

COMPETITION PROCEDURES

Call Room Guidelines

February 2020

Location

The Call Room shall be located between the warm-up area and the main stadium, considering the available space and the most adequate flow for the athletes. If circumstances require it there can be two Call Rooms depending on the distance from these two venues and these may need to be linked by shuttle service.

In case of two Call Rooms there shall be an explanation to the teams on the checking carried out in each Call Room, so as an adequate Call Room Schedule. The first Call Room can be though in many cases just a meeting point for the athletes to be gathered by officials and led to the Call Room where all the checking are carried out.

Layout¹

The Call Room shall be divided in boxes in a size and number adequate to the approved timetable. The space required for boxes should be calculated on the basis of 1.2m² per athlete minimum. The Call Room shall also foresee a working area for the Call Room Team. Where transponders are used an area for their distribution and the placement of the screen to validate them has also to be considered.

For out of stadium events no boxes are required and instead the Call Room shall consist of a tent open in both sides to allow the simultaneous flow and checking of the main aspects (bibs, team vests and transponders). Separate stations can though be created to check the different items in a quicker way.

There shall be also a Calling System for the athletes. A Calling Times Board will be installed in the warm-up area and/or next to the Call Room in the events where European Athletics' Technical Partner is providing the timing and data processing service.

Access

Only athletes competing will have access to the Call Room in the determined times for their event. Otherwise only authorised LOC competition management/officials can access it.

Schedule

The Call Room shall be ready for functioning at least 30 min. before the first call according to the Call Room Schedule.

¹ Please, see Appendix 5 for call room layout examples

Within the Call Room duties a few notes are relevant for the European Athletics events:

BIBS

- Checking of the number of bibs and positioning according to the relevant event regulations (Appendix 1 as well as Competition Procedures/ Bibs Allocation & Printing);
- Checking and distribution of special bibs - if applicable (also in Appendix 1);
- Bibs replacement in case of lost or damaged bib;
- Transponders for the relevant track or out of stadium events - if applicable.

- It is important that all athletes wear bibs front and back, except for jumping event (front or back only). The bibs need to be attached with the 4 pins, one in each corner in a way that they cannot fall off and they need to be positioned in a way they are totally visible during competition;
- To foresee or agree with European Athletics on a process to replace missing bibs (printing point should be available nearby the Call Room for such cases) and to have spare pins available.

CONFISCATED ITEMS

- The list of non-authorized items shall be displayed in the Call room but also in the warm-up area (Appendix 2);
- For the confiscated items use bags with sealing option and code (bank deposits type that can be sealed and to be open must be destroyed). Most of these bags have a slip that can be detached and serve as receipt for the athlete to recover his confiscated item;
- Alternatively use the confiscated items form if possible already with duplicate (Appendix 3).

- All bags need to be checked and only authorised equipment/clothing can go infield;
- To implement the procedures for the confiscated items return (normally at the TIC).

TEAM VESTS & BAGS

- To control the compliance with the WORLD ATHLETICS Advertising Regulations in force;
- To control if an athlete is wearing the national or Club uniform clothing officially approved by their governing body;
- To use a template (printed in transparency) for logos' sizes checking (Appendix 4).

- The Call Room staff shall know and have the relevant extract of the WORLD ATHLETICS Advertising Regulations in force available in the Call Room;
- Official team vests database per country can be accessed through ARENA <https://arena.european-athletics.org/Portal/COMMON/Authentication/Login.aspx?ReturnUrl=%2f>
- The Call Room shall receive though a file from the LOC Competition Management of the approved team vests by the Team Leaders as they have signed them off at the accreditation process;

- The available pictures serve only as a reference for the national team vests design, but size of the logos is not approved and must be checked at the Call Room;
 - In case of doubt for the team vests non-compliances Technical Delegates and/or European Athletics staff shall be consulted as agreed in advance;
 - If any item does not comply with the WORLD ATHLETICS advertising regulations, to have available tape in similar colour team vests (blue, red, dark green, black and white) ready to cover non-conforming advertising or other marks.
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Notes:

In case of out of stadium events, the Call Room shall also be responsible for collecting the personal belongings of the athletes leaving the call room / or near the start line, and transport it to the mixed zone for collection after the race. Supplies (big plastic bags labelled with country codes for the teams to deposit their bags/clothing) so as adequate number of volunteers/transport as adequate according to the distance to the Kit Collection Area shall be anticipated.

