

# COMPETITION PROCEDURES

## TIC Guidelines

February 2020

The main function of the Technical Information Centre (TIC) is to liaise with Team Officials, Technical Delegate (s), European Athletics and the LOC, regarding technical matters.

### **Layout**

The TIC shall consider three main areas: reception area for the teams, working area for the TIC team and lounge/working area for the teams.

Close by there shall be a reserved space/room where the Team representatives can speak privately with the Referee in case of protests. Depending on the available space and teams' flow there shall be a space outside the TIC to display the results.

### **Access**

All team members shall be free to access the TIC as this is part of the teams' access zone.

### **Forms**

The templates for all forms needed for competition purposes and hereunder mentioned are available for download at the European Athletics Extranet and have to be adapted to each specific event (Event logo, information about deadlines, delivery venue, etc ...)(*see Competition Forms Summary Chart*)

Some of the forms will be also delivered to the teams at the accreditation process (*see Teams Info at Accreditation*) and may also be available online on the final confirmation platform.

Any other forms for surveys or athletes selection for other events will be provided by European Athletics on site as relevant.

### **Communication Tools**

The TIC must have a communication line with all the relevant Competition Management Officials for the various tasks of the TIC. The main contacts related to the TIC tasks have to be identified in advance;

The LOC shall ensure the TIC and Information Desks at the Team Hotels have a communication link in being able to transfer information/documents in both ways. This implies a computer, internet and multifunction tool in the Info Desks of the hotels to receive emails from the TIC, print any information to display in the Info Board, scan and send by email to TIC forms submitted by the teams and be able to provide the teams with a copy of the forms they submit.

The TIC must be able to contact the Teams if needed and for that it shall dispose of the list of contacts for the Team Leaders of the participating teams (available in the Entries Chart), so as the list of contacts of the Team Attachés and the Info Desks (responsible person or each Info Desk) to be provided by the LOC;

European Athletics will provide the list of contacts for the relevant staff and Delegates as needed for each event.

## Schedule

TIC shall open at least 1 hour before the start of the first event (or before if to comply with other agreed deadlines) and remain open at least 30 min after the publication of the last event's results, but till the end of the process in case a protest/appeal is ongoing.

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

## DISTRIBUTION OF INFORMATION

- Distribution of information, urgent notices and technical information from each team's pigeon box;
- Start Lists and Results have to be distributed in the pigeon boxes, but shall also be posted near the TIC and in the Combined Events Resting Area after each individual event;
- Receipt of written questions to the Technical Meeting according to deadline defined in the team manual
  - Submitted questions to be given to European Athletics / LOC to prepare written answers;
- Receipt of TIC General Queries
  - Contact the relevant area (European Athletics/ LOC) according to the nature of the query
  - Written answer to be posted in the team(s) pigeon box
  - If the answer is urgent contact the concerned teams by telephone;
- Distribution of Diplomas for finalists in the team's pigeon box at the end of each competition session (*when relevant, according to the respective competition regulations*); For major events the diplomas are printed by STS if agreed in advance, otherwise this is the responsibility of the LOC;

**Note:** For the information to be distributed at the TIC there shall be different colours foreseen to immediately identify the type of information. The following is recommended:

White	Start Lists
Blue	Men results
Pink	Women results
Green	Information notices
Yellow	Urgent notices

All corrections will be printed in the respective colours as they will bear a sign mentioning **Revised x** (x referring to the number of the revision).

## ENTRIES CONFIRMATION

- Receipt of Final Confirmation Forms (Appendix 1)
- Receipt of Relay Confirmation Forms (Appendix 2)
- Receipt of Withdrawal notifications (Appendix 3)
- TIC to ensure that deadlines for Final & Relays confirmations are met by the teams. TIC will have to liaise

with Team Attachés and Team Leaders to ensure that the data processing company gets all needed forms in due time;

- European Athletics and TIC Manager have to agree on communication lines in case of withdrawal which become a priority issue once submitted to the TIC.

## PROTEST PROCEDURE

- Receipt of Protest and/or Appeal (Appendix 4) (*see also Guidelines for Protest Procedures*)

## SPECIAL PASSES

The following special passes are to be distributed at the TIC according to the relevant competition: Coaches' seats (or tickets), Combined Events Resting Area, Road Race Refreshment station.

- To be provided by the Accreditation Department / European Athletics.
- To be distributed the day before the relevant event – according to the start lists.

