



European Youth
Olympic Trials
Baku2014

2ND EUROPEAN YOUTH OLYMPIC TRIALS

30-31 MAY, 01 JUNE 2014

BAKU, AZERBAIJAN



TEAM MANUAL



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Team Manual

<http://www.eyot2014baku.com>

2nd European Youth Olympic Trials

30 May - 01 June 2014

Baku, Azerbaijan



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

CONTENTS

1. **GENERAL INFORMATION**
 - 1.1 Host City Baku
 - 1.2 Business Hours Shops, Government Offices, Banks
2. **ORGANISATIONAL STRUCTURE**
 - 2.1 European Athletics Council
 - 2.2 European Athletics Delegates
 - 2.3 European Athletics Office
 - 2.4 Executive Board of the Azerbaijan Athletics Federation
 - 2.5 Local Organising Committee
 - 2.6 Competition Organisation
3. **ARRIVALS**
 - 3.1 Arrival by Air
 - 3.1.1 Transportation of Equipment
 - 3.2 Arrival by Train
 - 3.3 Arrival by Road
 - 3.4 Visa Requirements
4. **TRANSPORT**
 - 4.1 Transportation Desk
 - 4.2 Bus Service
 - 4.3 Return to Airport / Train Stations
 - 4.3.1 Transportation of Equipment
5. **ACCOMMODATION**
 - 5.1 General Information
 - 5.2 Information desk
 - 5.3 Official Hotels
 - 5.4 Costs – IAAF and European Athletics Quota
 - 5.4.1. Payment Procedures
 - 5.5 Meals
 - 5.6 Meeting Room for Teams
 - 5.7 Telephone Calls
6. **ACCREDITATION**
 - 6.1 General
 - 6.2 Accreditation Procedure
 - 6.3 Loss of an Accreditation Card
 - 6.4 Access Areas for Teams
 - 6.5 Location of Accreditation Offices
 - 6.5.1 Athletes Village
 - 6.5.2 TBS Accreditation Help Office
7. **TECHNICAL INFORMATION**
 - 7.1 Technical Information Centre (TIC)
 - 7.2 Technical Meeting
 - 7.2.1 Technical Meeting Agenda
 - 7.3 Implements
 - 7.4 Inspection of the Competition Venue
 - 7.5 Competition Area
 - 7.6 Training Areas
 - 7.6.1 Training at the competition venue
 - 7.6.2 Training with Official Starters
 - 7.7 Dressing Rooms



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

8. COMPETITION REGULATIONS

- 8.1 Participation
- 8.2 Qualification for the Youth Olympic Games
- 8.3 **Competition Entry Procedures**
 - 8.3.1 Final Entries
 - 8.3.2 Final Confirmation
 - 8.3.3 Withdrawal
- 8.4 Competition Bibs
- 8.5 Competition Clothing

9. COMPETITION PROCEDURE

- 9.1 Timetable
- 9.2 Warming Up Before Events
- 9.3 Call Room Procedures
- 9.4 Event Presentation Format
- 9.5 Competition Preparations
 - 9.5.1 Field Events
 - 9.5.1.1 Measurements
 - 9.5.2 Track Events
 - 9.5.2.1 Starter's Commands
 - 9.5.2.2 Timing
- 9.6 Leaving the Stadium during the Competition
- 9.7 Leaving the Stadium after the Competition
- 9.8 Drinking Stations
- 9.9 Protests and Appeals
- 9.10 Interviews
- 9.11 Victory Ceremonies

10. MEDICAL SERVICES & DOPING CONTROLS

- 10.1 Medical Services
 - 10.1.1 General Information
 - 10.1.2 Medical Services in the Team Hotels
 - 10.1.3 Medical Care at the Competition Venue
 - 10.1.4 Physiotherapy
 - 10.1.5 Insurance
- 10.2 Doping Controls
 - 10.2.1 General Information
 - 10.2.2 Selection of Athletes
 - 10.2.3 Additional Controls
- 10.3 European Athletics Anti-Doping Educational Programme

11. INFORMATION

- 11.1 Stadium
- 11.2 Announcements
- 10.3 Start Lists and Results

12. SECURITY

13. CEREMONIES AND SOCIAL FUNCTIONS

- 13.1 Welcome Dinner
- 13.2 Opening Ceremony
- 13.3 Victory Ceremonies
- 13.4 Closing Ceremony
- 13.5 Closing Banquet

14. DEPARTURE

15. CONTACT DETAILS

- 15.1 European Athletics Office (on site)
- 15.2 Office of the Local Organising Committee



2nd European Youth Olympic Trials Tofig Bahramov Stadium, Baku

16. APPENDIX

- Appendix 1 – Baggage Logistics Process / Sport Equipment
- Appendix 2 – Implements List
- Appendix 3 – Timetable
- Appendix 4 – Competition Related Meetings
- Appendix 5 – Map of Stadium, Warm-Up and Training Areas
- Appendix 6 – Accreditation system
- Appendix 7 – IAAF free place quota
- Appendix 8 – Youth Olympic Games qualification places

LIST OF ACRONYMS

- EYOT - European Youth Olympic Trials
- GYD - Heydar Aliyev International Airport
- LOC - Local Organising Committee
- SAS - Sports Academy Stadium
- TBS - Tofig Bahramov Stadium
- TIC - Technical Information Centre



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

1. GENERAL INFORMATION

1.1 Host City - Baku

Language – Azerbaijani.

Population of Baku is 2,078,000

The majority of the Azerbaijani population understands Turkish, Russian and English.

Currency – Manat (AZN) (1 Manat =0.78 USD)

Coins – 1, 3, 5, 10, 20, 50 qepik

Notes – 1, 5, 10, 20, 50, 100

Credit cards in use – VISA, MasterCard. In the majority of places cash preferred!

Temperatures in May & June in Baku – 22°C - 30°C

Religion – Islam, Christianity (Orthodox, Catholicism, Protestantism), Jewish.

Time Zone – GMT +4 AZT

Electricity specifications – 220V

Driving - right-hand traffic

Telephone instructions – country code - +994

City codes - 12

Mobile phone networks – GSM

Mobile phone companies – Azercell, Bakcell, Narmobile,

International calls from Baku – + - country code – city code – tel. No

International calls to Baku – + - code - Baku phone number

International calls to Baku mobile phones – +994 – (last ten digits of the mobile phone number)

Fire – 101, Police – 102, Ambulance – 103

Information Service – 119

Taxi – 189 & *9000

1.2 Business Hours Shops, Government Offices, Banks

State banks – 9.00-18.00 some banks are open on Saturday between 9.00 – 15.00.

