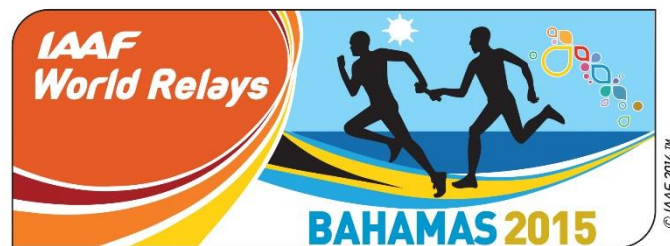


IAAF WORLD RELAYS

BAHAMAS 2015



TEAM MANUAL

(Version 11 March 2015)



OFFICIAL IAAF PARTNERS



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1. GENERAL INFORMATION

1.1 IAAF Council Members and International Officials

IAAF Council

| | |
|------------------------|--|
| President: | Lamine DIACK (SEN) |
| Senior Vice President: | Robert HERSH (USA) |
| Vice Presidents: | Dahlan Jumaan AL HAMAD (QAT) Sebastian COE (GBR) Sergey BUBKA (UKR) |
| Treasurer: | Valentin V. BALAKHNICHEV (RUS) |
| Individual Members: | Alberto JUANTORENA DANGER (CUB) Roberto GESTA DE MELO (BRA) * Jung-Ki PARK (KOR) Helmut DIGEL (GER) Nawal EL MOUTAWAKEL (MAR) Abby HOFFMAN (CAN) Isaiah KIPLAGAT (KEN) José María ODRIOZOLA (ESP) Hansjörg WIRZ (SUI) * Hamad KALKABA MALBOUM (CMR) * Katsuyuki TANAKA (JPN) Anna RICCARDI (ITA) Pauline DAVIS-THOMPSON (BAH) Geoff GARDNER (NFI) * Sylvia BARROO4CAG (NED) Ahmed AL KAMALI (UAE) Frank FREDERICKS (NAM) Irena SZEWINSKA (POL) Bernard AMSALEM (FRA) Zhaocai DU (CNH) * Victor LOPEZ (PUR) * |

* Area Group Representatives

International Officials

| | |
|---------------------------|---|
| Organisational Delegate: | Alberto JUANTORENA DANGER (CUB) |
| Technical Delegate: | Robert HERSH (USA) |
| Jury of Appeal: | Abby HOFFMAN (CAN) Isaiah KIPLAGAT (KEN) Keith DAVIES (GBR) |
| Medical/Anti-Doping Del.: | Robert ADAMS (USA) |
| Press Delegate: | Anna LEGNANI (ITA) |
| Television Delegate: | Ernest OBENG (GBR) |

| | |
|---|---|
| English Announcer: | Garry HILL (CAN) |
| Int'l Photo Finish Judge: | David WEICKER (CAN) |
| International Starter: | Alan BELL (GBR) |
| International Technical Officials (ITOs): | Eric ZEMPER (USA) – Chief Krisztina HORVÁTH (HUN) Brian ROE (AUS) |

1.2 Local Organising Committee

| | |
|--------------------------------|-------------------------|
| Executive Chairman | Keith PARKER |
| Vice Chairman & BAAA President | Mike SANDS (CEO) |
| Managing Director | Lionel HAVEN |
| Government Relations | Grafton IFILL JR. |
| Competition Senior Director | Frank RAHMING |
| Operations Senior Director | Leria MCKENZIE |
| Deputy Operations Director | Ian HUTCHINSON |
| Logistics Senior Director | D'Anne BARRETT |
| Marketing Senior Director | The Counsellors |
| Marketing Director | Bianca BETHEL-SAWYER |
| Venue | NSA Stadium Personnel |
| Stadium Venue Director | Allan WALLACE |
| Technology Senior Director | Michelangelo CARTWRIGHT |

Local Organising Committee Contact Details:

Thomas A. Robinson Stadium – Queen Elizabeth Sports Center
Thompson Blvd
P.O. Box SP-64113
Nassau, The Bahamas
Tel. +1 242 325-4736
Fax: +1 242 325-4726
info@BahamasWorldRelays.org
www.bahamasworldrelays.org

1.3 Information about The Bahamas

Basic Facts and Figures

| | |
|--------------|---|
| Time | GMT - 5 |
| Currency | Bahamian dollars (equivalent to US\$, both accepted) |
| Electricity: | Voltage 110V, North American socket style |
| Driving: | On the Left – be careful when crossing! |
| Weather: | Expected average temperature in May: 85F / 29°C maximum 69 F / 21°C minimum |

Business Opening Hours of the main establishments are as follows

| Business | Monday-Friday | Saturday | Sunday |
|-----------------|---------------------------|-----------------|---------------|
| Banks | 9:30-15:00 | 9:30 - 13:00 | Closed |
| Post Offices | 9:00-17:00 | Closed | Closed |
| Shops | 9:00-20:00 | 9:00-20:00 | 9:00-17:00 |
| Administration | 8:00 – 12:00, 13:00-17:00 | Closed | Closed |

1.4 General Programme

Thursday, April 30 All day Arrivals

Friday, May 1 All day IAAF/LOC Arrivals
 12:00 Press Conference ATLANTIS
 9:00 Training in National Stadium (until 12:00)
 17:00 Technical Meeting ATLANTIS
 19:30 IAAF/LOC Dinner
 (by invitation only) Location TBC

Saturday, May 2 17:00 Junior Program (1 lane = 1 island) National Stadium
 18:00 Opening Ceremony National Stadium
 19:00 IAAF World Relays – Day 1 National Stadium

Sunday, May 3 17:00 Junior Program (1 lane = 1 school) National Stadium
 19:00 IAAF World Relays – Day 2 National Stadium
 22:00 Final Party (by invitation only) ATLANTIS

Monday, May 4 All day Departures

2. TRAVEL TO THE BAHAMAS

2.1 Official Airport and Arrival Information

Lynden Pindling International Airport (NAS) is the official airport. It was named after the Father of the Nation and former Prime Minister of The Bahamas. The airport is less than 35 minutes driving time from all the important locations (Accreditation Centre, Teams' Hotel, Stadium, etc.).

After leaving the plane, teams go through passport control. Next they pick up their luggage at the Baggage Claim Area and carry it out to the Transport Loading Zone. The Welcome Desk is located in the arrivals terminal just after the clearance zone however LOC Staff will be already available beside the Tourism Information desk in the Immigration and Baggage Claim areas to assist the delegations with entry formalities and customs clearance.

In case of lost luggage, the LOC will make every effort to help locate it. The Team Leader is nevertheless expected to declare the missing luggage at the airline's welcome desk. The Team Leader may also be requested to return to the airport to identify the luggage if it was not located immediately. Consequently, transportation of the luggage to the venue/hotel will be arranged by the LOC.

All athletes and officials will be transported to the Teams' Hotel where they shall normally be required to collect their Accreditation Card and check-in. In case of early or late arrivals, accreditation formalities shall be carried out the next day or as soon as practical. In such cases, the LOC will provide a temporary pass.

Teams or individual athletes arriving prior to 30 April will be handled on a case by case basis. However, the LOC should be informed in advance to make the necessary arrangements.

2.2 Entry Visas

Based on the preliminary entries, the LOC will contact those Member Federations that need a visa (see list of countries requiring a visa is in Appendix 14.6).

In any case, if you need a visa, you will be required to provide, for each participant, the following information to the LOC:

- First name, last name (as indicated in the passport) and indication of his/her function (athlete or official)
- Scanned copy of the passport

This information must be sent to the LOC visa office: visa@bahamasworldrelays.org. Upon receipt of this information, the LOC will provide an invitation letter which, depending on your situation, will serve one of the following purposes:

- If there is an Embassy of the Bahamas in your country, it must accompany your visa application.
- If there is no Embassy of the Bahamas in your country, the LOC is finalising one of two alternatives:
 - The possibility to apply for the visa at the British Embassy (if there is one in your Country) using the LOC invitation letter as support to the Application
 - The possibility to receive the visa upon arrival in The Bahamas in which case the

invitation letter can be presented to the airline as proof of this in order to be allowed to travel.

