation to IAAF competitions, and to reduce the possibility of confusion, the IAAF has prepared a List of Terms and Abbreviations used in documents and reports relating to the sport of athletics. It is the responsibility of the Technical Delegate to ensure that all documents produced by the LOC utilise the agreed terminology when referring to all aspects of the sport of athletics. ***The IAAF Terms and Abbreviations can be found in Appendix S.***

9. APPENDICES

INTERNATIONAL TECHNICAL OFFICIALS (ITOs)
GUIDELINES

1. **Introduction**

   International Technical Officials (ITOs) are appointed by the IAAF to all World Athletics Series competitions and the athletics competitions of the Olympic and Youth Olympic Games to assist in the proper conduct of those events. While the role of the ITO is outlined briefly in Rule 115 of the *IAAF Competition Rules,* this document aims to provide more comprehensive guidelines as to the responsibilities of the ITO and the expectations of the IAAF.

2. **ITO Panel**

   The IAAF maintains an ITO Panel from which members are appointed to the major international competitions as specified above. The ITO Panel is reconstituted every four years following an intensive evaluation process where the top candidates are appointed to the available positions on the panel.

3. **Role of the ITO**

   The ITO assigned to a particular event must be present for the entire time the event is in progress. It is the responsibility of the ITO to ensure that the IAAF Competition Rules and relevant Technical Regulations, as well as any decisions made by the Technical Delegates, are observed in the conduct of the event.

   At each event to which they are appointed, the ITOs should provide all necessary support to the Referee. If the ITO sees (or foresees) a problem, he should immediately inform the Referee and offer advice as to what should be done. If the ITO's advice is not followed, and if the correct procedures are not being followed, the ITO has the right to - in fact, must - intervene. Such an intervention is to be made as soon as the ITO sees (or foresees) a problem and if the advice of the ITO is not followed the ITO has the right to insist that his direction be implemented. If the direction of the ITO is not implemented, a report should be given to the Chief ITO and the Technical Delegates.

4. **Chief ITO**

   For each competition to which ITOs are appointed, one ITO will be nominated by the IAAF as Chief. The responsibilities of the Chief ITO are to:

   - prepare the roster allocating ITOs on a session-by-session basis to the specific events on the programme and submit the roster to the Technical Delegates for approval at least one month prior to the competition;
   - ensure that all of the on-site logistic arrangements for ITOs, as agreed by the Technical Delegates, are provided;
   - prior to the competition, arrange a preliminary meeting with National Technical Officials (and when needed with the Technical Delegates) to examine the general programme and assignments;
   - arrange a daily post-competition debriefing meeting to collect comments from ITOs (see also 7.4);
   - monitor the performance and welfare of the ITOs and offer advice and assistance as required;

- advise the Technical Delegates of any areas of concern in the conduct of specific events;

- report on the performance of each ITO on the specific form provided by the IAAF for this purpose.

5. Positioning of ITOs

The number of ITOs appointed to a particular competition varies between five and ten, depending on the type and extent of the competition (the exact number is specified in the relevant Technical Regulations). In each session of the competition, the Chief ITO should ensure that there is at least one ITO for every Field Event, including each qualifying group and Combined Events group, and that all critical points of Track Events are covered.

In general, and where numbers permit, ITOs should be assigned by the Chief ITO to the following positions during the conduct of specific events:

5.1. Track Events

100m
A: start
B: finish straight

200m
A: start / bend
B: finish straight

400m
A: start / first bend / finish straight
B: first bend / back straight
C: back straight / second bend
D: second bend / finish straight

800m
A: start / first bend / finish straight
B: first bend / breakline / back straight
C: back straight / second bend
D: second bend / finish straight

1500m
A: start / back straight / first bend
B: back straight / second bend
C: second bend / finish straight
D: first bend / finish straight

5000m
A: start (including split start) / second bend / back straight
B: back straight / second bend
C: second bend / finish straight
D: first bend / finish straight
E: lap scoring

<u>10,000m</u>

A: start (including split start) / first bend / finish straight

B: first bend / back straight

C: back straight / second bend

D: second bend / finish straight

E: lap scoring

<u>3000m Steeplechase</u>

A: start / back straight / hurdle 3

B: second bend / water jump

C: finish straight / hurdle 4

D: first bend / hurdle 1

E: first bend / hurdle 2

<u>100/110m Hurdles</u>

A: start

B: finish straight / control passing of hurdles

<u>400m Hurdles</u>

A: start / first bend / finish straight

B: first bend / back straight

C: back straight / second bend

D: second bend / finish straight

<u>4 x 100m Relay</u>

A: start / finish straight

B: first bend / takeover 1 / back straight

C: first bend / takeover 1 / back straight

D: back straight / takeover 2 / second bend

E: back straight / takeover 2/ second bend

F: second bend / takeover 3 / finish straight

<u>4 x 400m Relay</u>

A: start / first bend / finish straight / takeover

B: first bend / breakline / back straight

C: back straight / second bend

D: second bend / finish straight

*   In all Track Events, the ITOs should be positioned so that they have a head on view of the runners (or from behind if there is a no-go zone in operation at the finish line).

5.2. Jumping Events

<u>All Jumps</u>

A: overall supervision

5.3. Throwing Events

<u>Shot Put and Hammer Throw</u>

A: overall supervision

<u>Discus Throw</u>

A: circle

B: landing sector

<u>Javelin Throw</u>

A: runway

B: landing sector

6. Responsibilities of the ITO

6.1. Call Room

At the beginning of the event to which he is assigned, where feasible, the ITO should ensure that the Call Room procedures for the relevant group of athletes are properly managed.

6.2. Track Events

For Track Events, the ITO should ensure that the officials manage the following areas properly and, where necessary, are vigilant in observing and reporting any infringements:

- running in lanes especially on the curves;
- correct cutting in from the breakline;
- correct use of cones in areas without kerbing, on the breakline and for split starts;
- lap counting, especially when there is a large number of athletes;
- typical areas of jostling and obstruction (e.g. soon after 1500m start);
- correctness of hurdling in hurdle and steeplechase races;
- relays: takeovers, acceleration zones, check marks, recovering of dropped batons, etc;
- infringements of the assistance rule (Rule 144).

6.3. Jumping Events

For Jumping Events, the ITO should ensure that the officials manage the following areas properly and, where necessary, are vigilant in observing and reporting any infringements:

- positioning of the uprights and landing areas in the vertical jumps;
- the rhythm of raising the bar when two groups are competing;
- the correct conclusion of a qualifying competition;
- the preparation of the indicator boards and handling of foot faults;
- levelling of the sand in the landing area;
- correct use and number of the check marks;
- infringements of the assistance rule (Rule 144);
- monitoring protests by athletes to the Referee.

6.4. Throwing Events

For Throwing Events, the ITO should ensure that the officials manage the following areas properly and, where necessary, are vigilant in observing and reporting any infringements:

- implements: control and handling at the competition site and ensuring usage statistics are kept;
- correct marking of the landing sectors;
- practice throws under the control of the judges;
- no training with implements during the competition;
- correct use of the gate panels of the cage;
- control of foot faults;
- correct use and number of check marks;

- supervision of landings of the javelin and discus;

- infringements of the assistance rule (Rule 144);

- monitoring protests by athletes to the Referee.

6.5. Road Events

For Road Events conducted as part of an overall athletics competition, such as the IAAF World Championships or the Olympic Games, ITOs should ensure that the following areas are properly managed:

- proper checking of transponders;

- lap counting;

- correct display of laps remaining for lapped or about to be lapped athletes;

- functioning of the drinking/sponging and refreshment stations.

The ITO does not intervene in the work of the Race Walking Judges.

7. Reporting

7.1. At the conclusion of the event to which he has been appointed, the ITO must check and sign the result card in the case of Field Events, and report his observations on the conduct of the event to the Chief ITO. In addition, the ITO may be called upon to report his observations to the Referee, the Technical Delegates and the Jury of Appeal.

7.2. In accordance with Rule 137, the ITO assigned to a Field Event together with the Referee will supervise a set of measurements to ensure the EDM or VDM equipment has operated correctly.

7.3. At the end of the competition, the Chief ITO must report to the Technical Delegates all relevant aspects that he may consider as important including any proposals to improve aspects of future IAAF competitions.

7.4. At the conclusion of each session, the Chief ITO should meet with the ITOs to ensure that any observations or interventions are reported to the Technical Delegates for further action.

8. Evaluation

Each ITO's performance during the competitions to which they have been appointed will be evaluated by the Chief ITO and the results sent to the IAAF.

IAAF PHOTO FINISH GUIDELINES

1   Introduction

The position of an International Photo Finish Judge (IPFJ) was first identified in the IAAF Handbook in 1994. IAAF Rule 118 stipulates that the IPFJ "shall supervise all Photo Finish functions" but with no other guidelines as to what is expected of that official.

This document aims to provide clear guidelines as to the duties to be carried out by the International Photo Finish Judge. This will ensure consistency amongst the IPFJ Panel and ensure that the Local Organising Committees are well aware of the role and responsibilities of this Delegate.

It is recommended that Member Federations adopt these Guidelines for the organisation of their own athletics competitions.

2   International Photo Finish Judges Panel

2.1   Initially, the practice of IAAF was to appoint as International Photo Finish Judges the National Chief Photo Finish Judges from previous World Championships and other IAAF events.

2.2   After the approval of the International Photo Finish Judges Panel in March 2007, appointments to designated IAAF competitions are made from this Panel.

2.3   The deployment of an International Photo Finish Judge is intended to:

- Add a consistent approach to the reading of photo finish images;
- Ensure the Technical Rules concerned with photo finish timing are correctly interpreted and implemented;
- Provide the National Photo Finish Judge with the necessary guidance to perform his duties properly.

3   Responsibilities of the International Photo Finish Judge (IPFJ)

3.1   Before the Competition

3.1.1   The IPFJ should visit the competition stadium one or two days before the start of the event to meet the National Chief Photo Finish Judge (NPFJ) and to ensure that everything is in order. It is very likely that the NPFJ may be relatively inexperienced with the complexity of the timing equipment to be used at the event. Together with the Timing Service Provider, the IPFJ should ensure the NPFJ understands exactly how the equipment works.

3.1.2   Contact should be made with the Timing Service Provider, as an introduction and to identify the person from the Provider who is in charge of that team. A review of the duties being allocated to those members of the team should be clearly undertaken by the IPFJ.

3.1.3   The IPFJ is to agree which camera shall be designated as "official" (Note to Rule 165.20). Under normal circumstances, this will be the camera located on the outside of the track. Where there are two cameras located on the outside of the track it will be necessary for the IPFJ to decide which is to be designated the "official" camera, leaving the second as a back-up. Naturally, the IPFJ will review the images produced by both cameras, and consider the ability of each camera to react to poor light conditions before identifying which is to be the "official" one. The designated "official" camera should always be used for determining the result unless it is clear that a problem has developed, in which case the back-up camera should then be designated

as official. Where possible, such change in camera status should only be undertaken at the conclusion of a specific series of races of a particular event.

3.1.4   The IPFJ will need to confirm whether the cameras in use have an automatic iris adjustment and aligning function. During the Championships, there is a wide range of lighting conditions between morning and evening session, the latter likely to be under floodlights. If such an automatic function is not available, then it will be necessary to enquire how accessible the cameras are to enable manual adjustments to be made, other than during a complete break in the competition sessions. The biggest problem may well lie with the infield camera which, clearly, is not accessible for manual adjustment of exposure or focus during the course of a session. As will be appreciated, the key races in terms of media interest are likely to be held during the evening session in adverse lighting conditions, coupled with strobing caused by the artificial lighting. Every effort needs to be made to make the images produced to be of the highest possible clarity.

3.1.5   Contact should be made with the representative of the Service Provider responsible for the relaying of results from the terminal in the photo finish room to determine what data will be needed to identify the finishing order of the athletes. In races run in lanes, this is almost inevitably by the input of the appropriate lane number. For events not finishing in lanes, the process needs to be clearly identified.

If the draw order (and corresponding leg / hip number) is to be used there needs to be a careful check that the numbers have been allocated correctly. In Championships, it is perhaps unlikely that athletes will be sharing lanes but in these instances there is always the chance that the athletes sharing the lane have been allocated leg / hip numbers the wrong way round. The Service Provider seldom seems to wish for the draw order to be utilised for inputting other than in races run wholly in lanes.

If bib numbers or names are to be used for inputting, there is a greater chance of misunderstanding of the digits called, possibly four in total, if the Judge is not suitably fluent in the language being used.

3.1.6   Identify if there is any form of test event or rehearsals planned prior to the first day of competition and attend such event together with the NPFJ. The rehearsal event can often be a good indicator of the level of competence and speed of decision-making by the NPFJ and may influence the level of support which will need to be provided by the IPFJ during the actual competition.

3.1.7   If the photo finish system is assisted by an integrated video camera showing the finish line from a head on position, the value of such camera in the identification of athletes can be vital. As the cursor on the image on the read computer is moved, the image from the video camera is advanced to the same elapsed time automatically.

It is essential that the IPFJ checks that the video camera shows the finish line at least as far out as lane 6 and that the image is suitably in focus. It is also essential the IPFJ is alert to anything which might block the image in the course of a finish. Judges, photographers and others may well not be aware of the function of such a camera and may inadvertently stray into the line of vision of that camera at a critical time during the finish of a middle distance race.

The image from this camera should be made available for scrutiny in close proximity to the screen showing the image from the main photo finish camera.

3.1.8   It is essential that the photo finish room is set out, as far as possible, with the screens showing the image from the "official" and the infield camera in close proximity to each other so that both may be reviewed quickly.

3.1.9   Attend, if possible, the first meeting of the National Judge(s) and the Service Provider team.

3.1.10   Identify the level of communication and understanding of language between the operators and the National Judge(s). If there are obvious language difficulties then the degree of "supervision" by the IPFJ will be increased and may necessitate a more active role in the decision making process and in the transfer of the data to the computer operator by the IPFJ.

3.1.11   Agree with the Technical Delegate(s) what principle is to be adopted as far as the confirmation of results is concerned. In general, the results will be displayed on the stadium scoreboard before there is confirmation from the track officials that the race is clear of potential infringements and possible disqualifications. It is necessary that such results are indicated clearly to be "unofficial" until such confirmation is received.

3.1.12   Agree with the NPFJ and the Service Provider at what time the zero control tests shall be carried out. Ideally, keep the same time interval between the test and the start of the first track event for all subsequent sessions, unless there are unusual circumstances (i.e. the start of the Marathon on the track at the time allotted or similar circumstances).

3.1.13   Agree with the Service Provider at what time prior to the first session of the day the start and "run through" checks are to be carried out. Endeavour to be present on each occasion that these checks are carried out and review the results for uniformity of times between all of the cameras in use. (See 3.2.1)

3.1.14   Confirm with the NPFJ what procedure is in place to obtain from the Track Referee that the race is clear of infringements and that the result can be made "official". Also, identify the process by which details of disqualifications are to be notified to the NPFJ, including the relevant IAAF Rule number under which the disqualification has been made. Identify if the finishing order of athletes in middle-distances races is to be notified to the NPFJ by the Track Referee. With video assisted photo finish systems and transponder timing, this is less likely to be a concern.

3.1.15   Ensure that the finish line is marked in accordance with IAAF Rule 165.16.

3.2   During the Competition

3.2.1   The IPFJ should be present when the "run throughs" are carried out by the Service Provider or request to inspect the images produced during the checks which will normally be stored within the computer's memory. Ensure that those running through do so in lanes 1, 4 and 8. It is likely that the Service Provider will have the cameras set to read to 1/1000th of a second. Check the torso position to ensure that the track side clocks have not produced a time which is faster than that identified from the image on the screen. Ensure that comparable times are read from an easily identifiable part of the body visible on the images from all cameras - distinct knee or foot for example. Check the times produced on that part of the image on all cameras. If times are comparable to within 1/1000th of a second in all three lane positions, then it should be possible to read a time from the infield camera, where the exact part of the torso is obscured on the "official" camera, and the time position identified on the "official" image.

If possible, check comparability of times between the cameras at different positions on the athlete's bodies – i.e. foot, chest, and prominent feature on the head (nose perhaps) – to further ensure the perpendicular alignment of the cameras in relation to the leading edge of the finish line.

3.2.2   Ensure that the zero gun control is taken on all cameras in use at a rate of 1000 lines per second, and preferably 2000 lines per second, and that the time is read to a precision of at least 1/1000th of a second and preferably 1/10,000th of a second. Ensure in the case where ammunition is being used that the cursor is not placed on any minor build up of smoke / flame which would mark the "pre-burn" before the actual explosion producing the "gun sound". An electronic gun will produce a clear vertical flash. Check that the resulting times correspond to the requirements of Rule 165.14.

Ensure that a photograph of the test from each camera for each session is produced, suitably labelled and is retained by the IPFJ and given to the Technical Delegates.

3.2.3   At an early stage in the first session, take the opportunity to check the comparability of times for a given athlete on both the "official" and infield camera and also between the "official" camera and any other being utilised as a back-up.

3.2.4   Ensure that the Service Provider operator pressing the capture button appreciates that in middle distance races once the winner has been recorded the image of every athlete crossing the finishing line subsequently will need to be captured whether finishing or not. The usual practice of recording on a piece of paper either a "tick" or a "cross" as a record of whether a given athlete has finished or is going on for another lap(s) is essential. Ensure that this procedure is known by all parties and will be operational.

3.2.5   Ensure that the Judge making decisions is quite clear about what constitutes the "torso" as far as photo finish is concerned. The exact location of the border line between the upper arm / shoulder and the "torso" would vary depending on the development of the upper body of an individual athlete and would not therefore be totally consistent. Based on anatomy, however, we can say that the endpoint of the torso is the outer end / articulation of the collarbone (clavicle). Normally, this is approximately at the border of the middle and outer third of the distance between the neck and the peak of the shoulder.

In close finishes and in instances where the upper part of the athlete's body is twisted, ensure that the cursor is correctly aligned. The read computer operator should wait for confirmation from the NPFJ as to the placing of the cursor and the athlete's number identity before sending the data.

3.2.6   Care should also be taken to ensure that the cursor is not placed on the outside of the number bib where it seems likely that the torso is not in direct contact with that leading section of the bib.

3.2.7   If there is an obvious very close finish, irrespective of the length of the race, stop the operator from entering a competitor's number until it is confirmed that one athlete is in a lead position. If the decision is finally made that there has been a tie, ensure that the cursor is not moved whilst the numbers of the two athletes are entered. Confirm that the results show an equal place and also confirm that the operator from the results company is also aware of the situation and has notified the results control room of that fact. It is essential that the IPFJ be closely involved in the decision making process in the result of key races – sprint finals in particular and in the positioning of the cursor on the torso of any athlete equalling or improving on a world record time.

3.2.8　In the case of events in which fastest losers progress, it is advisable to keep a personal record of the performances of the leading performers likely to qualify by time. If there is a situation in which there are more fastest losers than are being sought, have the image of the athletes involved re-read to 1/1000th second. Arrange at the same time for a picture of those athletes to be printed in case of an appeal to the Jury. (See also 3.2.9.)

Also, in deciding if there has been a tie for a ranking position in the seeding for a subsequent round, consider the times to 1/1000th second.

3.2.9　In the case of a decision taken to 1/1000th of a second for a qualifying position as a fastest loser or in the case of a close finish for a medal position, it is desirable to arrange for an enlargement of the image(s) to be produced and where possible to have it made available in the TIC where it can be inspected by the Team Management of the country concerned prior to any decision being taken about whether they should make a protest to the Jury. In the case of time qualifications it is acceptable to produce photographs showing times to 1/1000th second. Ensure that times read to 1/1000th of a second are reported to the terminal operator within the photo finish room so that this data can be included on the official result sheet relating to qualifiers.

3.2.10　Ensure in any events involving athletes with disabilities that the NPFJ is familiar with the rules relating to these events:

　i)　In wheelchair events, that the position and timing is taken from the leading edge of the axel of the front wheel of the chair.

　ii)　In the case of races for the blind, that the torso of the athlete reaches the leading edge of the finish line in advance of the torso of the guide, and that the two athletes are still linked by a cord or similar when the line is reached.

3.2.11　If requested by the IAAF, ensure that arrangements are in place to record the passage of the baton across the finish line for the first three legs in the 4x400m relay heats and subsequent rounds. Note that it is the position of the baton which is to be recorded. As there is an accepted formula for converting times on the first lap to an approximate 400m equivalent it would be necessary to record each athlete reaching the finish line on the first leg even though the athletes in lane 8, for example, will have run well short of the prescribed 400m. Ideally, the infield camera should be used – as data entered there will not be automatically transferred to the output to the results computer. It is essential that a request is made at an early stage that all athletes on all legs of the race should be wearing leg / hip numbers for easy identification in this process. The completed data should be passed to the IAAF Competitions Department.

3.2.12　National and other records will usually be identified on the official result sheet which should be obtained for each race from the results computer operator. It is desirable that where such a record(s) is identified a photograph is produced and passed through to the Technical Information Centre for distribution to the relevant country. In the case of an Area Record, then two copies of that photograph need to be produced. Similarly, for World Record performances, three copies of the photograph should be produced.

3.2.13　If requested by the governing body, ensure a digital or hard copy of the photograph showing all of the athletes finishing the race are produced. This will serve as the official result to be passed to the governing body at the end of the competition.

3.2.14 Ensure that the NPFJ has appointed an official to identify both athletes not appearing at the start of an event and any who drop out in the course of the race. It is essential that a careful check is made that these athletes are accurately recorded on the result as DNS or DNF as appropriate.