Money exchange offices – banks or hotels often provide the best exchange rate

The majority of supermarkets and shops – 9.00/10.00-21.00 (no lunch break)

There are a lot of round-the-clock supermarkets

The usual time for lunch break is 13.00-14.00

There are some 24-hour cafes in the centre of Baku

Transport – well-developed transport system: Buses, Underground (Metro).

Metro operating hours are 06.00 – 12.00 (midnight), Monday – Sunday

2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President

Hansjörg Wirz (SUI)

Vice Presidents

José Luis de Carlos (ESP)

Karel Pilny (CZE)

Jean Gracia (FRA)

Director General

Christian Milz (SUI)

Council Members

Francesco Arese (ITA)

Sylvia Barlag (NED)

Jonas Egilsson (ISL)

Liam Hennessy (IRL)

Frank Hensel (GER)

Dobromir Karamarinov (BUL)

Toralf Nilsson (SWE)

Erki Nool (EST)



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

IAAF President (ex officio member)
European Athletics Honorary Life President

Antti Pihlakoski (FIN)
Jorge Salcedo (POR)
Gabriela Szabo (ROU)
Salih Munir Yaras (TUR)
Vadim Zelichenok (RUS)
Lamine Diack (SEN)
Carl-Olaf Homén (FIN)

2.2 European Athletics Delegates

Vice-President
Technical Delegates

Karel Pilny (CZE)
Jose Luis de Carlos (ESP)
Ivica Matijevic (SRB)
Rosa Vidal (ESP)
Can Korkmazoglu (TUR) (Chair)

Medical & Doping Control Delegate
Jury of Appeal

(2 members of the Jury of Appeal and 4th replacement to be appointed at the Technical Meeting)

Race Walking Judges

Miloslav Lapka (CZE) (Chief)
Alicia Ruano (ESP)
Shaun Gallagher (IRL)
Vasco Guedes (POR)
Zuzana Costin (SVK)
Patrick Van Caelenberghe (BEL) (Chief)
Iva Machova (CZE)
Jens Christian Drosel (GER)
Sigurdur Haraldsson (ISL)
Declan Curtin (IRL)
Janusz Krynici (POL)
Frano Leko (CRO)

IOTs

2.3 European Athletics Office

European Athletics Office
Avenue Louis Ruchonnet, 18
1003 Lausanne
Switzerland

Tel: +41 21 313 43 50

Fax: +41 21 313 43 51

Email: competition@european-athletics.org

2.4. Executive Board of the Azerbaijan Athletics Federation

President
General Secretary

Chingiz Huseynzada
Firat Huseynov

2.5. Local Organising Committee

President
General Secretary

Chingiz Huseynzada
Firat Huseynov



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Event Management	Konul Nurullayeva
	Mehman Karimov
	Maharram Sultanzade
Protocol / Hospitality	Salhat Abbasova
Press / Media	Emin Musavi
Finance	Salim Orujov
Accreditation	Akif Aliyev
Medical/Anti-Doping	Irada Rustamzade
Transport / Accommodation	Gadir Salehli/ Orkhan Akhmedzade
Promotion / Marketing	Mehman Karimov
Ceremonies	Elchin Gasimov

2.6. Competition Organisation

Competition Director	Maharram Sultanzade
Meeting Manager	Akhmed Narimanov
Technical Manager	Oktay Mirzoyev
Event Presentation Manager	Elchin Gasimov
Call Room Referee	Rahim Khalilov
Track Events Referee	Qayar Aynedinov
Starter(s)	Vugar Alesqerov
Start Coordinator	Jeyhun Huseynov
Chief Timekeeper	Valentin Bulichev
Chief Photo Finish	Agil Pashayev
Field Events Referees	Dashkin Igor, Ketlerova Yevgeniya, Axmetov Zhandos, Vorobyev Nikolay, Cherkashin Alexander
Technical Information Centre Manager	Ushakova Natalya
Jury of Appeal Secretary	Gochali Ali
Competition Secretary	Streltsova Natalya

3. ARRIVALS

3.1 Arrival by Air

The official airport is Heydar Aliyev International Airport (GYD) which is situated 23 km from the city of Baku.

Upon arrival at Heydar Aliyev International Airport, teams in possession of a pre-arranged visa will pass through Immigration into the Baggage Hall, where they will collect their baggage before passing through Customs and into the Arrivals Hall.

Upon exiting the baggage hall, teams will be met by their Team Attachés. The Welcome Desk is situated in the Arrival Halls at the airport and will be open on 26 May 2014 and will be closed on 03 June 2014 (depending on travel schedules).

After collecting their baggage, team members will be escorted to the official buses by the welcome desk staff and taken to the Athletes Village, approximately about 30 min. from the airport.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

3.1.1 Transportation of Equipment

From the airports to the stadium: Vaulting poles and other oversized Sporting Equipment will be collected at the Airport upon arrival and delivered to the competition venue by the LOC. The equipment will be stored in a locked storeroom at the competition venue where they will be collected by the athletes. The LOC will have logistical support on-hand to assist with the transport of equipment between the competition and training venues as required. For full details on this process please reference Appendix 1.

From the stadium to the airport: The LOC will also provide logistical support upon departure for all oversized Sports Equipment. Based on the departure profile and information provided by the teams, the LOC will arrange to have the Sports Equipment transferred from the competition Venue to the Airport. For further details or more information on this process please reference Appendix 1 or consult the Resident Centres in the Athletes Village.

3.2 Arrival by Train

There will be no Welcome Desk at the main railway station in Baku. Teams arriving by train will be met by LOC representatives and taken to the Athletes Village, according to the arrival times given in the final entry system.

3.3 Arrival by Road

Teams arriving by road are kindly asked to go directly to the Athletes Village, where representatives from the LOC will welcome them.

Address: AZ1072 Baku, Heydar Aliyev Avenue 117

3.4 Visa Requirements

Countries requiring visas to enter Azerbaijan should obtain them from the *Azerbaijan* Embassy or Consulate in their country.

LIST OF COUNTRIES WHOSE CITIZENS DO NOT NEED A VISA TO ENTER AZERBAIJAN

EUROPE

BLR GEO MDA UKR RUS

LIST OF COUNTRIES WHOSE CITIZENS NEED A VISA TO ENTER AZERBAIJAN AND HAVE AN AZERBAIJAN EMBASSY

EUROPE

AUT BEL BUL CRO CZE ESP EST FRA GBR GER GRE HUN ISR ITA
LAT LTU MNE NED POL ROU SRB SVK SUI SWE TUR

LIST OF COUNTRIES WHOSE CITIZENS NEED A VISA TO ENTER AZERBAIJAN AND DO NOT HAVE AN AZERBAIJAN EMBASSY

EUROPE

ALB AND BIH CYP DEN FIN GIB IRL ISL LIE LUX MKD MLT MON NOR POR SLO SMR

If there is no Azerbaijani Embassy in a particular country, it may be possible to obtain a visa through a country where there is one, depending on local agreements. Only in emergency cases teams arriving without a pre-arranged visa will need to apply for their visa on arrival. In order to do this they will need to have all necessary completed documentation, including a letter of invitation beforehand. Two passport size photographs will be required and the necessary fee, depending on country of origin. An ATM is available at the Immigration Desk but teams are advised to bring cash as well.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

In case of problems please contact the Local Organising Committee:

Teams liaison – Salhat Abbasova

Salhat_abbasova@yahoo.com

Mob: +99450 3760123

Fax: +99412 4654225

4. TRANSPORT

IAAF will pay travel subvention to and from the venue (by air travel to the official airport) for all athletes and officials within the IAAF Quota (see appendix 6.). No subvention shall be made in respect of athletes representing the host European Athletics Member Federation.