2.3 Insurance

All Member Federations are responsible for their own insurance to cover illness or injury to any member of their Delegation and/or team when travelling to and from IAAF competitions and during the event itself.

As in past years, the IAAF has negotiated an insurance policy with its insurance company and more details can be found in IAAF Circular M/05/15.

3. ACCREDITATION

3.1 Accreditation Centre

The Accreditation Centre will be located in the Conference Centre of the ATLANTIS Hotel. Accreditation cards will be printed and distributed in Rooms Hera I and Hera II while the Accreditation Procedures for the Team Leader will be carried out at the IAAF / LOC Offices located in Rooms Minos and Neptune.

Opening dates and times of the Accreditation Centres will be as follows:

- 27 April 15:00 – 19:00
- 28 April 14:00 – 19:00
- 29 April 10:00 – 19:00
- 30 April 9:00 – 20:00
- 1 May 9:00 – 20:00

In case of arrivals prior to these dates or outside the opening times, the official Accreditation Card will have to be collected at the first opportunity. In the meantime teams will be provided with temporary passes.

3.2 Accreditation Procedures and Payments

The Team Leader will have to report to the LOC / IAAF Offices as soon as possible after his arrival and before collecting his card, in order to complete the following formalities:

- Uniform Check
- Athletes' Acknowledgement and Agreement Forms
- LOC Accommodation Invoice
- Travel Reimbursement
- IAAF Financial Statement
- Final Confirmation of Entries
- Collection of athletes' bibs

The Team Leader will be asked to complete the accounting procedures and settle any extra payments (for non-quota athletes, team officials, use of single rooms, extra days, etc.) before he can collect his Accreditation Card, which will be issued upon presenting a document stating all procedures have been completed.

3.3 Quota and Financial Support

3.3.1 Good Standing

Financial support is offered to those participating Member Federations which are in "good standing" with the IAAF.

3.3.2 Quota

Each participating Member Federation shall receive a quota of two athletes for each **relay team** competing. Teams finishing in the top four places of the respective event shall receive an additional two quota places for that team.

The host country has no quota.

3.3.3 Travel

For all athletes in the Quota, 100% of an economy class airline ticket from the Member Federation Headquarters to the official airport will be offered. These tickets will be issued

preferably by the IAAF, provided Member Federations send their Preliminary Entries and Final Entries by the respective deadlines. If a Member Federation prefers to purchase the airline tickets, the price of such tickets must be submitted together with the Preliminary Entries and be approved by the IAAF beforehand, knowing that the cheapest available price will be taken as a reference. Only the approved travel costs will be reimbursed, and upon the submission of the corresponding invoice(s).

3.3.4 Accommodation

All athletes within the quota will be offered full-board accommodation in twin rooms for a maximum of 4 nights (arrival on 30 April and departure on 4 May). A supplement will be charged for single room occupancy.

3.3.5 Reimbursements

Reimbursements will be made by bank transfer after the competition.

If an athlete for whom the IAAF/LOC have provided financial support is on site but does not compete, the IAAF/LOC have the right to reclaim the travel and accommodation support.

3.3.6 Financial Penalties

Member Federations must respect the deadlines and provide accurate information in their entries in order to avoid causing financial damage to the LOC. Failure to do so may result in the application of financial penalties as detailed below. The penalties will be debited to the account of the Member with the IAAF.

| | |
|----------------------|--|
| Respect of Deadlines | A penalty of USD 1,000 may be imposed on any Federation which does not respect the Preliminary and/or Final Entry deadlines. |
| Realistic Entries | A penalty of USD 1,000 per athlete, after the first two, may be imposed on Member Federations which: <ul style="list-style-type: none">• after having announced through the Preliminary Entries their participation in an IAAF competition do not take part;• after having entered in the Preliminary Entries more than two athletes, attend the competition with a number of athletes 25% or more higher or lower than the entered number. |

3.4 Accreditation Card

The Accreditation Card will carry the holder's photo. It must be worn visibly at all times and must be presented upon request. It is personal and non-transferable. In case of loss or theft, please report it immediately to the Teams' Accreditation Centre or TIC at the Stadium. In order to obtain a new Accreditation Card, the Team Member must proceed to the Accreditation Centre carrying an appropriate identification document.

4. ACCOMMODATION AND TRANSPORT

4.1 Team Hotel

The LOC has arranged accommodation for all participants in one hotel.

Coral and Beach Towers, ATLANTIS Paradise Island Resort

One Casino Drive

Paradise Island, The Bahamas

Tel. +1-242-363-2000

www.atlantisbahamas.com

4.2 Accommodation Costs

| All Prices per person per day Full Board (in USD) | Official Period from 30 April to 4 May (4 nights) | | Outside Official Period | |
|---|---|------------|-------------------------|---------|
| | Twin | Single* | Twin | Single* |
| Athletes in quota | Paid by LOC | USD 65 | USD 170 | USD 260 |
| Athletes outside quota | USD 115 | USD 195 | | |
| Subsidised Officials (within 55%) | USD 115 | USD 195 | | |
| Non-subsidised ** Officials (above 55%) | USD 200 | USD 300*** | USD 200 | USD 300 |

Note*: There is a limited number of single rooms which will be offered according to availability.

Note**: The accreditation and accommodation of team officials at IAAF Championships is limited to a certain ratio athletes / officials. This is illustrated in the chart in Appendix 14.7. Member Federations are kindly requested to respect the 55% ratio so that accommodation can be secured for all participants in adequate conditions. A few exceptions may be accepted but can only be confirmed at the time of the Final Entries.

Note***: There was a typing mistake in Circular Letter M/06/15 and this is the correct price.

The accommodation invoices will be based on the information (number of persons and arrival/departure details) provided by the Final Entries deadline, with a tolerance of two persons. Payment of extra costs can be made:

- by credit card: Visa, Mastercard, American Express
- In cash: US Dollars

4.3 Check-in Procedures

Team members must report to the Coral Towers check-in desk where, according to the rooming list previously provided*, the check-in procedures will be completed and the room keys delivered. Teams staying at the Beach Towers must also report here for check-in. A valid identification document (Passport or Identity Card) needs to be presented for check-in. A scan of the credit card will be required in order to activate certain hotel services (telephone, laundry, etc.).

*** to shorten procedures and avoid delays, it is strongly advisable to submit the rooming list in advance, prior to arrival.**

4.4 Services in the Teams' Hotel

4.4.1 Meeting Rooms

A space for meeting opportunities will be made available in the Grand Ballroom A, in the ATLANTIS Conference Centre, on 1 and 2 May. In case of need, and for reservations, please contact the Competition Information Desk.

4.4.2 Room for Physiotherapy (see also 11.5 and 11.6)

The Arawak Cay Room in the Beach Tower will be a common physiotherapy room for all teams. Guest rooms are necessary for accommodation and, in principle, cannot be reserved for organising personal physiotherapy spaces. If, upon arrival, there are spare guest rooms, it will be possible to reserve them at the cost of a single room (300 USD).

The LOC will also offer physiotherapy services in the same room to those teams that do not have their own medical staff. Reservations will be handled by the Competition Information Desk.

4.4.3 Internet Access

Free internet access will be available in the hotel.

4.5 Meals

The teams' dedicated dining area will be arranged in the Imperial Ballroom of the Atlantis Conference Center. Athletes and team officials will be admitted to the restaurant upon presentation of their accreditation cards (special arrangements will be made for arrivals prior to Accreditation Centre Opening). Meals will all be served in buffet style and cuisine will cater for special diets and religions. All food shall be appropriately labelled in English.

