

Appendix A

Organisational Guidelines

for the organisation of a Major IAU Competition (MIAUC)



Vs120101



A. From Airport to Athletes Village

YES NO

1. TRANSPORT





| 1 | Busses (public, from LOC,) | | | |
|------------|-------------------------------------|---|--|---------|
| 2 | Train | | | |
| 3 | Others | | | |
| <u>Co</u> | mments: | | | |
| 4 | Time table? | | | |
| | > shuttle service? | | | |
| | > every hour? | | | |
| <u>Co</u> | mments: | | | |
| 5 | Free of charge | | | |
| | > for the MIAUC runners | | | |
| | > for the team leaders | | | <u></u> |
| | - maximum number ? | | | |
| | > for the supporters? | | | |
| | - if not: | | | |
| | what is the cost? | | | |
| <u>Co</u> | mments: | | | |
| HE | LP DESK in the airport/trainstation | | | |
| Dis | stance from AV | | | |
| <u>Tra</u> | ain stations nearby ? | [| | |
| <u>Co</u> | mments: | | | |
| Re | sponsible of the LOC | | | |
| | name | | | |
| | E-mail | | | |
| | Mobile | | | |



| YES | NO |
|-----|----|

2. ACCOMMODATION

| CIAAF |
|-----------|
| Athletics |

| <u>A.</u> | HOW MANY PEOPLE? | |
|-----------|------------------|--|
| | | |

Comments: Example WC24H Katowice 2012 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 Tarquinia 336 2007 Winschoten 314 2006 Seoul 164 **B.** WHAT KIND OF ACCOMODATION? Hotel 1 2 school others 3 **Comments:** C. ALL TOGETHER OR ON DIFFERENT LOCATIONS ALL TOGETHER in one place how far from start/finish?

| | | now far from starty finish: | |
|---|-----|--|--|
| | | | |
| 2 | DIF | FERENT 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 | |

Pag. 3
Organisational Guidelines CHECK LIST



| <u>Co</u> | omments: | YES NO |
|----------------|--|--------|
| <u> </u> | U 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 <i>Co</i> | internet facilities! > wireless? > free printer > meeting room? | |
| | DOMS How many people in one room ? | |
| 1 | > 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? | |

Pag. 4
Organisational Guidelines CHECK LIST

> Toilets



Athletics Athletics

| | | | | | | | | | | | | YES | NO | |
|-----------|------------|------|---------------|-------------|------------|----------|-------|-------|------|--------|--|-----|----|---|
| | | | | | | | | | | | | _ | _ | |
| | | | * How | v many toi | lets? | | | | | | | | | |
| | | | | | | | | | | | | | | , |
| | | > | Windows | | | | | | | | | | | 1 |
| | | | * At le | east one w | indow th | at can l | be o | pened | d | | | | | |
| | | | Kitchen fa | Cool+ilion | | | | | | | | | | 1 |
| | | > | if yes | aciiities : | | | _ | | | | | | | 1 |
| | | | | many? | | | | | | | | | | |
| | | | * how | = | | | | | | | | | | |
| | | | | ry time of | the day? | | _ | | | | | | | |
| | | | evei | y time or | the day: | | _ | | | | | | | J |
| | 5 | Inte | ernet facilit | ies? | | | | | | | | | | 1 |
| | | > | wireless? | | | | | | | | | | | 1 |
| | | > | PC's avail | able? | | | | | | | | | | |
| | | | * how | / many? | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| <u>F.</u> | <u>ACC</u> | COM | MODATIO | N COSTS | | | | | | | | | | |
| | | | | B&B | НВ | FB | | | | | | | | |
| | | | single | Dab | 115 | 10 | | | | | | | | |
| | | | double | | | | | | | | | | | |
| | | | triple | | | | | | | | | | | |
| | | | quadr. | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Con | nmei | <u>nts:</u> | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| G. | CAI | NCFI | LATION PC | NICV | | | | | | | | | | |
| <u>u.</u> | <u>UAI</u> | TOLL | <u> </u> | <u> </u> | | | | | | | | | | |
| | > | Unt | il 20 days l | oefore rac | e: free of | charge | e | | | | | | | 1 |
| | > | | il 10 days l | | | | | arge | | | | | | |
| | > | | er as 10 da | | | | | | rge | | | | | |
| | > | this | charge wi | ll be based | d on the c | osts for | or B& | Васс | ommo | dation | | | | |
| | | | | | | | | | | | | | | |
| | Con | nmei | nts: | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Pag. 5 Organisational Guidelines CHECK LIST