SHOES & SPIKES

- To check if shoes, number and dimension of spikes confirm with the WORLD ATHLETICS Competition Rules and Regulations;
- To have a square sided gauge for checking spikes dimensions, in case of doubts;
- To have a ruler to check the sole and the heel thickness (for High Jump and Long Jump only), in case of doubt.

CALL ROOM SCHEDULE

- To be published daily - the previous day to each competition day.
- Athletes' late arrival procedures to be agreed with the Technical Delegates in advance.

OTHER TASKS

- For track events leg numbers shall be also distributed to the athletes to stick on the shorts (2 leg numbers/athlete).
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Notes:

- For the European Athletics major events (ECH, EICH, EXCH, EU18CH, EU20CH, EU23CH) the bibs, pins and leg numbers are provided by European Athletics;
- Special Bibs are used for ECH, EICH, EU18CH, EU20CH and EU23CH
- For events where the European Athletics' Technical Partner is responsible for the timing leg numbers are provided by European Athletics and leg numbers shall distributed for all races.

APPENDIX 1 ²

COMPETITION BIBS

1. Individual events

For individual events, each competitor will receive 4 personal bibs with names. These bibs must be pinned to the front and back of the competition clothing, to the back of the tracksuit, and to the bag.

Exceptions are made for jumping events: these competitors are permitted to attach the bib only to the front or to the back of their competition clothing (plus their tracksuit and bag).

Bibs must not be cut, folded or covered in any way.

At events where European Athletics' Technical Partner is providing timing and data processing service, for all running events (including last lap of 4x400 relays and last race of Combined Events) athletes will receive a bib with a plastic pouch for the transponders that shall be pinned in the front. Transponders will be handed out at the Call Room.

This bib with the transponder pouch is already included in the envelope to be distributed to the teams, except for below events:

- Last runner of 4 x 400m: to be distributed by LOC in call room before each round;
- Last race of Combined Events: to be distributed by the Combined Events referee, in the Combined Events rest room before the race.

2. Relays

Each runner in a relay team must wear the bib with the official three-letter country code of his/her national federation on his/her front. On his/her back the runner must wear the personal bib.

- The country code bibs will be distributed by the LOC to athletes in the call room before each round.

3. Special Bibs

The defending European Champion (orange background / ECH and EICH only) and the current European Leader (blue background)



² This appendix developed for the use for the European Athletics top events. However, it could be used as a reference for other events, if/where applicable.

competing in an individual event will wear a special bib to be worn on the chest.

- The defending European Champion bibs will be included in the envelope to be distributed at the Technical Meeting. They will already include the transponder pouch for races.
- The special bibs for European Leader will be prepared according to the European Top List as at the closing of the final entries and distributed to the teams in their envelopes.
- In case of new European Leaders, new bibs will be printed and distributed by LOC in call room before each round.



Combined Events. For the leading athlete after each event a special bib (yellow background) will be given indicating he/she is the leading athlete, to be worn on their chest.

Athletes competing in the last heat of the 800m and 1500m will also be given a special bib, to be worn on their chest, which will indicate their position in the competition prior to the last event. As stipulated above, this bib will include the transponder pouch.

- These bibs will be distributed by the Combined Events referee, in the Combined Events rest room before the race.

For Out of Stadium events or in 10.000m, athletes may also receive special bibs containing numbers for judging and/or lap counting purposes.

- These bibs will be included in the envelope to be distributed at the Technical Meeting. They will already include the transponder pouch if applicable.

APPENDIX 2

CALL ROOM CHECKLIST

List of not allowed items to be posted in the Call Room as reference for athletes (available in the ARENA and to be adapted by the LOC as adequate)

INSERT YOU EVENT
LOGO HERE



CALL ROOM CHECK

Please note that athletes are not allowed to take the following items to the Field of Play:



Mobile Phones



Music Players
(MP3s, CD-players, iPod
or similar)



**Radio Receivers or
Transmitters &
Video or Cassette
Players or Recorders**



Photo or Video Cameras



Computer Devices



**Tape, chalk etc. for
markings**
(other than provided by the LOC)



**Shoes with too many spikes or
over-sized spare spikes**



**Throwing implements or
parts of implements**



**Any other item deemed
inappropriate by the
Call Room staff**

APPENDIX 3

CONFISCATED ITEMS

(form available in ARENA and to be adapted by the LOC as adequate)