Meal times shall be as follows:

| | |
|------------------|---------------|
| Breakfast | 07:00 – 10:30 |
| Lunch | 11:30 – 16:30 |
| Dinner | 17:30 – 23:00 |

On Sunday 3 May, a Final Party, which will include dinner, will take place at the ATLANTIS Hotel, starting at 22:00.

4.6 Damages to Hotel Property

Please be informed that teams will be held responsible for any damage caused to hotel property and that any expenses incurred by the LOC will be charged to the credit card which will have to be provided as guarantee. If a credit card cannot be charged and the payment is not settled in cash, then the damage will be charged to the Member Federation's account with the IAAF after the competition.

4.7 Transportation

Transportation between the Teams' Hotel and the various venues, including those of official and social functions, will be provided by the LOC bus service. A detailed specific timetable will be posted on the notice board of the Competition Information Desk as well as at the Technical Information Centre.

5. INFORMATION CENTRES

5.1 TIC - Technical Information Centre (Stadium)

The TIC is located at the Thomas A. Robinson National Stadium, easily accessible from the Team Seats. The main task of the centre is to ensure a smooth liaison between each Delegation and the Local Organising Committee, the IAAF Technical Delegate and the Competition Management regarding technical matters.

The TIC is in charge of, but not limited to, the following:

- Display on the relevant Notice Board of official communications to the teams, including Start Lists, Results and Call Room reporting times. These will also be displayed at the Warm-up Area.
- Distribution of Urgent notices to the Delegations from the Technical Delegate and Competition Management via the pigeonholes. It is the Team Leader's duty to collect this information in due time.
- Distribution and receipt of Relay Final Declaration Forms
- Receipt of withdrawal forms
- Managing National Record Doping Control requests
- TIC General enquiries
- Written Appeals

Opening Dates and Times will be as follows:

- Friday 1 May 9:00 – 20:00
- Saturday 2 and Sunday 3 May 9:00 – 22:30

This will be the main centre for technical information although certain documents produced in the TIC will also be distributed to the Competition Information Desk (CID) for circulation.

5.2 CID - Competition Information Desk

This will be situated in the Lobby of the Coral Towers Hotel and will be linked to the TIC. It shall be in charge of, but not limited to, the following:

- Display on the relevant Notice Board of official communications to the teams, including Start Lists, Results and Call Room reporting times.
- Distribution of Urgent Notices to the Delegations from the Technical Delegate and Competition Management.
- Distribution of information for issues relating to accommodation, meals, transport and the Competition in general.
- Reservation of meeting rooms.
- Reservation of physiotherapy offered by the LOC.

Opening Dates and Times will be as follows:

- Monday 27 – Thursday 30 April 9:00 – 21:00
- Friday 1 to Sunday 3 May 9:00 – 22:00
- Monday 4 May 9:00 – 13:00

A general information desk will also be set-up in the lobby of the Beach Towers Hotel.

5.3 IAAF Competitions Department Offices

Staff from the IAAF Competitions Department will be in The Bahamas to assist the LOC with the final preparation and conduct of the Event and the teams with their participation. They can be contacted as follows:

- 27 April to 1 May Rooms Minos and Neptune at the ATLANTIS Conference Center
- 2 to 3 May IAAF Competitions Office at the Thomas A. Robinson National Stadium – can be contacted through the TIC

5.4 Document Distribution

Every effort will be made to reduce the amount of printed material distributed to the Teams through their pigeon holes at the Technical Information Centre (TIC) at the Stadium or at the Competition Information Desk (CID) at the Teams' Hotel.

In practice this means that the distribution of competition related information at the TIC and CID will NOT be systematically made through printouts in the Team pigeonholes but will be displayed on the notice boards. It will still be possible to request occasional copies of specific event start lists and / or results (at the TIC).

Important notices of general interest (e.g. changes to the timetable) will also be displayed on the Posting Board while individual communications to specific teams will be posted through the pigeon holes.

A Final Results Book will be produced and distributed to all Teams and guests prior to departure.

6. COMPETITION FORMAT

6.1 Events Programme

The IAAF World Relays programme shall comprise the following events (for men and women). Please note that the Distance Medley Relay (1200m, 400m, 800m, 1600m) has replaced the 4x1500m.

| | |
|-----------------|-------------------|
| 4x100m | Round 1 and Final |
| 4x200m | Round 1 and Final |
| 4x400m | Round 1 and Final |
| 4x800m | Straight Final |
| Distance Medley | Straight Final |

For the **4x100m** and **4x400m** there will also be a B Final and progression to Finals A and B shall be as follows:

- Final A The first 2 in each heat and the next 2 fastest
- Final B The next 8 fastest

If the final number of entries in the **4 x 800m** and **Distance Medley** necessitates more than one heat, the final placing will be determined by time.

As the **4 x 200m** is not run very often, a plan of the take-over zones on the track is included in Appendix 14.5 for information.

6.2 Qualification for Rio 2016

The top eight placed teams in the 4x100m and 4x400m events at the IAAF World Relays Bahamas 2015 shall automatically qualify for the Rio 2016 Olympic Games.

If one or more teams in the A Final do not start, are disqualified or do not finish, their qualifying place is taken by the top placed finisher(s) in the B Final.

7. COMPETITION VENUE (see plans in Appendices 14.3 and 14.4)

7.1 Thomas A. Robinson National Stadium

The Competition will take place in the Thomas A. Robinson National Stadium in Nassau. A new Mondo track was installed in spring 2014. The Stadium capacity is for 15,000 spectators.

7.2 Warm-up Area

The main Warm-up Area is located next to the Stadium. It has a 400m 8-lane track and an adjacent 130m stretch entirely renovated in 2014. Access for athletes and officials will be from the bus drop-off point. The team seats (in the tribune behind the 200m start) and the TIC will be accessed directly from the Warm-up Area.

An appropriate number of tents will be made available to be used as teams' physiotherapy spaces and will be positioned around the track. A larger tent will be provided for LOC massage services. A weight training room will be available.

7.3 Training

The Warm-up Area, as described above, will be made available for training prior to the start of the Competition, from Monday 27 April to Friday 1 May from 8:00 to 20:00.

Athletes shall also be given the opportunity to train in the main stadium on 1 May, between 9:00 and 12:00, with the official starters available between 10:00 and 10:30.

8. ENTRIES AND FINAL CONFIRMATIONS

8.1 Entry Rules

8.1.1 Age Categories

Any athlete aged at least 16 on 31 December 2015 (born in 1999 or earlier) may compete. Athletes younger than 16 years on 31 December 2015 (born in 2000 or later) cannot compete.

8.1.2 Entries by Event

A maximum of one team from any one Member can compete in each relay event and a maximum of six athletes may be entered for each Relay Team. Any four athletes among those entered for the competition, may then be used in the composition of the team for the first round.

8.1.3 Entry Standards

Entry Standards are established for the 4x100m and 4x400m Relays only. They were approved by the IAAF Council in November 2014. They will target an ideal number of approximately 18-20 Teams to qualify. The remaining Teams (up to 24) will be determined through the IAAF World Lists in the same qualification period. There are no Entry Standards for the other relay events.

| Men | Event | Women |
|--------------------|------------------------|--------------------|
| 39.00 | 4x100m | 44.00 |
| <i>No standard</i> | <i>4x200m</i> | <i>No standard</i> |
| 3:04.10 | 4x400m | 3:33.50 |
| <i>No standard</i> | <i>4x800m</i> | <i>No standard</i> |
| <i>No standard</i> | <i>Distance Medley</i> | <i>No standard</i> |

Conditions for Validity of Performances

- All performances must be achieved during the period **1 January 2014 to 20 April 2015**.
- All performances must be achieved during an official competition organised in **conformity with IAAF Rules**.
- At least **two different international teams, representing at least two countries, must compete in the race**.
- All performances must be achieved during competitions **organised or sanctioned by the IAAF**, its Area Associations or its Member Federations. Thus, results achieved at school competitions must be certified by the Member Federation of the country in which the competition was organised.
- **Indoor performances** will be accepted.
- **Hand-timed performances** for the 4x100m will not be accepted.
- Performances achieved on **over-sized tracks** will not be accepted.

