



Appendix A

Organisational Guidelines

for the organisation of a
Major IAU Competition (MIAUC)

CHECK LIST

Vs120101

1. TRANSPORT



A. From Airport to Athletes Village

- | | | | | | |
|---|-------------------------------|-------|---|--|--|
| 1 | Busses (public, from LOC, ..) | _____ | <table border="1"><tr><td></td><td></td></tr></table> | | |
| | | | | | |
| 2 | Train | _____ | <table border="1"><tr><td></td><td></td></tr></table> | | |
| | | | | | |
| 3 | Others | _____ | <table border="1"><tr><td></td><td></td></tr></table> | | |
| | | | | | |

Comments: _____

- | | | | | | | | | | |
|---|--------------------|-------|---|--|--|--|--|--|--|
| 4 | Time table? | _____ | <table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | > shuttle service? | _____ | | | | | | | |
| | > every hour? | _____ | | | | | | | |

Comments: _____

- | | | | | | | | | | | | | | | | |
|---|--------------------------------|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 5 | Free of charge | _____ | <table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table> | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | > for the MIAUC runners | _____ | | | | | | | | | | | | | |
| | > for the team leaders | _____ | | | | | | | | | | | | | |
| | - maximum number ? | _____ | | | | | | | | | | | | | |
| | > for the supporters? | _____ | | | | | | | | | | | | | |
| | - if not:
what is the cost? | _____ | | | | | | | | | | | | | |

Comments: _____

B. HELP DESK in the airport/trainstation

--	--

C. Distance from AV

--	--

E. Train stations nearby ?

--	--

Comments: _____

Responsible of the LOC

name _____
E-mail _____
Mobile _____



YES	NO
-----	----

2. ACCOMMODATION



A. HOW MANY PEOPLE?

--	--

Comments: _____



Example	WC24H		
	2012	Katowice	--
	2010	Brive	343
	2009	Bergamo	338
	2008	Seoul	247
	2007	Drummondville	239

Example	WC100K		
	2012	Seregno	--
	2011	Winschoten	400
	2010	Gibraltar	304
	2009	Torhout	298
	2008	Tarquini	336
	2007	Winschoten	314
	2006	Seoul	164

B. WHAT KIND OF ACCOMODATION?

- 1 Hotel _____
- 2 school _____
- 3 others _____

Comments: _____

C. ALL TOGETHER OR ON DIFFERENT LOCATIONS

- 1 ALL TOGETHER in one place
 - > how far from start/finish? _____
- 2 DIFFERENT PLACES
 - > how far from each other _____
 - > a possibility to meet other delegations on other places?
 - >> with LOC transport? _____
 - * Free of charge? _____
 - > how far from start/finish? _____
 - > Asian teams together? _____
 - * considering Asian Food-request

YES	NO
-----	----

Comments: _____



D. IAU ACCOMMODATION

- 1 Same location as the athletes? _____
- IF NOT: _____
- > where? _____
 - > How far from the AV(s) _____
 - > LOC-transport to meet the delegations when necessary? _____
- 2 internet facilities! _____
- > wireless? _____
 - > free printer _____
 - > meeting room? _____

Comments: _____



E. ROOMS

- 1 How many people in one room ? _____
- > single _____
 - > double _____
 - > triple _____
 - > quadruple _____
 - > more _____
- 2 Separated beds _____
- 3 Western Style beds _____
- * No tatami for Western Delegations _____
- 4 **Especially when not accommodated in a standard Hotel**
- > Airco system (heating/cooling) _____
 - > Shower facilities _____
 - * How many showers _____
 - * how far from the rooms _____
 - * Cold and Warm water? _____
 - * every time of the day? _____
 - * Separated men<>women? _____
 - > Toilets _____

--	--

--	--

--	--



YES	NO
-----	----

<ul style="list-style-type: none"> * How many toilets? _____ > Windows _____ <li style="padding-left: 20px;">* At least one window that can be opened > Kitchen facilities? _____ <li style="padding-left: 20px;">if yes _____ <li style="padding-left: 40px;">* how many? _____ <li style="padding-left: 40px;">* how big _____ <li style="padding-left: 40px;">* every time of the day? _____ 5 Internet facilities? _____ <li style="padding-left: 20px;">> wireless? _____ <li style="padding-left: 20px;">> PC's available? _____ <li style="padding-left: 40px;">* how many? _____ 	<table border="1" style="margin-bottom: 10px;"> <tr><td> </td><td> </td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><td> </td><td> </td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <table border="1" style="margin-bottom: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>																				

F. ACCOMMODATION COSTS

	B&B	HB	FB
single			
double			
triple			
quadr.			