INSERT YOUR EVENT
LOGO HERE

CONFISCATED ITEMS (Call Room)

Country:	Country code:
Athlete's name:	Bib number:

Item:	Qty:
Other specifications:	

Delivered at Call Room

Received by:	
Date and time:	

The confiscated item(s) will be returned to the athlete at the
xxxxxxxx (tbd LOC):

Athlete's signature

Date and time

(COPY TO THE ATHLETE)

(copy to be given to the athlete, therefore if a form with duplicate is recommended)

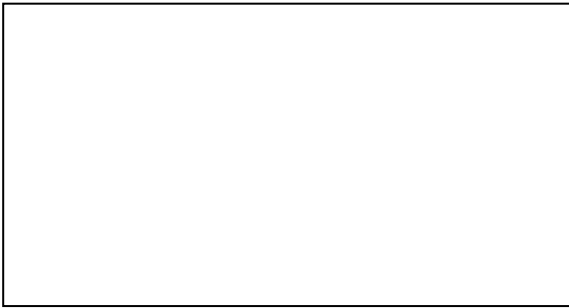
APPENDIX 4

LOGOS SAMPLE MEASURES

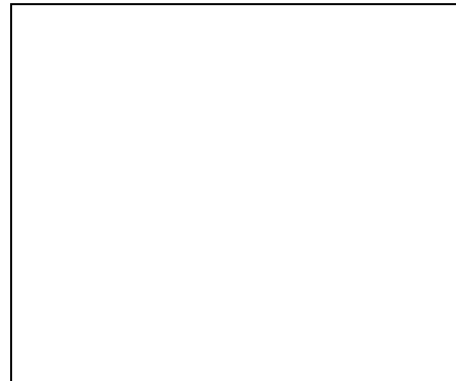
(Print in transparency and use to measure the logos size)

Vest / leotards (a) (30m²)

4 cm (lettering height)

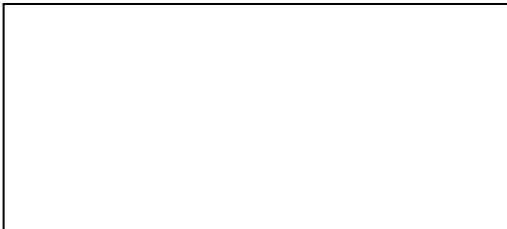


5 cm x 6 cm (logo with maximum height)



Leotards (b) – two logos allowed (once above and once below the waist, 20 cm²)

3 cm (lettering height)



4 cm x 5 cm (logo with maximum height)



Lower body attire (20 cm²)

4 cm x 5 cm (logo with maximum height)

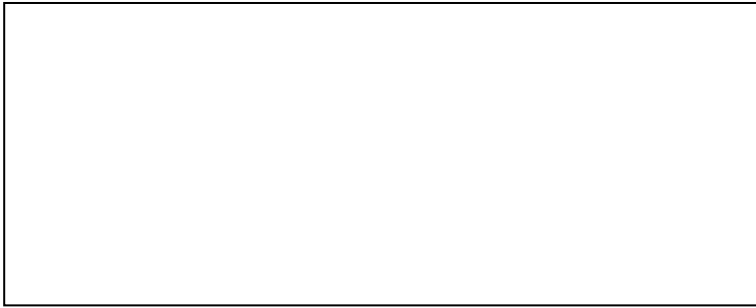


or 3 cm x 6.7 cm

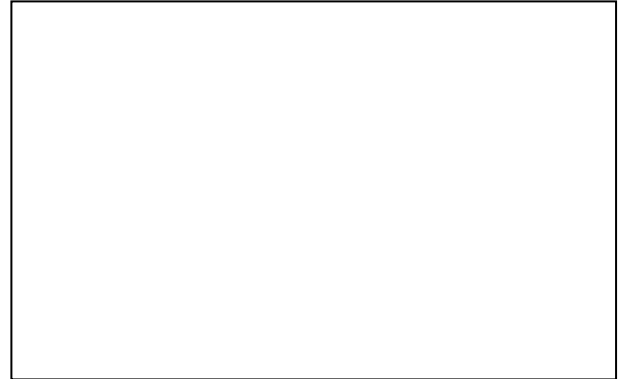


Track suit tops/sweatshirts/shirts, etc. (40 cm²)

