

REHEARSAL EVENT GUIDELINES

November 2018

1. Introduction

In any Athletics event several groups work together for the competition and therefore all those shall be also involved in the rehearsal event:

- LOC Competition (Competition Management, Referees and National Officials)
- European Athletics Appointed Officials (TD(s), ITOs, International Starter and International Photo-finish Judge, as relevant)
- Event Presentation (LOC/ European Athletics)
- Host Broadcaster
- Technical Partners

The aim of the rehearsal, which must be seen and presented as a real competition is to allow all partners:

- to test their tasks and equipment within the full structure
- to test the own infrastructure and the procedures in an almost real situation

The success of a rehearsal depends on all partners involved. Therefore all groups have to be prepared and have to contribute. Without a full running event presentation (leading the follow-up and including the video wall) or without a sufficient number of athletes and competition officials the rehearsal event becomes a check-up for technical matters and not a real competition.

It is extremely important that all partners listed above take their part for the rehearsal event seriously and fulfil their duties in the same way as for the live event.

2. Organisation

Day: The rehearsal event has to take place latest the day before the first competition day (ideally two days before for major championships), depending on all parties availability on site.

Time: A time shall be agreed by all partners well in advance, in accordance with the preparation timeline and not interfering with other activities (Technical Meeting, Official Training, etc).

Duration: The rehearsal shall be split into two sections, one to test individual sequences and one to run through a short event. Both sections can be conducted one after the other or done at complete different times of the day.

For the individual sequences the duration is dependent on the type of event it is for and the sequences to be tested. Specific Event Presentation sequences might need extended tests.

The rehearsal event shall not take longer than 30 to 45 minutes. Day light shall be taken in consideration mainly at the European Cross Country Championships.

3. Rehearsal sequences

Events and Athletes: In alignment with the Event Presentation Team it shall be decided which events and how many athletes are needed for the sequences. It is recommended to have at least

- one track event started in lanes
- one track event from the curved line / group start
- one field event
- one Medal Ceremony

Sequences: Sequences to be tested for Event Presentation and / or TV shall be decided by involved parties and might be:

- Athlete presentation
- Interviews on the field of play and/or in the Mixed Zone
- Lap of honour
- Flower and / or medal ceremonies

The idea is that all sequences will be tested again and again until all partners involved are satisfied.

4. Rehearsal event

Events and Athletes: Depending on the event the programme of the rehearsal can vary. Here an example of the programme that can be proposed:

100 m	8 athletes
1500m/3000 m	8 athletes
High Jump	4 athletes
Long jump	8-10 athletes (according to competition format)
Discus or Javelin	4-5 athletes (according to competition format)

European Athletics Team Championships: the B-races 100m and B-4x100m relays will be part of the rehearsal event. In addition a long throw and vertical & horizontal jump should be part of the rehearsal.

European Cross Country Championships: the rehearsal race (ideally 2 races of at least 2 laps short and long) should include all different kind of laps to give a chance to the host broadcaster to rehearsal all camera positions, to fine tune advertising boards' positions and for technical partners to test intermediate timing.

The LOC shall select and coordinate the athletes to participate in the rehearsal event. The athletes shall be present not later than 30 min. before the rehearsal event.

The call-room procedure has be in place and be similar to the procedure for the real competition.

Timetable: Victory ceremonies shall be also included in the rehearsal event. To be prepared by the LOC and approved by the TD(s). Hereunder an example:

00.00	100 m (including single presentation of athletes)
00.05	High Jump (presentation of athletes)
00.10	3000/5000 m
00.12	Discus/Javelin
00.15	Long Jump
00.35	Medal Ceremony 100 m

Start Lists & Bibs: LOC shall provide to European Athletics/Data Processing Company the list of athletes (name, surname, DOB and event) for each event in the programme the latest 2 days before the rehearsal event.

The bibs will be printed by European Athletics with the athletes' surname and returned to the LOC for distribution to the athletes.

For the European Athletics Team Championships bib numbers will be used for all events in the rehearsal, except the B-events where athletes shall use their already assigned bibs with country codes.

The data processing company will allocate bib numbers (when needed) and produce the start lists.

For the European Cross Country Championships and races in other events athletes for the rehearsal race will also be equipped with transponder bibs that will be distributed in the Call Room.

Marketing: The rehearsal event will be also used for the test of the boards positioning in cooperation with the Host Broadcaster.

5. Competition

Flow of athletes One team of athletes to be brought from Warm-Up via Call Room etc. to the field of play and afterwards through mixed zone to Post Event Area

In addition specific situations can be tested, e.g. medical examination (official / team medical services), toilet visit etc.

Competition procedures Conduct of practice trials; athlete presentation; call up, measuring and recording of attempts; re-ordering after the 3rd attempt ... are typical things that should be tested

Specific situations: The Technical Delegates can arrange specific situations which can occur in the real event, too. Examples are:

- two identical results measured by EDM/VDM in a row (to check if it's by mistake or really fact)

- athletes protests (and e.g. contact of Referee and VCC afterwards)
- protests in track events (where the athlete might be already in the mixed zone)
- appeals (to see if e.g. team officials can be brought to the VCC for a short review before they file an official appeal; procedure to call the JoA, ...)
- break down of Infield Terminals, power outage, ...
- advertising issued and prohibited items (to see if the Call Room acts accordingly)
- European Record situation (to see if the necessary steps are done)

6. Technical Partners

a. Stadium Event

Timing	<p>Rehearsal timing 1 sprint and 1 race on the 400 m track</p> <p>Main rehearsal elements 100m: Start, False Start, Wind, Photo Finish</p> <p>Main rehearsal elements 1500m/3000: Start, Last Lap Bell, Transponder timing (Lap and Finish)</p>
Distance Measurement	<p>EDM and VDM (if applicable)</p> <p>Rehearsal of 2 field events</p> <p>Main rehearsal elements Long Jump and Discus/Javelin: Measurement, Infield Terminal, FEB</p>
Data Processing	<p>All events</p> <ul style="list-style-type: none"> - Connections - Printed reports - CIS - Video wall graphics - TV Graphics - Internet Live results
Host Broadcaster	<p>Camera positions</p> <p>Connections and use of graphics (Timing and TV Graphics)</p> <p>Position of advertising boards</p>

b. Cross Country

Timing:	<p>Lap point, intermediate point and finish</p> <p>Rehearsal transponder loops</p> <p>Control of number of athletes in the race (video camera), athletes dropping out, athletes finishing the race</p>
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Data Processing

- Connections
- Printed reports
- CIS
- Video wall graphics
- TV Graphics

Host Broadcaster Camera positions

Connections and use of Graphics (Timing and TV Graphics)

7. Briefing/Debriefing

Briefing: Representatives of all the involved parties should meet before the rehearsal event to clarify the run of rehearsal. This small meeting should help to get final confirmation that all partners and parties are ready to be involved.

Debrief: A short de-brief of the rehearsal event has to take place right after the last event, preferably a common debrief with representatives all the involved parties for matters of general interest, further to subsequent detailed internal debriefings of each party.

8. Responsibilities

The run of the rehearsal event is a task for the Competition Management of LOC (lead by the Competition Director).

It is the LOC responsibility to make all the arrangements for the athletes to take part in the rehearsal event, to distribute the bids and ensure their presence at the Call Room on time.

LOC shall have all the necessary number of competition officials involved in each of the events in the programme of the rehearsal, so as the different volunteers needed for the competition and specifically those working with the Technical Partners but also those involved in the victory ceremonies.

Start lists and results are produced by the Data Processing Company. The results are made available to the LOC in the end of the rehearsal event.