YES NO

H. PAYMENT OF THE ACCOMMODATION COSTS





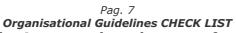
<u>I.</u>

| 1 | on a | rrival ? | | | | | |
|-----|-------------|---|---|--|--|--|--|
| 2 | wha | t currency? | | | | | |
| | > | USD | | | | | |
| | > | EURO | | | | | |
| | > | Both? | | | | | |
| | | | L | | | | |
| 3 | Can | it be done with the Travel Grant? | | | | | |
| 4 | Whe | | | | | | |
| 5 | How | | | | | | |
| 5 | > | Visa | | | | | |
| | > | Master Card | | | | | |
| | > | American Express | | | | | |
| | > | Bank Transfer | | | | | |
| | | | | | | | |
| | | > Bank Account | | | | | |
| | | > IBAN code | | | | | |
| | > | others | | | | | |
| Con | <u>nmen</u> | <u>ts:</u> | | | | | |
| 6 | Invo | ices of the accommodation costs | | | | | |
| | > | detailed | | | | | |
| | | | | | | | |
| FOC | | | | | | | |
| 1 | | skfast | | | | | |
| | lunc | | | | | | |
| | dinner | | | | | | |
| 2 | | mited | | | | | |
| 3 | see | organisational guidelines for the kind of food | | | | | |
| | > | time table | | | | | |
| | > | extra water in case of warm weather | | | | | |
| | | | | | | | |
| 4 | Noo | dles for the Asian teams | | | | | |
| | = | instead of bread, potatoes and/or pasta | | | | | |
| | | | | | | | |
| 5 | mea | lls on the race venue | | | | | |
| | = | only when the runners must stay on site for the | | | | | |
| | | prize & closing ceremony | | | | | |

Pag. 6 **Organisational Guidelines CHECK LIST**



| | | | | | YES | NO |
|-----------|------------|--------------------|------------------------|---------------|-----|----|
| | | | | | ' | _ |
| | | | | | | |
| <u>J.</u> | PA | STAPARTY | | | | |
| | | | | | | |
| | 1 | Where? | | | | |
| | 2 | when? | | | | |
| | | > start | 18:30/19:30 | | | |
| | | > finished | 20:30/21:00 | | | |
| | | | | | | |
| | 3 | free for ALL MIAL | JC runners | | | |
| | | | | | | |
| | 4 | free for team lea | | | | |
| | | | team leaders? | | | |
| | | at least | t 2/team | | | |
| | 5 | also for crew/sup | nortors | | | |
| | J | > costs | pporters | | | |
| | | | and when to pay? | | | |
| | | | er with the accommo | dation costs? | | |
| | | to Betti | er with the decommo | addion costs. | | |
| | Coi | nments: | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| <u>K.</u> | HE | LPDESK/OMBUDSI | <u>MAN</u> | | | |
| | | | | | | |
| | 1 | in every accomm | odation place? | | | |
| | 2 | 24/24h ? | _ | | | |
| | | on specific times | | | | |
| | | > time ta | ble must be visible in | the AV's | | |
| | Col | mments: | | | | |
| | <u>C01</u> | <u></u> | | | | |
| | | | | | | |
| | | | | | | |
| | Res | ponsible of the LC | OC . | | | |
| | | | ame | | | |
| | | E- | -mail | | | |





| YES | NO |
|-----|----|
|-----|----|

L. TRANSPORT





| From th | e ATHLET | ES VILLAGE "TO" and " | BACK FROM" | | | |
|----------------------------------|-----------------------------|--|----------------------|--|---|--|
| | (wh | nen necessary) | | | • | |
| > | the City | ne table | | | | |
| | | eral departure and ret ne table | urn hours? | | | |
| > | _ | is (in the 'congress-yea one table | rs') | | | |
| > | | al meeting (TM) ne table | | | | |
| > | | Grant Payment (if not to Breene table | ogether with the TM) | | | |
| > Opening ceremony >> Time table | | | | | | |
| > | > Pasta Party >> Time table | | | | | |
| > | Race * * | to the start shuttle service back | from the finish | | | |
| | >> Tin | (especially for 100K, 50K) me table | | | | |
| > | Closing | ceremony me table | | | | |
| <u>Comme</u> | nts: | | | | 1 | |
| D | | | | | | |
| Kespon | sible of th | | | | | |
| | | name E-mail | | | | |
| | | _ | | | | |
| | | Mobile | | | | |



| YES | NO |
|-----|----|
|-----|----|

3. RACE





| <u>A.</u> | COL | LECTING 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 | | |
| | | | | |
| | <u>Con</u> | nments: | | |
| | | | | |
| | | | | |
| | Res | ponsible of the LOC | | |
| | | name | | |
| | | E-mail | | |
| | | Mobile | | |
| _ | | | | |
| <u>B.</u> | RAC | CE - 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) | |
| | | | | |
| | <u>Con</u> | nments: | | |
| | | | | |



| | | | • • | - | S |
|------|-----|-----|-----|-------|----------|
| O TH | H E | т н | RA | T H 0 | П |
| | | | | | |





| Responsible o | f the LOC | | |
|-------------------------|---|---|--|
| | name E-mail Mobile | | |
| | MENT STATIONS conal drinks when on the right place >> transport, when, how? Size personal drink tables (see competition guidelines) >> 150x60cm) >> alphabetic order >> IAAF abbreviation >> clearly marked | | |
| | can use Open Race refreson their personal drinks to | | |
| <u>Comments:</u> > SPEC | IIAL 24H REQUIREMENTS | | |
| * | Covered personal drink station > tent > others? | S | |
| * | Seats > at least 3 chairs/country > at least 1 mattress/team | | |
| * | Electricity | | |
| * | Heating facilities > microwave * how many? | | |
| <u>Comments:</u> | | | |



