

COMPETITION MANAGEMENT

Principles for the timetable preparation

March 2014

INTRODUCTION

The Competition Timetable is an important tool for managing an athletics event. It is created for the athletes but the rights and needs of other parties, including the spectators, the organisers and television, must be considered and respected. There are, of course, different types of events (championships of 3 to 8 days, one-day meetings, matches and cups, etc) each of which will have a specific basic timetable, with many variations possible.

PARTIES INVOLVED IN THE PLANNING

From European Athletics:

- Technical Delegate(s)
- Event Presentation Consultant
- Competition & Event Management

From the Local Organising Committee

- Competition Management
- Event Presentation Management
- Promotion

From TV

- European Broadcasters Union (preferably in close consultation of its members)
- Television - Host Broadcaster

RULES THAT AFFECT THE PLANNING

- Rest times between rounds and combined events
- Rest day for vertical jumping events
- Order of disciplines in the combined events
- Equal conditions for qualification groups
- 30 minutes "protest time" after each event
- Finish race walking events in daylight

- Finish of road events in the stadium

KEY FACTORS AFFECTING THE PLANNING

- European Athletics Principles for the Timetable Preparation and Template must be used as a basis (see annexes applicable for ECH (6 days), EICH, ETCH)
- Balance the number of finals between days
- Balance men's and women's events on each day
- Balance between track events and field events
- Doubling in long distance races
- Rest time/day between qualifications and finals
- Leave a break between morning and afternoon sessions
- Entry Standards and number of expected athletes per event
- First event of the Combined Events should not be staged before 9:30
- Site layout
- Road events (city traffic, temperature)
- Special treatment to "national events" and local heroes
- A local hero should be considered for each session!
- Time required for placing and removing hurdles and steeplechase barriers
- Time required changing qualification groups at field event sites (15 to 25 min.)
- Time for starter to move and test cables between start lines (unless you have two groups)
- Finish field events before the last track event
- Consider start and end time not to clash with other major sporting events
- Respect the news (national, EBU area)
- TV Production

PROBLEMS AND LIMITS

1. Stadium layout

- Runways crossing the track (HJ, JT)
- HJ and PV runways crossing each other
- Danger sectors for throwing events (HT, DT)
- Only one LJ runway
- Only one long throw in progress at any time

2. Victory ceremonies (if in the stadium)

- Time consuming (for example 44 x 6minutes = 4hours 24 minutes)
- Marching in and out requires crossing of track and possibly an active runway
- Interruption of field events -No track events during ceremonies
- Only some ceremonies are of interest to local spectators

3. Limits

- There will not be time for all possible “doublings”
- All events cannot have a rest day before the final
- All field events cannot be protected from award ceremonies
- Site layout may make it impossible to hold certain field events at the same time
- TV production costs

TIMELINE FOR THE TIMETABLE PROCEDURES AND APPROVAL

- An early timetable workshop under the lead of European Athletics together with the LOC, Host broadcaster and EBU shall be considered in the preparation of the timetable.
- First timetable proposal must be worked out by the Technical Delegates considering the requests from the LOC and the Host Broadcaster, based on the European Athletics Principles for the Timetable Preparation and Template.
- Approval procedures according to the EBU contract and deadlines:

Event	Start/end time Events per session	Complete draft in graphic version	Final Timetable
ECH	21 months	18 months	10 months
EICH	15 months	12 months	6 months
ETCH (Super League)	11 months	9 months	6 months
EXCH, ECHU23, EJCH	8 months	6 months	4 months

PRESENTATION OF THE TIMETABLE

The timetable must be presented in a graphic and a written format and must be produced by the Technical Delegates.

1. Graphic Timetable

The graphic method is a practical planning and working tool to reach the final timetable, for the following reasons:

- Gives overall view of flow of events
- Shows everything happening at each moment
- Shows what is possible to do and what isn't
- Shows critical points of the timetable
- Helps with post-event analysis
- Is essential for, TV producers, Competition Management, Event Presentation, Stadium Personnel

2. Written Timetable

The written version is the one published when the planning phase is completed. This version is good for Promotion, press, and service providers.

ANNEX

Timetable templates for ECH (6 days), EICH and ETCH (to be downloaded xxx)