A lump-sum per quota athletes/official for each Member Federation has been fixed according to the travel distance to Baku (AZE). The amount will only be paid for quota athletes and one official that actually travelled to Baku.

Category	Member Federation	Amount for each athlete
1	ARM, GEO	240.- USD
2	BLR, BUL, CYP, ISR, MDA, ROU, RUS, TUR, UKR,	340.- USD
3	ALB, AUT, BIH, CRO, CZE, EST, FIN, GRE, HUN, LAT, LTU, MKD, MNE, POL, SLO, SRB, SVK	440.- USD
4	AND, BEL, DEN, FRA, GBR, GER, ITA, LIE, LUX, MLT, MON, NOR, NED, SMR, SUI, SWE	540.- USD
5	ESP, GIB, IRL, ISL, POR	640.- USD

Please note that European Athletics intend to make the transfer of travel subvention to Member Federations' bank account only after the event.

4.1 Transportation Information

The transportation desk will be located within the Residents Centre of the Athletes Village. The Transport Desk will be open between 07:00 and 23:00 during Training and Competition dates and according to the arrivals and departures times during the arrivals and departures periods.

4.2 Bus Service

A regular shuttle bus service will be provided between the Athletes Village, training venues, social functions, the technical meeting and the competition venue. Transfer times between the Athletes Village and the competition venue will be 25-40 min., depending on the traffic conditions.

The following is a guide to the approximate travel times to all the Venues from the Athletes Village

Venue	Distance	Drive
Heydar Aliyev International Airport (GYD)	16.2 km	15-20 minutes
Tofiq Bahramov Stadium	6.8 km	15-25 minutes
Sports Academy Stadium	7.5 km	20-30 minutes



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Transfer schedules between the Athletes Village and the several venues will be as follows:

- **27 May**

Route: Athlete Village – SAS – Athletes Village
Frequency: approximately every 60 minutes
Times: from 11:30 to 19:30

- **28 May**

Route: Athletes Village – SAS - Athletes Village
Frequency: approximately every 30 minutes
Times: from 09:30 to 19:30

- **29 May**

Route1: Athletes Village – SAS - TBS – Athletes Village
Frequency: approximately every 30 minutes
Times: from 9:30 to 19:30

Route 2: SAS - TBS – SAS
Frequency: approximately every 10 minutes
Times: from 10:30 to 18:30

- **30 May**

Route 1: Athletes Village – SAS - TBS – Athletes Village
Athletes Village-SAS-TBS

1st Departure: 06:45

2nd Departure: 07:00

TBS- Athlete Village

1st Departure: 12:30

2nd Departure: 13:00

Athletes Village-SAS-TBS

1st Departure: 13:30

2nd Departure: 14:00

TBS- Athlete Village

1st Departure: 20:30

2nd Departure: 20:45

During the day, (from 07:30 to 20:00), a limited shuttle service,(one bus every 30 minutes), will operate the Athletes Village – SAS - TBS – Athletes Village route.

Route 2: SAS - TBS – SAS

Frequency: approximately every 10 minutes

Times: from 08:30 to 19:30

- **31 May**

Route 1: Athletes Village – SAS - TBS – Athletes Village
Athletes Village-SAS-TBS

1st Departure: 06:45

2nd Departure: 07:00

TBS- Athlete Village

1st Departure: 12:00

2nd Departure: 13:15

3rd Departure: 14:45

Athletes Village-SAS-TBS

1st Departure: 13:30

2nd Departure: 14:00

3rd Departure: 14:45



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

TBS- Athlete Village

1st Departure: 20:15

2nd Departure: 20:30

During the day, (from 07:30 to 20:00), a limited shuttle service, (one bus every 30 minutes), will operate the Athletes Village – SAS - TBS – Athletes Village route.

Route 2: SAS - TBS – SAS

Frequency: approximately every 10 minutes

Times: from 10:30 to 16:30

- **01 June**

Athletes Village-SAS-TBS- Athletes Village

1st Departure: 12:00

2nd Departure: 12:15

TBS- Athlete Village

1st Departure: 19:15

2nd Departure: 19:30

During the day,(from 12:30 to 20:00), a limited shuttle service,(one bus every 30 minutes), will operate the Athletes Village – SAS - TBS – Athletes Village route.

Route 2: SAS - TBS – SAS

Frequency: approximately every 10 minutes

Times: from 12:30 to 18:00

- **02 June**

Route: Athletes Village - Heydar Aliyev International Airport

- **03 June**

Route: Athletes Village - Heydar Aliyev International Airport

The pickup points at the stadium are indicated on the map in appendix 5. Full details of the schedule will be displayed at the Information Desk in the Athletes Village.

4.3 Return to Airport

Transport will be arranged according to the flight schedules submitted by the teams.

Further information will be available from the Resident Centres.

Teams will be asked to provide full travel details in the final entries. Teams will also receive a departure form, which should be completed and returned to the Resident Centres, at Least 24 hours before departure, especially if there are any changes to the preliminary confirmed details.

4.3.1 Transportation of Equipment

From the airports to the stadium: Vaulting poles and other oversized Sporting Equipment will be collected at the Airport upon arrival and delivered in the competition venue by the LOC. The equipment will be stored in a locked storeroom at the competition venue where they will be collected by the athletes. The LOC will have logistical support on-hand to assist with the transport of equipment between the competition and training venues as required. For full details please reference Appendix 1.

From the stadium to the airport: The LOC will also provide logistical support upon departure for all oversized Sports Equipment. Based on the departure profile and information provided by the teams, the LOC will arrange to have the Sports Equipment transferred from the competition Venue to the Airport. For further details or more information on this process please reference Appendix 1 or consult the help desk in the Athletes Village.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

5. ACCOMMODATION

5.1 General Information

The LOC has reserved the Athletes Village for teams, providing full board accommodation and a dedicated transport solution to between the airport, Athlete's Village, training and competition venues.