3.2.15 At the end of each session endeavour to ensure that the NPFJ remains in the vicinity of the photo finish room until after the time allotted for protests following the last event of that session has passed, and that the photo finish reading computer remains fully operational until this time has elapsed (Rule 146.2).

3.3 After the Competition

The IPFJ shall complete the report form as provided by the IAAF.

This will include an assessment of the NPFJ and the potential of that official to be considered in the future as a member of the IPFJ Panel.

3.4 Indoor Competitions

Whilst almost all of the above can be considered relevant to indoor competitions there are perhaps a couple of areas where circumstances may be deemed to be materially different.

3.4.1 *Camera Location*

At indoor facilities there is unlikely to be a camera located within the inside of the track. Normally the camera(s) will be located outside the track on each side. This gives the IPFJ the possible option of identifying either camera position as providing the "official" image to be used for reading. This will be clearly determined by the quality of the image produced by two (or more) cameras.

3.4.2 *Lighting Output*

Under normal circumstances the lighting conditions on indoor tracks will not alter in the course of the day unless there is natural light available from above or from side windows which will influence the general lighting conditions.

Attempt to ensure during a preliminary visit that the light output on the finish lines is satisfactory.

Bear in mind that artificial lighting can take a considerable time to reach optimum output levels. Beware of an opening ceremony during which the lights are to be turned off or dimmed. It could be up to 30 minutes before the main lights are back to optimum output levels.

Access to camera positions in indoor facilities may be difficult and the need for automatic iris control becomes highly desirable in order to compensate for lower levels of light intensity until the normal level of output has been restored.

Additionally, it is likely that strobing across the image will be a problem throughout the indoor event, as it is outdoors once the main stadium floodlights are in operation.

THE ROLE OF THE INTERNATIONAL STARTER

1 Introduction and Background

1.1 The need to improve the quality and consistency of the starters' performances during major IAAF competitions prompted the IAAF Council to accept the initiative of establishing a Panel from which International Starters would be appointed. This proposal was approved as a rule change by the 2005 Helsinki Congress.

This initiative is now written into the technical rules and regulations of the IAAF. **Rule 118** includes reference to the position and responsibilities of an International Starter:-
'*At all competitions under Rules 1.1(a), (b), (c) and (f) held in the stadium, an International Starter … shall be appointed… by IAAF or the relevant Area Association. The International Starter shall start the races (and undertake any other duties) assigned to him by the Technical Delegate(s)*'

1.2 In order to implement Rule 118, a Panel of International Starters has been formed. Appointments are made by the IAAF Council to designated World Athletic Series competitions from this panel.

1.3 The deployment of the International Starter is intended to:
- Add a consistent approach to the start process at all major meetings
- Ensure the current technical rules concerned with starts are correctly interpreted and implemented at all major competitions
- Influence the organisation and practice at starts around the world
- Enhance the way in which the image of the sport is presented.

1.4 IAAF Starting Guidelines have been developed intended to give the members of the International Starters Panel, the IAAF and Organising Committees a clear understanding of:
- Rules interpretation
- Rules implementation
- Operational procedures
- Problem solving skills

2 Becoming an International Starter

2.1 An international starter has to be able to demonstrate a consistent approach to all of the technical requirements of the role of starter. In addition, there are several desirable technical and personal characteristics applicable to candidates for the role. These include,
- Exemplary record as a starter at a high level of competition
- A thorough knowledge of the current rules, the relevant technology and their application
- An open, flexible approach to working with officials from other nations
- Experience of officiating outside of their own national system
- A relevant command of English
- Some experience of developing, mentoring or training other starters
- A comprehensive knowledge of the delivery structure of IAAF regulated meetings, particularly the relationship to the Technical Delegate.

2.2 Candidates are proposed as follows;

- Previous Experience as Chief Starter at an IAAF World Championships or Olympic Games in the past four years.
- Recommendation by the International Starter from experience at the event indicated above
- Previous experience as a member of the International Starters Panel.
- Recommendation by the IAAF Technical Delegates from events as an International Starter.

2.3 It is strongly recommended that regional governing bodies look to develop an area panel of international starters who will work at all area level events. This would create a natural progression for starters to move forward to global events based on performance and experience. This approach will also improve starting and implement an agreed standard across the world.

2.4 Detailed "Terms of Reference ', outlining the selection, training, appointment, deployment and evaluation of International Starters have been prepared by the IAAF.

3   Deployment of the International Starter

3.1 The International Starter will take direction about his duties from the IAAF appointed Technical Delegates for the meeting. Understandably, there is a significant need for the deployment of the International Starter to be handled efficiently, in partnership with the LOC, in an atmosphere of development rather than implied deficiency. The Technical Delegates and the International Starter will agree in advance of the meeting on which events the International Starter will start. During the course of the meeting, however, these events can change, if deemed necessary by the International Starter and Technical Delegates.

3.2 The LOC will be informed of the International Starter's appointment normally within one year in advance of the event. Once the LOC is informed of the nomination of the International Starter, they will be requested to include the appointed International Starter as one of the start team. The appointed Start Coordinator will include the International Starter in the whole range of duties but especially the starts of the events identified in 3.1 above.

3.3 The timescale for deployment should allow total familiarisation for the meeting and all relevant briefings to take place. A desirable programme would ensure that;

- The International Starter visits the stadium at least the day before the start of the meeting
- When appropriate, the international starter should be included in any 'test event' team.
- During that lead in period, the International Starter can liaise with the company providing and installing the false start equipment. That liaison will include positioning and operating procedures for technicians.
- The International Starter will ensure the installation is correct and the equipment is operating reliably and correctly.
- The International Starter will meet with the whole of the start team and be part of their briefing sessions, identifying:
  - general patterns of work for that country
  - specific duties for each team member
  - role of the international starter
  - finalising and agreeing exact interpretations of the IAAF Rules

3.4 The International Starter should be present at any meetings that the Technical Delegates deem it is useful for him to attend.

- The International Starter can brief the Technical Delegates about the starting arrangements and competencies before the meeting commences.
- The International Starter can begin to develop a strategy for cooperation with the nationally appointed team members.
- The International Starter, in cooperation and agreement with the Technical Delegates, can amend local practices that do not meet IAAF requirements.

3.5 The implementation of this coordinated approach:

- Ensures a consistent, cross-referenced approach to the deployment of an International Starter
- Allows the Technical Delegates to have advanced, confidential discussions with the International Starter about the specific needs of the meeting in a particular national environment (this will vary by nation).
- Has the potential for the International Starter to be in communication with his start team colleagues well before the event.
- If it is deemed necessary, enables the international starter should be able to deliver some level of training and instruction to the home nation team. In doing so good practice is understood and well established.
- Positions the International Starter as part of the team and enables him to support local officials and report subsequently on performance.
- Enables improvement and development needs in a host nation's starting practice to be identified.

IAAF STARTING GUIDELINES

1 Introduction

The need to improve the quality and consistency of the starters' performances during major IAAF competitions prompted the IAAF Council to take initiatives establishing a Panel from which International Starters for major international competitions would be appointed and the development of these Guidelines which have the purpose of explaining a standardised starting procedure and thereby developing worldwide consistency in the way the start process is managed.

It is recommended that Member Federations adopt these Guidelines for the organisation of their own athletics competitions, thereby adding to the global improvement and practice of starting procedures.

2 International Starters' Panel

2.1 The IAAF Council approved the introduction of an International Starters' Panel at the 2005 Helsinki Congress and Rule 118 now includes reference to the position and responsibilities of an International Starter.

2.2 A Panel of International Starters has been formed and appointments are made by the IAAF to designated IAAF competitions from this Panel. All of the nominated International Starters have attended a workshop conducted by the IAAF in Valencia in March 2008.

2.3 The appointed International Starter should be included by the LOC as a full member of the Starting Team and included in the whole range of starting duties. The International Starter will take direction about his duties from the IAAF appointed Technical Delegates for the meeting. By being part of the team and performing a range of duties, the International Starter will be better placed to support local officials and report subsequently on performance.

2.4 The deployment of the International Starter is intended to:
  - Add a consistent approach to the start process at all major competitions.
  - Ensure the current Technical Rules concerned with starts are correctly interpreted and implemented at all major competitions.
  - Influence the organisation and practice at starts around the world.

  - Enhance the way in which the image of the sport is presented.

3 Structure and Organisation of the Starting Team

3.1 Rules 129.1 and 129.7 give responsibility for the organisation and management of the starting team to a Start Coordinator. His role is crucial to the smooth running of the units that make up the starting team and the accurate, consistent implementation of the Technical Rules.

The duties of a **Start Coordinator** are to:
  - Allocate duties to team members (the duties of the International Starter, will be allocated under the direction of the Technical Delegates, in consultation with the Start Coordinator).

- Control and manage the start process.
- Plan the position and movements at the start area of the Starter, Recallers and Starter's Assistants.
- Be the link to the Competition Management and the Photo Finish Judges, Timekeepers, Finish Judges, Wind Gauge Operator and, where appropriate, the television staff.
- Keep the competition to time by working efficiently with the team and all other parties.
- Be the link to the providers of the automatic false start equipment and other technology used for the start procedures and determine the operational protocols with those providers.
- Keep all relevant paperwork.
- Ensure Rule 162.8 is observed and followed.

There are two distinct ways that the role can be implemented:

- The Start Coordinator is a supervisory official who manages all aspects of the start process. He should be a senior starter with significant experience but he never starts a race when in the Start Coordinator's role.
- The Start Coordinator continues to implement his managerial role but also acts as the senior starter, thus giving an added dimension of expertise to the team's contributions.

If the first method is used, three (3) Starters per race will be required. If the second method is in operation, then only two (2) other Starters need to be appointed per race.

In this case, the duties of the Start Coordinator will be taken by another team member for the events the Start Coordinator is starting.

The same starter should start all rounds of the same event and must start all heats within a round.

3.2 The **Starter** remains the key person in the starting process. His judgement, supported by any available technology and the start team, is crucial.

The Starter must ensure that:

- All athletes have a fair start within the rules of the competition, specifically Rules 129.2, 129.3 and 129.6.
- He is the sole decision maker regarding false starts including occasions when an offence has been committed and the race is recalled by any member of the start team. Consultation between team members on such decisions is vital. Such consultation should be done as quickly as possible in order to start the race without undue delay.
- He is positioned so that he can see all athletes in a similar, narrow angle of vision.
- The false start equipment control module is positioned close to him.
- His commands are heard simultaneously by all athletes (in all major competitions this should be assured by the use of a high quality sound system).
- He personally consults the information produced by the false start equipment and use that to confirm a false start.

3.3 The **Recaller(s)** are deployed to specific positions to give an alternative and enhanced view of a race start. Their role is to support the starter and identify any offence or technical fault at a start that the Starter may not have observed.

If there is any doubt about the legality or fairness of the start, the Recaller must recall the race. Discussions within the team will determine the subsequent action (if any). After due deliberation, the starter will decide if an offence has occurred.

3.4 **Starters' Assistants** play an important role in the management of the athletes, particularly in the preparation for the race. They must ensure that Rules 130 and 162.8 are fully implemented and check that:

- Athletes are in the correct heat and lane.
- Bib number and hip number identification are correct and correspond with the start list.
- The use of starting blocks is legal as defined in Rule 161.
- Batons are ready for relay races.

Furthermore, they must ensure that:

- Rules 162.3 and 162.4 are observed.
- Athletes assemble correctly before the Starter takes control of the start.
- Correct warnings are given and that all athletes understand the condition under which subsequent starts will occur i.e. the recall did not warrant a warning (green card shown) or a disqualification has been made (red card shown) or a warning was for a specific conduct offence for one athlete in the race (yellow card shown by the Start Referee) or in the case of Combined Events, the next false start will accrue a disqualification (yellow card shown to all athletes).
- Any disqualified athlete immediately leaves the area of competition. If necessary, ensure the athlete is escorted from the area.

3.5 The **Start Referee** plays an important role at all starts. Rule 125.2 requires the appointment of a "Track Referee" to oversee the start area. The appointed person should be a specialist and experienced starter. Thus basing his observations on a technically sound background.

The Start Referee fulfils several obligations, specifically he:

- Is not a member of the start team.
- Works alongside the start team.
- Does not interfere or comment on starts, except when issues need addressing.
- Is required to keep an accurate record of all starts.
- Ensures the Start Coordinator carries out an initial check of the false start equipment and a zero gun test.
- Monitors the operation of false start equipment.
- Communicates with athletes only as a result of an official protest about a start or a warning/disqualification. In this context and in accordance with Rule 146.4(a), the Start Referee can allow an athlete, who immediately protests, to run the race, subject to the protest being considered afterwards.
- Imposes and notifies the imposition to the athletes of a "disciplinary" warning. The Start Referee must also be aware of any previous disciplinary warnings given to athletes.

If the false start equipment correctly indicates a false start, the Start Referee may not allow a "run under protest". If, however, the false start equipment indicates an illegal start and there is good reason to suggest the information is inaccurate, or there is an equipment malfunction, a run under protest may be allowed. Other irregularities at the start can merit an "allowable protest" i.e. blocks slipping or crowd disturbance.

3.6 The success of a good start procedure depends on how the team works together and ensures that the process is efficient, fair and within the relevant rules for competition. The team should know the role they are all playing. They should understand the signals they

are to use and what they indicate and, above all, they should relay all information they have to each other to ensure the start is conducted fairly.

4   Team Positioning

4.1 How the members of the team work together is crucial. The **Start Coordinator** must ensure that all team members know their role and assume positions that allow them to implement the Rules.

4.2 Ideally, there should be three (3) Starters per race. One will take up a position in which he has a clear view of all athletes. He is the **Starter**. The other two (2) will act as **Recallers** and position themselves as allocated to oversee assigned lanes (usually from different angles of vision from the Starter). The team of three will rotate through those duties throughout a competition.

For the 4x400m Relays, it is recommended to use three (3) Recallers.

4.3 The **Starter's Assistants** will position themselves, in good time before the first command, to ensure a clear view of the position athletes take before and during the start procedure. In practice, this will require at least three (3) people – one to observe front line positions and two to watch for rear infringements concerned with foot contacts on starting blocks (Rule 162.4).

In races which start on the curve (200m, 400m, 800m), the Starter's Assistants should be positioned on the outside of the track.

In races which do not start in lanes (over 800m), the Starter's Assistant should check that the athletes are placed about 3m behind the start line and in the correct order. Once confirmed the athletes are ready, the Starter's Assistant should then move outside the track.

5   The Start

5.1 In events up to and including 400m, on receipt of the agreed signals that all parties (athletes, Photo Finish Judges, Competition Management, the timing company, track officials and Host Broadcaster) are ready, the Start Coordinator will inform the Starter to issue the first command – "On your marks". When all athletes are clearly settled, legally positioned (as indicated by the Starter's Assistants) and still, the Starter will issue the second command – "Set". When the athletes have all assumed their final set position, and are steady, the gun will be fired.

In events of 800m and over, once the athletes have all assumed their final position after the "On your marks" command, and are steady, the gun will be fired.

5.2 There is no perfect holding time in the set position. In reality, there must be a discernible hold to ensure all athletes are steady and in the correct starting position.

The Starter must stop a race if:
- An athlete, after assuming a full and final set position, commences his start before receiving the report of the gun (Rule 162.6).
- He receives a signal from the false start equipment.
- Any Recaller observes an irregularity with a start.

The reference in Rule 162.9 to a fair start does not relate solely to cases of a false start. This rule should also be interpreted as applying to other situations such as blocks slipping, a foreign object interfering with one or more athletes during a start, etc.

In addition, not all movements in the "set" position are to be regarded as "commencing the start" and thereby potentially leading to a false start. Such instances should be dealt with either by standing the field up or in serious cases, invoking the disciplinary provisions.

Starters and Referees should avoid being over-zealous in the application of the "zero false start rule" to those events not started from a crouch start, i.e. for events longer than 400m. Athletes starting races in a standing position are more prone to genuinely over-balance than those starting from a crouch position.

If an athlete were pushed or jostled over the line before the start, he should not be penalised. (However if the action was considered wilful / deliberate, the "pusher" might be subject to a disciplinary warning or disqualification.) If such a movement was considered to be accidental, starters and referees are encouraged to first consider calling the start "unsteady" before taking any more severe action.

Repeat practices during the same event may, of course, entitle the Starter and/or Referee to consider applying either the false start or disciplinary procedures, as might best be applicable in the situation.

5.3 In theory, a Starter can award a false start to several athletes if it is indicated that their movement was more or less simultaneous. Otherwise, the false start must go to the athlete indicated as making the first movement. (See note to Rule 162.8)

In all cases, the team must:
- Consider all evidence readily available including the false start equipment analysis.
- Show the correct coloured warning cards to demonstrate the decision.

5.4 The Starter shall abort the start if in his judgement an athlete causes the start to be aborted, i.e., by holding up his hand or standing / sitting up, deliberately delays in response to the commands or moves or makes noise after the athletes have settled into the "on your marks" or "set" position thus disturbing the concentration of fellow athletes. In these cases, the Start Referee may award a personal warning (for improper conduct) to that athlete and he will be shown a yellow card (or red card in the case of a second disciplinary offence in that competition) followed by a green card for all. The Start Referee must be satisfied that the athlete's action was not justified by an acceptable reason i.e. crowd noise, block movement or external interruption. In this case, all athletes will be shown a green card by a Starter's Assistant.

5.5 When considering protests, the Start Referee's judgement is crucial.

The Referee must:
- Allow athletes to "run under protest" (Rule 146.4(a)) if an irregularity is suspected in the award of a false start. No protest will be allowed if the false start equipment is working correctly and a false start has been indicated.
- Retrospectively disqualify an athlete (Rule 162.7) when a race is completed, a protest is lodged about the start and an offence has been committed. The false start equipment (where available) must be considered.
- In the need for justice, declare a race void and order a re-run when the false start detection system is faulty and a false start appears to have been committed.
- When no false start equipment is in place, make his own judgement on the legality of a start. This adds greater importance to the background of the Start Referee as an experienced starter.

IAAF INFIELD MANAGEMENT GUIDELINES

Introduction

Ensuring a clean, unobstructed and properly functioning infield has become paramount in how athletics is presented and viewed. It is in the best interests of everyone including athletes, spectators, television viewers, host broadcasters, photographers and officials to ensure the minimum number of people are on the infield, and the main attraction, the athletes and the competition, are able to be seen and highlighted in an unobstructed manner.

The IAAF has set a goal to keep the number of working people infield to the most efficient number and will work closely with the LOC, Host Broadcaster, technical partners and officials in determining the layout of the field of play.

Any person required to be infield must ensure that they are only infield for as long as they need to perform their duty.

The following are general guidelines to be used by the LOC in planning the number of officials at the IAAF World Championships, Continental Cup, World Youth and World Junior Championships. Final numbers and positioning should be discussed and agreed with the respective Technical Delegates.

Recommended Number of Officials Infield
IAAF World Championships, World Junior and World Youth Championships

1. GENERAL

1	Technical Management Team (moving on and off field as required)
1	Marshall
3	Assistant Marshalls

2. TRACK EVENTS

1	Start Referee
1	Start Coordinator
1	Starter (for each event)
2-3	Starters Assistants
2	Recall Starters
3	Judges/Lap Scorers (3 additional for events of over 1500m)
10	Umpires (for hurdles only – additional can be outside FOP for 400m Hurdles)
12	Umpires (for relays only – additional can be outside FOP)
6	Umpires (for each bend in circular races – additional can be outside FOP)
1	Wind Gauge Operator (if not automatic)
1	ITO

Notes: Track Referee(s) and Chief Track Judge/Umpire should generally operate outside the Field of Play.

3.   FIELD EVENTS

High Jump (7)

1   Referee
1   ITO
1   Chief Judge (with flags) – also placing bar and measuring
1   Bar Judge – also placing bar and assisting with measuring
1   Recorder
1   Time Clock Judge - operating clock for trial attempt and next athlete board
1   Athlete Control Judge

Pole Vault (8)

1   Referee
1   ITO
1   Chief Judge (with flags) – also measuring
2   Bar Judges – placing bar, uprights, catching poles and assisting with measuring
1   Recorder – also recording bar positions
1   Time Clock Judge - operating clock for trial attempt and next athlete board
1   Athlete Control Judge

Long and Triple Jump (11)

1   Referee
1   ITO
1   Chief Judge (with flags)
1   Judge (with spike/prism to mark break in landing area)
1   Judge (to control plasticine board)*
1   Recorder
1   Time Clock Judge – also operating next athlete board
1   Wind Gauge Operator
1   Athlete Control Judge
2   Assistant Judges (for levelling sand)

*To be positioned outside field of play whenever possible

Shot Put (9)

1   Referee
1   ITO
1   Chief Judge (with flags)
1   Judge - to judge other side of circle and operate time clock
1   Recorder - also operating next athlete board
2   Judges - for landing and to place spike/prism
1   Judge (to place implement on the rack and record implement used)
1   Athlete Control Judge

Discus Throw (12)

1   Referee
2   ITOs (one in landing area, one by take-off line)
1   Chief Judge (with flags)
1   Judge (to judge other side of circle)
1   Judge (to judge back or circle and operate time clock)
1   Recorder - also operating next athlete board
3   Judges (for landing: one to mark location, one to place spike, one to return implements)
1   Judge (to place implement on the rack and record implement used)
1   Athlete Control Judge – also to place and issue implements from rack

Hammer Throw (11)

    1   Referee
    2   ITOs (one in landing area, one by circle)
    1   Chief Judge (with flags)
    1   Judge (to judge other side of circle)
    1   Judge (to judge back of circle and operate time clock)
    1   Recorder - also operating next athlete board
    2   Judges (for landing: one to place spike/prism, one to return implements)
    1   Judge (to place implement on the rack and record implement used)
    1   Athlete Control Judge

Javelin Throw (10)

    1   Referee
    2   ITOs (one in landing area, one by take-off line)
    1   Chief Judge (with flags)
    1   Judge (to judge other side of runway and also operating time clock)
    1   Recorder (also operating next athlete board)
    2   Judges (for landing: one to place spike, one to return implements)
    1   Judge (to place implement on the rack and record implement used)
    1   Athlete Control Judge

A) Ideally, the person(s) operating the implement retriever vehicle when used, should be located outside the field of play with a clear and unobstructed view. If this is not possible, they must be seated infield.

