

ACCREDITATION PLAN

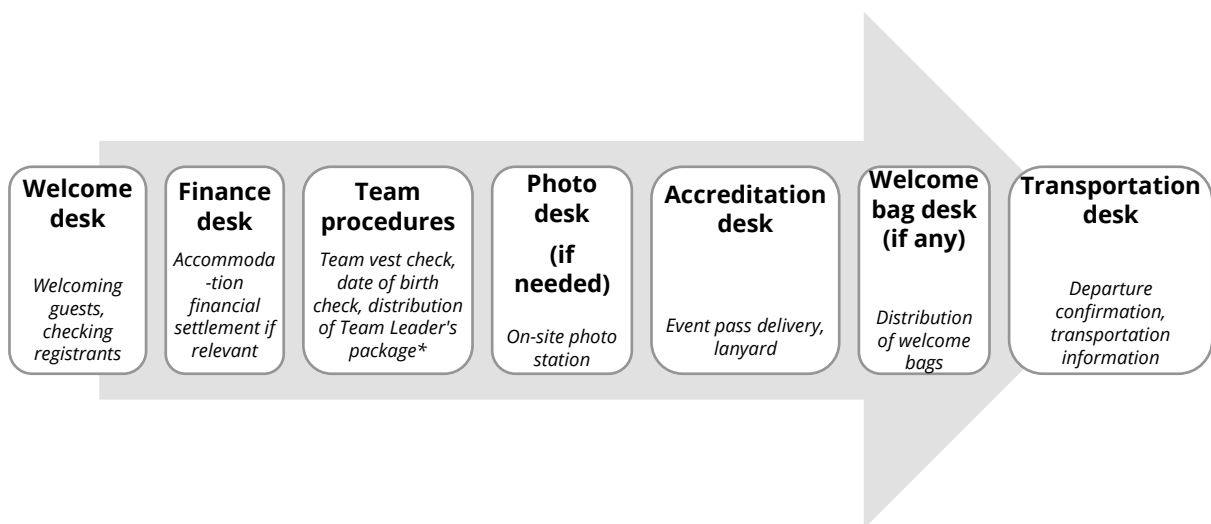
Appendix 6 – Teams Procedure & Policy

May 2020

Introduction

Accreditation cards shall be prepared in advance of the event, based on the information provided by the Member Federation in the Event Management System. No changes will be accepted after the final entry deadline. The Team Representative (Head of Delegation, Team Leader) can collect the accreditation cards for their entire team if all the information (incl. photos) had been provided in advance and all team payments are settled.

Suggested general process



*for the content of the Team Leaders package, please refer to the Competition forms & Info for teams (competition) document and the event Special Passes chart

Detailed procedure during Teams accreditation

Welcome desk

To check the pick-up status of the teams and direct them to the next available relevant desk. This is also where the team will ask for help in case needed.

Finance desk

The Team Representative will be asked to complete the accounting procedures and settle any extra payments (for team members above quota, use of single rooms, extra days, etc.) before he/she can collect accreditation cards.

Final team invoices automatically generated by European Athletics and sent to the LOC should be finalised by the LOC and sent to the Member Federations after the final entries, allowing MFs to make a bank transfer. The LOC shall inform the Member Federations – through the Team Manual

- about payment conditions on site (credit card and/or cash – including accepted currencies). A copy of the bank transfer will be requested by the LOC. The Team Representative shall proceed with final payment on site, according to the payment conditions.

Team vest

The European Athletics has a record of the Team vests of all Member Federations, available in Arena, accessible at the following link: <https://arena.european-athletics.org/>. The uploaded team vests should be shown on a screen and confirmed by Team's representative.

Recommendation: the LOC shall have a camera available or a smartphone to be able to take a new picture in case the team vest of the team differs from European Athletics's records, and informs European Athletic immediately to see if the proposed new team vest is acceptable. If approved, the new images shall be provided to the Call Room team (LOC internal procedure) while the team shall be requested to upload the new images to.

Photo desk

In case there is a picture on the accreditation, and in case some pictures are missing from the athletes, they should be taken on site during the accreditation collection process.

Accreditation cards, Passports check, Documents distribution

Team Representatives are asked to bring passports/copy of passport (electronic version is also acceptable under the condition the quality is good enough and not blurred) to allow the LOC to check the date of birth of all the athletes. In case there is a discrepancy with the information provided in the Entries, an electronic/paper copy should be given to the LOC to be shared with European Athletics.

Nominative Accreditation cards have to be printed according to data entered in the final entries.

Cards have to be sorted by country and prepared in envelope to facilitate delivery as the Team Representative will collect all team members' cards.

Special Passes based on the related special pass chart has to be delivered to teams during accreditation. Volunteers should be aware about additional special passes that will be delivered at TIC.

The Team Representative shall be given an envelope including all documents to be distributed during accreditation as listed in the relevant competition chart.

To fill in the final confirmation sheets* (for confirmation of participating athletes) and give it back according to instructions (location and deadline) described in the Team Manual. At certain competitions the final confirmations are collected online, thus no duties will apply for the accreditation centre.

Team Representative should be asked to confirm their departure dates and times to enable the LOC to organise transfers back to the airport/train station accordingly.

**final confirmation sheets will have to be issued by the data processing partner (either contracted by EA or the LOC) of the event, according to final entries.*

Welcome bags

Welcome bags will be distributed at the end of the procedure. The relevant number can be prepared in advance according to the number of team members per country.

Team access areas

All team accreditation cards will allow access to the team tribune, warm-up and training areas. Only athletes who are about to compete will have access to the call room and to the infield. Furthermore, the accreditation can be used to access the Team Shuttle Buses and could be required at the respective Team Hotel restaurant.

Separate cards will be issued for access to the Coaching Zones, Mixed Zone, Medical Centre (if applicable), Doping Control Station and Combined Events Resting Area, Refreshment Areas. The Coaching Zones and Combined Events Resting Area cards will be available at the TIC the day before the respective events.

Access to the **Doping Control**: one pass will be given to the athlete upon notification and an additional pass might be given to an accompanying person. Passes will be collected once they enter the Doping Control Station. (note: exact procedures on the handling of the Doping Control passes shall be agreed in advance with the Doping Control Delegate)

Access to the **Medical Centre**: if the medical centre is located outside of the team access areas special passes will be distributed to teams with accredited medical personnel. Temporary passes can be requested at the TIC by teams not having accredited medical personnel in case an athlete is injured and escorted to the Medical Centre. Such temporary passes will be collected once the team member enters the Medical Centre.