8.2 Final Entries

The Final Entries must be submitted online using the IAAF on-line Event Entry System (<http://evententry.iaaf.org>), by **20 April 2015** midnight, Monaco time. Final Entries may be submitted starting 23 March 2015.

8.3 Final Confirmations

Teams will receive the Final Confirmation Forms upon arrival in Nassau and Team Leaders, or their representatives, must confirm during the accreditation procedure, the teams already entered which will actually take part in the competition.

8.4 Final Declarations

Final Declaration Forms for the running order will be distributed at the TIC and must be returned as follows:

- For races on **2 May** by the time of the Technical Meeting (1 May at 17:00) either at the TIC (Stadium) or at the Technical Meeting itself
- For races on **3 May** by 20:00 on 2 May at the TIC (Stadium)

In accordance with IAAF Rule 170.18, changes will however be accepted **until 1 hour before first call reporting time** at the TIC and / or directly with the IAAF Competitions Staff at the Warm-up Area. **For every race, First Call reporting time will be 35 minutes before the start.**

Once the team has taken part in the event, only two additional athletes may take part in the Final and substitutes may only be taken from the list of entered athletes.

8.5 Athlete Acknowledgement and Agreement

Each athlete competing in an IAAF Competition must have an appropriately filled in and signed copy of the Athlete Acknowledgement and Agreement on file at the IAAF. All athletes competing in the IAAF World Relays must sign and submit this acknowledgement, as soon as possible, and ideally by no later than the Final Entry deadline (20 April 2015). IAAF Member Federations are obliged to submit one for each entered athlete (email: athletes-agreement@iaaf.org or fax: + 377 93 503263). Any Athlete Acknowledgement and Agreement Form not received by the IAAF before the event will be collected at the time of the Accreditation procedure. The Athlete Acknowledgement and Agreement Form is in Appendix 14.8.

Note: Athletes who have already submitted their Agreement at a previous IAAF World Athletics series Event, do not need to send it again - see appropriate indication in the IAAF Event Entry System (EES).

9. COMPETITION PROCEDURES

9.1 Stadium Orientation for Team Leaders

Teams will train at the Warm-up Area adjacent to the National Stadium so will have a chance to familiarise themselves with the location of the various facilities. No specific guided tour will be organised but on 1 May, during the training session in the National Stadium, from 9:00 to 12:00, LOC Staff will be available to provide any explanation that should be required.

9.2 Technical Meeting

The Technical Meeting will take place on **1 May at 17:00** in the Grand Ballroom A of the Conference Centre of the ATLANTIS Hotel.

The Meeting will follow the IAAF protocol and can be attended by a maximum of two representatives from each Member Federation.

Forms for submitting Written Questions for the Technical Meeting will be distributed to Team Leaders upon arrival at the Accreditation Centre and will have to be returned to the Hotel Competition Information Desk by 1 May at 12:00 at the latest.

9.3 Timetable

The timetable was approved by the IAAF Council in November 2014 and can be found in Appendix 14.1. Information on any further changes shall be provided at the Technical Meeting.

9.4 Athletes' Bibs

The Bibs shall be distributed during the Accreditation procedure. Bibs which are not collected shall be taken to the Stadium TIC on 2 May.

All athletes will receive three bibs, as follows:

- 2 bibs with the Athlete's name: **one must be worn on the chest and the other can be used for the bag**
- 1 bib with the country code: **must be worn on the back (will be distributed at the Call Room).**

Bibs must be worn in accordance with IAAF Rules and must not be cut, folded or obscured in any way. Failure to comply with the Rules may result in a disqualification or sanction.

Track athletes must also wear the hip numbers provided at the Call Room.

9.5 Athletes' Clothing

All athletes must wear the official national uniform approved by their Delegation and **all members of the same team in each event must wear exactly the same uniform.** The uniforms will be checked upon arrival at the Team Accreditation Centre.

Any advertising on clothes and bags must comply with IAAF Rules and Regulations (see latest edition on the IAAF website). The name/Logo of a national sponsor may be displayed instead of one of the national team or Member Federation Logo or flag on the national vest/leotard provided that such national sponsor is not a competitor of a Sponsor of the IAAF or of the event.

For Bahamas 2015, the IAAF official partners are the following:

| Official IAAF Partner | Official IAAF Supplier |
|-----------------------|------------------------|
| Adidas | Mondo |
| Canon | |
| SEIKO | |
| Sinopec | |
| TDK | |
| VTB | |

The National Partners and Suppliers will be announced at a later stage. For the purpose of avoiding conflicts on site, Member Federations are strongly advised to seek approval from the IAAF.

Any infringement of the Rules may result in the disqualification of the athlete. Athletes not wearing their official team uniform will be required to acquire the correct attire before they progress through the Call Room.

9.6 Call Room Procedures

There will be a first Call at the Warm-up Area where athletes will be gathered by teams. From here, teams will walk to the Call Room via a cordoned pathway. The Call Room is located outside the stadium track, behind the 100m start.

Athletes will arrive at the Call Room without wearing their spike shoes and will undergo all checks there:

- Checking of spikes
- Checking of national uniforms and advertising

Bibs with the three letter code (e.g. BAH) to be worn on their back will be provided here. Hip numbers will be provided in all events for the 4th leg runners only.

Athletes will then be expected to leave the Call Room ready to compete leaving behind all personal belongings which will be taken by the basket carriers to the post event area

For every event, athletes will be required to report to First Call at the Warm-up Area no later than 35 minutes before the start of the race.

9.7 Timing

Official timing will be provided by SEIKO. Additional transponder timing will also be used for split times.

9.8 Post Competition Procedures

All athletes will leave the track via the Mixed Zone situated just after the finish line. In the Mixed Zone, the Media may conduct short interviews. After passing through the Mixed Zone, athletes move to the Post Event Area where they will be able to recover and collect their clothing.

Please note that, for the first three teams in each Final, the post competition procedures shall be as follows:

- The winning team will be invited to go round the track for a lap of honour
- In the meantime the teams finishing second and third are gathered at the foot of the main

tribune, in the centre

- Once the winning team has completed the lap of honour, all three teams are gathered at the centre stage for the award ceremony
- After the award ceremony, all three teams go to the Mixed Zone and then to the Post Event Area

9.9 Award Ceremonies

There will be an Award Ceremony for the first three teams in each relay race immediately after the race where medals will be presented. LOC staff will be responsible for gathering the teams and escorting them to the podium. When a team competes in Round 1 and in the Final with more than four athletes, only the four athletes in the Final will be awarded during the ceremony. The athletes will wear their competition uniform at Award Ceremonies.

9.10 Protests and Appeals

Protests and Appeals shall be handled according to IAAF Rule 146, an extract of which appears hereunder. Protests and appeals shall be handled, in the first instance, by the TIC at the Stadium.

9.10.1 Protests

Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event. The Organising Committee of the competition shall be responsible for ensuring that the time of the announcement of all results is recorded.

Any protest shall be made orally to the Referee by an athlete, by someone acting on his behalf or by an official representative of a team. Such person or team may protest only if they are competing in the same round of the event to which the protest (or subsequent appeal) relates or are competing in a competition in which a team points score is being conducted.

To arrive at a fair decision, the Referee should consider any available evidence which he thinks necessary, including a film or picture produced by an official video recorder, or any other available video evidence. The Referee may decide on the protest or may refer the matter to the Jury. If the Referee makes a decision, there shall be a right of appeal to the Jury. Where the Referee is not accessible or available, the protest should be made to him through the Technical Information Centre.