B) Equipment for each field event should normally be set up prior to the session and taken down after the session.

4. SECTOR LAY OUT FOR THROWING EVENTS

The landing sectors for throwing events should be laid out according to the following guidelines:

- Qualification rounds - one yellow arc at qualifying mark and one white reference mark.
- Finals - 2 white arcs at distances such that:
    - 20% of throws land before the shortest arc
    - 60% of throws land between the two arcs
    - 20% of throws land beyond the furthest arc

Intervals of the arcs for Shot Put should be 2 metres.
Intervals for all other Throwing Events should be 10 metres.

Recommended Number of Officials Infield
IAAF World Indoor Championships

Ensuring a clean, unobstructed and properly functioning infield has become paramount in how athletics is presented and viewed. It is in the best interests of everyone including athletes, spectators, television viewers, host broadcasters, photographers and officials to ensure the minimum number of people are on the infield, and the main attraction, the athletes, are able to be seen and highlighted in an unobstructed manner.

The IAAF has set a goal to keep the number of working people infield to the most efficient number and will work closely with the LOC, host broadcaster, technical partners and officials in determining the layout of the field of play.

Any person required to be infield must ensure that they are only infield for as long as they need to perform their duty.

The following are general guidelines to be used by the LOC in planning the number of officials at the IAAF World Indoor Championships. Final numbers and positioning should be discussed and agreed with the respective Technical Delegates.

1.   GENERAL

      1 Marshall
      3 Marshall Assistants (control of crossing High Jump/Long Jump - 60 m races)

2.   TRACK EVENTS

      1 Start Referee
      1 Start Coordinator
      1 Starter (for each event)
      2 Starters Assistants
      2 Recallers
      2 Judges (acting also as lap recorders when appropriate)
      5 Umpires (only during hurdles races)
      2 Umpires (only during relay races)
      1 ITO for start and races (positioned if possible outside or if inside in the 8th lane)

Note 1   Referee(s) and Chief Judge should be positioned outside the oval track.

Note 2   Starter & Start Coordinator should be positioned outside the oval track.

Note 3   Umpires for races on the oval track must be located outside the track.

3.   FIELD EVENTS

High Jump (7)

      1 Referee
      1 ITO
      1 Chief Judge (with flags) – also placing bar and measuring
      1 Bar Judge – also placing bar and assisting with measuring
      1 Recorder – also operating time clock and next athlete board
      1 Time Clock Judge – operating clock for trial attempt and next athlete board
      1 Athlete Control Judge

Pole Vault (8)
1 Referee
1 ITO
1 Chief Judge (with flags) – also measuring
2 Bar Judges – placing bar, uprights, catching poles and assisting with measuring
1 Recorder – also recording bar positions
1 Time Clock Judge - operating clock for trial attempt and next athlete board
1 Athlete Control Judge

Long and Triple Jump (11)
1 Referee
1 ITO
1 Chief Judge (with flags)
1 Judge (with spike/prism to mark break in landing area)
1 Judge (to control plasticine board)*
1 Recorder
1 Time Clock Judge – also operating next athlete board
1 Wind Gauge Operator
1 Athlete Control Judge
3 Assistant Judges (for levelling sand)
   *To be positioned outside field of play whenever possible

Shot Put (9)
1 Referee
1 ITO
1 Chief Judge (with flags)
1 Judge - to judge other side of circle and operate time clock
1 Recorder - also operating next athlete board
2 Judges - for landing and to place spike/prism
1 Judge (to place implement on the rack and record implement used)
1 Athlete Control Judge – also to place and issue implements from rack

A) Equipment for each field event should normally be set up prior to the session and taken down after the session.

4.   SECTOR LAY OUT FOR THROWING EVENTS
The landing sectors for Shot Put should be laid out according to the following guidelines:
- Qualification rounds - one yellow arc at qualifying mark and one white reference mark
- Finals - 2 white arcs at distances such that:
  - 20% of throws land before the shortest arc
  - 60% of throws land between the two arcs
  - 20% of throws land beyond the furthest arc

Intervals of the arcs for Shot Put should be 2 metres.

IAAF HEADQUARTERS ORGANISATIONAL CHART

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                          ┌─────────────────────┐
                          │  General Secretary  │
                          └──────────┬──────────┘
        ┌────────────────────┐       │
        │ General Secretariat ├───────┤
        └────────────────────┘       │
  ┌──────┬──────────┬──────────┬──────┼──────────┬──────────┬──────────┐
┌─┴────┐┌┴────────┐┌┴────────┐┌┴────┐┌┴────────┐┌┴────────┐┌┴────────┐
│Broad-││Communi- ││Finance &││Compe-││Medical/ ││Develop- ││Technology│
│casting││cations  ││Admin.   ││titions││Anti-    ││ment &   ││&         │
│       ││         ││         ││      ││Doping   ││Member   ││Information│
│       ││         ││         ││      ││         ││Relations││          │
└───────┘└─────────┘└─────────┘└──────┘└─────────┘└─────────┘└──────────┘
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| Broadcasting | Communications | Finance & Administration | Competitions | Medical/ Anti-Doping | Development & Member Relations | Technology & Information |
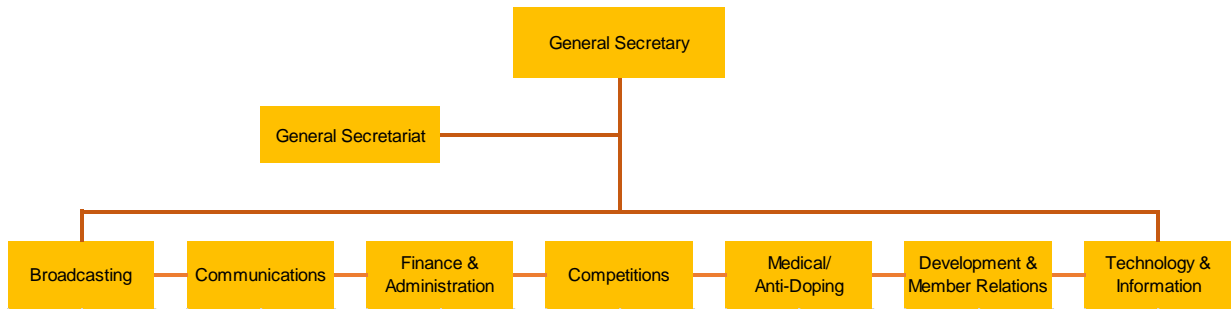
COMPETITIONS DEPARTMENT REPORT FORM

Following the event to which the Technical Delegate(s) was assigned, specific feedback is required which will form part of the IAAF Post Event Report. The Technical Delegates' Report will be included in the overall IAAF Competitions Department Report. The Technical Delegates are requested to provide feedback on the specific areas indicated below. In addition, any other comments and/or recommendations are welcome.

	Content	Suggested Technical Delegates' Input
1.	**Preparation and General Organisation**	
1.1	LOC Competitions Division Structure	Comment on the structure if it did not work properly and any recommendations
1.2	Preparation (site visits, test events, communication)	Comment on any matters of significance as well as on the cooperation of the LOC
1.3	Schedule of Pre-event activities and meetings	
2.	**Entries and Participation**	
2.1	Final Participation	
2.2	Final Entries Summary	
2.3	Preliminary Entries Summary	
2.4	Comparison between entries and participation	
2.5	Final Participation by Event	
2.6	Final Participation by Entry Standard	
3.	**Facilities**	
3.1	Stadium - Type of track surface - Number of Lanes - Include Field of Play layout diagrams	Comment on any problems encountered and recommendations
3.2	Marathon/Race Walk Courses - Brief description of courses (start and finish location, length of loop) - Include map of courses	

3.3	Warm-up Area
	
	   - Proximity to main stadium
	   - Facilities	

3.4	Training Facilities - Indicate by name and facilities provided	
3.5	Call Room Procedures - Operations of CR1 and CR2	
3.6	Coaching Zones - Ticket or pass	
3.7	Competition Equipment - List provided by Mondo	Comment on any problems encountered with the technical equipment

3.8	Implements
	
	   - Official List
	   - Usage Statistics	

4.	**Competition Information**	

4.1	Team Manual
	
	   - Draft prepared by IAAF
	   - date of web-posting
	   - distribution on site	

4.2	Orientation Visits - list dates, number of attendees	

4.3	Technical Meeting
	
	   - Date, time, location
	   - Number in Attendance
		Comment on the organisation, conduct and on any major issues arising.

4.4	TIC & CIDs
	
	   - Location
	   - Opening Hours	

4.5	Special Passes - Summary of special passes and documents distributed to each team	
5.	**Conduct of the Competition**	
5.1	Final Entries and Final Confirmations	Comment on any issues relating to the submission of Final Entries and the confirmation of participating athletes.

5.2	Timetable
	
	   - Final Timetable
	   - List of amendments
		Provide details on any changes that required an increase or decrease in the number of rounds and heats scheduled or any other significant changes made and the reasons for doing so.

5.3	Field Event Duration (include chart)	Any comments affecting duration of events

5.4	Officiating	
5.4.1	International Competition Officials - Report of the Chief ITO - Report of the International Starter - Report of the International Photo Finish Judge - Report of the Chief Race Walking Judge	The Technical Delegate and the IAAF Competitions Director are to provide an evaluation of; - the Chief ITO - the International Starter - the International Photo Finish Judge - the Chief Race Walking Judge *Templates to be provided*
5.4.2	National Technical Officials - Number and positions - Preparation (training, seminars, etc.)	Comment on the preparation and conduct of the National Technical Officials
5.5	Event Presentation - Name of person or company responsible for Event Presentation - Note any innovations	
6.	**Appeals to the Jury**	
6.1	Summary of Appeals to the Jury	
6.2	Video recording procedures - Number of feeds - Comments/Recommendations	
7.	**Technical Services**	
7.1	Timing - Report of Timing Company (template) - Comments/Recommendations	Comment on any issues arising and provide any recommendations.
7.2	Results - Report of Results Company (template) - Comments/Recommendations	Comment on any issues arising and provide any recommendations.
7.3	Bib and Hip Numbers - Include Order - Special arrangements (name on front, coloured bibs, etc.) - Comments/recommendations	
8.	**General Comments and Recommendations**	Provide any further comments or recommendations if required

SAMPLE SITE VISIT AGENDA

IAAF World Championships in Athletics

1. Introductions and Welcome

2. Competition Venue – Stadium
   - See Checklist
3. Road Events
   a. Marathon Course
   b. Race Walk Course
4. Training Sites
   a. Number
   b. Location
   c. Allocation by Discipline
5. Competition Timetable
   a. IAAF Guidelines
   b. Start and finish times of sessions
   c. Distribution of events per session
   d. Events start times
   e. Medal Ceremonies
6. Equipment and Implements
   a. Equipment provider
   b. Equipment set up
   c. Official List of implements and quantities required
   d. Use and checking of personal implements
7. Timing, Measurement and Results Services
   a. Service Providers
   b. Requirements from LOC
   c. Specific issues
8. Entries
   a. Preliminary Entries
   b. Final Entries
   c. Final Confirmations
   d. Relay Confirmations
9. Technical Meeting
   a. Location and time
   b. Attendance
   c. Agenda
   d. Questions for Technical Meeting (distribution of forms)
   e. Start List (Production, Copy and Distribution)
   f. Distribution of Bib Numbers
   g. Special Passes (field events, warm-up area, etc.)
   h. Teams' Stadium Inspection
10. Technical Information Centre (TIC) and Competition Information Desk (CID)
    a. Location
    b. Functions
    c. Opening period and times of operation

11. Competition Procedures
    a. Athletes' Bibs printing and distribution
    b. Call Times
    c. Protests and Appeals
    d. Jury Secretary

12. Officiating
    a. International Technical Officials and Delegates
    b. Appointment and functions
    c. National Technical Officials
    d. Officiating level
    e. Training programme
    f. Event management protocols
    g. Event Presentation

13. Video Recording
    a. Requirements
    b. Operation
    c. Recording
    d. Review

14. Ceremonies
    a. Opening
    b. Closing
    c. Medal

15. Team Manual
    a. Production deadlines
    b. Publication
    c. Circulation to Teams

16. Logistics
    a. Accommodation for teams
    b. Subsidised and non-subsidised officials
    c. Meals (menus and times)
    d. Transportation plan for
    e. Arrival at airport
    f. Competition
    g. Training
    h. Vaulting poles

17. Accreditation for Teams
    a. Location of Teams' Accreditation Centre
    b. Procedures upon arrival
    c. Personal coaches accreditation

18. Test Events
    a. Dates
    b. Formats
    c. Attendance

19. Other Matters
    a. Visas
    b. Team Attachés
    c. Future visits

SITE VISIT CHECKLIST

The following is a list of areas which Technical Delegates can be expected to check:

1. **Warm Up Area**
    1.1. Athlete Drop Off Zone
    1.2. Medical Areas
    1.3. Weight Training Facilities
    1.4. Track and Field Event Facilities
    1.5. Toilets and Change Rooms
    1.6. Shelters and Massage Areas
2. **First Call Room**
    2.1. Call Board and Public Address System
    2.2. Call Room Location and Configuration
3. **Final Call Room**
    3.1. Location and Configuration
    3.2. Final Warm Up Facilities
    3.3. Toilets
4. **Competition Venue**
    4.1. Track and Field Event Facilities
    4.2. Fixed Equipment (take off board, throwing circles, stop boards, pole vault boxes)
    4.3. Equipment Storage and Access to Field of Play
    4.4. Field Event Coaches Seats
    4.5. Team Seating Area
5. **Mixed Zone**
    5.1. Location and Configuration
    5.2. Access and Flow
6. **Post Event Area**
    6.1. Location and Configuration
    6.2. Access from Mixed Zone
    6.3. Team Official Access
7. **Medical Centre**
    7.1. Location
    7.2. Access to/from Field of Play
    7.3. Ambulance Access
8. **Doping Control Station**
    8.1. Location
    8.2. Access
9. **Medal Ceremonies**
    9.1. Location of Podium
    9.2. Location of Ceremony Preparation Area
    9.3. VIP and Athlete Access
10. **Competition Management Offices**
    10.1. Competition Manager's Office
    10.2. Secretariat
    10.3. Competition Director's Booth
    10.4. Implements Checking Room

STANDARD VEHICLE LINE-UP FOR ROAD RACES
IAAF World Championships in Athletics

LOC/Technical Delegate
1 hour prior to the start of the race
for final inspection and amendments

Police Patrol Car

Direction

2/3 minutes

Police Motorcycle x 2

Lead / Timing Car
Seiko / ITO / LOC

Course Measurer

HB Lead Vehicle

Photographers Vehicle

10m minimum

Lead Bicycle

HB 1st Bike

Leading Group

Marketing Vehicle

Road Event Referee

HB 2nd Bike

HB Lead Vehicle

Lead Bicycle

2nd Group Runners

HB 3rd Bike

Sweeping Bus

Ambulance

Police Patrol Car

LIST OF EQUIPMENT TO BE PROVIDED BY MONDO

For the IAAF World Championships

Type of Equipment	Quantity
Track Events	
Hurdles	190
Hurdle Carts to carry 20 hurdles	8
Spare Hurdle bars	40
Relay Batons	80
Set of Lane Markers Cones with false start indicators 1-8 (1 set of 1-9 if required)	4
Steeplechase barriers set of 4: (3 x 3.96m; 1 x 5.0m)	1set
Steeplechase water jump bar	1
Spare Steeplechase barrier – 5.0m	1
Starters Stand	3
Break line indicators cones in orange colour - 150 mm high	20
High Jump	
High Jump standards (pair)	3
High Jump crossbars	30
High Jump Flexbar	20
High Jump landing area and weather cover	2
High Jump measuring device	3
Pole Vault	
Pole Vault standards (pair) - two electronic + one manual	3
Pole Vault bar placer	3
Pole Vault crossbars	50
Pole Vault Flexbar	30
Pole Vault height measurer	3
Pole Vault landing area and weather cover	2
Pole Vault Rack to hold poles for up to 20 unit	4
Long Jump/Triple Jump	
Long Jump distance indicator	2
Triple Jump distance indicator	2
Sand pit leveller : rake and strip - manual set	4
Distance indicator markers - set	4
Discus	
Discus carrier racks to hold 15 Discus	4
Distance Marker Boxes (30m - 90m every 5m) – Set (also for Hammer and Javelin)	3

Hammer	
Hammer carrier rack to hold 10 hammers	4
Hammer Conversion Circle - (if not already available on site)	2
Javelin	
Javelin carrier rack to hold 20 Javelins	3
Run Up markers	50
Shot Put	
Shot Return Channel	2
Shot carrier rack to hold 15 Shots	4
Distance Marker Boxes (12-22m every 2m) - Set	4
Generic Equipment	
World Record Indicators (throws)	2
Champ Record Indicator (throws)	2
Qualifying Mark Indicator Markers (throws)	3
World Record Indicators (long-triple jump)	1
Champ Record Indicator (long-triple jump)	1
Qualifying Mark Indicator Markers (long-triple jump)	2
Magnesia Container/Dispenser For Shot Put and Pole Vault	10
Runway Markers	300
Wind Socks	16
Judges Flags of each - yellow/white/red	40/20/20
Mesh Net for Discus Sector	4
Cones with the look of the games	tbd

In addition to the equipment offered above, Mondo has a full range of equipment available for purchase. To be discussed between LOC and Mondo.

LISTS OF EQUIPMENT TO BE PROVIDED BY MONDO

For the IAAF World Indoor Championships

Type of Equipment	Quantity
Track Events	
Hurdles	60
Hurdle Carts to carry 20 hurdles	2
Spare Hurdle bars	20
Relay Batons	20
Set of Lane Markers Cones with false start indicators 1-8	2
Starters Stand	1
Break line indicators cones in orange colour - 150 mm high	12
High Jump	
High Jump standards (pair)	2
High Jump crossbars	15
High Jump Flexbar	8
High Jump landing area	1
High Jump measuring device	1
Pole Vault	
Pole Vault standards (pair) - one electronic + one manual	2
Pole Vault bar placer	2
Pole Vault crossbars	20
Pole Vault Flexbar	10
Pole Vault height measurer	2
Pole Vault landing area	1
Pole Vault Rack to hold poles for up to 20 unit	2
Pole Vault Box	1
Long Jump/Triple Jump	
Long Jump distance indicator	1
Triple Jump distance indicator	1
Sand pit leveller : rack and strip - manual set	2
Distance indicator markers - set	1
Shot Put	
Shot Return Channel	1
Shot carrier rack to hold 15 Shots	2
Shot circle and Stop Board	1
Distance Marker Boxes (12-22m every 2m) - set	1
Generic Equipment	
World Record Indicators (throws)	1
Champ Record Indicator (throws)	1
Qualifying Mark Indicator Markers (throws)	1

World Record Indicators (long-triple jump)	1
Champ Record Indicator (long-triple jump)	1
Qualifying Mark Indicator Markers (long-triple jump)	1
Magnesia Container/Dispenser For Shot Put and Pole Vault	2
Runway Markers	50
Judges Flags of each - yellow, white, red	40/20/20
Cones with the look of the games	tbd

In addition to the equipment offered above, Mondo has a full range of equipment available for purchase by the LOC. To be discussed between LOC and Mondo.

LISTS OF EQUIPMENT TO BE PROVIDED BY MONDO

For the IAAF World Junior & World Youth Championships

Type of Equipment	Quantity
Track Events	
Hurdles	170
Hurdle Carts to carry 20 hurdles	8
Spare Hurdle bars	30
Relay Batons	40
Set of Lane Markers Cones with false start indicators 1-8	3
Steeplechase barriers (Set of 4: 3 x 3.96m; 1 x 5.0m)	1 set
1 spare Steeplechase barrier – 5.0m	1
Steeplechase water jump bar	1
Starters Stand	3
Break line indicators cones in orange colour - 150 mm high	12
High Jump	
High Jump standards (pair)	2
High Jump crossbars	15
High Jump Flexbar	10
High Jump landing area and weather cover	2
High Jump measuring device	2
Pole Vault	
Pole Vault standards (pair) - electronic	2
Pole Vault bar placer	2
Pole Vault crossbars	20
Pole Vault Flexbar	15
Pole Vault height measurer	2
Pole Vault landing area and weather cover	2
Pole Vault Rack to hold poles for up to 20 unit	2
Long Jump/Triple Jump	
Long Jump distance indicator	2
Triple Jump distance indicator	2
Sand pit leveller : rake and strip - manual set	2
Distance indicator markers - set	2
Discus	
Discus carrier racks to hold 15 Discus	2
Distance Marker Boxes (30m - 90m every 5m) - Set (also for Hammer and Javelin)	2
Hammer	
Hammer carrier rack to hold 10 hammers	2
Hammer Conversion Circle - (if not already available on site)	2

Javelin	
Javelin carrier rack to hold 20 Javelins	2
Run Up markers	40
Shot Put	
Shot Return Channel	2
Shot carrier rack to hold 15 Shots	2
Distance Marker Boxes (12-22m every 2m) set	4
Generic Equipment	
World Record Indicators (throws)	2
Champ Record Indicator (throws)	2
Qualifying Mark Indicator Markers (throws)	2
World Record Indicators (long-triple jump)	1
Champ Record Indicator (long-triple jump)	1
Qualifying Mark Indicator Markers (long-triple jump)	2
Magnesia Container/Dispenser For Shot Put and Pole Vault	5
Runway Markers	150
Wind Socks	10
Judges Flags of each - yellow, white, red	40/20/20
Mesh Net for Discus Sector	2
Cones with the look of the games	# tbd

In addition to the equipment offered above, Mondo has a full range of equipment available for purchase by the LOC. To be discussed between LOC and Mondo.