4 cm (lettering height)

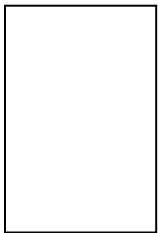


5 cm x 8 cm (logo maximum height)



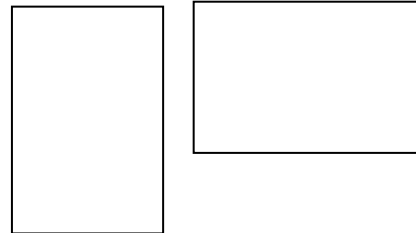
Socks (6 cm²)

3 cm x 2 cm (logo maximum height)

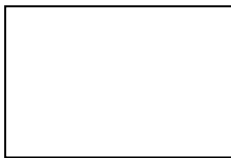


Other apparel (6 cm²)

3 cm x 2 cm or 2 cm x 3 cm

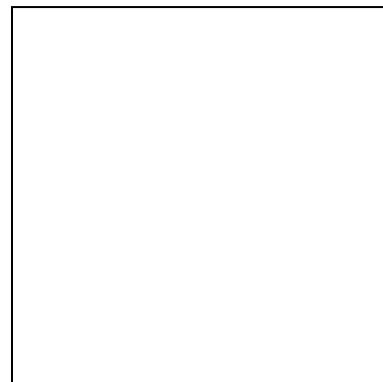


or 2 cm x 3 cm



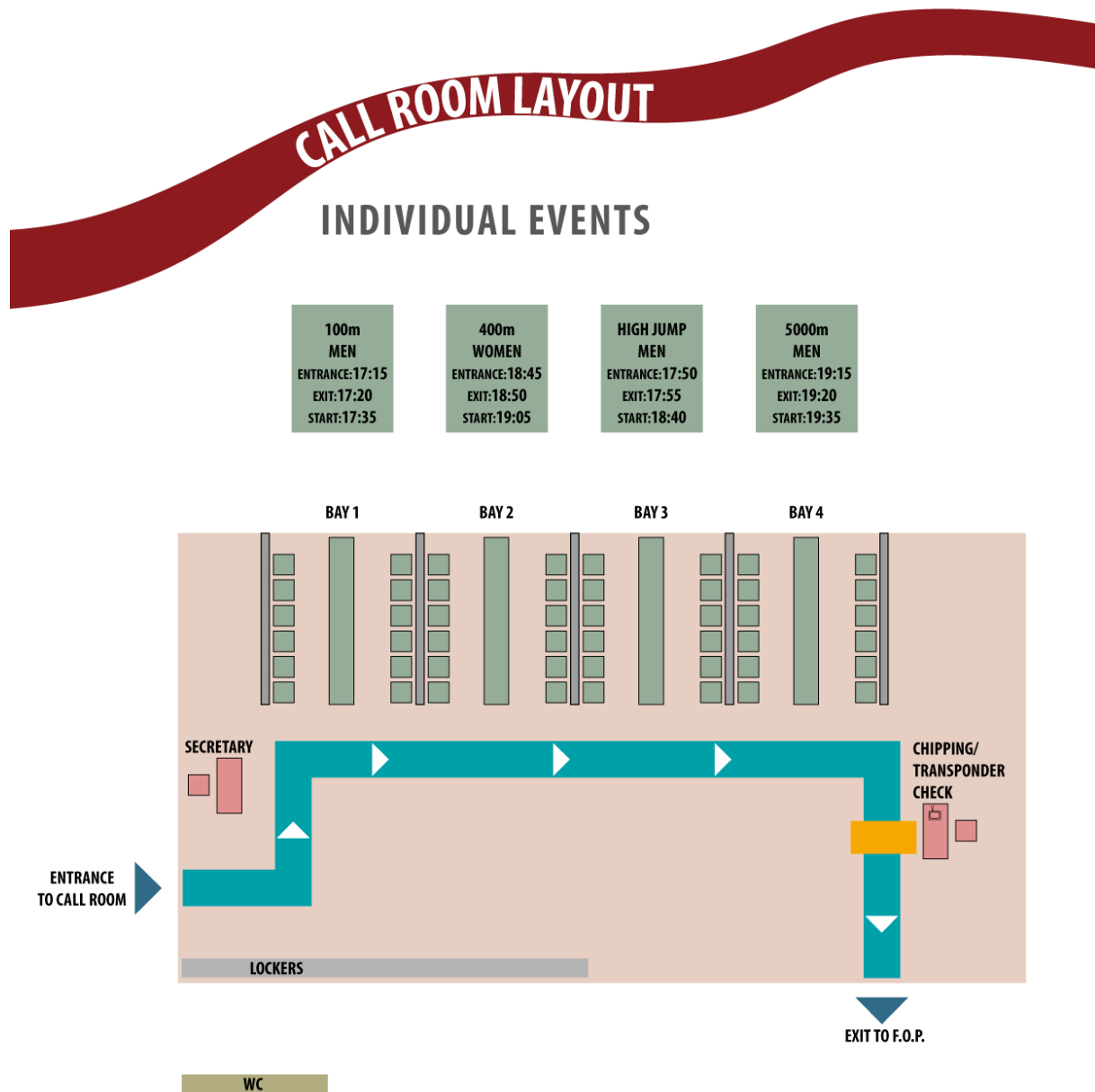
Bags (25cm² - two names/logos of Manufacture and two National Team or Member Federation logos, flags or national symbols).