9.10.2 Appeals

An appeal to the Jury of Appeal must be made within 30 minutes:

- (a) of the official announcement of the amended result of an event arising from the decision made by the Referee; or
- (b) of the advice being given to those making the protest, where there is no amendment of any result.

It shall be in writing, signed by the athlete, by someone acting on his behalf or by an official representative of a team and shall be accompanied by a deposit of Bah or USD 100, which will be forfeited if the appeal is not allowed. Such athlete or team may appeal only if they are competing in the same round of the event to which the appeal relates or are competing in a competition on which a team points score is being conducted.

Note: The relevant Referee shall, after his decision on a protest, immediately inform the TIC of the time of the decision. If the Referee was unable to communicate this orally to the relevant team(s) /athlete (s), the official time of the announcement will be that of posting the decision at the TIC.

10. COMPETITION AWARDS

10.1 Prize Money

During the IAAF World Relays, the top eight (8) teams in each event will be awarded the following prize money:

| Place | Prize |
|-----------------|------------|
| 1 st | USD 50,000 |
| 2 nd | USD 30,000 |
| 3 rd | USD 20,000 |
| 4 th | USD 12,000 |
| 5 th | USD 10,000 |
| 6 th | USD 8,000 |
| 7 th | USD 6,000 |
| 8 th | USD 4,000 |

Payments will be made directly to the Member Federations' Bank Account following confirmation of doping control tests. The LOC has confirmed that there will be no taxes to be paid on prize money.

10.2 World Record Bonus

In the event that a team breaks a World Record during the IAAF World Relays, a prize of USD 50,000 will be awarded. The World Record Bonus will only be awarded for performances which improve the existing World Record and which meet all the necessary conditions for recognition as an IAAF World Record, in accordance with IAAF Regulations and after ratification of the record by the IAAF. Full details of the regulations regarding this prize are available from the IAAF upon request.

NB: For the Distance Medley Relay, being this a new Event, conditions for the award of a World Record Bonus are being defined and will be advised at a later stage.

Should an athlete's Doping Control results return positive, the awards and bonuses won shall be withheld.

10.3 Team Trophy

A team award, the "Golden Baton" Trophy, will be presented to the team with the most combined (men and women) overall points. The Ceremony will take place at the Stadium at the end of Sunday's competition and more details shall be provided at the Technical Meeting.

Points will be awarded to the winning team of each Final (Final A in the case of the 4 x 100m and 4 x 400m) as follows: the winner will score 8 points, the second will score 7 points, the third 6 points, and so on. Teams that do not start or do not finish or are disqualified shall not score any points. Points achieved by men and women will be combined and the overall winner of the IAAF World Relays will be the team with the most combined points.

If two or more teams gain the same number of points in the final score, the tie shall be decided in favour of the team with the greater number of first places. Should the tie then still remain, the team with the greater number of second places shall be given the higher position, and this system shall be applied, if necessary, to subsequent placing until the tie is broken.

11. MEDICAL SERVICES

11.1 General Plan

During the event there will be medical services available at selected locations and at the venues related to the Event.

Medical staff will include doctors and physiotherapists under the supervision of the IAAF Medical Delegate. There will be a 24-hour medical service on call (standby) including ambulance at the stadium. All the Medical Centres and Medical Teams will have direct communication by mobile phones. All the doctors and nurses will be easy to identify by their uniforms.

According to IAAF medical guidelines, all athletes and officials must have health insurance. This insurance should cover the costs of specialized medical help (in case of need).

11.2 Emergency Contact Numbers

In case of emergency please contact the Competition Information Desk or the closest medical centre.

11.3 Location of Medical Centres at the different venues

Medical Centres with first aid facilities will be set up at the ATLANTIS Hotel. The main medical centre will be located at the training / warm-up track.

11.4 Procedures in case of injury or illness

Team members who suffer from an injury or illness must contact the closest medical centre (or the provided Emergency Number) in order to benefit from the LOC medical services.

In case of athletes' injury or illness preventing them from competing, a certificate must be requested from the official medical service and presented to the TIC in case of withdrawal from the event.

11.5 Physiotherapy and Massage Services offered by the LOC

These will be available both at the ATLANTIS Hotel as well as at the Training / Warm-up Area from 27 April to 3 May operating daily from 8:00 to 20:00.

11.6 Team Physiotherapy Spaces

Dedicated massage areas for teams to set up their massage tables will be available at the Warm-up Area and at the ATLANTIS Hotel.

11.7 Designated Medical Institutions

A local hospital has been identified and alerted for emergencies that should require hospitalisation.

11.8 Drugs Importation and Doctors' Work Permit

The importation of pharmaceutical drugs for personal use is allowed, however, it must be declared to avoid confiscation. Team doctors need special permission to work in the Bahamas. Information from teams' entries will be used to process permits which will be available for distribution, upon proper identification, during accreditation.

12. DOPING CONTROL

12.1 General

Doping Control shall be conducted according to the latest IAAF Procedures and Guidelines under the supervision of the IAAF Doping Control Delegate.

12.2 In Competition Control

At the Post Event Area, all athletes selected for Doping Control will be informed. Following post-event protocols which may include the award ceremony or press interview, athletes will be escorted to the Doping Control Centre situated on the ground floor of the West Tribune, at the 100m start. Drinks will be provided for those athletes requiring it, and athletes should drink only those beverages from sealed bottles provided by the LOC.

Athletes have the right to be accompanied by a team official who will, in that case, be granted proper access to the doping control centre with a special pass.

12.3 Voluntary Doping Control

Athletes who were not chosen for Doping Control may voluntarily submit themselves for testing, for example in case of national record or best performance. In this case athletes, or an official from their team, must complete and sign the “IAAF Doping Control Test” form which is available at the TIC. The cost of such test is at the athlete’s National Federation charge and will be debited to the National Federation’s account with the IAAF.

12.4 Therapeutic Use Exemption (TUE)

If an athlete has to take any medication included in the latest WADA Prohibited List, a Therapeutic Use Exemption (TUE) is requested. The TUE has to be issued by the IAAF prior to the beginning of the event. During the IAAF World Relays only “urgent” TUE’s will be dealt with. Under no circumstances a TUE for a chronic pathology will be issued.

13. DEPARTURES

The Team Leader will be requested to confirm the departure information, already provided in the Final Entries, at the Teams' Accreditation Centre.

The bus schedule for departures will be made available at the Competition Information Desk so that all Team Members are informed of the departure times of the buses from the Hotel to the Airport.

Unless special arrangements have been agreed with the LOC, check-out time from the hotel is 12:00 (noon). Team Members must settle any outstanding costs (telephone, laundry, minibar, etc.) with the hotel front desk prior to departure.

At the Airport Departure Desk, LOC staff will be assisting the Delegation Members.