LISTS OF EQUIPMENT TO BE PROVIDED BY MONDO

For the IAAF Continental Cup

Type of Equipment	Quantity
Track Events	
Hurdles	100
Hurdle Carts to carry 20 hurdles	5
Spare Hurdle bars	10
Relay Batons	20
Set of Lane Markers Cones with false start indicators 1-8	3
Steeplechase barriers Set of 4: (3 x 3.96m; 1 x 5.0m)	1 set
Spare Steeplechase barrier – 5.0m	1
Steeplechase water jump bar	1
Starters Stand	3
Break line indicators cones in orange colour - 150 mm high	12
High Jump	
High Jump standards (pair)	2
High Jump crossbars	15
High Jump Flexbar	3
High Jump landing area and weather cover	1
High Jump measuring device	1
Pole Vault	
Pole Vault standards (pair) - one electronic and one manual	2
Pole Vault bar placer	2
Pole Vault crossbars	20
Pole Vault Flexbar	5
Pole Vault height measurer	2
Pole Vault landing area and weather cover	1
Pole Vault Rack to hold poles for up to 20 unit	2
Pole Vault Box and Cover - (if not already available on site)	2
Long Jump/Triple Jump	
Long Jump distance indicator	1
Triple Jump distance indicator	1
Sand pit leveller: rake and strip - manual set	2
Distance indicator markers - set	2
Discus	
Discus carrier racks to hold 15 Discus	2
Distance Marker Boxes (30m - 90m every 5m) - Set (also for Hammer and Javelin)	2
Hammer	
Hammer carrier rack to hold 10 hammers	2
Hammer Conversion Circle - (if not already available on site)	2

Javelin	
Javelin carrier rack to hold 20 Javelins	2
Run Up markers	10
Shot Put	
Shot Return Channel	1
Shot carrier rack to hold 15 Shots	2
Distance Marker Boxes (12-22m every 2m)	2
Generic Equipment	
World Record Indicators (throws)	2
Champ Record Indicator (throws)	2
World Record Indicators (long-triple jump)	1
Champ Record Indicator (long-triple jump)	1
Magnesia Container/Dispenser For Shot Put and Pole Vault	3
Runway Markers	50
Wind Socks	5
Judges Flags of each - yellow, white, red	40/20/20
Mesh Net for Discus Sector	2
Cones with the look of the games	# tbd

In addition to the equipment offered above, Mondo has a full range of equipment available for purchase by the LOC. To be discussed between LOC and Mondo.

STATISTICAL MODEL FOR ENTRY STANDARDS

13th IAAF WORLD CHAMPIONSHIPS, Daegu 2011

Proposal Entry Standards

MEN

Event	Ideal number of participants to start	Ideal number to qualify by Standard	Expected number of unqualified Athletes	WCH Berlin 2009			2011 Proposal	
				A Standard	B Standard	N° Starters	A	B
100m	56	48	0	10.21	10.28	94	10.18	10.25
200m	56	54	4	20.59	2075	73	20.60	20.70
400m	48	46	4	45.55	45.95	56	45.25	45.70
800m	48	44	6	1:45.40	1:46.60	52	1:45.40	1:46.30
1500m	45	40	8	3:36.20	3:39.20	55	3:35.00	3:38.00
5000m	38	36	3	13:20.00	13:29.00	41	13:20.00	13:27.00
10,000m	27	28	0	27:47.00	28:12.00	34	**27:40.00**	**28:00.0**
Marathon	100	110	0	2:18:00		99	**2:17:00**	
3000m SC	45	45	0	8:23.00	8:33.50	39	8:23.10	8:32.00
110m H	40	36	6	13.55	13.62	48	13.52	13.60
400m H	40	40	2	49.25	49.80	31	49.40	49.80
High Jump	31	32	0	2.31m	2.28m	31	2.31	2.28
Pole Vault	31	32	0	5.70m	5.55m	35	5.72	5.60
Long Jump	31	28	4	8.15m	8.05m	45	8.20	8.10
Triple Jump	31	30	2	17.10m	16.65m	46	17.20	16.85
Shot Put	31	32	0	20.30m	19.90m	36	20.50	20.00
Discus	31	32	0	64.50m	62.50m	31	65.00	63.00
Hammer	31	32	0	77.50m	74.30m	34	78.00	74.00
Javelin	31	32	0	81.00m	78.00m	49	82.00	79.50
Decathlon	32	32	0	8000pts	7730pts	40	**8200**	**8000**
20km Race Walk	60	64	0	1:22:30	1:24:20	50	**1:22:30**	**1:24:00**
50km Race Walk	60	64	0	3:58:00	4:09:00	48	**3:58:00**	**4:09:00**
4x100m	24	25	0	39.10		18	**39:20**	
4x400m	24	25	0	3:03.30		14	**3:04:00**	

13th IAAF WORLD CHAMPIONSHIPS, Daegu 2011

Proposal Entry Standards

WOMEN

Event	Ideal number of participants to start	Ideal number of participants to qualify by Standard	Expected number of unqualified Athletes	Standard WCH Berlin 2009			2011 Proposal	
				A	B	# Starters	A	B
100m	56	48	0	11.30	11.40	71	11.29	11.38
200m	48	45	5	23.00	23.30	50	23.00	23.30
400m	48	44	7	51.50	52.30	45	51.50	52.30
800m	48	44	6	2:00.00	2:01.30	45	1:59.80	2:01.30
1500m	45	44	5	4:06.00	4:09.00	43	4:05.90	4:08.90
5000m	30	30	2	15:10.00	15:25.00	25	15:14.00	15:25.00
10,000m	27	28	0	31:45.00	32:20.00	23	**31:45:00**	**32:00:00**
Marathon	80	90	0	2:43:00		77	**2:43:00**	
3000m SC	45	48	0	9:40.00	9:48.00	40	9:43.00	9:50.00
100m H	40	40	2	12.96	13.11	39	12.96	13.15
400m H	40	40	2	55.50	56.55	40	55.40	56.55
High Jump	31	32	0	1.95m	1.91m	33	1.95	1.92
Pole Vault	31	32	0	4.45m	4.35m	31	4.50	4.40
Long Jump	31	30	2	6.72m	6.62m	37	6.75	6.65
Triple Jump	31	32	0	14.20m	14.00m	37	14.30	14.10
Shot Put	31	30	2	18.20m	17.20m	29	18.30	17.30
Discus	31	30	2	62.00m	58.50m	40	62.00	59.50
Hammer	31	32	0	70.00m	67.50m	42	71.50	69.00
Javelin	31	32	0	61.00m	59.00m	32	61.00	59.00
Heptathlon	32	32	0	6100pts	5900pts	29	**6150**	**5950**
20 km Race Walk	60	65	0	1:33:30	1:38:00	47	**1:33:30**	**1:38:00**
4x100m	24	25	0	43.90		17	**44.00**	
4x400m	24	25	0	3:31.00		16	**3:32:00**	

Appendix M

IAAF WORLD CHAMPIONSHIPS

PRE-COMPETITION ACTIVITIES AND MEETINGS (SAMPLE)

Date	Time	Activity	Location	Participants
Tuesday, 6 August	*10:00 – 12:00*	General Competition Meeting	Stadium – TD Room	Comp Mgt/TDs/IAAF
	12:00 – 13:00	Road Events Meeting	Stadium	Road Events/TDs/IAAF
Wednesday, 7 August	*9:30 – 18.00*	*IAAF Congress – Day 1*	*World Trade Centre*	BH/PH
	15:00	Event Presentation Meeting	*Stadium – Jury Room*	EP Team/Host Broadcast/Comp Mgt/IAAF
	18:00 – 22:00	Opening Ceremony Rehearsal	*Stadium*	
	20:00	Deadline for Technical Meeting Questions	*TIC/CID*	LOC to collect all
	20:30	Technical Meeting Pre-meeting (review of questions and presentation)	*Radisson*	TDs/IAAF/Comp Mgt
Thursday, 8 August	*9.00 – 17.00*	*IAAF Congress – Day 2*	*World Trade Centre*	*BH/PH/JS/IM*
	17:00	ITO Meeting	*World Trade Centre*	ITOs/TDs
		Start Team Meeting and Seiko Training (with IS)	Stadium	IS/LOC Start Team/JS
		National Photo Finish and IPFJ Meeting	Timing Booth	IPFJ/NPFJ/Seiko
	15:00	Opening Ceremony Technical test	Stadium	
	18.00 – 19.00	Technical Meeting	*World Trade Centre*	TDs/IAAF/Comp Mgt
	19.00 – 20.00	Medical and Anti Doping Meeting	*World Trade Centre*	AD Delegate / Medical Delegate
	20.00 – 21.30	Competition Rehearsal	Stadium	Comp Mgt/TDs/IAAF/ITOs/EP/Seiko/HB
	21:30 – 21:45	Meeting with ITOs and NTOs	Stadium	ITOs/NTOs/JS
Friday, 9 August	09.30 – 11.00	Rehearsal Debrief	Stadium	Comp Mgt/TDs/IAAF/ITOs/EP/Seiko/HB
	11.00 – 12.30	Stadium Orientation - Athletes	Stadium	Comp Mgt
	11.00 – 12.30	Starting Practice	Stadium	Comp Mgt
	11.00 – 12.00	Stadium Orientation – Team Leaders	Stadium	Comp Mgt
	12.00 – 13.00	Road Course Tour	Road Courses	TD/Comp Mgt
	12:00	Inspection of Marathon and Race Walk Courses	Road Courses	TD/LOC
	15:00	Opening Ceremony – Crowd Scenes	Stadium	
	16:00	Stadium Walk Through	Stadium	LOC/TDs/IAAF/HB/Seiko/D3/Photo/AMS
	19:00 – 23:00	Opening Ceremony Final Dress Rehearsal	Stadium	
Saturday, 10 August	07:30	Final Stadium Inspection	Stadium	TDs/PH/IM/LOC
	09:30	Start of Competition	Stadium	

QUALIFICATION PROCEDURE

MEN

Event	Entries P/F/M	Entries C	Round 1 Start	Round 1 Heats	Round 1 Qual.	Semi-Finals Start	Semi-Finals Heats	Semi-Finals Qual.	Final Start
100m									8
200m									8
400m									8
800m									8
1500m									12
5000m									15
10,000m									
Marathon									
3000m SC									15
110m H/100m H									8
400m H									8
20km RW									
50km RW									
4 x 100m R									8
4 x 400m R									8

WOMEN

Event	Entries P/F/M	Entries C	Round 1 Start	Round 1 Heats	Round 1 Qual.	Semi-Finals Start	Semi-Finals Heats	Semi-Finals Qual.	Final Start
100m									8
200m									8
400m									8
800m									8
1500m									12
5000m									15
10,000m									
Marathon									
3000m SC									15
110m H/100m H									8
400m H									8
20km RW									
50km RW									
4 x 100m R									8
4 x 400m R									8

P = Preliminary Entry, F = Final Entry, M = Maximum Competing, C = Confirmed Entry

MEN

Event	Entries P/F/M	Entries C	*	Start	Q CE H	Starting Heights and Progression
High Jump						Qualification: (+2cm)
Pole Vault						Qualification: (+5cm)
Long Jump						
Triple Jump						
Shot Put						
Discus Throw						
Hammer Throw						
Javelin Throw						
Dec/Heptathlon						(+3cm) (+10cm)

WOMEN

Event	Entries P/F/M	Entries C	*	Start	Q CE H	Starting Heights and Progression
High Jump						Qualification: (+2cm)
Pole Vault						Qualification: Final: (+5cm)
Long Jump						
Triple Jump						
Shot Put						
Discus Throw						
Hammer Throw						
Javelin Throw						
Dec/Heptathlon						CE High Jump Sarting Height: (+3cm)

P = Preliminary Entry, F = Final Entry, M = Maximum Competing, C = Confirmed Entry, * = with Qualifying Standard
CE H = Combined Events Heats

IAAF OFFICIAL VIDEO RECORDING GUIDELINES (RULE 150)

The aim of this document is to provide technical information on the official video recording operations as required by IAAF Rule 150 in all competitions under 1(a), (b) and (c) (and, whenever possible, in other competitions) and how it may be best utilised in support of the Referees or the Members of the Jury of Appeal.

Objective:

The video recording should be sufficient to demonstrate the accuracy of performances and any violation of the Rules.

The primary function of the Referees or Members of the Jury of Appeal shall be to decide on protests and appeals under IAAF Rule 146, and deal with any matters arising during the course of the competition which are referred to them for decision.

Rule 146.3, in support of the Referee, states that "To arrive at a fair decision, the Referee should consider any available evidence which he thinks necessary, including a film or picture produced by an official video recorder, ..."

Rule 146.6, in support of the Jury, states that "if the Jury of Appeal is in doubt, other available evidence may be considered. If such evidence, including any available video evidence, is not conclusive, the decision of the Referee or the Chief Race Walking Judge shall be upheld".

At the discretion of the officials, when and where it is deemed appropriate, athletes and team officials may also have access to these video evidences.

Sources of Video:

1. Any Host Broadcast television coverage of the competition.

   The range of coverage varies widely depending on the size and type of competition. A meeting should be arranged with the Host Broadcaster (HB) and IAAF to determine their camera locations and a process whereby the Host Broadcast coverage can be recorded, accessed and viewed.

   In major athletic competitions, the Host Broadcaster is providing an extensive range of camera angles with up to 60 cameras covering the Field of Play.

2. Any extra video provided by the Competition Management.

   In support of the Host Broadcaster, the Competition Management shall have in place a sufficient number (at least 4-5) of video cameras, operated by volunteers with a good knowledge of athletics. These cameras can be located on HB platforms but shall be focused on aspects of the event different from the commercial coverage provided by the HB. The cameras can be fixed or (especially if only few are available) following the event ("sweeping").

Coverage of the Technical Video:

The stated objective of technical video recording is to provide evidence in support of the Referee or Jury of Appeal. It is natural that the focus of any video should be on likely protests and appeal issues. The most likely protests and appeals involve the following issues:

GENERAL

125.5 unsporting manner / improper conduct
(**142.4(a)** no show of confirmed athlete
142.4(b) no show of qualified athlete
142.4(c) competing without bona fide effort)
144.3(b) use of electronic device
144.3(c) use of technical device
145.2 disqualification from further events [due to 125.5 (incl. 162.5)]

RUNNING / RACE WALKING EVENTS

144.3(a) pacing
162.5(a) aborting the start without valid reason
162.5(b) delaying the start
162.5(c) disturbing the start
162.7 false start
163.2 jostling / obstruction
163.3(a) lane infringement
163.3(b) infringement of the inside border
163.6 continuing the race after voluntarily leaving the track

Hurdles

168.7 not jumping each hurdle
168.7(a) trailing leg
168.7(b) deliberately knocking down a hurdle

Steeplechase

169.7 not jumping each hurdle / the water jump
169.7(a) stepping beside the water jump
169.7(b) trailing leg

Relays

170.6(a) running without the baton / finishing the race without the baton
170.6(b) fault at carrying the baton (e.g. using gloves or substances on hand)
170.6(c) fault at recovering a dropped baton
170.7 passing the baton outside the takeover zone (early / late takeover)
170.8 wilful impediment at takeover
170.9 assistance by pushing / otherwise
170.10 using more than two substitutes
170.11 late confirmation / changing team composition and/or running order
170.18 starting outside the allowed distance (4 x 100m, 4 x 200m, Medley)
170.19 starting outside the takeover zone (Medley, 4 x 400m, 4 x 800m, 4 x 1500m)
170.20 exchanging positions before takeover (Medley, 4 x 400m)
170.21 jostling / obstruction at takeover

Race Walking

230.6(a) repeated failure to comply with the definition of Race Walking
230.9(h) taking refreshment out of official station
230.12 shortening the distance to be covered

Road Races

240.8(h) taking refreshment out of official station
240.10 shortening the distance to be covered

Indoor Competitions

218.1 starting outside the takeover zone (4 x 200m)
(For 4 x 400m, 4 x 800m, 170.19 applies)
218.4 exchanging positions before takeover (4 x 200m, 4 x 400m, 4 x 800m)

(Field Events – see below)

Events Run in Lanes

In general, the HB will provide detailed coverage of events run in lanes. However, to supplement this, technical video coverage should be focused on the bends in lane events. For 400m hurdles events, the technical video should also focus on the chest and legs of athletes as they go over the hurdle.

Relay Events

In Relay Events, the most important aspects are:

The relay baton must be passed in the take-over zone. It is important to note that only the location of the baton within the take-over zone is critical.

If a baton is dropped, particular attention should be paid to the recovery of the baton.

In the 4x100m, athletes may not start running before the mark 10m before the zone.

The 3rd and 4th athletes in the 4x400m once placed in position by the official (based on teams' order at the 200m mark) must maintain that order even if their team is passed in the final straight.

The 3rd and 4th athletes must also start running within the take-over zone (10m either side of the start/finish line).

Non-Lane Events

In the 800m, there are two areas for the technical video to focus. Firstly, the breakline where the athletes break from their lanes – athletes may not leave their allocated lanes before reaching the breakline marked on the track (marked by small cones placed immediately before the intersection of the lane lines and the breakline). Secondly, any pushing and/or jostling in the following "pack" which may cause an athlete to fall or be obstructed during the race – the HB is generally focused on the leader/s and not on the pack following.

Field Events

Additional cameras aimed at the take–off board (long & triple jump) and throwing circles (ground view) are very useful to see infringement to Rule 185.1 and Rule 187.13/14 respectively. In major competitions, the HB may provide these cameras.

Technical Aspects:

The technical video room should be located in the stadium, if possible, close to the TIC and not too far from the Jury of Appeal room. The room shall have monitors and video players depending on the number of feeds available throughout the competition. The room shall also have a separate monitor and video player for the replay of images (both from the technical video cameras and from the HB recorded feed) whilst the competition is still underway. The systems used for the recordings must be taken into consideration and tested when installing the video players.

The Jury room shall also be equipped with a monitor and video player for the replay of images (preferably with a very good slow motion replay).

Technical assistance shall be provided for the smooth operation of all equipment in these areas.

A fast and reliable communication means is required between the chief of the video operations and the volunteers operating the technical cameras. The Referees and the Jury must be able to access and check the recordings in a short period of time.

Type of Video Cameras

The technical cameras shall have a zoom function for close-ups. The recording should include the date and time of day on the picture. The battery life should allow for sufficient recording time, and reserve batteries should be available for immediate replacement.

A number of tripods should also be provided for use with television platforms or other suitable locations on the stands.

Technical Video Camera Locations

The technical cameras shall be located in secure, unobstructed locations around the Stadium. The main objective of the camera locations is to provide coverage of the issues described previously. The video positions should preferably be elevated enough to provide a downward angle and wider coverage.

The cameras should be situated on platforms or other suitable areas around the stadium (area of about 0.9m x 1.8m)

1)   Position A – 2nd bend first part
2)   Position B – 2nd bend second part
3)   Position C – 1st bend first part
4)   Position D – 1st bend second part
5)   Additional positions are required for the Relays. (e.g. in line with start and finish of take-over zone for 4x400m 2nd, 3rd and 4th runner)

Recording, Viewing and Logging the Technical Video:

Recording and Viewing

The Local Organising Committee must ensure that an official video recording of all events to the satisfaction of the Technical Delegate(s) is made. They must provide qualified personnel and adequate facilities at suitable locations for immediate viewing of the recordings by Referees, team officials and the Jury of Appeal.

Log Sheets
Track Events

     For each Track Event recording, the following log sheet shall be completed:

         *   Event, Gender, Round, Heat
         *   Heat number, Start Time, Finish Time, Comment

     NB – All times in minutes and seconds. Camera position will be listed as one of the Stadium camera positions or HB for Host Broadcaster.

Field Events

     For each Field Event recording, the following log sheet shall be completed:

         *   Event, Gender, Round, Start Time, Finish Time, Comment

Cataloguing

Track Events and Field Events shall be filed in event order in two separate binders as a complete record of the competition.

