

# COMPETITION PROCEDURES

## Entry Procedures

January 2020

## 1. INTRODUCTION

Entry procedures are managed directly by European Athletics and are dealt with in 3 steps: preliminary entries, final entries and Final confirmations.

Entries shall be made by the Member Federations through the European Athletics Event Management System.

European Athletics will supervise the procedures and be in contact with the Member Federations, sending reports to the LOC as relevant (LOC to indicate the contact details of persons to receive these reports).

## 2. PRELIMINARY ENTRIES

Each European Athletics Member Federation shall send to European Athletics (usually via the teams' on-line entry system) a preliminary list of entries, indicating its anticipated numbers of athletes per event and the numbers of accompanying officials as well as provisional logistical information (travel details and accommodation requests).

The Preliminary Entries shall be made according to the deadlines described below (see 3. Final entries).

### 2.1 INFORMATION TO THE MEMBER FEDERATIONS

European Athletics will send further information by email to each Member Federation the day before the opening of the Preliminary Entries, including details about the competition regulations, access to the Entry system and deadlines.

A reminder will also be sent the day before the closing of the system.

### 2.2 INFORMATION TO THE LOC

After having checked the Preliminary Entries registered by the Member Federations, European Athletics will send summary charts to the LOC (and delegates), the day after the closing of the system:

#### ■ Preliminary Entries – Arrival by date

Member Federation	Arr. Date	Arr.Time	Flight n°	From	To	N° Athl	N° Off	Total Team	Pole Vault	Javelin	Mass Table	Comment
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#### ■ Preliminary Entries – Departure by date

Member Federation	Dep. Date	Dep.Time	Flight n°	From	To	N° Athl	N° Off	Total Team	Pole Vault	Javelin	Mass Table	Comment
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■ **Preliminary Entries – Accommodation requests** (number of single and double rooms by day / MF)

Member Federation	Day 1		Day 2		Day 3		Day 4		Day 5		Total	
	Single	Twin	Single	Twin	Single	Twin	Single	Twin	Single	Twin	Single	Twin

■ **Preliminary Entries – Delegation summary** (number of athletes and officials per MF)

Member Federation	Tot M	Tot W	Tot Athl	Head of Delegation	Team Coach	Team Doctor	Team Leader	Team Official	Team Physio	Team Press Liaison	Total Officials	Total Delegation

These reports will be the basis for logistical and competition planning. The data entered in the preliminary entries are not bidding and may be changed during the final entries.

Any request about entries received by the LOC shall be directed to European Athletics for reply.

### 3. FINAL ENTRIES

Final entries indicating the names and individual logistical information (**detailed travel arrangements, accommodation request and rooming list**) of the competitors and of the officials must be received according to the deadlines for the final entries as defined in the respective competition the regulations:

	Preliminary Entries	Final Entries
European Athletics Championships	5 months before the event	8 days before the first competition day (7 in case the championships are staged in 7 days)
European Athletics Indoor Championships	4 months before the event	8 days before the first competition day
European Athletics Team Championships	3 months before the event	8 days before the first competition day
European Cross Country Championships	3 months before the event	10 days before the event

European Athletics U23 Championships	4 months before the event	10 days before the first competition day
European Athletics U20 Championships	4 months before the event	10 days before the first competition day
European Athletics U18 Championships	3 months before the event	10 days before the first competition day
European Throwing Cup	3 months before the event	10 days before the first competition day
European Race Walking Team Championships	3 months before the event	10 days before the event
European 10,000m Cup	3 months before the event	10 days before the event
European Mountain Running Championships	3 months before the event	10 days before the event
European Champion Clubs Cup	3 months before the event	10 days before the event

### 3.1 INFORMATION TO THE MEMBER FEDERATIONS

European Athletics will send further information by email to each Member Federation the day before the opening of the Final Entries, including details about the competition regulations, access to the Entry system and deadlines.

A reminder will also be sent the day before the closing of the system.

All member Federations will be able to consult and print out their entries at any time during the opening period and will receive a pdf report with a status of their entries 24h before the deadline as well as one pdf confirmation after the closing of the system.

### 3.2 INFORMATION TO THE LOC

After having checked the Final Entries registered by the Member Federations and all athletes' eligibility, European Athletics will send summary charts to the LOC, the day after the closing of the system:

#### ■ Final Entries – Arrival by date

Member Federation	Arr. Date	Arr.Time	Flight n°	From	To	N° Athl	N° Off	Total Team	Pole Vault	Javelin	Mass Table	Team Members
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#### ■ Final Entries – Departure by date

Member Federation	Dep. Date	Dep.Time	Flight n°	From	To	N° Athl	N° Off	Total Team	Pole Vault	Javelin	Mass Table	Team Members
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#### ■ Final Entries – Accommodation requests (number of single and double rooms by day / MF)+ Rooming list

Member Federation	Day 1			Day 2			Day 3			Day 4			Day 5			Total	
	Single	Twin	Twin SO	Single	Twin	Twin SO	Single	Twin	Twin SO	Single	Twin	Twin SO	Single	Twin	Twin SO	Single	Twin

- Final Entries – Athletes figures (per event) + List (per event)

Member Federation	Tot M	Tot W	Tot Athl	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6
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Member Federation	Tila ID	Lastname	Firstname	Gender	DOB	Event	Bib
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- Final Entries – Officials list

Member Federation	Surname	Name	Function	Telephone	Email address
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- Final Entries – Delegation summary (number of athletes and officials per MF)

Note:

For top events where Arena system will also be used for guests' management, accreditation, accommodation and transportation requests will be created in the respective modules of Arena after the closing of the Final entries.

The procedure will be further detailed in the Logistics chapter of the Organizational Manual.

#### 4. FINAL CONFIRMATION

See TIC Briefing document.

For top events where ATOS will be the data processing service provider, team leaders will be able to make their final confirmations online, using the virtual TIC platform. The TIC will also be granted an admin access to the platform, in order to supervise the final confirmations process.