**Appendix 14.1
Timetable**

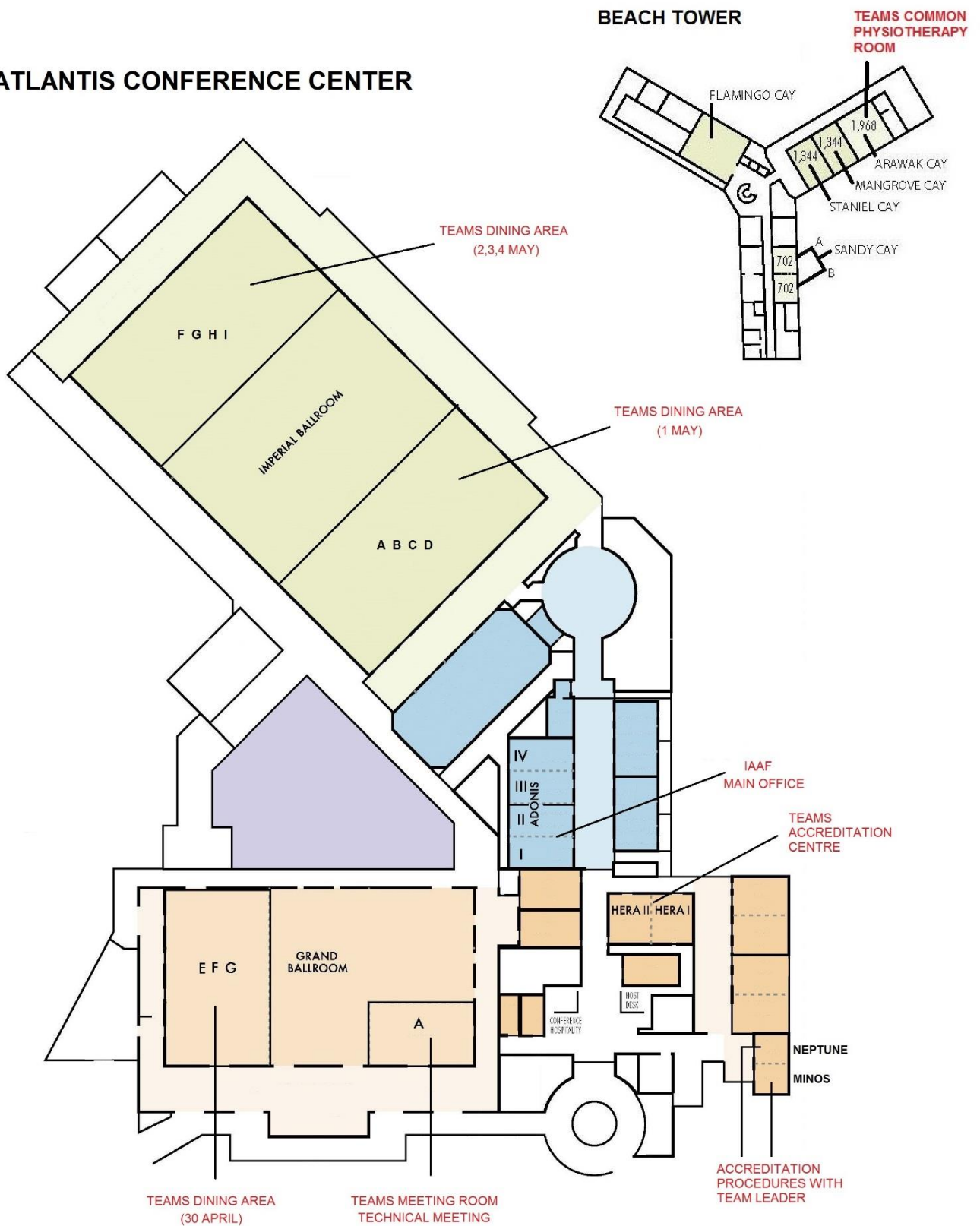
| DAY 1 - Saturday 2 May | | | |
|-------------------------------|------------------------|----------|----------------|
| 17:00 | Bahamas Junior Program | | |
| 18:00 | Opening Ceremony | | |
| 19:00 | 4 x 400m | M | Round 1 |
| 19:29 | 4 x 200m | W | Round 1 |
| 19:46 | 4 x 100m | M | Round 1 |
| 20:09 | 4 x 800m | M | Final |
| 20:20 | 4 x 800m | M | Medal Ceremony |
| 20:32 | 4 x 400m | W | Round 1 |
| 21:02 | Distance Medley | W | Final |
| 21:17 | Distance Medley | W | Medal Ceremony |
| 21:29 | 4 x 100m | M | Final B |
| 21:36 | 4 x 200m | W | Final |
| 21:40 | 4 x 200m | W | Medal Ceremony |
| 21:52 | 4 x 100m | M | Final A |
| 21:56 | 4 x 100m | M | Medal Ceremony |

| DAY 2 - Sunday 3 May | | | |
|-----------------------------|------------------------|----------|----------------|
| 17:00 | Bahamas Junior Program | | |
| 19:00 | 4 x 200m | M | Round 1 |
| 19:16 | 4 x 100m | W | Round 1 |
| 19:39 | 4 x 800m | W | Final |
| 19:50 | 4 x 800m | W | Medal Ceremony |
| 20:02 | 4 x 400m | W | Final B |
| 20:12 | 4 x 400m | W | Final A |
| 20:19 | 4 x 400m | W | Medal Ceremony |
| 20:31 | Distance Medley | M | Final |
| 20:45 | Distance Medley | M | Medal Ceremony |
| 20:57 | 4 x 400m | M | Final B |
| 21:06 | 4 x 200m | M | Final |
| 21:11 | 4 x 200m | M | Medal Ceremony |
| 21:23 | 4 x 100m | W | Final B |
| 21:30 | 4 x 100m | W | Final A |
| 21:34 | 4 x 100m | W | Medal Ceremony |
| 21:46 | 4 x 400m | M | Final A |
| 21:52 | 4 x 400m | M | Medal Ceremony |
| 22:00 | Golden Baton | | Medal Ceremony |

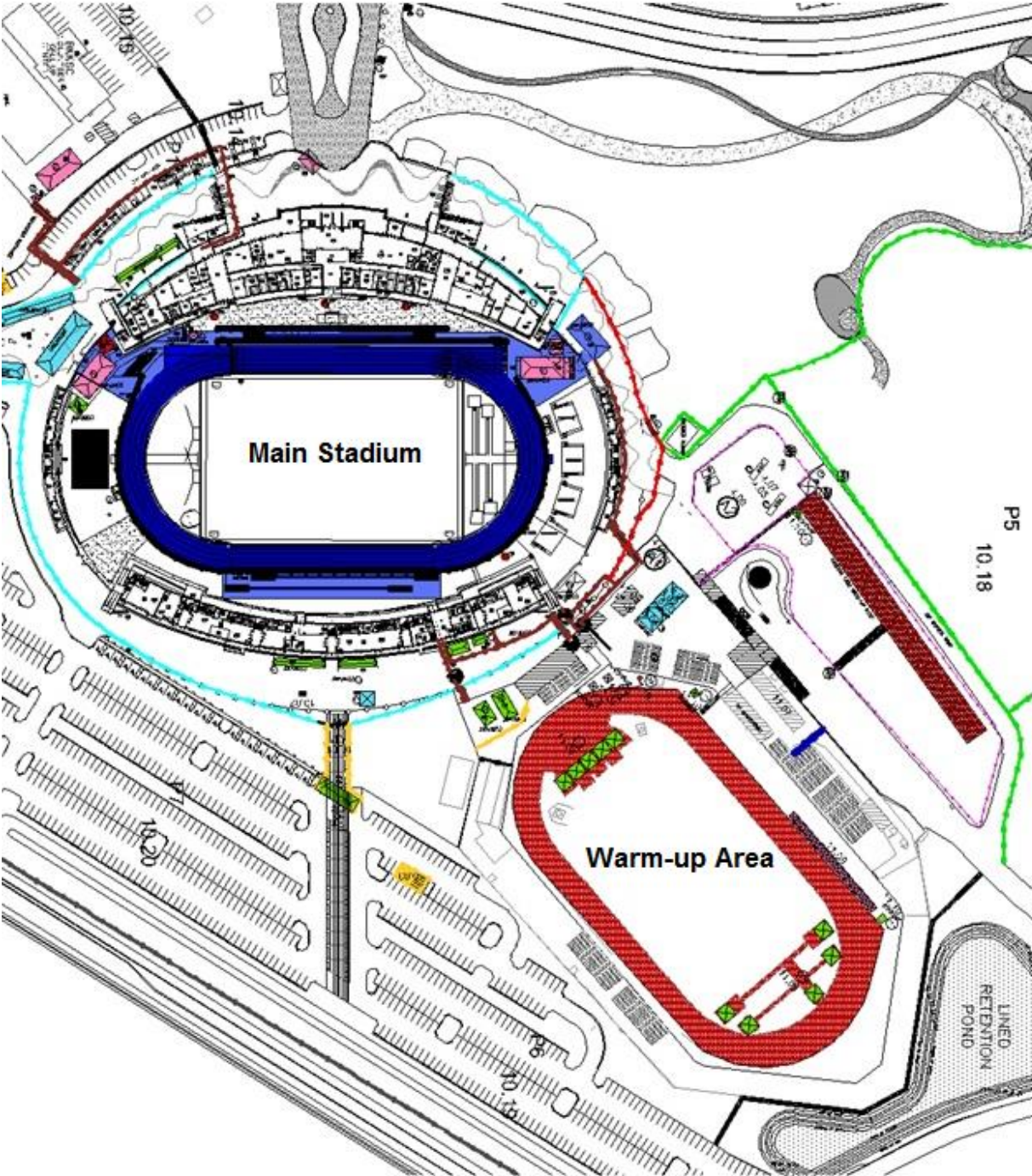
Appendix 14.2 (cont.)