SAMPLE FINAL CONFIRMATION FORM

IAAF
World Indoor Championships

Istanbul (TUR)
From Friday 9 March to Sunday 11 March 2012

FINAL CONFIRMATION

Deadline to return the form:
Date limite de dépôt du formulaire:

Please tick the athletes who will compete in each event
Veuillez cocher le nom des athlètes qui participeront dans chaque épreuve

☑ he/she will compete
participera

☐ he/she will NOT compete
NE participera PAS

GER   GERMANY

o = Outdoor performance

MEN

	NAME	BIB	DATE of BIRTH	Personal Best	2012 Season Best	Qualification Best
60 Metres						
	Christian BLUM	137 ☐	10 Mar 87	6.56	6.60	6.60
3000 Metres						
	Arne GABIUS	138 ☐	22 Mar 81	7:38.13	7:38.13	7:38.13
60 Metres Hurdles						
	Helge SCHWARZER	142 ☐	26 Nov 85	7.58	7.58	7.58
	Gregor TRABER	145 ☐	2 Dec 92	7.59	7.59	7.59
High Jump						
	Raul SPANK	143 ☐	13 Jul 88	2.33 o	2.32	2.32
Pole Vault						
	Raphael HOLZDEPPE	139 ☐	28 Sep 89	5.82	5.82	5.82
	Malte MOHR	140 ☐	27 Jun 86	5.90 o	5.87	5.87
	Björn OTTO	141 ☐	16 Oct 77	5.92	5.92	5.92
Shot Put						
	Candy BAUER	136 ☐	31 Jul 86	20.10	20.10	20.10
	David STORL	144 ☐	27 Jul 90	21.78 o	21.40	21.78 o

WOMEN

	NAME	BIB	DATE of BIRTH	Personal Best	2012 Season Best	Qualification Best
800 Metres						
	Carolin WALTER	618 ☐	29 Feb 88	2:01.29	2:01.29	2:01.29
60 Metres Hurdles						
	Cindy ROLEDER	615 ☐	21 Aug 89	7.96	7.96	7.96
Pole Vault						
	Kristina GADSCHIEW	611 ☐	3 Jul 84	4.66	4.52	4.66
	Silke SPIEGELBURG	617 ☐	17 Mar 86	4.77	4.77	4.77
Long Jump						
	Nadja KÄTHER	837 ☐	29 Sep 88	6.66	6.66	6.66
Triple Jump						
	Kristin GIERISCH	612 ☐	20 Aug 90	14.19	14.19	14.19
Shot Put						
	Denise HINRICHS	613 ☐	7 Jun 87	19.63	18.06	18.06
	Nadine KLEINERT	614 ☐	20 Oct 75	20.20 o	19.33	19.33
	Christina SCHWANITZ	616 ☐	24 Dec 85	19.68	19.15	19.20 o

PRINTED NAME   SIGNATURE

TITLE

Timing and Measurement by SEIKO   AT--------.TP2..v1   Issued at 10:16 on Monday, 05 March 2012   **63** | 181

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IAAF EVENT PRESENTATION GUIDELINES

1. INTRODUCTION

Event Presentation (or Sport Presentation as it is sometimes referred to) aims to **E**ducate, **E**ngage and **E**ntertain live audiences at athletics meetings. It refers to the way athletics is presented to the spectators, or "choreographed", through the use of various elements such as: the presentation of athletes, announcing protocol, music, video and information. Event presentation should enhance the athletics competition adding to the overall enjoyment and understanding of athletics yet still maintaining the integrity of the sport.

Event Presentation is both a complex and sophisticated production, generating keen interest from the spectators, broadcasters, organising committees and the IAAF and can be considered as the climax of the "spectators' experience". Successful Event Presentation is particularly important at major athletics events so that the spectators can better appreciate the sport, follow the action and support the athletes with enthusiasm. This will have the combined positive impact of creating the right stadium atmosphere for the athletes and television broadcasters while at the same time enhancing the spectators understanding and enjoyment of the sport. Many spectators will be totally new to the sport with a minimal understanding and appreciation of athletics. Athletics often presents a multitude of action where numerous events can be going on at the same time. A well-coordinated Event Presentation plan can help make sense of all the action.

A good Event Presentation plan begins with the creation and planning of the competition Timetable. When developing the Timetable, various elements of Event Presentation must already be considered including time for: event introductions, athlete introductions, replays, interviews, etc.

Through a consistent and effective delivery, Event Presentation can be the face and image of the event, and has the potential of reaching broadcast audiences around the globe. It is through the creativity and innovation of Event Presentation that sport perception can be brought to a whole new level.

General Principles

Event Presentation as a whole must work closely with the Competition Management, and as part of the Competition Management itself. Event Presentation is meant to enhance the competition, not to drive it. The Event Presentation Team must be a fully integrated part of the LOC.

These Guidelines have been developed to assist Local Organising Committees (LOC) in developing and delivering the Event Presentation elements for an IAAF World Athletics Series stadium event. Certain elements of these Guidelines can also be applied to non-stadium events, even though these would not necessitate such great requirements. The LOC is responsible for the planning and delivery of the Event Presentation elements and should work in close cooperation with the IAAF in developing their Event Presentation programme.

2. PERSONNEL

The **Event Presentation Team** should include the following:

- **Event Presentation Manager (EPM)** – responsible for managing and overseeing all presentation elements and ensuring they are presented in a coordinated and understandable way. THE EPM works in close cooperation with the Competition Manager and various other elements of Event Presentation. It is essential that as well as being technically capable of executing the job, the EPM also thoroughly understands the sport of athletics to be able to make the correct editorial decisions often almost instantaneously.

- **Video Production Manager -** to manage the various video feeds from the Host Broadcaster and the in-stadium cameras, and coordinate what is to be shown on the Video Screens.

- **Scoreboard Operator -** to manage what is shown on the Scoreboard in coordination with the IAAF Results Service Supplier.

- **Music Coordinator -** to manage the selection of appropriate music, and the timing and volume, throughout the competition in coordination with the EPM.

- **Announcers** - the IAAF will appoint the official English Announcers and French Announcers for World Championships and Olympic Games. For all other events, the IAAF will appoint English Announcers only. The LOC should appoint an Announcer for the local language (if it is not English). In conjunction with the Event Presentation Manager, and under the general direction of the Technical Delegates, the Announcers shall be responsible for all matters of announcing protocol (see Section 5).

- **Announcers Assistant** - to provide invaluable support and information to the Announcers. The Announcer Assistant is an extra set of eyes and ears for the Announcers and can also be the point of contact for the Event Presentation Manager.

- **Production Manager** to act as an overall technical liaison to ensure all requirements are adequately delivered by the various suppliers.

- **Infield Coordinator** - to relay information and react to activity on the infield. He is also responsible for the movements and activities of the Infield Presenter.

- **Infield Presenter** - to conduct brief athlete interviews and to provide a link for non-athletics inserts (crowd competitions, etc.), and event set-ups. Infield Presenters should be able to converse in the local language and English.

  The Infield Presenter should conduct brief athlete reactions (a brief response to one or two brief questions) from a small number of leading/relevant (local) athletes for the stadium crowd. This should take place just before the athlete enters the area where the broadcaster interviews take place. The Infield Presenter should try to deliver 5 – 7 athlete reactions per day at the most, depending on editorial factors. The Infield Presenter may also look to conduct brief interviews with other people such as coaches, parents of athletes, former athletes in attendance, etc.

- **Medal Ceremonies Coordinator -** a dedicated person to coordinate the various elements of the Medal Ceremonies working with the EPM and the other elements of Event Presentation.

3. RESOURCES

3.1. Budget

The Budget for Event Presentation will be dependent on the event and the sophistication of the Event Presentation. The IAAF can supply sample budgets if requested, which are based on previous experience. However, this is an important area and should be properly allocated within the overall budget.

3.2.   Equipment

3.2.1. Video Board(s)

A Video Board and a scoreboard (two video boards for IAAF World Championships) are a necessity to bring the events to life, particularly the field events which tend to get lost amongst the track action. With the use of two screens both track and field events can be shown concurrently when there is no action on the track.

The Video Board(s) should be used primarily for: live action, replays, event introductions, athlete introductions, interviews, crowd shots/animations and sponsor advertisements.

To allow control over the images on the Board(s) several elements are required: an independent outside broadcast truck that utilises a mix of cameras directed by the Video Production Manager, with a selection of Host Broadcaster feeds, in-stadium cameras and graphics provided by the results service.

The size of the Video Board is dependent on the size of the venue and viewing distances for the spectators. A minimum requirement however is 48 square metres.

3.2.2. Scoreboard

A Scoreboard is an essential element to supplement the Video Board and should be primarily used to display start lists and results. It should also be used to update the progress of the field events. In the throws and horizontal jumps, intermediate results should be displayed after each round and the Announcer should call attention to these displays. The Scoreboard should be:

- Preferably an LED device which, provides greater flexibility in terms of displaying additional graphics other than raw data - i.e. text such as 'pole vault bar now at 5.50m'.
- If not available, an alpha-numeric device is required but this does restrict the creativity of displaying data.
- Able to interface with the IAAF Results Service Supplier who will provide the necessary competition information (Start Lists, Results, Standings) to be displayed on the Scoreboard. This allows for an instantaneous display of information.

3.2.3. Field Event Boards (FEBs)

Field Event Boards, which are supplied by the IAAF's service provider (Seiko), are also essential to the spectators' appreciation and understanding of those events. The capabilities of today's FEBs are increasing from simply indicating the athletes' performance to showing rankings, athlete images and potentially even video images. At least once, early in each session, the Announcer should call attention to the FEBs and explain what each data element shown on the FEB means. One or more individuals should be assigned by the LOC to ensure that the FEBs and the infield clocks remain unobstructed by others on the infield. This is especially important in the case of the infield clock that is just past the finish line.

3.3. Planning

3.3.1. Timelines

The following timelines are recommended for the successful delivery of Event Presentation:

- A detailed and well thought out competition Timetable which incorporates the necessary elements of Event Presentation including Medal Ceremonies.
- Production of Running Orders can begin as soon as an initial timetable is published.
- Non-athletics inserts such as: welcome messages, crowd competitions, sponsor adverts, can start to be compiled in advance of the Timetable construction.
- An installation, testing and rehearsal schedule is required before the event to coincide with the other elements of the event setup.

3.3.2. Running Orders

Detailed Running Orders need to be produced to serve as an overall template for the Event Presentation Team. These should take the form of minute by minute editorial information covering the whole event relating to issues such as:

- Which announcer/presenter is scheduled to do what
- Event timings
- What action takes place i.e., gun – Men 200m
- What is appropriate to be shown on the Video Screen(s)/Scoreboard
- Field events in progress
- What music is appropriate to be played

Whilst it is essential to have a running order to act as a template for the presentation team, flexibility, under the leadership of the Event Presentation Manager, must always be maintained to react to changing situations and demands.

See Appendix 1 and 2 for sample Running Orders

3.4. Communications

For the Event Presentation Team to effectively communicate with each other, an effective communication network must be created. Issues to consider are:

- A multi-channel cable and wireless communications system will need to be set up to reflect the sophistication of the planned Event Presentation delivery. It is imperative that this system allows all of the key presentation team personnel to communicate with the Event Presentation Manager as well as other essential external people: for example the Event Presentation Manager must be in continuous communication with the Competition Manager.

See Appendix 3 for the Structure and Organisation of Event Presentation.

3.5. Facilities / Space Allocation

The Event Presentation Team must have the appropriate working space and equipment to allow them to effectively perform their functions. Key considerations include:

- Announcers and their Assistants require adequate space with a good view of the track and field, ideally in the finish line area of the home straight. If the Announcers' area is not in the open air, the ambient sound from the stadium or arena should be transmitted into the area so that the Announcers can hear and react to the crowd.

- Each Announcer should have his own dedicated microphone equipped with an easily operated on-off switch. The amplification power for each Announcer's microphone should be on at all times during the competition so that any time an Announcer has something to say, he can do so immediately and without the intervention of a sound technician. Ideally, the microphone for the Announcers is part of a one-ear headset leaving the other ear free to work off-mike with those in proximity.

- Internet Connection to access information via the internet.

- The Event Presentation Manager requires a sound-proofed production control environment with good views of the track and infield.

- A designated location prior to the Mixed Zone is required for the Infield Presenter to be able to obtain athletes' reactions.

- Sound control area approx. 6m x 4m with good view of the field of play. As with the Announcers' area, if this area is behind glass, provision should be made to allow the operator to hear live sound as heard by the spectators.

- If required, independent cabled camera and RF camera dish positions which have clear line of site to track, infield and seating blocks.

- Parking space required for an Outside Broadcast (OB) vehicle. This space needs to be located within 50m of cable access to relevant buildings.

- Power is required for Announcer's position, OB vehicle, Sound Control and Production Control.

- The key Presentation Team will require accreditation access allowing them to properly carry out their duties. This may include access to areas such as the infield and the VIP tribune to conduct interviews with dignitaries or former athletes.

3.6. Rehearsal

Significant rehearsal time must be allocated to all the elements of Event Presentation. In addition to testing and rehearsing each of the individual elements on their own, a scripted competition rehearsal should be organised in the days prior to the competition to rehearse all the elements together.

4. ELEMENTS OF EVENT PRESENTATION

4.1 Language

For the World Championships, English and French will be used and if the local language is not one of these, a third will be required that will serve as the lead language. For all other competitions, English and the local language shall be used.

As a starting point when only two languages are being used (i.e. English and the local language) the protocol during Event Presentation should be approximately 65% local language and 35% English. Where three languages are required, the split should be approximately 60% local, 30% English and 10% French.

4.2 Graphics

Graphics that appear on the Video Screen(s) aid the introduction of new event elements by displaying the event title, Medal Ceremony details, explanatory information, etc. Animated graphics are preferable and more enjoyable for the spectators but require considerable budget investment.

It is essential that the Graphics replicate the overall 'look' of the event on the Screen(s) and Scoreboard.

4.3. Interface with Host Broadcaster / Service Providers

- In order to show the Host Broadcaster's images on the Video Board(s), a feed from the Host Broadcaster is required. Where an independent 'to screen' production facility is used the Host Broadcaster should supply several video feeds – i.e. Track, Field A, Field B, Photo Finish, etc.

- A relationship with the IAAF service providers such as Seiko, is essential to achieve the following: information to be displayed on the FEBs when not in use, results graphics terminals, format of data for the screen/scoreboard, utilisation of Commentator Information Systems (CIS), intermediate times available from the timing supplier and the location of infield clocks for spectators/Announcers to view.

- The Scoreboard(s) will be driven by the competition information provided by the Results Services Supplier which will provide the required interface protocol to make this happen. All of these issues will be discussed between the IAAF Technical Service Providers and the LOC during the Technical Suppliers Site Visit.

- Commentator Information Systems (CIS) are required for all Announcers, Announcers Assistants and the EPM. These are normally provided by the IAAF Results Service Supplier.

- A working relationship with the Host Broadcaster is essential to ensure a mutual understanding of what both stadium presentation and television are trying to achieve. For example, it is important that when introducing athletes in track races, the stadium Announcers follow the Host Broadcasters pictures so that the athlete reacts to their introduction to the crowd at the correct time.

4.4. Music

The appropriate use of music in the stadium can enhance the spectators overall enjoyment and can add to the atmosphere in the stadium. However, care and sensitivity to the requirement of broadcasters and athletes must be maintained. Music helps build atmosphere and direct the crowd's attention to new elements within the timetable (i.e. start of a new event or presentation). It is not necessary, however, to play music throughout an event and volume should be constantly monitored to ensure that the natural noise of the crowd or the conveying of information by the Announcers is not being drowned out. Other areas to consider:

- The appropriate Music Copyright Licences must be in place and are under the responsibility of the LOC.

- A comprehensive audio system including cabled and wireless microphones and multiple replay devices are required. The audio system should have the capacity to be zoned to provide good even coverage throughout all spectator areas, while volume can be minimised in the television commentator areas. In most stadiums this will have to be independently created as the in-house system will be inadequate and there is little point delivering a presentation service that cannot be clearly heard by the spectators.

- Music played throughout distance events and as background helps build and maintain the atmosphere.
- Live music can provide a good focal point, i.e. drum bands for long distance events. However, the live music must be controlled by the EPM who is able to stop or start music when appropriate.
- Playing music at the finish of a race is unnecessary and actually detracts from the excitement of the conclusion of the race. The announcers and the race itself will provide the excitement.

4.5. Medal Ceremonies

Medal Ceremonies are an important and respected part of the competition, intended to honour the achievements of the athletes with minimum disruption to the flow of the competition. To this extent, Medal Ceremonies should flow as quickly and smoothly as possible. To ensure they are coordinated with the rest of the Event Presentation activities, it is essential that Medal Ceremonies fall under the direct control and supervision of the Event Presentation Manager. Issues to consider include:

- This is a very time demanding element of Event Presentation as its success is based upon effective communication and the ability to achieve consistent delivery.
- The IAAF has developed a Standard Script for Medal Ceremonies (see Appendix 4) which should be followed at all times. Extraneous information, such as the winning performance or the fact that it set a record (unless it is a World Record), should not be mentioned. If the Medal Presenter is a present or former World Record holder or Olympic or World Champion, that fact may be mentioned when the Presenter is identified.
- For Relay and team events, the name of the country should be mentioned first followed immediately by the names of the team members in the order they run: i.e. "Bronze Medallists, France, Athlete 1, Athlete 2, Athlete 3, Athlete 4."
- Flags are to be provided by the LOC or can be provided by the IAAF at the request of the LOC. The IAAF will provide a compilation of graphic images of all national flags. This information should be maintained at the flag raising area and should be referred to in order to ensure that flags are properly displayed.
- National Anthems with running times are provided in CD format by the IAAF. Careful attention must be paid to ensure the correct Anthem is played.
- A maximum of three (3) Medal Bearers are required for the presentation party. However, for individual events, one person carrying all three medals may be used.
- The Medal Ceremony shall begin once all athletes and the presenting person are in position behind the awards podium.
- The Medal Ceremony shall consist of each athlete or team being presented their medals, followed by the national anthem of the first placed athlete or team together with the raising of the flags of the respective countries.
- Medal Ceremonies should ideally not interrupt live action. The Event Presentation Manager must be aware of what is happening in the field events to avoid beginning the Medal Ceremonies at a crucial time in the competition, i.e. with only one attempt remaining in a field event.
- The IAAF Technical Regulations and IAAF Protocol Guidelines should also be consulted for additional information regarding the presentation of Medal Ceremonies.

5. ANNOUNCING PROTOCOL

5.1. Announcer Presentation – General

- The introduction of all events other than finals should include a statement of the procedure for qualifying for the next round. In running events, this should be done before the first heat. In field events, it should be done when the event is first introduced. In the long throws, it should be done when each group is introduced. In the Combined Events, the current cumulative point scores should be posted on the Scoreboard before and after each of the component events, and the Announcers should call attention to that information.

- It is almost never appropriate to mention records during the introduction of an event. Records are rarely broken, and calling attention to them most often leads to disappointment when the record is not set. It is a distraction from the proper focus on the competition itself. However, during an event, if it appears that a record has been or is close to being broken, that should certainly be the subject of commentary.

- The English and local language Announcers do not have to say the same thing at all times. In general, the English language Announcer is there to provide direction and information. The local language Announcers will also provide information, but they will have the additional function of enhancing the enjoyment and appreciation of the competition by the local spectators. For example, during the progress of both running and field events, it would be appropriate for the local language announcer to call special attention to the local athletes and to provide a little information about them. That would not necessarily be done in English.

- Dentsu/AMS and/or the IAAF may provide a script for acknowledging the IAAF Sponsors. These should be read in both local language and English at times and/or specified frequencies provided by the IAAF/Dentsu/AMS.

- The IAAF either directly or through their marketing partner Dentsu, may provide a video to be shown promoting the IAAF and their sponsors. This video is played before and after each session and should be read by the Announcers in both the local language and English. Complete details will be provided by Dentsu.

  After the video that starts the session, the following announcement should be made in local language, then in English:

  "Good morning (afternoon/evening) ladies and gentlemen. On behalf of the International Association of Athletics Federations and the [name of host city] Organising Committee, we welcome you to the [name of Stadium] for the morning (evening) session of the first (second, etc.) day of competition of the [name of IAAF event]."

- At the conclusion of the session, after the sponsor video, the Announcer should very briefly thank the audience for their attendance and invite them to return for the next session of competition, mentioning the starting time of that session.

5.2. Track Races

Event Introductions

An event should be introduced only at the beginning of the <u>first</u> of multiple heats or semi-finals. A short video and accompanying music may be used to introduce each new event. However, it should not be repeated before each heat.

Athlete Introductions

The introduction of athletes must be well timed to ensure coordination with Television and that the athletes are not standing too long just prior to their event.

In lane races - (individual and relay, up to and including 800m), each runner should be introduced by lane in the Semi-Finals and Finals. It is not necessary to do this for first round heats in events where there will be two additional rounds (such as the 100m). In those events, in the first round, the Start List should be displayed on the Scoreboard, and the Announcers should call attention to the Scoreboard and mention the credentials of any outstanding runners in the heat.

In the Semi-Finals and Finals, each runner should be introduced in accordance with normal protocol. Under the standard protocol, the introduction consists of the lane number, the country, any important detail of the athlete's past performance record, and the athlete's name. The introduction should refer to the name on the Official Start List which is the name the athlete is commonly known under and identified. During the introductions, the bib number is never mentioned. The athlete's name should be announced last, and only once. Thus, a typical introduction would be:

"In lane 4, representing South Africa, the bronze medallist in last year's World Youth Championships, Jan Masenamela."

To facilitate the local audience's association of the introduction with the name of the athlete, the English introduction should come first, then the local introduction, and finally the name. The matter of who announces each name is normally decided by the Announcers before the competition, depending on the names of the athletes and the language skills of the Announcers. In principle, the English Announcer is the default name Announcer, with the local Announcer announcing local names (and any closely related language) and the French Announcer announcing French names (and Arabic), for accuracy purposes.

Non-lane races - In any preliminary rounds of the non-lane races (1500m and 5000m), the Start List is displayed on the Scoreboard and the Announcer calls attention to the Scoreboard and mentions the credentials of any outstanding athletes in the heat. In the Finals, athletes should be introduced one by one. However, if there are more than 15 runners in the field and time does not permit individual introductions, it is appropriate to introduce the runners after the start of the race. That decision can be made at the last moment, so that the Announcers can consider the time available for introductions in view of anything else that may be happening.

Relays - follow the protocol for lane races. In the first round, the name of the team's country is announced and if time permits the name of all athletes. In the Final, the compositions of the teams and their countries are announced.