5.2 Resident Centres

A Resident Centre will be located in each building of the Athletes Village with qualified personnel offering relevant information about all aspects of the 2nd European Youth Olympic Trials. The Resident Centres opening hours will be as follows:

Open 24hrs per day between 27 May 2014 – 03 June 2014

5.3 Check in

Upon arrival teams will go to their allocated building and check in at the Residents Centre. Team Leaders will be given all the keys of their assigned apartments, as well an inventory list of all furniture, fixtures and equipment provided in the apartments. It will be the responsibility of each team to cross check this list and note down any notable damage and/or missing items. The completed paperwork should then be returned to the Resident Centre within 24h after arrival.

The Residents Centre will subsequently liaise with the Athletes Village Support Operations team to resolve any outstanding issues noted on arrival by the teams.

5.4 Maintenance issues

There will be 24h service available in the Athletes Village. Any issue should be communicated to the Resident Centres. They will contact Athletes Village Support Operations team who will produce a work order and will send a specialist to assess and resolve the problem. The teams will be able to check the progress of any work orders at their respective Resident Centres.

5.5 Check out

Upon departure the Team Leader will return all the keys back to the Resident Centre. Athletes Village Support Operations will perform an inspection after the teams have left to check if there is any notable damage in the apartments and/ or if any items are missing. Any concerns regarding damages and missing items will be raised with the LOC and European Athletics Council.

5.6 Official Hotels

The official hotels for the 2nd European Youth Olympic Trials will be:

Team Accommodation

Athletes Village
117 Heydar Aliyev Avenue,
AZ1072, Baku, Azerbaijan

European Athletics Family and VIP Hotel

Hilton Hotel,
1 B, Azadlig Avenue, Baku AZ 1000.
Tel. +994-12 - 464 5000, Fax: +994 12 4645001,
baku.sales@hilton.com
www.hilton.com

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

5.7 Costs IAAF and European Athletics Quota

For all athletes within the IAAF Quota (see appendix 8), the IAAF /LOC will pay for full board accommodation, as stipulated in the European Athletics Competition Regulations (1211.5 and 1209.2), for a maximum of five nights.

The free places quota calculation was based on the results from the World Youth Championships 2013 in Donetsk (1-8 places) and the European Youth Season Best List 2013 (1-30 places).

Those Member Federations with 1 free place will receive an additional free place under the condition that they have at least one male and female athlete. AZE as host of the Trials has not been allotted any free place.

The number of team officials in the hereunder chart is also eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.

Ratio of Athletes & Officials

Number of Athletes From - to	Number of Team Officials Up to ⁽¹⁾ :	Maximum number of additional officials (out- of-ratio) ⁽²⁾ :
1 - 3	1	1
4 - 6	2	1
7 - 10	3	2
11 - 15	5	3
16 - 20	7	3
21 - 25	9	4
26 - 30	11	4
31 - 35	13	5
36 - 40	15	5
41 - 45	17	6
46 - 50	18	7
51 - 55	19	9
56 - 60	20	10

The following rates apply for team members. This includes full board accommodation and applies to any additional days for Athletes and Officials within the ratio and outside the ratio:

For any additional accommodation, the following conditions will apply:

TEAMS	(price/person in twin room)
Out of quota athletes and officials in ratio (full board) (between 28 May-02 June) Additional officials out of - ratio (between 28 May-02 June)	100 USD 150 USD
Additional athletes & officials / Out of period rate (full board) (before 28 May or after 02 June)	150 USD

All prices include VAT.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

PLEASE NOTE:

- *The cut-off time for room charges is set at 06.00am.*
- *Any team checking in the AVL after 06.00am will be charged \$50 per athletes, \$100 per in ratio team officials and \$150 per out of ratio team officials - full board for any forthcoming night spent in the AVL.*
- *Any team checking in the AVL before 06.00am will be charged for that current night at the same rate as mentioned above.*

Each participating team shall be allocated a minimum number of single rooms equal to 10 % of the total number of athletes and in ratio team officials entered in the final entries. Additional single rooms can be requested and will be given according to availability. The price for the additional single room is 150 USD for the full board accommodation for all days.

Cancellation policy

The final account for accommodation attributable to each Member Federation shall be based on the numbers declared in the Final Entries and this shall be paid in full, no allowance being made for any subsequent reduction in the actual numbers of athletes and/or officials.

5.4.1 Payment Procedures

Each team will be paying the required amount upon arrival during their accreditation process at AVL.

5.5 Meals

All meals will be taken in the Athletes Village restaurant. The restaurant opening times are:

27 – 29 May 2014

Breakfast	07:30 – 10:00
Lunch	12:30 – 15:00
Dinner	18:30 – 21:00

30-31 May 2014

Breakfast	06:00 – 10:00
Lunch	12:00 – 15:00
Dinner	18:00 – 22:00

01 June 2014

Breakfast	07:30 – 10:00
Lunch	12:00 – 15:00
Dinner	Closing Banquet (no dinner will be provided at the team hotels)

02 June 2014

Breakfast	06:00 – 10:00
Lunch	12:00 – 15:00
Dinner	18:30 - 21:00

03 June 2014

Breakfast	Timings dependent on departure flight arrangements.
-----------	---

Accreditation cards will allow access to meals in the Athletes Village restaurant. For lunch and dinner, mineral water, tea and coffee are available free of charge.

On the competition days late serving provisions will be made for those athletes/officials detained at the stadium due to doping controls or protests.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

5.6 Meeting Room for Teams

Arrangements can be made for a team meeting room through the Resident Centres in the Athletes Village. Requests shall be made 12 hours in advance.

6. ACCREDITATION

6.1 General

Each team member will receive an accreditation card, which must be worn in the competition/training venues as well as Athletes Village at all times and should be clearly visible. Security personnel will control all areas. The accreditation is not transferable and does not allow the holder to take another person beyond checkpoints. Photos are not required for the accreditation card system.

6.2 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the Member Federation through the online entry system. No changes will be accepted after the final entry deadline.

Accreditation cards will be distributed in the Athletes Village. The Team Leader will be responsible for collecting the team's accreditation cards and for distributing these cards to their delegations. The Team Leader should bring original copies of the passports of all their team eligible for accreditation (with the exception of any VIP's who will be collecting their accreditation cards at the hotel). Please note that accreditation cards will not be issued without provision of this documentation. During this process the Athletes age will also be validated against the Athletes passport.

Guests and VIPs staying at the Hilton Hotel will receive their Accreditation card upon arrival.

The Team Leader will settle the payment of accommodation for team members outside the European Athletics quota and after he/she can collect the accreditations cards for the whole team. Teams are requested to note that the accreditation cards for their delegations will be required to be collected and distributed prior to the team visiting Athletes Dining Hall for their first meal.