IAAF Athletics

| | | YES NO | | | | | |
|-----------|--|--------|--|--|--|--|--|
| | Responsible of the LOC | | | | | | |
| | name E-mail Mobile | | | | | | |
| <u>c.</u> | TIME KEEPING | | | | | | |
| | 1 What Company is the LOC working with? | | | | | | |
| | > what system are they using? > experienced company? > Contact details | | | | | | |
| | > cooperation with Live coverage IAU website | | | | | | |
| | Responsible of the LOC name E-mail Mobile | | | | | | |
| <u>D.</u> | INTERNET | | | | | | |
| | 1 Internet access > near the finish Line * wireless? > on the course (100K, 50K, Trail) * wireless? Comments: | | | | | | |
| | | | | | | | |
| | Responsible of the LOC name | | | | | | |
| | E-mail | | | | | | |

Pag. 11 **Organisational Guidelines CHECK LIST**



| | | YES | NO |
|-----|---------------------------------------|-----|----|
| | | | |
| DOI | PING 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 | | |
| Con | mments: | | |
| | | | |
| | | | |
| Res | sponsible of the LOC | | |
| | name | | |
| | E-mail | | |





| | | | YES | NO | |
|----|-----------|--|-----|----|--|
| | | | | | |
| | | | | | |
| 4. | ME | ETING FACILITIES | | | |
| | | | | | |
| | <u>A.</u> | <u>CONGRESS</u> | | | |
| | | (if applicable) | | | |
| | | r | | | |
| | | 1 Where? | | | |
| | | 2 When | | | |
| | | * Time schedule provided by IAU | | | |
| | | 3 See organisational guidelines | | | |
| | | | | | |
| | _ | TEGUNIAN METTING | | | |
| | <u>B</u> | TECHNICAL MEETING | | | |
| | | 1 Where? | | | |
| | | 2 When | | | |
| | | F | | | |
| | | 3 Big enough?> for 50-75 persons | | | |
| | | > seats for all | | | |
| | | 4 Technical equipment | | | |
| | | > 3 microphones | | | |
| | | * wireless? | | | |
| | | > beamer? | | | |
| | | (only if requested) | | | |
| | | > who of LOC will conduct the meeting | | | |
| | | name | | | |
| | | E-mail | | | |
| | | Phone | | | |
| | | Mobile | | | |
| | | Wohle | | | |
| | | 5 Technical Meeting File | | | |
| | | > who prepares it? | | | |
| | | name | | | |
| | | E-mail | | | |
| | | Phone | | | |
| | | Mobile | | | |
| | | > ready 2 weeks prior to the event | | | |
| | | > sent to the IAU by e-mail (digital) | | | |
| | | > is available when the delegations arrive | | | |
| | | * all team leaders can receive one | | | |
| | | | | | |
| | | > Technical Meeting BOX | | | |
| | | * In the Central Point=Helpdesk Point | | | |
| | | >> all questions collected 2 hrs prior to TM | | | |

Pag. 13 **Organisational Guidelines CHECK LIST**

>> all questions given to IAU 1hr prior to TM



| | | | 1 - 0 110 |
|----|-----------|--------------------------------------|-------------|
| | | Comments: | |
| | | | |
| | | Responsible of the LOC | |
| | | name | |
| | | | |
| | | E-mail | |
| | | Mobile | |
| 5. | TRA | AVEL GRANTS | |
| | <u>A.</u> | Transferring the TG MONEY | |
| | | | |
| | | 1. when | |
| | | 2. where | |
| | | 3. how | |
| | | 4. Is there a safe in the IAU Hotel? | |
| | | | |
| | <u>B.</u> | 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 | |

YES NO



where

6. ADDITIONAL





| <u>A.</u> | <u>Insu</u> | surance for the event | | | | | | | |
|-----------|---------------|----------------------------|--|--|--|--|--|--|--|
| | 1 | By the National Federation | | | | | | | |
| | 2 | If NOT: | | | | | | | |
| | | > How | | | | | | | |
| | | | | | | | | | |
| | 3 | proof | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| В. | Mee | eting LOC <> IAU | | | | | | | |
| | (takes +/-2h) | | | | | | | | |
| | 1 | When | | | | | | | |
| | 2 | where | | | | | | | |