Announcing During Races

This is a very important element of Presentation. The spectators should know who the leading runners are. In races longer than one lap, they should also be given information about intermediate times. In the longer races, nonstop announcing is not necessary, not desirable and indeed not possible given other announcements to be made mainly in field events. But in the very short races, a continuous commentary on the race is appropriate. In general, the athlete's nationality should be mentioned in connection with his name.

As a practical matter, in 100m races, it may be impossible for the English Announcer to say anything if the local Announcer is actively announcing the race. In such case, as soon as the race is over and the winner has been identified in the local language, the English Announcer should summarise what

has happened. In 200m races, the English Announcer can comment until the bend and the local Announcer takes over to call the rest of the race. In longer races, the principal race calling should be in the local language, but the English Announcer should be able to interject from time to time.

The calling of the race does not always end with the finish of the race. If the Video Screen displays replays, attention should be called to the Screen, and appropriate commentary may be added.

5.3. Field Events

Event Introductions

As in track races, a video and accompanying music may be used to introduce the field events.

Athlete Introductions

In the qualifying competition, the Start Lists for each group should be displayed on the Scoreboard, and the Announcers should call attention to the Scoreboard and mention the credentials of any outstanding competitors in the field. In the long throws, of course, the Start List for Group B should be presented before that group. In all other events, both groups should be presented before the start of the competition. In all events, the introduction should include a statement of the qualifying procedure (i.e. the top 12, and any others who achieve the automatic qualifying distance of xx.xx meters, will advance to the Final.

In the field event Finals, the athletes can be lined up on the field as close to the competition site as possible and be introduced individually, in the same manner as the lane races, as described above. This should be done as time permits in the schedule but normally, approximately 3-5 minutes before the scheduled start time of the event so that the event can begin immediately after the introductions. The introduction of athletes must be well timed to ensure coordination with Television and that the athletes are not standing too long just prior to their event.

Commentary

Attention should be given to the field events and information provided to the spectators as often as possible. Ideally, every Jump and every Throw should be preceded by an identification of the athlete and his current position if that is significant. There may be times when there is nothing happening other than one or two field events and in those cases a brief mention of each attempt should be made.

Most of the time, there will be conflicting demands for air time. Both running events and Medal Ceremonies might at times pre-empt routine field event announcing. However, every effort should be made to keep spectators informed on the progress of the field events. In particular, mention should be made of every time the bar is raised in the vertical jumps. And in the other field events, at the completion of each round, the Scoreboard should show the placings after that round, and the Announcers should call attention to that information.

If possible, attention should be called to the leading athletes whenever they are competing, especially during the late phases of the event. Also, whenever the Video Screen focuses on an athlete about to make an attempt, that athlete should be identified by the Announcer. There can be great drama to field events, and that needs to be captured and conveyed to the spectators.

Appendix 1

SAMPLE RUNNING ORDER (STADIUM EVENTS)

Time	Event	Track	Jump	Jump	Throw	Announcement	Notes	Screen left	Screen right	Big Screen	Special
18:15:00											Coming UP VT?
18:15:30											
18:16:00											Mascot Clip
18:16:30	Mascot Clip							Mascot	Mascot	Mascot	
18:17:00	Presentation							Startlist	Track	Track	
18:17:30	100mH W Semi 1							100mH W			
18:18:00	One by one							SF 1			
18:18:30											
18:19:00											
18:19:30											
18:20:00		100mH W									
18:20:30		SF1									
18:21:00								Live Results			
18:21:30											
18:22:00											
18:22:30											
18:23:00											
18:23:30											
18:24:00											
18:24:30											
18:25:00	Presentation							Startlist	Track	Track	
18:25:30	100mH W Semi 2							100mH W			
18:26:00	One by one							SF 2			
18:26:30											
18:27:00											
18:27:30											
18:28:00		100mH W									
18:28:30		SF2						Live Results			
18:29:00											
18:29:30											
18:30:00	Mascot Clip							Mascot	Mascot	Mascot	Mascot Clip
18:30:30	Presentation							Startlist	Javelin	Javelin	
18:31:00	Javelin M Final							M Final			
18:31:30	One by One										
18:32:00											
18:32:30											
18:33:00											
18:33:30											
18:34:00	Presentation							Startlist	Track	Track	
18:34:30	100mH W Semi 3							100mH W			
18:35:00	One by one							SF 3			
18:35:30					Javelin M						
18:36:00					Final						
18:36:30											
18:37:00		100mH W									
18:37:30		SF3									
18:38:00								Live Results			
18:38:30											
18:39:00											
18:39:30											
18:40:00	Medal Ceremony 4X400m M							Mascot	Mascot	Mascot	Mascot Clip
18:40:30								Medal Ceremony	Integrated	Integrated	
18:41:00								4X400m M			
18:41:30								Podium			

Appendix 2

SAMPLE RUNNING ORDER (NON STADIUM EVENTS)

Time		Duration	Video
10.48.00	Logos	3m30s	Logos
10.51.30	Sponsors Videos (in)	4m30s	Sponsors Video
10.56.00	Welcome	1m30s	PU2011 Logo
10.58.00	Programme (events+ceremony)	30s	Timetable + Ceremonies
11.00.00	**Opening Ceremony**	**20m**	
11.19.30	Condolences to Japan - Minute silence	1m	Japan tribute
11.20.30	Celebrities Race highlights	3m30s	Highlights
11.24.00	Competition Timetable	30s	Timetable
11.24.30	Junior Women Race Presentation	30s	Junior Women
11.25.00	Past Winners (5 years)	30s	Past Winners
11.25.30	One year ago .... (Bydgoszcz clip)	45s	Video
11.26.20	Circuit presentation	25s	Circuit
11.26.45	Start list	45s	SL by countries
11.27.30	Box by box presentation (ESP-ETH-KEN-UGA-JPN)	2m30s	TV feed
11.30.00	**Junior Women - 6km (3 laps)**		**Gun**
11.54.35	Junior Men Race Presentation	30s	Junior Men
11.55.05	Past Winners (5 years)	30s	Past Winners
11.55.35	One year ago ... (Bydgoszcz clip)	40s	Video
11.56.20	Circuit presentation	25s	Circuit
11.56.45	Start list	45s	SL by countries
11.57.30	Box by box presentation (ERI-ESP-ETH-KEN-UGA)	2m30s	TV feed
12.00.00	**Junior Men - 8km (4 laps)**		**Gun**
12.30.00	**Junior Women Medal Ceremony - Individual**	**4m**	
12.35.00	**Junior Women Medal Ceremony - Teams**	**4m**	
12.38.50	Senior Women Race Presentation	30s	Senior Women
12.39.20	Past Winners (5 years)	30s	Past Winners
12.39.50	One year ago ... (Bydgoszcz clip)	1'35s	Video
12.41.20	Circuit presentation	25s	Circuit
12.41.45	Start list	45s	SL by countries
12.42.30	Lane by lane presentation (ESP-ETH-KEN-MAR-POR-USA)	2m30s	TV feed
12.45.00	**Senior Women - 8 km (4 laps)**		**Gun**
13.25.00	**Junior Men Medal Ceremony - Individual**	**4m**	
13.30.00	**Junior Men Medal Ceremony - Teams**	**4m**	
13.33.45	Senior Men Race Presentation	30s	Senor Men
13.34.15	Past Winners (5 years)	30s	Past Winners
13.34.45	One year ago ... (Bydgoszcz clip)	1'40s	Video
13.36.25	Circuit presentation	25s	Circuit
13.36.45	Start list	45s	SL by countries
13.37.30	Lane by lane presentation (ERI-ESP-ETH-KEN-MAR-UGA)	2m30s	TV feed
13.40.00	**Senior Team - 12km (6 laps)**		**Gun**
14.25.00	**Senior Women Medal Ceremony - Individual**	**4m**	
14.30.00	**Senior Women Medal Ceremony - Teams**	**4m**	
14.35.00	**Senior Men Medal Ceremony - Individual**	**4m**	
14.40.00	**Senior Men Medal Ceremony - Teams**	**4m**	
14.45.00	End of the Competition	1m	PU2011 World Champions
14.46.00	Sponsors Videos (out)	4m30s	Videos
14.50.30	Logos	3m30s	Logos
14.54.00	Finish		

Appendix 3

EVENT PRESENTATION
Structure and Organisation
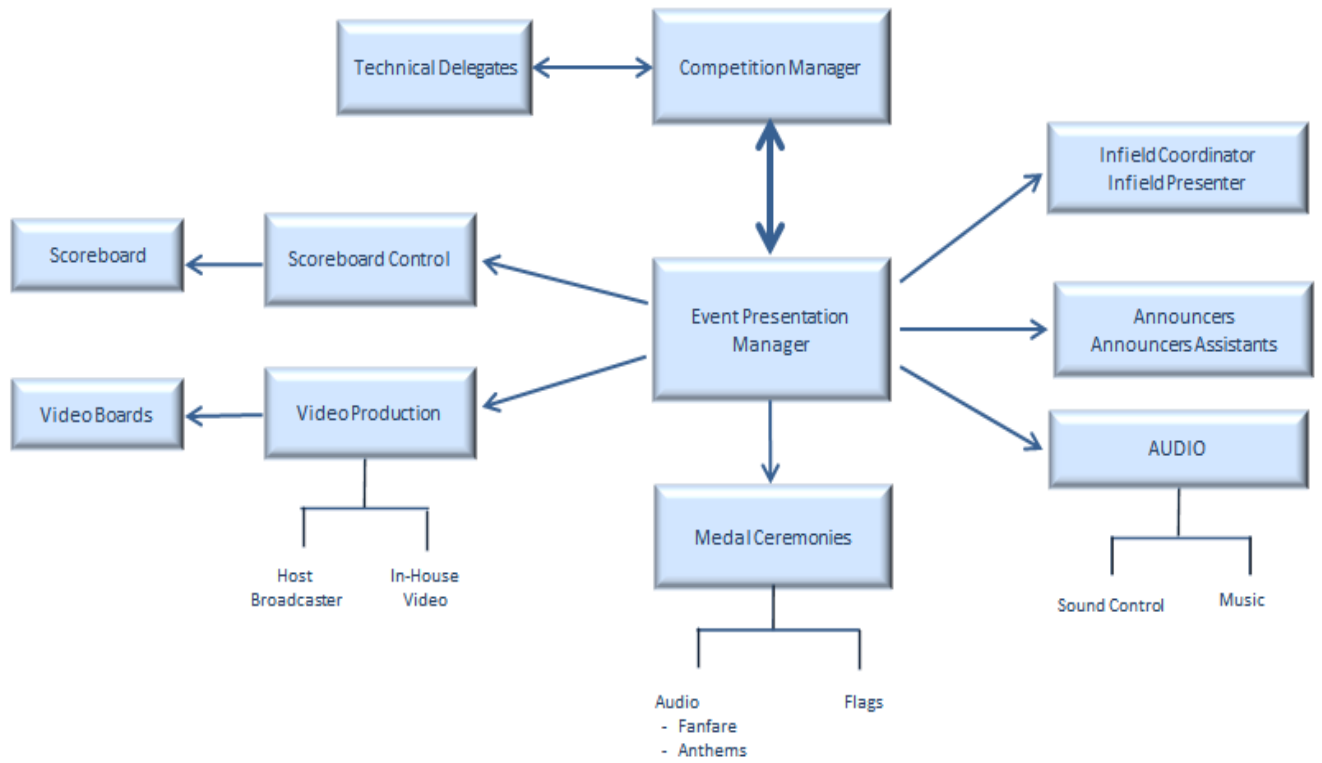
Appendix 4

MEDAL CEREMONY ANNOUNCER SCRIPT

When everyone assembled behind the podium:

SHORT INTRODUCTION MUSIC

(Start of Medal Ceremony)

"Medal Ceremony for the [Event] i.e. Boys 100m"

"The medals will be presented by":

[Name of the Representative, Function] _____ *

"Bronze Medallist"

Representing [*Country*]: _____

"Silver Medallist"

Representing [Country]: _____

"Gold Medallist, and World Youth Champion"

Representing (*Country*): _____

The national anthem of: _____
(the winner's country)

Anthem

"The Medallists in the (event) i.e. Boys 100m"

***NOTE:** When the presenter is affiliated with the LOC, the reference should always be to the [name of city] [year] Organising Committee. The word "local" should not be used.*

IAAF TECHNICAL REGULATIONS FOR WORLD CHAMPIONSHIPS

101   GENERAL

101.1. The IAAF shall organise the IAAF World Championships every two years, in odd years.

101.2. The full event title shall be IAAF World Championships followed by the venue and year of the competition. A shorter version of the event title can be considered subject to IAAF approval.

102   EVENTS PROGRAMME

102.1. The IAAF World Championships shall be held on nine consecutive days.

102.2. The programme shall comprise the following 47 events, 24 for Men and 23 for Women:

102.2.1. **Men**

100 metres	3000m Steeplechase	Discus Throw
200 metres	110m Hurdles	Hammer Throw
400 metres	400m Hurdles	Javelin Throw
800 metres	High Jump	Decathlon
1500 metres	Pole Vault	20km Race Walk
5000 metres	Long Jump	50km Race Walk
10,000 metres	Triple Jump	4 x 100m Relay
Marathon	Shot Put	4 x 400m Relay

102.2.2. **Women**

100 metres	3000m Steeplechase	Discus Throw
200 metres	100m Hurdles	Hammer Throw
400 metres	400m Hurdles	Javelin Throw
800 metres	High Jump	Heptathlon
1500 metres	Pole Vault	20km Race Walk
5000 metres	Long Jump	4 x 100m Relay
10,000 metres	Triple Jump	4 x 400m Relay
Marathon	Shot Put	

102.2.3. **Events for Athletes with Disabilities**

Two events, one male and one female, may be organised for athletes with disabilities. The IAAF Council will approve if and which events will be staged, after consultation with the Technical Delegates. All travel and accommodation costs for athletes in these events will be paid by the Local Organising Committee (LOC).

103.1. **Invitation to Participate**

103.1. Invitation to Participate

All IAAF Member Federations, hereafter called "Members", shall be invited by the IAAF General Secretary to participate in the IAAF World Championships. This invitation, in the official languages of the IAAF, shall be sent at least one year before the IAAF World Championships.

The Organising Member, hereafter called "OM", shall, at the same time, also send a letter of invitation to all Members to participate.

103.2. Age Categories

103.2.1. Junior Athletes

Any athlete aged 18 or 19 years on 31 December in the year of the competition (e.g. for the 2015 Championships, born in 1996 or 1997) may compete in any event except the Marathon and 50km Race Walk.

103.2.2. Youth Athletes

Any athlete aged 16 or 17 years on 31 December in the year of the competition (e.g. for the 2013 Championships, born in 1998 or 1999) may compete in any event except the throwing events, the Combined Events, 10,000m, Marathon and the Race Walks.

103.2.3. Athletes Younger than 16

No athlete younger than 16 years of age on 31 December in the year of the competition (e.g. for the 2015 Championships, born in 2000 or later) may be entered.

103.3. Participation Principles

103.3.1 General

The IAAF shall establish the ideal number of athletes (and relay teams) to start in each event of the Championships. This number will include **qualified** and **unqualified** athletes (and relay teams).

Individual Athletes can qualify in one of four ways:

1. Automatically by achieving the Entry Standard within the qualification period in accordance with criteria decided by IAAF (see 103.3.2)
2. Based on the finishing position at designated competitions (see 103.3.3)
3. By Wild Card (see 103.3.4)
4. As a result of being one of the best ranked athletes at the end of the qualification period to fill the remaining quota places by event (see 103.3.5). This does not apply to the 5000m, 10,000m, Marathons and Race Walks where entries will continue to be administered by entry standards only

Relay Teams can qualify in one of two ways:

1. Automatically as being one of the first eight placed teams at the IAAF World Relays held in the year preceding the IAAF World Championships

Unqualified athletes (including host country) can participate subject to certain conditions (see 103.3.6).

103.3.2 Qualification by Entry Standards

There shall be one Entry Standard for each individual event. The IAAF shall publish the Entry Standards and relevant criteria in the year preceding the IAAF World Championships as follows:

- In March/April for the 10,000m, Marathon, Race Walk and Combined Events
- In November for all other events.

103.3.3 **Qualification by Finishing Position at Designated Competitions**

Athletes shall also be considered as having achieved the Entry Standard in the following cases:

- The **Area Champions** in all the individual events (except for the Marathons). The Member Federation of the Area Champion will have the ultimate authority to enter the athlete or not, based on its own selection criteria. For details see specific Regulations at the end of the section.
- For the **10,000m**, the top 15 athletes finishing in the senior Men's and Women's races at the previous edition of the IAAF World Cross Country Championships.
- For the **Combined Events**, the top three in the previous year's Men's and Women's IAAF Combined Events Challenge.
- For the **20km Race Walk**, the top three in the previous year's Men's and Women's IAAF World Race Walking Challenge.
- For the **Marathons**, the top 10 finishers at the IAAF Gold Label Marathons held in the qualification period.

103.3.4 **Qualification by Wild Card**

The IAAF will accept the participation of the current **Reigning World Outdoor Champion** and that of the Winner of the previous year's **IAAF Diamond League** (in the corresponding World Championships events) and **Hammer Throw Challenge** as wild cards, in each individual event, on the condition that the athlete in question is entered by his Federation. If both are from the same country, only one of the two can be entered with this wild card.

If a Federation has four athletes in one event as a result of this regulation, all four will be permitted to compete. For the Marathon see 103.4.3

Any Member having athletes selected under this rule will receive additional Quotas (see 104.1.) accordingly.

103.3.5 **Qualification by Ranking**

Individual Events: following the end of the qualification period, the IAAF shall assess the number of athletes having qualified in accordance with 103.3.2, 103.3.3 and 103.3.4 plus the requests for the participation of unqualified athletes (including host country athletes). The IAAF shall then invite the athletes with the next best performances in the respective qualification periods until the established ideal number of athletes by event is reached, respecting the maximum quota by Member Federation by event.

In both cases, a maximum of three athletes will be allowed to compete (see 103.4.8).

Relays: following the end of the qualification period, and knowing the Relay Teams that have qualified from the IAAF World Relays, the IAAF shall then invite the teams with the next best performances in the qualification period until the established ideal number of Relay Teams by event is reached.

103.3.6 **Participation of Unqualified Athletes**

Members who have no male and/or no female athletes who have achieved the Entry Standard (or qualified relay team), may enter one unqualified male athlete or one unqualified female athlete in one event of the Championships (except the Road Events and Field Events [see below], Combined Events, 10,000m and 3000m Steeplechase).

Members whose best athlete excels in a **Field Event or Road Event**, may submit to the IAAF, by the stipulated deadline, the name of their athlete plus performance they would like to enter. The Technical Delegates will decide whether or not to accept such entry and, to do so, may seek the opinion of the relevant Area Association.

If the **Host Country** of the IAAF World Championships does not have an athlete who has achieved the Entry Standard in an event, or a qualified Relay Team, it may enter one athlete (or Relay Team) in that event regardless, with the exception of the Combined Events and Field Events where the above shall apply.

103.3.7 **Qualification Period**
- From 1 January in the year preceding the IAAF World Championships to the closing date for the Final Entries for the 10,000m, Marathon, Race Walk, Relays and Combined Events
- From 1 October in the year preceding the IAAF World Championships to the closing date for the Final Entries for all other events

103.4. **Entry Rules**

103.4.1. Member Federations can compete with up to three athletes in each event with the exception of the Marathon (see 103.4.3) and Relays (see 103.4.4) on condition that they are all qualified. A fourth athlete can compete as the Reigning World Champion or Diamond League / Hammer Throw Challenge Winner wild card – see 103.3.4.

103.4.2. Member Federations can enter a **reserve athlete** in each event on condition that he has achieved the Entry Standard.

103.4.3. **Marathon –** Member Federations can compete with up to five athletes on condition that they are all qualified. If the Reigning World Champion is entered as a wild card, he must be within the five.

103.4.4. **Relay Teams** – A maximum of six athletes may be entered for each Relay Team. All athletes already entered in the corresponding individual events (100m or 400m) including the eventual reserve shall automatically count towards the six entries of the team. Any four athletes among those entered for the competition, whether for the relay or for any other event, may then be used in the composition of the team for the first round.

103.5. **Preliminary Entries**

IAAF shall only accept Preliminary Entries received from the Member Federation. Preliminary Entries must be submitted using the IAAF On-line Event Entry System: http://evententry.iaaf.org. The submission of Preliminary Entries will normally be possible from one month prior to the preliminary entry deadline which is four months before the first day of the IAAF World Championships. The entries shall indicate the number of athletes and officials as well as the anticipated travel dates and accommodation requirements.

103.6. **Final Entries**

IAAF shall only accept Final Entries received from the Member Federation. Final Entries must be submitted using the IAAF On-line Event Entry System: http://evententry.iaaf.org. The submission of Final Entries on-line for the competition will be possible from one month prior to the final entry deadline which is not later than two Mondays before the first day of competition (e.g. Monday, 13 August for a competition starting on Friday, 24 August), midnight Monaco time.

103.7. **Final Confirmation of Entries**

Unless otherwise specified in the Team Manual, for events held on the first day, Final Confirmation of Entries must be made before 12:00 (midday) two days before the first competition day and, for all subsequent days, before 9:00am on the day before the event.

103.8. **Team Uniform**

All athletes of the team shall wear the same colour competition uniform during the competition and in all ceremonies. The uniform must conform to IAAF Rules and Regulations. All Members must bring their team uniform to the accreditation centre for inspection, during the accreditation procedures.

103.9. **Team Officials**

The number of officials who may be entered and/or accommodated with the Team is limited and will be in accordance with the total number of athletes entered. See Appendix B.

104 FINANCIAL CONDITIONS

104.1. **Quota**

The quota corresponds to the number of athletes for whom the IAAF and/or the LOC will provide financial support. It may vary from one edition of the event to the next depending on the financial agreement with the LOC. Athletes within the quota will receive financial support as below.