6.3 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to LOC, at TBS or at the Athletes Village. Duplicate cards can be obtained where proof of identity can be established.

6.4 Access Areas for Teams

All team accreditation cards will allow access to the team seating area, warm-up area, changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the infield. The team accreditation cards will also allow access to the Athletes Village.

The Head of Delegation from each team is invited to the VIP Hospitality area and will be given the necessary access number on the accreditation card.

Separate cards will be issued to Team Leaders, for access to the Mixed Zone and the information available in the teams' pigeon boxes at the Technical Information Centre (TIC).

Tickets/separate cards will also be distributed to the coaches (1 per competing athlete) for the coaching areas.

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Access to Doping Control: 1 pass will be given to the athlete upon notification and an additional pass for an accompanying person. Passes will be collected once they enter the Doping Control Station.

6.5 Location of Accreditation Offices

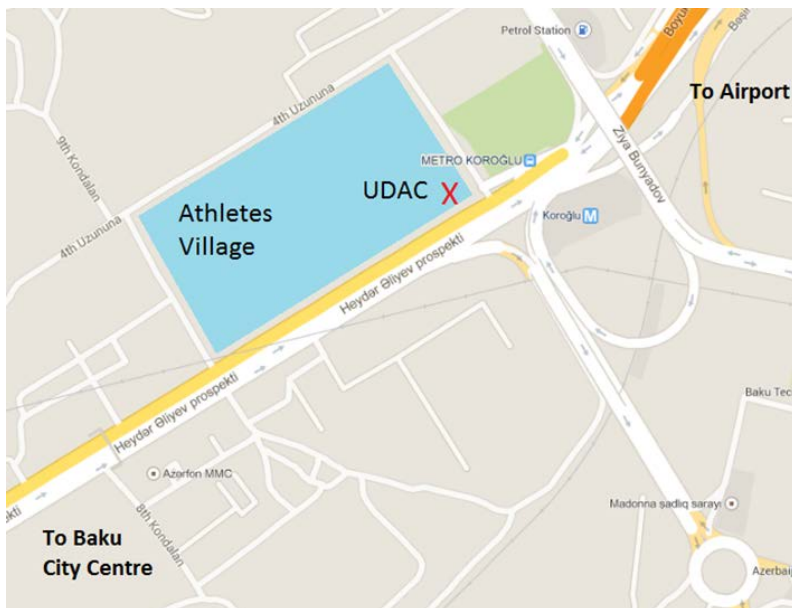
6.5.1 Athletes Village

The Accreditation Office (Uniform Distribution and Accreditation Centre – UDAC) will be located in Building 1 of the Athletes Village. See below map for location details.

Opening hours:

17-26 May:	10:00 – 18:00
27-29 May:	07:00 – 22:00
30 -31 May:	06:00 – 20:00
01-02 June:	07:00 – 20:00

There will be provision for village access during out of hours periods.



6.5.2 TBS Accreditation Help Office

The Accreditation Help Office at TBS is located within the LOC Office. Each Team Attaché will have access to the Accreditation Office to facilitate Accreditation issue resolution for each team. Service hours will be based on the competition and training schedules.

7. TECHNICAL INFORMATION

7.1 Technical Information Centre (TIC)

The main function of the Technical Information Centre is to ensure smooth communication between each Team Delegates and the LOC, the European Athletics Technical Delegates and the Competition Management, regarding technical matters.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

From the 28 May/ 11:00-19:00 the TIC is located at the competition venue TBS (see appendix 5).

Opening hours:

29 May 09:00 – 20:00

30 May 08:00 – 21:00

31 May 08:00 – 21:00

01 June 12:30 – 21:00

The TIC will be linked to all Information Desks set up for this event and shall be responsible for the following:

- Receipt of written questions to be answered during the Technical Meeting
- Settlement of technical enquiries from delegations
- Competition information (start lists, results, etc)
- Liaison points concerning technical matters between Team Delegate(s), Technical Delegate(s), European Athletics and LOC
- Recovery of items confiscated at the Call Room
- Registration and collection of personal implements e.g. shot put, etc.
- Request of documentation for national records or other purposes (additional doping control and Omega photo finish prints)
- Withdrawal of athletes
- Receipt of final declaration of members of relay teams
- Publication of results
- Receipt of protests and appeals from the teams

All technical information regarding the competition will be distributed to each delegation in a pigeon box given to each team. This information will also be displayed on information boards. Access to the information to be distributed at the TIC will be controlled by a separate card, not by the accreditation card. TIC cards will be given to each Team Leader (in principle one per team).

Teams that are not able to attend the Technical Meeting, under extreme circumstances, can collect their information material from the Athletes Village Residence Centre after the technical meeting.

7.2 Technical Meeting

The Technical Meeting will be held on the 29 May 2014 at 18:00, in the Athletes Village.

Each team may be represented by a maximum of two team delegates and, if necessary, an interpreter. It is very important that all teams are represented at the Technical Meeting.

All questions related to the Technical Meeting must be presented in writing (English), at the TIC or any LOC information desk before 16:00 (Local time) on May 29 in the appropriate form. The Technical Meeting will be held in English.

A shuttle service from the hotels will be provided for this meeting – please refer to the Information Desk in the Hotel for detailed information. Attendees must wear their accreditation in order to access the Athletes Village for the Technical meeting.

The Technical Meeting will be attended by:

- European Athletics President (or his representative)
- Local Organising Committee President
- European Athletics Officials
- Competition Director



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

- Competition Officials
- TIC Manager
- European Athletics Staff

7.2.1 Agenda

The preliminary agenda of the Technical Meeting includes:

- Welcome by the President of the Local Organising Committee
- Welcome by the European Athletics President or his representative
- Presentation of the International Officials
- Presentation of the Competition Officials
- Presentation of the competition and warm up sites
- Information from the Technical Delegates on the following points:
 - Qualification system for running and field events
 - Raising of the bars (Qualifying Rounds and Final)
- Other relevant issues not mentioned in the Team Manual
 - Information briefing by the Doping Control Delegate
 - Opening Ceremony and Closing Banquet
 - Answering of questions submitted in writing by federations

Start lists for the first competition day will be ready for collection together with the bibs after the Technical Meeting.

7.3 Implements & Poles

The implements provided by the LOC (see implements list in the appendices) are selected from those appearing on the current IAAF approved equipment list.

Personal Implements shall also be allowed, providing that:

- They have IAAF certification
- They are not already on the official list
- They are in good conditions and the brand is easily recognised.
- They are made available to all the other competitors until the end of the Final

Basic implements will be provided for warm up and training.