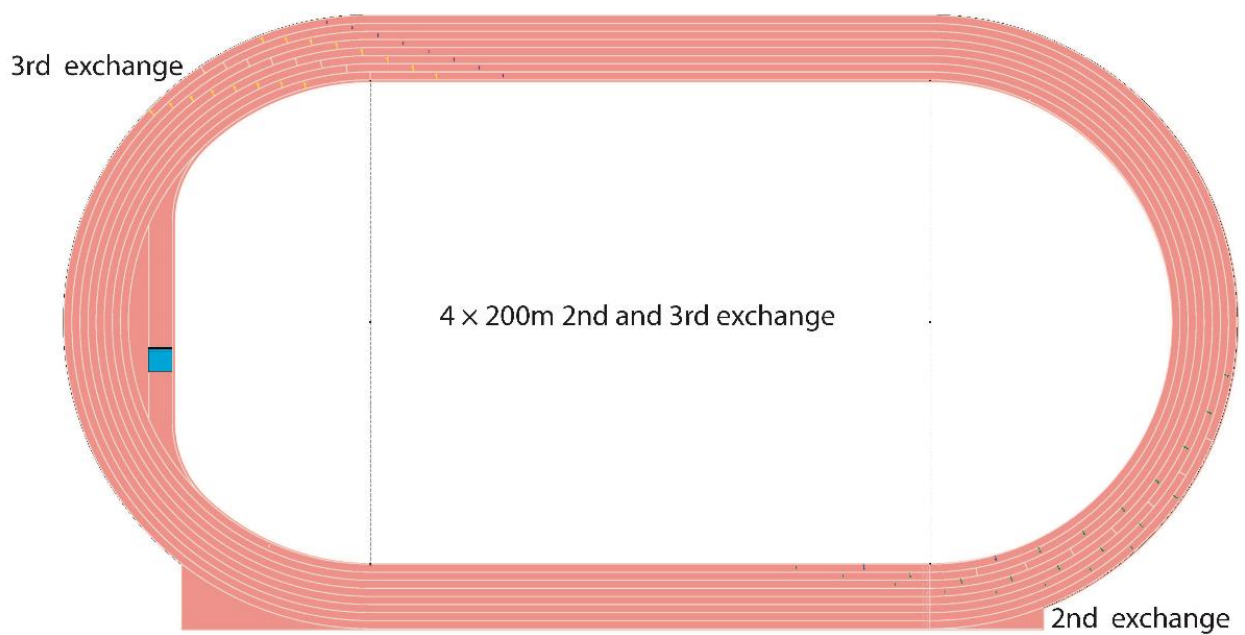
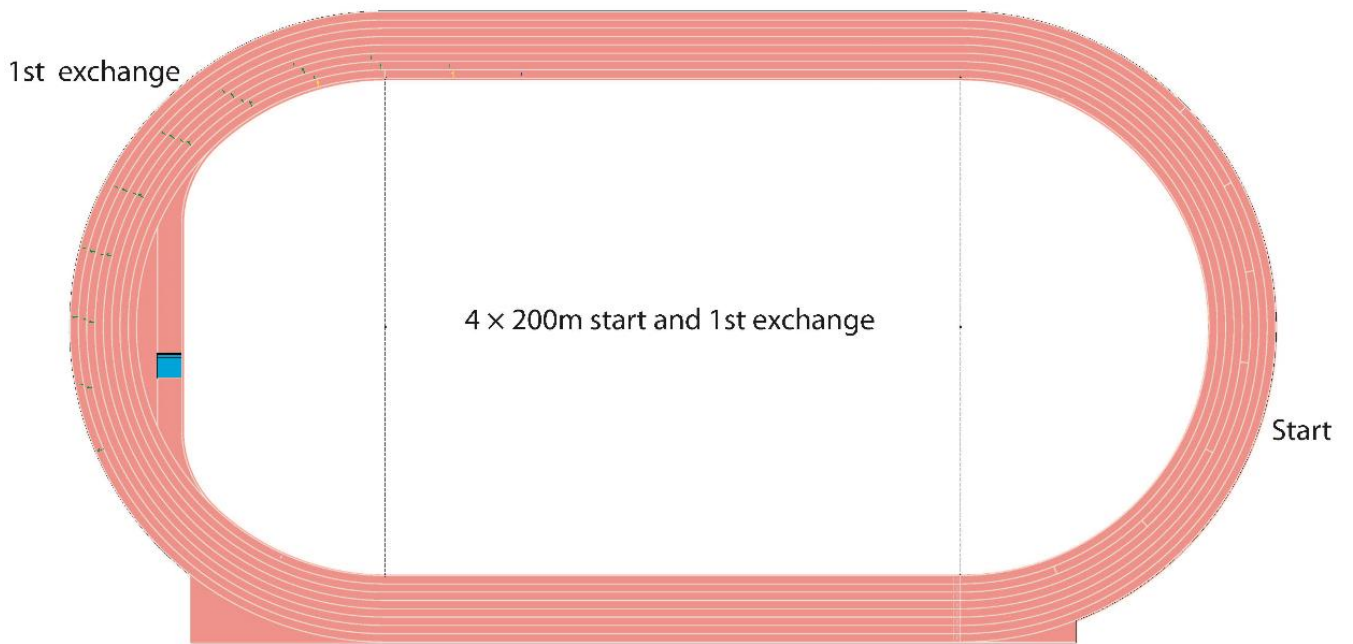
Hotel Atlantis Maps – Atlantis Convention Center and Beach Towers

ATLANTIS CONFERENCE CENTER



Appendix 14.3
Thomas A. Robinson National Stadium – General Plan





Appendix 14.6 Visa Information

1. List of Countries whose Citizens DO NOT NEED a visa to enter The Bahamas

| | |
|------------|---|
| AFRICA | BOT, CPV, GAM, KEN, LES, MAW, MLI, MRI, NAM, RSA, SEY, SLE, STP, SWZ, TAN, UGA, ZAM, ZIM |
| ASIA | BAN, BRN, BRU, HKG, JPN, KOR, KUW, MAS, MDV, OMA, QAT, SIN, SRI |
| EUROPE | AND, ARM, AUT, AZE, BEL, BIH, BUL, CRO, CYP, CZE, DEN, ESP, EST, FIN, FRA, GBR, GEO, GER, GIB, GRE, HUN, IRL, ISL, ISR, ITA, LAT, LIE, LTU, LUX, MDA, MKD, MLT, MON, NED, NOR, POL, POR, ROU, RUS, SLO, SMR, SUI, SVK, SWE, TUR |
| NACAC | AIA, ANT, ARU, BAR, BER, BIZ, CAN, CAY, CRC, DMA, ESA, GRN, GUA, HON, ISV, IVB, JAM, LCA, MEX, MNT, NCA, PUR, SKN, TKS, TRI, USA, VIN |
| OCEANIA | ASA, AUS, COK, FIJ, GUM, KIR, MHL, NMI, NRU, NZL, PNG, PYF, SAM, SOL, TGA, TUV, VAN |
| CONSUDATLE | ARG, BOL, BRA, CHI, COL, ECU, GUY, PAN, PAR, PER, SUR, URU, VEN |