The host country has no quota.

104.2. **Financial support**

All athletes within the quota, representing Members which are in Good Standing with the IAAF, will benefit from return economy class travel and full-board accommodation.

104.2.1 **Travel**

The IAAF or the LOC will, in principle, make all the travel arrangements for the athletes, unless a specific written request is sent to the IAAF Office (by a set deadline) which includes a quote for approval. The IAAF will then confirm or reject the request. After the deadline, the IAAF reserves the right to refuse such requests.

104.2.2 **Accommodation**

All athletes within the quota will benefit from full-board accommodation in twin rooms paid for by the LOC for a maximum of 13 nights, during the subsidised period of the IAAF World Championships (a supplement will be charged for single room occupancy).

The number of officials accommodated at subsidised rates is limited (see Appendix B). Depending on availability, the additional officials allowed may be offered accommodation at regular rates.

The accommodation invoice will be based on the entry details (number of people, arrival and departure dates) submitted by the Final Entries deadline, with a tolerance of two.

104.3. Competition Awards

Competition Awards will be paid subject to the procedure established by the IAAF Council.

104.4. Penalties

Members must respect the deadlines and provide accurate information in their entries in order to avoid causing financial damage to the LOC. Failure to do so may result in the application of financial penalties as detailed below. The penalties will be debited to the account of the Member with the IAAF.

104.4.1. Respect of Deadlines

A penalty of $1,000 USD may be imposed on any Federation which does not respect the Preliminary and/or Final Entry deadlines.

104.4.2. Realistic Entries

A penalty of $1,000 USD per athlete, after the first two, may be imposed on Members which:

after having announced through the Preliminary Entries their participation in an IAAF competition do not take part;

after having entered in the Preliminary Entries more than two athletes, attend the competition with a number of athletes 25% or more higher or lower than the entered number.

105 AUTHORITY AND DUTIES OF THE IAAF COUNCIL

The IAAF Council shall:

105.1. approve the **Technical Regulations** of the IAAF World Championships;

105.2. decide the **venue and date** of the IAAF World Championships at the most appropriate Council Meeting to be held after the closing date for applications (normally five years before the year of the Competition);

105.3. approve the **Entry Standards and the Timetable of events,** as proposed by the Technical Delegates for the Event, at least eighteen months before the Competition (for the approval dates of the Entry Standards see 103.3.1);

105.4. approve the formula for the **Quota** and its benefit with regard to travel and accommodation;

105.5. decide the rotation of Council Members for the **Jury of Appeal**;

105.6. approve the events to be staged for **athletes with disabilities (if proposed by the LOC;**

105.7. appoint the relevant **International Delegates and Officials** (see 106.2)

106 DELEGATES AND OFFICIALS

106.1. General

106.1.1. The LOC shall receive IAAF Delegates and Officials, as shown below. Travel and accommodation expenses (hereafter called "expenses") will be in accordance with IAAF procedures, i.e. LOC shall pay the travel costs for all Delegates; in economy class for all journeys up to 2,500 kilometres and in business class for all journeys longer than 2,500 kilometres. Full board accommodation costs are the financial responsibility of the LOC.

106.1.2. Whenever possible, on at least two occasions the preparatory visits on behalf of Delegates shall be conducted simultaneously.

106.1.3 No IAAF appointed Delegate may be a member of his country's delegation.

106.1.4 All Delegates and Officials shall act in conformity with current IAAF Rules, Regulations and Guidelines and shall have the ultimate authority in their respective fields of responsibility.

106.1.5. The LOC shall supply the Organisational Delegate, Technical Delegates, Press Delegate, Television Delegate, Medical Delegate, Anti-Doping Delegate, Chief ITO, the Chief Race Walking Judge and Photo Commissioner with a mobile phone each, complete with a local chip and will pay for all calls. It shall also supply an appropriate communication system (to be defined by the Technical Delegates) for the IRWJs and ITOs.

106.2. **International Delegates and Officials appointed by the IAAF Council**

106.2.1. **One Organisational Delegate (OD)**

He is appointed three years before the competition**.**

He is the liaison between the IAAF Council, the Organising Member/Committee, the City and all other appointed Delegates. He shall, at all times, retain responsibility for ensuring that the IAAF World Championships are organised to the established standards.

The LOC shall bear the expenses of the Organisational Delegate for a period of not more than five days before the Competition until a maximum of two days after the Competition, and for preliminary visits whenever deemed necessary by the IAAF for the successful staging of the Competition.

106.2.2. **Three Technical Delegates (TDs)**

They are appointed three years before the competition**.**

In particular the Technical Delegates shall submit to the Council proposals for:

- the **Entry Standards**;
- the **Timetable**, which shall have been drawn up together with the LOC and been given to the relevant television authorities for comment;
- the events for **athletes with disabilities**.

Their other duties include:

- They shall approve the courses for the Marathon and Race Walking events;
- They shall approve the accommodation, together with the Organisational Delegate, for the athletes and officials;
- They shall ensure that all technical equipment is checked and conforms to IAAF requirements;
- They shall determine and approve the make and type of **Implements** to be used at least one year before the Competition. The implements must have IAAF Certification (see 107.3.);
- A Technical Delegate shall chair the Technical Meeting.

The agreement of the Technical Delegates must be sought in advance on all matters relating to the technical conduct of the Competition.

The LOC shall bear the expenses of one Technical Delegate for a period of not more than ten days before the Competition until a maximum of two days after the Competition and for two Technical Delegates for a period of not more than five days before the Competition until a maximum of two days after the Competition, and for preliminary visits whenever deemed necessary by the IAAF for the successful staging of the Competition.

106.2.3. Jury of Appeal

The Jury of Appeal shall be the Council of the IAAF on rotation (excluding those members who are IAAF-nominated Delegates and officials) plus one member who is currently, or previously was, an IAAF International Technical Official, seven members of which shall be on duty each day. A Chairman of the Jury and a permanent Secretary to the Jury shall be appointed.

The LOC shall bear the expenses of the Members of the Jury of Appeal for a period of not more than two days before the Competition until one day after the Competition.

106.2.4. One Television Delegate

He is appointed three years before the competition.

The LOC shall bear the expenses of the Television Delegate for a period of not more than five days before the Competition until one day after the Competition, and for a maximum of three preliminary visits.

106.2.5. One Medical Delegate

He is appointed two years before the competition.

The LOC shall bear the expenses of the Medical Delegate for a period of not more than three days before the Competition until one day after the Competition, and for one preliminary visit.

106.2.6. One Anti-Doping Delegate

He is appointed two years before the competition.

The LOC shall bear the expenses of the Anti-Doping Delegate for a period of not more than three days before the Competition until one day after the Competition, and for one preliminary visit.

106.2.7. One Press Delegate

He is appointed two years before the competition.

The LOC shall bear the expenses of the Press Delegate for a period of not more than five days before the Competition until one day after the Competition, and for a maximum of three preliminary visits.

106.2.8. One Photographers' Commissioner

He is appointed two years before the competition.

The LOC shall bear the expenses of the Photographers' Commissioner for a period of not more than five days before the Competition until one day after the Competition and for a maximum of two preliminary visits.

106.2.9. Ten International Technical Officials (ITOs)

They are appointed one year before the Competition and shall be selected from the IAAF Panel. One amongst them shall be appointed Chief ITO.

The LOC shall bear the expenses of the ITOs for a period of not more than three days before the Competition until one day after the Competition.

106.2.10. **One Chief and Eight Other International Race Walking Judges (IRWJs)**

They shall be appointed one year before the Competition and shall be selected from the IAAF Panel.

Up to four additional IRWJs may be appointed (on the recommendation of the Technical Delegates), depending on the distance of the walking course from the finish.

The LOC shall bear the expenses of the IRWJs for a period of not more than one day before the first Race Walking event until one day after the last Race Walking event and for one preliminary visit of the Chief IRWJ (if required by the TDs and to take place at the same time as one of the Technical Site Visits). The Chief IRWJ must be on site one day before the Technical Meeting.

106.2.11. **Two Assistants to the Race Walking Chief Judge and Two Recorders**

If it is deemed by the IAAF that there is not sufficiently qualified personnel in the Host Country to fulfil these roles, the IAAF shall appoint one or two Assistants to the Race Walking Chief Judge and one or two Recorders. Otherwise such personnel may be appointed by the LOC upon approval of the IAAF.

They are appointed one year before the Competition.

The LOC shall bear the expenses of the two Recorders and two Chief Judge's Assistants for a period of not more than one day before the first Race Walking event until one day after the last Race Walking event.

106.2.12. **One IAAF/AIMS Grade "A" International Road Race Course Measurer**

The Course Measurer shall be appointed from the relevant Panel, one year before the competition**.**

The LOC shall bear the expenses of the Road Race Course Measurer for a period of not more than two days before the first Road Race event until one day after the last Road Race event and for one preliminary visit to measure the courses or, if these courses have been previously measured and certified, confirm the routes and to attend the laying down of the coloured line denoting the measurement line.

106.2.13. **One International Starter (IS)**

The selected International Starter must be a member of the IAAF Panel and shall be appointed one year before the competition.

The LOC shall bear the expenses of the IS for a period of three days before the Competition until one day after the Competition.

106.2.14. **One International Photo Finish Judge (IPFJ)**

The IPFJ selected must be a member of the IAAF Panel and shall be appointed one year before the competition.

The photo finish image should be read by a team of three persons:

- The International Photo Finish Judge;
- One official proposed by the OM (National Photo Finish Judge);
- One person proposed by the appointed timing company.

The LOC shall bear the expenses of the IPFJ for a period of two days before the Competition until one day after the Competition.

106.2.15. **Two Statisticians**

They shall be appointed one year before the competition.

The LOC shall bear the expenses of the Statisticians for a period of not more than five days before the Competition until one day after the Competition;

106.2.16. **Two English and Two French Speaking Announcers.**

They are appointed one year before the Competition.

The LOC shall bear the expenses of the Announcers for a period of not more than two days before the Competition until one day after the Competition.

106.3. **National Competition Officials appointed by the OM**

The OM is responsible for the appointment of all National Referees, Judges and other Technical Officials, whose competence must be guaranteed. The Referees must be approved by the IAAF Technical Delegates.

107 TECHNICAL MATTERS AND REQUIREMENTS

107.1 Facilities

107.1.1 Main Stadium

The IAAF World Championships shall be held in a stadium conforming in all respects with the requirements of IAAF Rules and must hold a Class 1 IAAF Athletic Facility Certificate.

The infield shall be natural grass or covered in a synthetic surface approved by the IAAF.

It should have a roof covering all the seating and must have a minimum capacity of 30,000 spectators.

The track facility must be of a single radius bend construction, or if of a double radius bend design, the smaller radius may not be less than 30.00.

107.1.2. Warm-up Facility

It is mandatory that there be a Warm-up facility, including a separate area for Long Throws, ideally within easy walking distance of the stadium. The track must be a 400m standard track with at least 6 oval lanes and the surface product should be the same as that in the main stadium.

107.1.3. Road Race Courses

The Road Race courses shall comply with the requirements of IAAF Rules 230.10 (Race Walks) and Rule 240 (Marathons). They shall be measured by the IAAF/AIMS approved Grade "A" International Road Race Measurer appointed by the IAAF who shall attend the IAAF World Championships to validate that the courses used are as measured.

The courses must comply with the criteria for an IAAF Road World Record (Rule 260.28 and 260.29).

In the case of the Marathons, the course shall be designed in accordance with the recommendations contained in the IAAF publication "Distance Running Manual" and a distinctive, coloured line denoting the course measured must be marked on the road (IAAF Rule 240.3). It is also mandatory that low emission vehicles be used for the lead car as well as for the media lead car.

107.1.4. Training Areas

Adequate training facilities must be provided to ensure training possibilities for all events at appropriate times. The TDs shall inspect and decide upon the most suitable facilities during the Site Visit(s).

107.1.5. Technical Offices and Rooms

A number of technical and functional offices and rooms must be provided by the LOC.

A basic list is as follows:

- **Call Room** at the warm-up facility and in the main stadium;
- **A Mixed Zone** for Media interviews
- **A Post Event Area** where athletes are able to recover and collect their clothing
- **A Photo Finish** control room
- **A Results Management** room
- A gathering area for the **Medal Ceremonies**
- **A Doping Control station,** the location and layout of which needs to be agreed with the Anti-Doping Delegate;
- **A Technical Information Centre (TIC)** located at the Stadium;
- **Competition Information Desks (CIDs)** located at the athletes' accommodation venue(s);
- **A rest area** for the Combined Events athletes at the main stadium;
- Adequate **seats** close to the Field Event sites need to be reserved by the LOC for the **Field Events coaches**. Such seats cannot therefore be sold and access can be granted by form of a pass or tickets.
- **Seating** for the Teams

The TDs shall inspect and decide upon the most suitable solutions during the Site Visit(s).

107.2 Technical Services

107.2.1. False Start Control Timing

Starting blocks must be fitted with approved false start detection apparatus, which must have an automatic recall system. Fully Automatic Timing and Photo Finish System must be used. Transponder timing will be used additionally in the out-of-stadium events and may also be used for back-up and lap counting purposes.

107.2.2. Measurement

Scientific distance measuring equipment must be provided and shall be used as appropriate.

107.2.3 Video Recording

It is mandatory that a dedicated video system be provided to record all events (IAAF Rule 150). Such recordings shall be made in accordance with the IAAF Guidelines (see Appendix A).

107.2.4 Race Walking Events Communication System

The use of an electronic communication system for all Race Walking events is obligatory. This should be composed of posting boards and hand-held devices with transmission capability for communicating the Red Cards to the Recorder.

107.2.5. Video Boards

It is mandatory that the LOC obtain, and pay for, at least two adequately sized video boards in the stadium for the public showing of the television signal. The size of such boards shall be agreed with the IAAF in advance. There must also be at least one electronic scoreboard to display results.

107.2.6. Public Address System

The main stadium must be provided with a suitable sound system for public address and event presentation purposes.

107.3. Implements

107.3.1. Official Implements List

The TDs, in conjunction with the LOC and based on the implements most commonly used by major international Athletes, shall determine a list of Official Implements which the LOC shall provide to the athletes free of charge. In principle a minimum of six items shall be required for each implement, to cover the needs of the competition, warm-up and training venues.

107.3.2. Additional implements

Further Implements may be added to the approved list if requested by Members or by Manufacturers with the endorsement of a Member Federation (by a deadline set by the Technical Delegates) and if supplied to the LOC free of charge (by a deadline set by the Technical Delegates). However, all such implements must have IAAF certification and be approved by the Technical Delegates. Six items of each additional implement shall be required.

107.3.3. Personal Implements

Personal implements may be allowed, providing they are readily identifiable, they have a current IAAF certification, they are not on the official list and have been checked for compliance with the Rules in accordance with the Technical Delegates' instructions. These implements must be available for use by the other participants until the end of the event.

107.3.4. Usage Statistics

The LOC must keep an accurate record of the implements (official or personal) used during the competition and produce usage statistics to be used for the purpose of compiling suitable official implements lists for future competitions.

107.4. Equipment

107.4.1. Competition Equipment

All competition equipment must be in accordance with current IAAF Rules.

107.4.2. Equipment for Warm-up and Training Areas

The LOC must provide adequate and sufficient equipment for all warm-up and training venues.

107.5. Team Manual

The LOC, in close cooperation with the IAAF, is responsible for the production of a Team Manual. The Team Manual must be posted on the LOC website (and be available for download) no less than two months before the competition and Members informed. A printed version must be available for distribution on site, upon teams' arrival.

107.6. **Training in the Competition Stadium**

Athletes shall be given an opportunity to inspect and, if possible, train in the main competition stadium on at least one occasion prior to the start of the championships. Such training to be no more than two hours in duration and should normally be arranged one or two days before the competition at a time when most of the athletes are on site and which would not conflict with other activities in the stadium or the general organisation of the event.

107.7. **Technical Meeting**

Two days prior to the first day of the Competition, a Technical Meeting will be held which not more than two representatives (and, if necessary, an interpreter) from each delegation may attend. The LOC shall provide simultaneous translation in five languages (English, French, Spanish, Russian and Arabic) if the meeting takes place immediately after the Congress and in the same venue. If the meeting is at another venue, simultaneous translation must be provided in English and French.

107.8. **Bibs and Hip Numbers**

The athletes' bibs (including those for the Medal Ceremonies), as well as the hip numbers, will be provided by IAAF.

107.9. **Athletes Behaviour**

Any athletes' behaviour which infringes the rights of the sponsors can lead to the application of financial penalties.

107.10 **Special Technical Rules for the World Championships**

107.10.1 **Preliminary Round for the 100m**

In the Men's and Women's 100m, where the majority of unqualified athletes are entered, all unqualified athletes shall be required to compete in a Preliminary Round the results of which shall determine which athletes shall proceed to the Round One of the event. Qualified athletes shall be entered directly in Round One.

107.10.2 **Seedings, Draws and Qualification in Track Events**

To accommodate the large number of entries in some events, alternate tables to those provided for in Rule 166.2 may be used by the Technical Delegates for seeding, draws and qualifications in Track Events. See Alternate Tables in Appendix C.

108 PROTOCOL MATTERS

108.1. **Opening Ceremony**

108.1.1. The IAAF World Championships shall have an Opening Ceremony which may take place either at the main Stadium or at an alternative venue proposed by the LOC.

108.1.2. The LOC shall submit its general plan for the Opening Ceremony for IAAF approval.

108.1.3. The involvement of athletes and officials, which has to be discussed and agreed with the IAAF, is not essential, however all participating delegations shall be represented in the Opening Ceremony, at minimum by:

- A placard for each participating delegation bearing the name of the country/territory;
- The official flag of each participating country/territory.

Both shall be paraded into the Opening Ceremony venue in a way and at a time to be proposed by the LOC.

108.1.4. The names of the delegations shall be in the language of the host country (but in Roman script) and/or in English, and in accordance with those listed under IAAF Constitution Article 4.

108.1.5. At the end of the parade, when everyone is assembled, the official sequence of the Opening Ceremony shall take place as follows:

- Anthem of the Host Country;
- Welcome by the President of the LOC or his representative;
- Speech by the IAAF President or his representative;
- Opening of the IAAF World Championships by the Head of State or his representative;
- Raising of the IAAF Flag in the Stadium while the IAAF Anthem is played.

108.1.6. The LOC can plan some form of entertainment before and after the parade and official sequence of the Ceremony but the start and finish times, as well as the content, shall be agreed in advance with the IAAF.

108.2 Medal Ceremonies

108.2.1. Gold, Silver and Bronze medals shall be presented to the first three placed athletes in each individual event and to the first three placed relay teams who shall mount the awards podium.

For relay teams, the four athletes of each team who competed in the Final shall mount the awards podium. Other athletes (maximum two) who competed for any of these teams in the competition will subsequently receive their medals. It is the LOC's duty to ensure that each team is given the correct number of medals.

In all cases, the medals will be presented in ascending order: third, second, first.

108.2.2 The medals shall be presented by one person appointed by the IAAF.

108.2.3 The awards podium should, whenever possible, be located outside the infield in a location to be agreed by the IAAF. The Medal Ceremony shall begin once all athletes and the presenting person are in position behind the awards podium. The Medal Ceremony shall consist of each athlete or team being presented their medals, followed by the national anthem of the first placed athlete or team together with the raising of the flags of the respective countries.

When the Marathon and / or Race Walk finish outside the Stadium, the corresponding Medal Ceremonies, subject to the approval of the IAAF, may take place at the road events finish area.

108.2.4 No medal ceremonies should normally be held after the last event of the session.

108.2.5 The LOC is responsible for the design (which must be submitted to the IAAF for approval by the IAAF Council at least six months before the competition), production and costs of the medals (78 sets of gold, silver and bronze) as follows (according to the present competition programme):

- 22 for men's individual events;
- 21 for women's individual events;
- 24 for the four relay races (six per set, male and female);
- 2 for events for athletes with disabilities (if confirmed);
- 3 for the IAAF's archive;
- 3 for any eventual doping cases;
- 3 for any eventual ties.

108.3 **Closing Ceremony**

The IAAF World Championships must have a Closing Ceremony and IAAF shall be given the opportunity to comment on the content of the Ceremony. The most important aspect is the handing over of the IAAF Flag to a representative of the OM and/or City of the next edition of the IAAF World Championships.

AREA CHAMPIONS AUTOMATIC QUALIFICATION REGULATIONS

In November 2007 the IAAF Council approved the principle by which the Area Champions automatically qualify for the IAAF World Championships. This principle was implemented for the first time for the 2009 edition in Berlin, GER.

Below are the specific Regulations which govern the application of this principle.

1. The Area Champion in each individual event (except the Marathons) automatically qualifies for the IAAF World Championships, irrespective of whether his performance has reached the" A" or "B" standard.
2. The Area Champion shall be the one who has achieved the title at the Area Championships held in the year of the IAAF World Championships or in the preceding year.
3. If an Area does not have Area Championships in those years, then the Area may organise an alternate event to select the Area Champion in that period.
4. The Member Federation of the Area Champion will have the ultimate authority to enter the athlete or not, based on its own domestic standard or qualification system.
5. If the Member Federation of the Area Champion enters the athlete, he will be considered as having achieved the "A" standard.
6. If the Area Champion, due to any reason, is not entered, this quota will not be delegated to the second placed athlete and the normal entry rules and conditions apply.
7. For those Area Championships that do not have certain events, the Area Associations can organise alternate Area specific event Championships with conditions conforming to Area Championships Regulations.
8. For an Area having restricted Area Championships, the Area Association may specify an existing competition of a suitable standard for the purpose of identifying the Area Champion. In such cases, it is necessary that all Member Federations within the Area be invited to compete in this Competition.
9. For the Marathon, the current qualification principles still apply.