Vaulting poles, Javelins and other oversized Sport Equipment will be transferred from the airport to the competition venue by the LOC logistic contractor. The poles will be kept in a locked store and will be transported between competition and training venues when required by the logistics supplier. After the competitions are complete, the LOC will take the sporting equipment from the competition venue to the airport based on the departure details provided by the teams. For further details please reference Appendix 1.

7.4 Inspection of Competition Venue

Heads of Delegation may visit the Tofiq Bahramov Stadium (TBS), inspecting access routes and other facilities which will be important to the teams on 29 May at 15:00. Heads of Delegation are to meet LOC members at the TBS, VIP entrance, from where they will be escorted on this visit. Attendees must wear their accreditation in order to access the venue for the daily meetings.

7.5 Competition Area

The competition venue is (TBS) and its surroundings are shown in **Appendix 5** of this document. There are 35,000 of seats in the stadium.

The stadium has the following competition sites:

- 8 lanes
- 2 High Jump site

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

- 1 Pole Vault site
- 2 site for Long/Triple Jump
- 1 Shot Put Circle
- 1 Combined Discus/Hammer Circle
- 1 Javelin sites
- Water jump for SC is inside line1

The Warm up area which is the same as the Training Area is at the Sports Academy Stadium, near the Main Competition (TBS) this is represented on the venue drawings, for further details please reference Appendix 5.

Athletes seats are located in the Tofiq Bahramov Stadium in the western seating bowl, the location of these seats are represented on the venue drawings, for further information please reference Appendix 5. Accreditation must be worn to enter the venue and respective zones.

7.6 Training Areas

Athletes will have the possibility to train in the Sport Academy Stadium (SAS)

- 8 lanes in the straight
- 8 lanes on the oval
- Long/ Triple jump site
- High jump site
- Pole Vault site
- 1 Shot Put Circle
- 1 Combined Discus/Hammer Circle
- Weight training facilities

Opening hours of this facility will be:
Training at the competition and training venue

27 May, 2014	
• SAS	12:00 – 19:00
28 May, 2014	
• SAS	10:00 – 12:00 & 16:00 – 19:00
• SAS (Throws-Hammer, Discus)	13:00 – 15:30
29 May, 2014	
• TBS	10:00 – 12:00 & 17:00 – 18:00
• SAS	10:00 – 12:00 & 16:00 – 19:00
• SAS (Hammer)	13:00 – 14:00
• SAS (Javelin)	14:00 – 15:00
• SAS (Discus)	15:00 – 16:00
•	
30 May, 2014	
• SAS	10:00 – 12:00 & 16:00 – 19:00
• SAS (Hammer)	13:00 – 14:00
• SAS (Javelin)	14:00 – 15:00
• SAS (Discus)	15:00 – 16:00



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

31 May, 2014

- SAS

10:00 – 12:00 & 16:00 – 19:00

Accreditation must be worn to enter the training venue.

Equipment and implements necessary for training will be available at the training venue. Officials will be present to help in the case of problems or special requirements. Drinks will be available at the training venue. Accreditation must be handed in when borrowing equipment, and will be returned to the athlete when the equipment is handed back in.

The Weight training room in the Training Area .

Opening hours are same as training times as in point 7.6

Details about transportation for training sessions are included in the transport section of this manual. The transport schedule will be displayed at the Information Desks in each Team Hotel.

7.6.1 Training at the competition venue

Official training for all athletes at the TBS will take place **on 29 May from 10:00 to 12:00 and from 17:00 to 18:00**. The warm-up area will also be available during this period.

7.6.2 Training with Official Starters

This will take place at TBS **on 29 May from 10:00 till 12:00**.

7.7 Dressing Rooms

Dressing rooms are located in the main building at the Tofiq Bahramov Stadium (TBS).

8. COMPETITION REGULATIONS

8.1 Participation

There will be 18 men events and 18 women events.

In accordance with European Athletics rule 1203.2, all participants must comply with eligibility qualifications for Area Games or Championships as set out in the IAAF Rules furthermore only athletes aged from 16 or 17 years on 31 December of the year of the competition can participate. They must not reach 18 (eighteen) years of age during the year of the Trials. Please note that competitors must be able to present, if requested to do so an official document stating their birth date.

Each European Athletics Member Federation may enter up to 3 (three) athletes in each individual event of whom up to 2 (two) may participate at the European Youth Olympic Trials. The maximum number of events that an athlete can compete in is two individual events. If the two individual events are Track Events, only one of these two individual races may be longer than 200m.

8.2 Qualification for the Youth Olympic Games

The European Athletics has previously informed all Member Federations about the number of qualification places for the Youth Olympic Games allocated for each continent (see appendix 8)

In accordance with European Athletics rule 1203.4.1 only one athlete per (individual) event per Member Federation will be eligible to qualify for the YOG. In case two athletes of one Member Federation finish in qualification places, only the higher ranked athlete will be allowed to take part in the YOG. If necessary qualification rounds will be taken into consideration.

If qualified athletes must be considered beyond finals they should be selected by best



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

performance in the qualification rounds.

In case of ties the best PB should be considered. If tie remains a draw must decide. For sprints the 1/1000th of a second should be considered.

The qualification quota for the YOG is dedicated to the athlete and not to the Member Federation; therefore the quota won by an athlete cannot be transferred to another athlete within the Member Federation.

The continental relay teams competing at the Youth Olympic Games will be compiled from the winners of the 100 m, 200 m, 400m and 100m hurdles/110 m hurdles assuming that all athletes have been qualified in individual events.

8.3 Competition Entry Procedures

8.3.1 Final Entries

Final entries shall be made through the European Athletics Event Management System which will be accessible at the following link: <https://arena.european-athletics.org/>. Member Federations' entries manager shall use their already known individual and personalised access.

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 not later than 10 (ten) days before the first competition day. According to the regulations the deadlines for the final entries are:

- Opening of the final entries: Tuesday, 06 May 2014
- Deadline for the final entries: Tuesday, 20 May 2014, 24:00 (CET)

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.

Detailed travel and rooming list information will have to be registered for each athlete and official during the final entries process.

8.3.2 Final Confirmation

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 (see table below).

For events held on the first day of the competition, Team Leaders or their representatives must take the final confirmation of entries of their athletes by **12:00 on 29 May**. For events held on the 2nd and 3rd day of the Trials, confirmation of entries must be made by **12:00** on 30th of May.

Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. The forms must be completed and submitted to the TIC at the Stadium in accordance with the deadline set out in the table below:

Competition day	Deadline for Final Confirmation
30 May	29 May 12:00
31 May/ 1 June	30 May 12:00



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Any team foreseeing to arrive to the venue of the Championships later than the deadline set above shall confirm the respective Athletes participation via email to competition@european-athletics.org.

8.3.3 Withdrawal

Withdrawal of any confirmation must be indicated to the TIC at the Stadium in writing on the official withdrawal form. The withdrawal will require the Technical Delegate(s)'s approval.