## RECORDS

- Request for Photo-finish picture in case of National Record
  - Liaison with Photo Finish Judge;
  - Print out to be distributed in the Team's pigeon box;
- Request for Doping Control Test
  - Ask the team to fill-in the request form for additional doping test;
  - Call the Doping Control Station so that they can send an escort;
  - No payment shall be requested to the team as the amount will be covered by European Athletics and deducted from the Member Federation's subvention;
- In case of European /World Record, forms available on EA/World Athletics website, to be filled-in by the relevant referee.
  - European Athletics to be informed in case of European/World Record

## OTHER TASKS

The following tasks may be also required to the TIC when relevant:

- Distribution of the bibs if agreed in advance;
- Distribution and collection of order form for Lunch Boxes for Combined Events;
  - Submit the request to the Logistics Department to arrange for the required meals and/or provide the meal vouchers accordingly;

- Return of confiscated items confiscated at the call room **(see Call Room Guidelines for details)**;
- Reception/return of personal implements **(see Throwing Implements Guidelines for details)**;
- Distribution of empty bottles (+ labels) for personal refreshment station at road races and collection and storage of refreshment according to deadlines defined in the team manual;
- Distribution and collection of forms for the Coaches Awards Survey;
- Collection of forms for Injury Survey ;
- Distribution and collection of forms for Selection of athletes for future competitions (BUPA, Continental Cup...);

## APPENDIX 1

### FINAL CONFIRMATION

#### 1. Principle

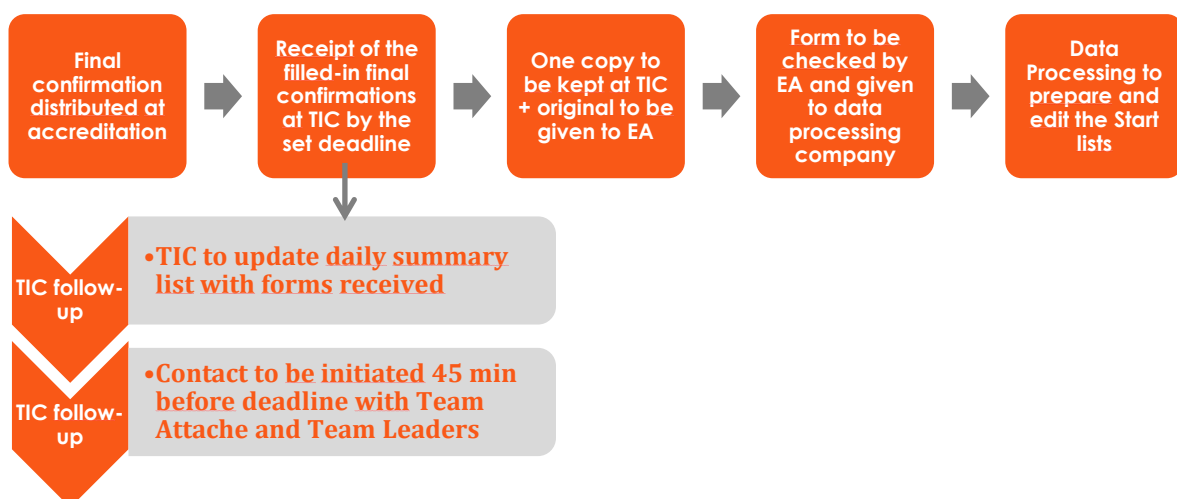
Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition. Confirmation of athletes will not be accepted after the deadline set in the Team Manual.

Final confirmation sheets will be prepared and printed out by the data processing company for top events and via ARENA for other events.

Final confirmation forms will be distributed to the Team Leaders at the Accreditation Centre upon arrival and during the accreditation process, or will be available online. Ideally the filled in confirmation forms shall be immediately returned at the TIC or filled-in online the latest before the set deadline(s). Depending on the competition there can be a single deadline for all the days or a deadline per day.

- The TIC shall have an electronic version or printed copy of final confirmation sheets as a back-up, if needed. In case final confirmations are to be made online, there shall be at least one laptop with internet access, for team leaders' use.
- Deadlines for final confirmations are set in the team manual.
- LOC has to ensure a proper flow of information between accreditation, team Hotels information desk, TIC, Competition management and data processing for collection of the final confirmation sheets and production of the start lists (refer to the point "Communication Tools" in this document).

#### 2. Flow of information



## APPENDIX 2

### RELAY CONFIRMATION

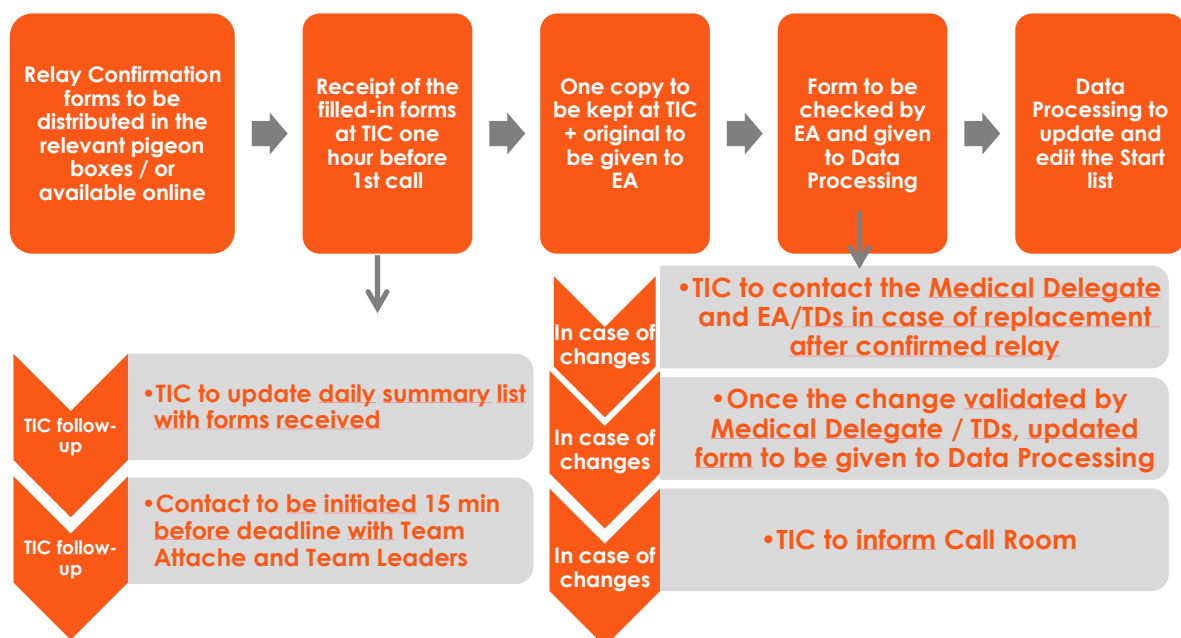
(Form available in the ARENA extranet to be adapted by the LOC as adequate)