2. List of Countries whose Citizens NEED a visa to enter The Bahamas and have a Bahamas Embassy or Consulate in their Country

| | |
|------------|---------------|
| AFRICA | n/a |
| ASIA | CHN, IND |
| EUROPE | n/a |
| NACAC | CUB, DOM, HAI |
| OCEANIA | n/a |
| CONSUDATLE | n/a |

3. List of Countries whose Citizens NEED A VISA to enter The Bahamas and DO NOT HAVE A Bahamas Embassy or Consulate in their Country

| | |
|------------|--|
| AFRICA | ALG, ANG, BDI, BEN, BUR, CAF, CGO, CHA, CIV, CMR, COD, COM, DJI, EGY, ERI, ETH, GAB, GBS, GEQ, GHA, GUI, LBA, LBR, MAD, MAR, MOZ, MTN, NGR, NIG, RWA, SEN, SOM, SSD, SUD, TOG, TUN |
| ASIA | AFG, BHU, CAM, INA, IRI, IRQ, JOR, KAZ, KGZ, KSA, LAO, LIB, MAC*, MGL, MYA, NEP, PAK, PHI, PLE, PRK, SYR, THA, TJK, TKM, TLS, TPE, UAE, UZB, VIE, YEM |
| EUROPE | ALB, BLR, MNE, SRB, UKR |
| NACAC | n/a |
| OCEANIA | FSM, NFI, PLW |
| CONSUDATLE | n/a |

* No visa needed if holding a Portuguese passport

Appendix 14.7
Team Officials Chart

| Athletes | Subsidised Officials (55%) | Non-subsidised Officials (25%) |
|-----------------|-----------------------------------|---------------------------------------|
| 1 | 1 | 1 |
| 2 | 2 | 1 |
| 3 | 2 | 1 |
| 4 | 3 | 1 |
| 5 | 3 | 2 |
| 6 | 4 | 2 |
| 7 | 4 | 2 |
| 8 | 5 | 2 |
| 9 | 5 | 3 |
| 10 | 6 | 3 |
| 11 | 7 | 3 |
| 12 | 7 | 3 |
| 13 | 8 | 4 |
| 14 | 8 | 4 |
| 15 | 9 | 4 |
| 16 | 9 | 4 |
| 17 | 10 | 5 |
| 18 | 10 | 5 |
| 19 | 11 | 5 |
| 20 | 11 | 5 |
| 21 | 12 | 6 |
| 22 | 13 | 6 |
| 23 | 13 | 6 |
| 24 | 14 | 6 |
| 25 | 14 | 7 |
| 26 | 15 | 7 |
| 27 | 15 | 7 |
| 28 | 16 | 7 |
| 29 | 16 | 8 |
| 30 | 17 | 8 |

| Athletes | Subsidised Officials (55%) | Non-subsidised Officials (25%) |
|-----------------|-----------------------------------|---------------------------------------|
| 31 | 18 | 8 |
| 32 | 18 | 8 |
| 33 | 19 | 9 |
| 34 | 19 | 9 |
| 35 | 20 | 9 |
| 36 | 20 | 9 |
| 37 | 21 | 10 |
| 38 | 21 | 10 |
| 39 | 22 | 10 |
| 40 | 22 | 10 |
| 41 | 23 | 11 |
| 42 | 24 | 11 |
| 43 | 24 | 11 |
| 44 | 25 | 11 |
| 45 | 25 | 12 |
| 46 | 26 | 12 |
| 47 | 26 | 12 |
| 48 | 27 | 12 |
| 49 | 27 | 13 |
| 50 | 28 | 13 |
| 51 | 29 | 13 |
| 52 | 29 | 13 |
| 53 | 30 | 14 |
| 54 | 30 | 14 |
| 55 | 31 | 14 |
| 56 | 31 | 14 |
| 57 | 32 | 15 |
| 58 | 32 | 15 |
| 59 | 33 | 15 |
| 60 | 33 | 15 |

Appendix 14.8 ACKNOWLEDGEMENT & AGREEMENT FORM

1. In consideration of the right to compete in International Competitions, I,

_____ of _____
[Last Name, First Name] [National Federation]

hereby acknowledge and agree as follows:-

- 1.1. I am aware of and have had the opportunity to review the IAAF Rules (the "Rules") and the IAAF Regulations (the "Regulations") available on the IAAF website at <http://www.iaaf.org/aboutiaaf/publications/regulations/index.html>. I consent and agree to comply with and be bound by the Rules and Regulations (and any amendments to the Rules and Regulations as may be made from time to time).
 - 1.2. I consent and agree in particular to comply with and be bound by the IAAF Anti-Doping Rules (Chapter 3 of the Rules) and by the IAAF Anti-Doping Regulations and the International Standards incorporated into the IAAF Anti-Doping Regulations. I declare that I am not currently using and will not in the future use any substance or method or other practice which violates the IAAF Anti-Doping Rules. I undertake to compete in Athletics drug free at all times.
 - 1.3. I am aware of and have had the opportunity to review the Athlete Information Notice available on the IAAF website at <http://www.iaaf.org/aboutiaaf/publications/regulations/index.html> concerning the use of my personal information by the IAAF. I consent and agree that my personal information may be used by the IAAF in accordance with the Athlete Information Notice.
 - 1.4. I consent and agree in particular that my Personal Information including without limitation my Sensitive Personal Information (as those terms are defined in the Anti-Doping Regulations) may be processed for anti-doping purposes in accordance with the IAAF Anti-Doping Rules and the IAAF Anti-Doping Regulations (and the International Standard for the Protection of Privacy and Personal Information incorporated into the Anti-Doping Regulations) by and amongst the IAAF and its Area Associations and Member Federations, the World Anti-Doping Agency, National Anti-Doping Agencies and/or other Anti-Doping Organisations, including, but not limited to, as part of the ADAMS database system.
 - 1.5. I am aware of and have had the opportunity to review the IAAF Code of Ethics (the "CoE") available on the IAAF website at <http://www.iaaf.org/about-iaaf/documents/rules-regulations#rules>. I consent and agree to comply with and be bound by the Code of Ethics (and any amendments to the Code of Ethics as may be made from time to time).
 - 1.6. I consent and agree that for the limited purpose of promoting the IAAF, the sport of Athletics, or particular athletics competitions, the IAAF may without charge and on a worldwide basis use any images that are taken of me in any media at or in conjunction with any athletics competitions in which the IAAF has an ownership interest, including the World Championships in Athletics and other World Athletics Series events.
 - 1.7. I acknowledge and agree that any dispute arising out of a decision made pursuant to the Rules may be appealed exclusively as provided in the Rules to the Court of Arbitration for Sport (CAS). I acknowledge and agree that all decisions of CAS under the Rules shall be final and binding and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.
2. Unless renewed upon the IAAF's request at any time, this Agreement shall be of indefinite duration and shall terminate only upon my retirement from Athletics.
 3. This Agreement shall be governed by and construed in accordance with the Laws of Monaco. I acknowledge that, by signing this Acknowledgement and Agreement, I have read and understand this Acknowledgement and Agreement and that it is legally binding.

Date: _____

Name: _____
[Print Last Name (in Capitals), First Name]

Date of Birth: _____
[Day/Month/Year]

Signature: _____

Please return to athletes-agreement@iaaf.org