8.4 Competition Bibs

The LOC will provide the teams with competition bibs after the Technical Meeting.

For individual events, each competitor will receive 3 personal bibs with numbers. These 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 High Jumpers and Pole Vaulters: 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).

8.5 Competition Clothing

Competitors must wear the Federation's official team clothing. IAAF Rule 143 will be strictly applied. Please make sure to follow the IAAF Advertising Regulations in force. Clothing and items not conforming to this rule and the current IAAF Advertising Regulations will be removed/taped at the Call Room.

The European Athletics has a record of the Team vests of all Member Federations on its extranet. If the team vest displayed differs from your current official team vest, a full set of photographs must be provided to the European Athletics Office (preferably in an electronic version) by 20 May at the latest:

JPEG file, maximum resolution and size 300 dpi / 500KB

Compressed ZIP file, if possible

Mail to: competition@european-athletics.org

Otherwise, the existing records will be used as reference

Team clothing must be uniform. A competitor wearing any other clothing will have no access to the competition area and will not be allowed to compete. This rule applies both to competition clothing (vest, shorts and tights) as well as to tracksuits.

The rule stipulating the compulsory wearing of the official competition clothing will be applied during the competition but also during any victory lap, interviews at the Stadium and Victory Ceremonies.

Dimensions of Spikes

Spike which projects from the sole or the heel shall not exceed 9 mm except in the high jump and javelin throw events where it shall not exceed 12mm. These spikes must be constructed that it will, at least for the upper half of its length, fit through a square sided 4 mm gauge.

The Sole and the Heel

The sole and/or heel may have grooves, ridges, indentations or protuberances, provided these features are constructed of the same or similar material to the basic sole itself. In the high jump and long jump, the sole shall have a maximum thickness of 13 mm and the heel in high jump shall have a maximum thickness of 19 mm. In all other events the sole and/or heel may be of any thickness.

9. COMPETITION PROCEDURE

9.1 Timetable

Please refer to **Appendix 2** for the competition timetable.

9.2 Warming Up Before Events

Warming up will take place in the SAS

*Detailed maps of the warm up areas can be found in **Appendix 5**.*

9.3 Call Room Procedures

The call for the participants will be made in the warm up Call Room 1 (which is not mandatory)

Athletes should report to the Call Room1 before each event as follows:

- Pole Vault 85 minutes prior to the scheduled starting time
- Long Throws 60 minutes prior to the scheduled starting time
- High Jump 60 minutes prior to the scheduled starting time
- Field Events (except Long throws) 50 minutes prior to the scheduled starting time
- Track Events 40 minutes prior to the scheduled starting time

The above times may be changed for qualifying rounds due the number of entries.

It is the responsibility of the team officials to ensure that their athletes are aware of the last check-in times for entry to the Call Room 2. Athletes arriving late may be excluded from participation in the event.

In the Call Room 2 the judges will check the following in accordance with IAAF Rules:

- Competition Bibs
- Shoes and Spikes
- Uniforms
- Bags (identification on and content of)
- Any other kind of advertising
-

Athletes must report to the Call Room 2 before each event as follows:

- Pole Vault 75 minutes prior to the scheduled starting time
- Long Throws 50 minutes prior to the scheduled starting time
- High Jump 50 minutes prior to the scheduled starting time
- Field Events (except Long throws) 40 minutes prior to the scheduled starting time
- Track Events 30 minutes prior to the scheduled starting time

Personal belongings (video cameras, tape recorders, radios, CD players, radio transmitters, MP3/MP4, cell phones or similar devices) will not be permitted in the infield as per IAAF Rule 144.2. Competition officials in Call Room will confiscate all not authorised items. Athletes will receive a receipt for any such items. Upon presentation of this receipt, the athletes will be able to collect such items from the TIC once their event has finished.

When all the control has been completed Call Room officials will accompany the athletes from the Call Room onto the infield according to the following schedule:

- Pole Vault 65 minutes prior to the scheduled starting time
- Long Throws 50 minutes prior to the scheduled starting time
- High Jump 40 minutes prior to the scheduled starting time
- Field Events (except Long throws) 30 minutes prior to the scheduled starting time



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

- Track Events 20 minutes prior to the scheduled starting time

A detailed list of Call Room times will be handed out at the TIC day by day for the following day. Team Leaders must inform all their athletes about the times at which they must report in Call Room and on the procedures to be followed in Call Room.

Refreshments (still water) and toilets will be available next to the Call Room.

9.4 Event Presentation format

The athletes will be presented as follows (only in Finals):

Track events: at the starting point of the event in the designated lane or starting position.

Field events: athletes will be presented on the competition site in the starting order.

9.5 Competition Preparations

9.5.1 Field Events

Each athlete is allowed a minimum of two practice trials under the supervision of the officials, more if time allows. The athletes will be called to the practice trials in the competition order. Only official markers provided by the LOC will be allowed for marking the runways.

Once the practice jumps/puts/throws for the final are finished, participants will be asked to stand in the order of the competition, for the presentation.

9.5.1.1 Measurements

All field events will be measured by Electronic Distance Measurement (EDM) equipment provided by the contracted Results, Scoring and Timing supplier.

9.5.2 Track Events

Tracksuits shall be placed in baskets at the start, and these will be taken to the mixed zone for collection after the race.

9.5.2.1 Starter's Commands

The starter's commands will be given in English

The starter's command for the distances up to and including 400m are:

- On your marks!
- Set!

For distances of 800m and over, the commands will be:

- On your marks!

Starting blocks procured from OMEGA will be used at the European Youth Olympics Trials. These blocks have a false start detection system and are linked to the false start console.

9.5.2.2. Timing

The contracted Results, Scoring and Timing supplier will display all official timings on public scoreboards and publish photo finish images. For all races of 800m or more, the elapsed time will be displayed on timing boards located at the end of each straight.

9.6 Leaving the stadium during the competition

An athlete may only leave the competition area when accompanied by a judge. The intention has to be communicated to the Referee.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

9.7 Leaving the stadium after the competition

After the competition, athletes leave immediately through the exit to the Mixed Zone. The exit route passes the interview cameras of the TV, then through the radio interview room into the mixed zone. The clothing baskets will be brought to the mixed zone.

9.8 Drinking Stations

Water and soft drinks are provided in the infield, mixed zone and in the warm-up area.

9.9 Protests and Appeals

Protests and appeals are permitted and will be processed in accordance with IAAF Rule 146. In the first instance, protests must be made orally to the Referee by the athlete himself/herself or by a responsible official acting on his/her behalf (Rule 146.3). 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 (posted on the TIC information board). Any written appeal to the Jury of Appeal must be made in accordance with Rule 146.5 and signed by a responsible official on behalf of the athlete and submitted to TIC within 30 minutes after the official announcement of the decision made by the Referee.