#### 1. Principle

The composition of each relay team as well as the order of running shall be officially declared at the TIC. Forms will be distributed to each delegation during accreditation and shall be available at the TIC. These must be completed and submitted to the TIC no later than one hour before the published first call time for the first heat of each round of the competition. Forms may also be available online.

- TIC to display the exact deadlines for the Relay Confirmations according to the Call Room timetable;
- According to the World Athletics Rule 24 of the Technical Rules or TR24, the composition of the relay team once confirmed may be changed only verified by a medical officer appointed by the Organising Committee and only until the final call time for the particular heat in which the team is competing;

#### 2. Flow of information



## APPENDIX 3

### WITHDRAWAL

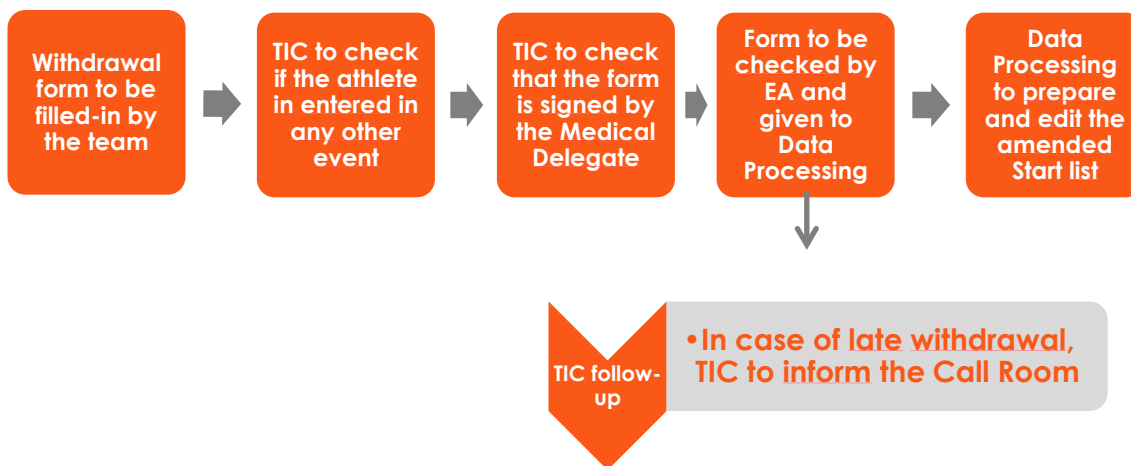
(Form available in the ARENA extranet to be adapted by the LOC as adequate)

#### 1. Principle

Withdrawal of any confirmation must be indicated to the TIC at the Stadium in writing on the official withdrawal form.

- In accordance with World Athletics Rule 4 of the Technical Rules or TR4, a medical certificate, provided by and based on an examination of the athlete by the appointed Medical Delegate or, if no Medical Delegate has been so appointed, by the Medical Officer of the Organising Committee, may be accepted as sufficient reason to accept that the athlete became unable to compete after confirmations closed or after competing in a previous round but will be able to compete in further events (except Combined Events individual events) on a subsequent day of the competition.
- See Appendix 2 for replacements in the Relays Confirmed Team.

#### 2. Flow of information





## APPENDIX 4

### PROTEST AND APPEAL

(Detailed procedure available in the “Protest Procedures” Document)

#### 1. Principle

Protests and Appeals shall be processed in accordance with World Athletics Rule 8 of the Technical Rules or TR8.

- In the first instance, protests must be made orally to the Referee by the athlete himself/herself or an official representative of a team.
- Within 30 minutes of the official announcement of the result of that event (posted on the TIC information board).
- If the final decision of the Referee is not satisfactory, a written appeal can be submitted to the Jury of Appeal.
- Any written appeal to the Jury of Appeal must be submitted to the TIC within 30 minutes after the official announcement of the decision made by the Referee.

#### 2. Flow of information

##### Managing Protests



## Managing Appeals