Appendix S

IAAF TERMS AND ABBREVIATIONS

1. NTRODUCTION

This document is designed to standardise and explain the common terms and abbreviations used in athletics, mostly at the international level and mainly focused on IAAF events.

2. EVENT TITLES AND ORDER

This list comprises all events staged in IAAF World Athletics Series (WAS) competitions. Listing of events should be according to the following order. When listed separately, men's events are listed before women's events (for competition abbreviations see section 8).

EVENT	Abbreviation	M/F	WCH	WIC	WJC	WYC	ICC	WXC	WRW	WHM	IWR
60 Metres	60m	M/F		✓							
100 Metres	100m	M/F	✓		✓	✓	✓				
200 Metres	200m	M/F	✓		✓	✓	✓				
400 Metres	400m	M/F	✓	✓	✓	✓	✓				
800 Metres	800m	M/F	✓	✓	✓	✓	✓				
1500 Metres	1500m	M/F	✓	✓	✓	✓	✓				
3000 Metres	3000m	M/F		✓	✓	F	✓				
5000 Metres	5000m	M/F	✓		✓		✓				
10,000 Metres	10,000m	M/F	✓		M						
Half Marathon (21.0975 km)	HMar	M/F								✓	
Marathon (42.195 km)	Mar	M/F	✓								
2000 Metres Steeplechase	2000mSC	M/F				✓					
3000 Metres Steeplechase	3000mSC	M/F	✓		✓		✓				
60 Metres Hurdles	60mH	M/F		✓							
110 Metres Hurdles	110mH	M	✓		✓	✓	✓				
100 Metres Hurdles	100mH	F	✓		✓	✓	✓				
400 Metres Hurdles	400mH	M/F	✓		✓	✓	✓				
High Jump	HJ	M/F	✓	✓	✓	✓	✓				
Pole Vault	PV	M/F	✓	✓	✓	✓	✓				
Long Jump	LJ	M/F	✓	✓	✓	✓	✓				
Triple Jump	TJ	M/F	✓	✓	✓	✓	✓				
Shot Put	SP	M/F	✓	✓	✓	✓	✓				
Discus Throw	DT	M/F	✓		✓	✓	✓				
Hammer Throw	HT	M/F	✓		✓	✓	✓				
Javelin Throw	JT	M/F	✓		✓	✓	✓				
Pentathlon	Pen	F		✓							
Heptathlon	Hep	M/F	✓	✓	✓	✓					
Decathlon	Dec	M	✓		✓						
5000 Metres Race Walk	5000mRW	M/F				✓					
10,000 Metres Race Walk	10,000mRW	M/F			✓	✓					
10 Kilometres Race Walk	10kmRW	M/F							✓		

EVENT	Abbreviation	M/F	WCH	WIC	WJC	WYC	ICC	WXC	WRW	WHM	IWR
20 Kilometres Race Walk	20kmRW	M/F	✓						✓		
50 Kilometres Race Walk	50kmRW	M	✓						✓		
4 x 100 Metres Relay	4 x 100mR	M/F	✓		✓		✓				✓
4 x 200 Metres Relay	4 x 200mR	M/F									✓
4 x 400 metres Relay	4 x 400mR	MF	✓	✓	✓		✓				✓
4 x 800 Metres Relay	4 x 800mR	M/F									✓
4 x 1500 Metres Relay	4 x 1500mR	M/F									✓
Medley Relay	MedleyR	M/F				✓					
Senior Race 12km	SM	M						✓			
Junior Race 8km	JM	M						✓			
Senior Race 8km	SW	F						✓			
Junior Race 6km	JW	F						✓			

3.   COMPETITIONS

International Competitions are defined in Rule 1.1. For the purpose of this document, competitions either organised directly by the IAAF, or where the IAAF has direct control, are listed below.

3.1   IAAF World Athletics Series and Olympic Games – IAAF Rule 1.1 (a)

Competition	Abbreviation	Comments
IAAF World Championships	WCH	
IAAF World Indoor Championships	WIC	
IAAF World Junior Championships	WJC	
IAAF World Youth Championships	WYC	
IAAF Continental Cup	ICC	Participating Teams: Africa (AFR), Americas (AME), Asia-Pacific (APA), Europe (EUR)
IAAF World Cross Country Championships	WXC	
IAAF World Race Walking Cup	WRW	
IAAF World Half Marathon Championships	WHM	
IAAF World Relays	IWR	A pioneer (new) event (not an official WAS event)
Olympic Games	OG	IAAF responsible for the organisation of the athletics competition
Youth Olympic Games	YOG	IAAF responsible for the organisation of the athletics competition

3.2   International Invitation Meetings and competitions which are categorised by the IAAF as part of the global structure and approved by the IAAF Council – IAAF Rule 1.1 (e)

Competition	Abbreviation
IAAF Diamond League	IDL
IAAF World Challenge	IWC
IAAF Combined Events Challenge	
IAAF Hammer Throw Challenge	
IAAF Race Walking Challenge	
IAAF Indoor Permit Meetings	
IAAF Cross Country Permit Meetings	
IAAF Road Race Labels (Gold, Silver, Bronze)	

3.3 International Competitions conducted by IAAF Partner Organisations under IAAF Permit.
- Mountain Running Championships and Meetings
- Ultradistance Running Championships
- Masters Athletics Championships

4. STAGES OF THE COMPETITION

4.1 Track Events

Track Events with **four phases** are referred to as:
- Stage 1: Preliminary Round – when applicable (Prelim.)
- Stage 2: Round 1 (R1)
- Stage 3: Semi-Final (SF)
- Stage 4: Final (F)

Track Events with **three phases** are referred to as:
- Stage 1: Round 1 (R1)
- Stage 2: Semi-Final (SF)
- Stage 3: Final (F)

Track Events with **two phases** are referred to as:
- Stage 1: Round 1 (R1)
- Stage 2: Final (F)

Track Events with **one stage** only are called Final.

The Preliminary Round, Round 1 and Semi-Finals comprise two or more Heats

Note: The opening stage of a Track Event shall always be called Round 1 (not Semi-Final) except in the case of a straight Final or when a Preliminary Round is held.

4.2 Field Events

Field Events with **two phases** are referred to as:
- Stage 1: Qualifying Round (can comprise one Group or two Groups: Group A and Group B)
- Stage 2: Final

Field Events with **one stage** only are called Final.

4.3 Combined Events

Combined Events comprise a number of different Track and Field Events.

Track Events within Combined Events shall be called Heats (Heat 1, Heat 2).

Field Events within Combined Events shall be called Groups (Group A and Group B).

4.4 Road Events

Road Events and Cross Country Events are conducted with **one stage** only called Final.

5. PERFORMANCES

5.1 Time Performances

A colon between hours and minutes and minutes and seconds.

> Example: 2:04:55 (2 hours, 4 minutes and 55 seconds)

A decimal point between seconds and tenths / hundredths.

> Example: 9.92 (9 seconds and 92/100ths)
>
> Example: 1:41.73 (1 minute, 41 seconds and 73/100ths)
>
> Example: 10.2 (10 seconds and 2/10ths)
>
> Example: 1:45.8 (1 minute, 45 seconds and 8/10ths)

5.2 Distance / Height Performances

All distances and heights shall be expressed in metres and decimals of metres.

> Examples: 2.35, 5.95, 7.95, 17.35, 21.92, 70.65, 86.94

5.3 Special Performance Codes

Performances may be achieved in special conditions. In these cases, special codes are associated to the performance to explain the specific characteristics:

A   Altitude over 1000m
DOB Date of birth
i   Indoors
o   High Jump or Pole Vault clearance
Q   Qualified by right (achieved qualifying place or standard)
q   Qualified on time (Track Events) or distance / height (Field Events)
w   Wind-assisted (>2 m/s)
W   Wind-Assisted Combined Event score (>4 m/s)
e   Exhibition

When no performance is recorded the following codes are used:

-     Pass in Field Event trials
DNS Did not start
DNF Did not finish
DQ   Disqualified
NM   No mark recorded
r   Retired (abandoned competition)
x   Failure in Field Events

6. RECORDS AND STATISTICAL INFORMATION

There are performances which are statistically significant because they represent an improvement compared to the previous performance in the same event. In this case they are identified with a code and can be of three types:

6.1 Records

Can be outdoor or indoor, can be geographical (World, Area, National), in relation to a type of competition (Olympic Games, Championships, Meetings, Indoor) or to an age group (Junior). In the case of **World Records**, these are recognised for a limited number of events and age groups
(Rules 260 - 264).
e.g.: WJR = **W**orld **J**unior **R**ecord; AJR = **A**rea **J**unior **R**ecord; CR = **C**hampionship **R**ecord

6.2 Best Performances

Are used for those events and / or age category where official world records are not recognised of for individual events of Combined Events and for individual athletes' performances also in relation to an identified period (qualification, season)
e.g.: WYB = **W**orld **Y**outh **B**est; PB = **P**ersonal **B**est

6.3 Leading Performances

Used to indicate the best performance in the world in the year
e.g.: WL = **W**orld **L**eading; WYL = **W**orld **Y**outh **L**eading

RECORD Performances	Outdoor			Indoor	
	Senior	Junior	Youth	Senior	Junior
World	WR	WJR		WIR	WJIR
Olympic	OR		YOR		
Area	AR	AJR		AIR	AJIR
National	NR	NJR		NIR	NJIR
Championship (or Competition)	CR	CR	CR	CR	
Meeting	MR				
BEST Performances	**Outdoor**			**Indoor**	
	Senior	Junior	Youth	Senior	Junior
World	WB	WJB	WYB	WIB	WJIB
World (Dec/Hep/Pen)	WDB/WHB	WDJB/WHJB	WDYB/WHYB	WHIB/WPIB	WHJIB/WPJIB
Olympic (Dec/Hep)	ODB/OHB				
Area	AB	AJB	AYB	AIB	AJIB
Area (Dec/Hep/Pen)	ADB/AHB	ADJB/AHJB	ADYB/AHYB	AHIB/APIB	AHJIB/APJIB
National	NB	NJB	NYB	NIB	NJIB
National (Dec/Hep/Pen)	NDB/NHB	NDJB/NHJB	NDYB/NHYB	NHIB/NPIB	NHJIB/NPJIB
Championships (Dec/Hep/Pen)	CDB/CHB	CDB/CHB	CDB/CHB	CHB/CPB	CHB/CPB
Personal	PB				
Season	SB				
Qualification	QB				
LEADING Performances	**Senior**	**Junior**	**Youth**		
World	WL	WJL	WYL		

7. DATES

Should be given as day, month and year (last two digits)

    Examples: 15 Mar 09

              Day: 1, 5, 10, 15, 21, 31 (not 01, 05, etc.)

              Month: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

              Year: 98, 99, 00, 01, 08, etc.

8. GLOSSARY

Term	Abbreviation	Definition
Area		The geographical area comprising all of the Countries and Territories affiliated to one of the six Area Associations of the IAAF.
Area Association		An Area Association of the IAAF responsible for fostering Athletics in one of the six areas into which the Members are divided in the IAAF Constitution. The six Area Associations of the IAAF are: AFRICA, ASIA, CONSUDATLE, EUROPE, NACAC, OCEANIA
Association of International Marathons and Distance Races	AIMS	A member-based organisation of more than 350 of the world's leading distance races from over 98 countries & territories
Bib Number	Bib	An athlete's number, name or other suitable identification during the competition

Term	Abbreviation	Definition
Boys	B	Male athletes aged 16 or 17 on December 31 of the current calendar year. (See also Youth)
Call Room		A room or area where the athletes report and undergo certain checking procedures prior to their event
Combined Event	CE	An event comprising several Track and Field Events in which an athlete scores points for his performances (e.g. Decathlon, Heptathlon)
Disqualification	DQ	A ruling by officials that an athlete or team has broken the rules of the sport and cannot be considered for placing in the competition
Entry Standard	ES	A performance which needs to be achieved in order for an athlete to qualify for entry to a championships
Event Entry System	EES	The IAAF's internet based entry system where Member Federations submit final entries for a specific WAS event, except the ICC.
False Start	Fn	Starting a race before the starter's gun is fired or with a reaction time of less than 0.100s. (See also IAAF Rule 162)
Field		Collective term for the athletes within any particular event
Field Events		Jumping and Throwing Events of an athletics programme
Final	F	The ultimate stage of an event
Girls	G	Female athletes aged 16 or 17 on December 31 of the current calendar year. (See also Youth)
Heat	h	An individual race within any stage of an event other than the Final
International Association of Athletics Federations	IAAF	The world governing body for athletics
International Association of Ultrarunners	IAU	Governing body for Ultradistance Running
IAAF Top Lists		Best legal performances in the year in a single event compiled by IAAF
International Paralympic Committee	IPC	The international governing body of the Paralympic Movement
Junior	Jr	An athlete aged 18 or 19 on December 31 of the current calendar year
Local Organising Committee	LOC	A group or entity responsible for the organisation of an event in the host city
Master		Any athlete who has reached his/her 35th birthday
Medal Ceremony	MC	The ceremony of presenting medals to the top three placed athletes or teams
Member Federation	MF	National governing body for Athletics affiliated to the IAAF
Progression		Track / Field progression through preliminary rounds. The pre-determined sequence of heights to be attempted in a High Jump or Pole Vault contest (height progression)
Qualifying Conditions		The conditions which need to be achieved in order for an athlete to progress to the next stage of an event
Qualifying Group	Gr	Identifies the athletes competing in one of the two Field Event qualifications
Qualifying Round		The preliminary stage of a Field Event
Qualifying Standard		A performance which needs to be achieved in a Qualifying Round for an athlete to progress to the Final by right
Race Walking	RW	Track or Road Events in which the athlete must fulfil the IAAF's definition of race walking. (See IAAF Rule 230)
Rank		Placing in an event. Athletes are ranked according to IAAF Rules.
Reaction Time		The time taken between the start signal and athlete's reaction according to sensors in their starting blocks
Relay	R	A running event contested by teams of four or more athletes who each run successive Relay legs
Relay Leg		The section of a Relay run by one team member
Road Events		Events contested largely or entirely on the road
Round		A stage of a Track or Field Event
Round of Trials		The segment of a Horizontal Jump or Throw where each athlete in turn takes a trial

Term	Abbreviation	Definition
Round 1	R1	The opening stage of a multi-round Track Event (unless a Preliminary Round is held)
Session		A sequence of events in a timetable held on one particular part of the day
Splits		Intermediate times taken during a longer race or the time taken by an athlete to complete their Relay leg
Standings		The order of athletes during a Field Event or Combined Events contest
Start List		A document showing the athletes confirmed to start in a particular event and the order in which they are to compete
Track Event		Event contested on a running track
Wind Speed		The average wind velocity over a period of time during an outdoor running race of up to 200m or an outdoor horizontal jump competition
World Athletics Series	WAS	The Championships and Cups organised directly by the IAAF in the four-yearly official competition programme
World Masters Athletics	WMA	Governing body for Masters athletics
World Mountain Running Association	WMRA	Governing body for Mountain Running
Youth		An athlete (male or female) aged 16 or 17 on December 31 of the current calendar year

COUNTRY CODES – in code order (GBR)

Code	Country	Code	Country	Code	Country
AFG	AFGHANISTAN	GEO	GEORGIA	NIG	NIGER
AIA	ANGUILLA	GEQ	EQUATORIAL GUINEA	NMI	NORTHERN MARIANAS ISLANDS
ALB	ALBANIA	GER	GERMANY	NOR	NORWAY
ALG	ALGERIA	GHA	GHANA	NRU	NAURU
AND	ANDORRA	GIB	GIBRALTAR	NZL	NEW ZEALAND
ANG	ANGOLA	GRE	GREECE	OMA	OMAN
ANT	ANTIGUA	GRN	GRENADA	PAK	PAKISTAN
ARG	ARGENTINA	GUA	GUATEMALA	PAN	PANAMA
ARM	ARMENIA	GUI	GUINEA	PAR	PARAGUAY
ARU	ARUBA	GUM	GUAM	PER	PERU
ASA	AMERICAN SAMOA	GUY	GUYANA	PHI	PHILIPPINES
AUS	AUSTRALIA	HAI	HAITI	PLE	PALESTINE
AUT	AUSTRIA	HKG	HONG KONG - CHINA	PLW	PALAU
AZE	AZERBAIJAN	HON	HONDURAS	PNG	PAPUA NEW GUINEA
BAH	BAHAMAS	HUN	HUNGARY	POL	POLAND
BAN	BANGLADESH	INA	INDONESIA	POR	PORTUGAL
BAR	BARBADOS	IND	INDIA	PRK	DPR KOREA
BDI	BURUNDI	IRI	ISLAMIC REPUBLIC OF IRAN	PUR	PUERTO RICO
BEL	BELGIUM	IRL	IRELAND	PYF	TAHITI
BEN	BENIN	IRQ	IRAQ	QAT	QATAR
BER	BERMUDA	ISL	ICELAND	ROU	ROMANIA
BHU	BHUTAN	ISR	ISRAEL	RSA	SOUTH AFRICA
BIH	BOSNIA & HERZEGOVINA	ISV	US VIRGIN ISLANDS	RUS	RUSSIA
BIZ	BELIZE	ITA	ITALY	RWA	RWANDA
BLR	BELARUS	IVB	BRITISH VIRGIN ISLANDS	SAM	SAMOA
BOL	BOLIVIA	JAM	JAMAICA	SEN	SENEGAL
BOT	BOTSWANA	JOR	JORDAN	SEY	SEYCHELLES
BRA	BRAZIL	JPN	JAPAN	SIN	SINGAPORE
BRN	BAHRAIN	KAZ	KAZAKHSTAN	SKN	SAINT KITTS & NEVIS
BRU	BRUNEI	KEN	KENYA	SLE	SIERRA LEONE
BUL	BULGARIA	KGZ	KYRGHYZSTAN	SLO	SLOVENIA
BUR	BURKINA FASO	KIR	KIRIBATI	SMR	SAN MARINO
CAF	CENTRAL AFRICAN REPUBLIC	KOR	KOREA	SOL	SOLOMON ISLANDS
CAM	CAMBODIA	KSA	SAUDI ARABIA	SOM	SOMALIA
CAN	CANADA	KUW	KUWAIT	SRB	SERBIA
CAY	CAYMAN ISLANDS	LAO	LAOS	SRI	SRI LANKA
CGO	CONGO	LAT	LATVIA	STP	DEM. REP. OF SAO TOME E PRINCIPE
CHA	CHAD	LBA	LIBYA	SUD	SUDAN
CHI	CHILE	LBR	LIBERIA	SUI	SWITZERLAND
CHN	CHINA PEOPLE'S REPUBLIC OF	LCA	SAINT LUCIA	SUR	SURINAM
CIV	IVORY COAST	LES	LESOTHO	SVK	SLOVAK REPUBLIC
CMR	CAMEROONS	LIB	LEBANON	SWE	SWEDEN
COD	DEM. REP. OF CONGO	LIE	LIECHTENSTEIN	SWZ	SWAZILAND
COK	COOK ISLANDS	LTU	LITHUANIA	SYR	SYRIA
COL	COLOMBIA	LUX	LUXEMBOURG	TAN	TANZANIA
COM	COMOROS	MAC	MACAO	TGA	TONGA
CPV	CAPE VERDE ISLANDS	MAD	MADAGASCAR	THA	THAILAND
CRC	COSTA RICA	MAR	MOROCCO	TJK	TAJIKISTAN
CRO	CROATIA	MAS	MALAYSIA	TKM	TURKMENISTAN
CUB	CUBA	MAW	MALAWI	TKS	TURKS AND CAICOS ISLANDS
CYP	CYPRUS	MDA	MOLDOVA	TLS	EAST TIMOR
CZE	CZECH REPUBLIC	MDV	MALDIVES	TOG	TOGO
DEN	DENMARK	MEX	MEXICO	TPE	CHINESE TAIPEI
DJI	DJIBOUTI	MGL	MONGOLIA	TTO	TRINIDAD & TOBAGO
DMA	DOMINICA	MHL	MARSHALL ISLANDS	TUN	TUNISIA
DOM	DOMINICAN REPUBLIC	MKD	FORMER YUGOSLAV REPUBLIC OF MACEDONIA	TUR	TURKEY
ECU	ECUADOR	MLI	MALI	TUV	TUVALU
EGY	EGYPT	MLT	MALTA	UAE	UNITED ARAB EMIRATES
ERI	ERITREA	MNE	MONTENEGRO	UGA	UGANDA
ESA	EL SALVADOR	MNT	MONTSERRAT	UKR	UKRAINE
ESP	SPAIN	MON	MONACO	URU	URUGUAY
EST	ESTONIA	MOZ	MOZAMBIQUE	USA	UNITED STATES OF AMERICA
ETH	ETHIOPIA	MRI	MAURITIUS	UZB	UZBEKISTAN
FIJ	FIJI	MTN	MAURITANIA	VAN	VANUATU
FIN	FINLAND	MYA	MYANMAR	VEN	VENEZUELA
FRA	FRANCE	NAM	NAMIBIA	VIE	VIETNAM
FSM	MICRONESIA	NCA	NICARAGUA	VIN	SAINT VINCENT
GAB	GABON	NED	NETHERLANDS	YEM	REPUBLIC OF YEMEN
GAM	GAMBIA	NEP	NEPAL	ZAM	ZAMBIA
GBR	GB & NI	NFI	NORFOLK ISLAND	ZIM	ZIMBABWE
GBS	GUINEA-BISSAU	NGR	NIGERIA		