Comments: _____

G. CANCELLATION POLICY

<ul style="list-style-type: none"> > Until 20 days before race: free of charge > Until 10 days before race: maximum 50% charge > Later as 10 days before race: maximum 100% charge > this charge will be based on the costs for B&B accommodation 	<table border="1" style="margin-bottom: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>								

Comments: _____



YES	NO
------------	-----------

J. PASTAPARTY

- | | | | |
|---|--|-------------|--|
| | | | |
| 1 | Where? | | |
| 2 | when? | | |
| | > start | 18:30/19:30 | |
| | > finished | 20:30/21:00 | |
| 3 | free for ALL MIAUC runners | | |
| 4 | free for team leaders | | |
| | > limitation of team leaders? | | |
| | at least 2/team | | |
| 5 | also for crew/supporters | | |
| | > costs | | |
| | > how, where and when to pay? | | |
| | * together with the accommodation costs? | | |

Comments: _____

K. HELPDESK/OMBUDSMAN

- | | | | |
|---|--|--|--|
| | | | |
| 1 | in every accommodation place? | | |
| 2 | 24/24h ? | | |
| | on specific times? | | |
| | > time table must be visible in the AV's | | |

Comments: _____

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____

3. RACE



A. COLLECTING PERSONAL DRINKS

(only for 100K, 50K and Trail)

--	--

- 1 when
 - > evening before the race _____
 - > morning of the race _____
 - > others _____

- 2 where
 - > after the pasta party _____
 - > athletes village _____
 - > before leaving to the race course _____
 - > on the start (better not!) _____
 - > others _____

Comments: _____

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____

B. RACE - COMPETITION

- 1 Transport => departure to the start
 - > maximum 1h30' before the start! _____
 - > minimum 30' before the start _____
 - > time table in the AV's! _____

- 2 Waiting before the race
 - > indoor if necessary _____
 * in case of cold and/or wet weather
 - > enough seats available _____
 - > enough bathrooms available _____
 * for men and women (at least 1/25 runners)

Comments: _____



YES	NO
-----	----

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____



3 REFRESHMENT STATIONS

- > personal drinks _____

--	--
- * when on the right place _____

--	--
- >> transport, when, how? _____

--	--
- * Size personal drink tables _____

--	--
- (see competition guidelines)*
- >> 150x60cm) _____

--	--
- >> alphabetic order _____

--	--
- >> IAAF abbreviation _____

--	--
- >> clearly marked _____

--	--
- * Team leaders /crew _____

--	--
- > can use Open Race refreshments/food _____

--	--
- > on their personal drinks table _____

--	--

Comments: _____

> **SPECIAL 24H REQUIREMENTS**

- * Covered personal drink stations _____

--	--
- > tent _____

--	--
- > others?.. _____

--	--
- * Seats _____

--	--
- > at least 3 chairs/country _____

--	--
- > at least 1 mattress/team _____

--	--
- * Electricity _____

--	--
- * Heating facilities _____

--	--
- > microwave _____

--	--
- * how many? _____

--	--

Comments: _____



YES	NO
-----	----

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____



C. TIME KEEPING

--	--

1 What Company is the LOC working with? _____

--	--

- > what system are they using? _____
- > experienced company? _____
- > Contact details
 - Name _____
 - E-mail _____
 - website _____

> cooperation with Live coverage IAU website _____

--	--

Comments: _____

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____

D. INTERNET

--	--

- 1 Internet access _____
- > near the finish Line
 - * wireless? _____
 - > on the course (100K, 50K, Trail)
 - * wireless? _____

Comments: _____

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____



YES	NO
------------	-----------

E. DOPING CONTROL

--	--



1 ACCOMMODATION

- > Indoor
- > separated for men and women?
- > extra drinks
- > extra heating or airco
(in case of cold, wet or hot weather)
- > enough bathrooms?
- > enough privacy?



2 DOPING CONTROL LAB

- > Contact details
 - Name
 - E-mail
 - website
- > proof of
 - * contact
 - * contract

Comments:

Responsible of the LOC

- name
- E-mail
- Mobile



YES	NO
-----	----

Comments: _____



Responsible of the LOC

name _____
 E-mail _____
 Mobile _____



5. TRAVEL GRANTS

A. Transferring the TG MONEY

--	--

1. when
2. where
3. how
4. Is there a safe in the IAU Hotel?

B. Location to pay the TG's

- 1 where?
- 2 Discrete and safe?
- 3 when
 - > normally 1 hour after the TM

Comments: _____

Responsible of the LOC

name _____
 E-mail _____
 Mobile _____



YES	NO
-----	----

6. ADDITIONAL



A. Insurance for the event

- 1 By the National Federation
- 2 If NOT:
 - > How
- 3 proof

--	--

B. Meeting LOC <> IAU

(takes +/-2h)

- 1 When
- 2 where

--	--