5 cm x 5 cm (an example)



APPENDIX 5

Examples of call room layouts³



³ Examples of call room layouts for in stadium individual and relay events provided by Andreas Gogas, Association Hellenique d'Athlétisme Amateur (SEGAS)

CALL ROOM LAYOUT

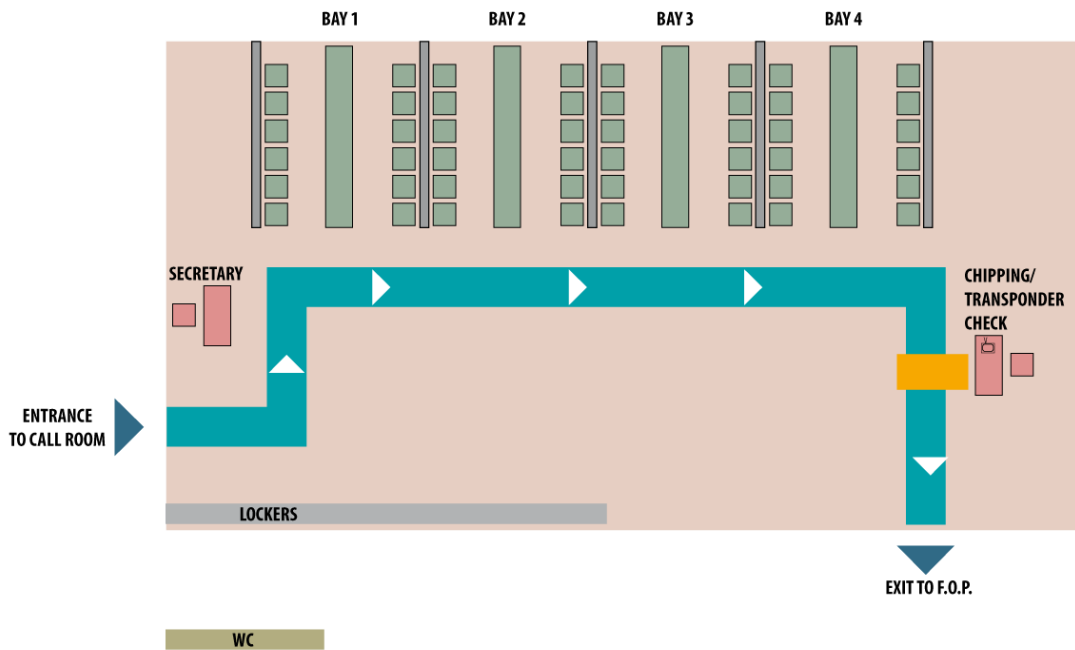
RELAYS

4x100m / MEN
FIRST ATHLETES
ENTRANCE:20:05
EXIT:20:10
START:20:25

4x100m / MEN
SECOND ATHLETES
ENTRANCE:20:05
EXIT:20:10
START:20:25

4x100m / MEN
THIRD ATHLETES
ENTRANCE:20:05
EXIT:20:10
START:20:25

4x100m / MEN
FOURTH ATHLETES
ENTRANCE:20:05
EXIT:20:10
START:20:25





CALL ROOM