When submitting an appeal form, a deposit of EUR 75, as set in the rules, must be paid. If the protest is unsuccessful, the deposit will not be returned. The Jury's decision will be provided in writing.

9.10 Interviews

Immediately after the competition, the flash interview group will interview the winning athletes. These interviews will be distributed on information sheets to the media. In the mixed zone, all athletes meet the media: first TV, then radio and finally the written press. It is for the athlete to decide whether he/she will give an interview.

The first three athletes in each event may be asked to attend an official press conference. These press conferences will take priority over all other interview requirements. They will usually be held before doping controls.

9.11 Victory Ceremonies

Teams will receive detailed information on the victory ceremonies at the Technical Meeting. All the victory ceremonies will take place at the main competition venue – TBS.

Athletes must wear the official team clothing for the ceremonies and the presentation bibs provided by the LOC.

10. MEDICAL SERVICES & DOPING CONTROLS

10.1 Medical Services

10.1.1 General Information

The medical service will provide medical information and assistance to teams, organisation personnel, and honorary guests as well as, during the competition, to the spectators in the stadium.

In case of emergency, please contact the nearest medical first aid station or call the 24/7 Medical Emergency number 103.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

The official hospital for EYOT will be hospital № 1 named after A.Kazimova.

10.1.2 Medical Services in the Athletes Village

The medical centre serves the athletes, trainers, other team members as well as members of the competition organisation. The medical centre is located in Building 1 and will be open from 07.00 until 23.00hrs. During other hours there will be a doctor on call in the village.

10.1.3 Medical Care at the Competition Venue

The stadium medical service is responsible for any problems concerning the Athletes health. There is also a room for medical attention will be under media tribune at TBS. The team doctor has access to the medical service facilities when an athlete of his/her own team is hurt or is in need of other medical attention.

The stadium medical service is also responsible for first aid in the warming up area.

There are 2 of field of play recovery teams on the infield, supervised by a doctor and marked with red crosses.

10.1.4 Physiotherapy

For those teams requiring physiotherapy services there will be a physiotherapy service available at the Athletes Village.

Equipped physiotherapy facilities will also be available at the Competition venue according to the following schedule:

TBS
29 May – 01 June, 2014 09:00 – 20:00

SAS
28 May – 01 June, 2014 10:00 – 19:30

AVL (Athletes Village):
27th May – 02 June 2014 09:00 – 20:00

The team physiotherapists and doctors may use the equipment in the physiotherapy rooms in co-operation with the medical staff.

10.1.5 Insurance

According to the Regulation 510.9 the participating Member Federations are responsible for taking out their own insurance to cover the risk of illness or injury of any member of their team when travelling to and from the European Athletics event and during the event itself. Please take the necessary steps to fulfil these requirements well in advance.

10.2 Doping Controls

10.2.1 General Information

Doping controls will be conducted in accordance with IAAF Rules and Anti-doping regulations under the supervision of the European Athletics Doping Control Delegate. Both urine and blood samples may be collected immediately before, and during, the European Youth Olympic Trials.

Athletes selected for doping control shall be informed by anti-doping officials. Athletes will be required to sign a confirmation of notification. Athletes who are to be tested may invite a team official to accompany them to the Doping Control Station (DCS).



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

A selected athlete should report immediately to the DCS unless there are valid reasons for delay. All selected athletes will be accompanied by a trained chaperone or Doping Control Officer from the time of notification until arrival at the DCS. Athletes are reminded that refusal to provide a sample can render them liable to disqualification and may lead to further disciplinary action.

Athletes who are required to use prescribed medication for the treatment of a medical condition should ensure that they have registered their medication, where necessary, through the Therapeutic Use Exemption system prior to attending the European Youth Olympic Trials.

10.2.2 Selection of Athletes

The selection of athletes for control will be made on a final position and/or random basis under the supervision of the European Athletics Doping Control Delegate. In addition, the selection of further athletes may be ordered at the discretion of the European Athletics Doping Control Delegate.

10.2.3 Additional Controls

Additional athletes may present themselves for testing. These athletes must report to the TIC where they will have to complete the "Doping Control Request Form". They will then be escorted to the Doping Control Station.

The cost of this control will be paid for by the European Athletics and will be deducted from the member federation's European Athletics subvention after the European Youth Olympic Trials.

10.3 European Athletics Anti-Doping Educational Programme

European Athletics Anti-Doping Educational Programme European Athletics is aimed at bolstering its fight against doping. One of the main goals of European Athletics is to ensure clean sport and fairness for all competitors. One way is to search for cheating athletes through doping controls. We are continuously improving our testing programme, however, controls and tests are only a tool to identify those athletes who already broke the rules and have cheated everybody by doping.

We want to support the true and clean athletes when they start to engage in our sport. We need to show them that we are ready to help them and to give them guidance to challenge doping. European Athletics aims to promote education for awareness, knowledge and prevention. Only if the athletes know the rules and know the danger of doping can they act in the right way.

As a long-term goal, we aspire to promote the ideals of fairness and respect among athletes through the programme. This fight against doping is an absolute necessity as it is destroying the fundamental principle of our sport: fair play.

In order to target the youngest group of athletes, the programme, which is supported by the UNESCO, the World Anti-Doping Agency (WADA) and the IAAF, will be implemented for the sixth time at the European Youth Olympics Trials in Baku/AZE (30 May – 1 June 2014) .

Please encourage your athletes to take part in this important programme. Only together we can make our sport drug free!

Procedure of the Programme at the EYOT

All competing athletes will have a chance to take part in an on-line quiz and to learn with an interactive education tool to increase their knowledge about doping in our Educational Tent at



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

the Athletes Village. The quiz is a multiple choice test which will give a detailed explanation in case of wrong answers, while the interactive tool gives the possibility to learn more about anti-doping procedures and side effects of drugs.

The programme will run on all 3 competition days in order to give all athletes the possibility to take part.

Participant who successfully complete the Anti-Doping Education Programme will receive a t-shirt.

11. INFORMATION

11.1 Stadium

Timing Boards

A timing board showing the race time is positioned in the in-field near the finishing line as well as near the 100m, 200m and 1500m start line.

Field Events Boards

The result of each trial in field events will be shown on the dedicated infield scoreboards. Final and intermediate results of the field events will be indicated on the scoreboards.

The qualifying marks for the final of the European Youth Olympic Trials will be marked in the following disciplines:

- Long jump and triple jump yellow mark along the landing area
- Throwing events yellow lines in the landing sector

11.2 Announcements

Official announcements will be made in Azerbaijani and English.

11.3 Start Lists and Results

Start Lists for each competition day will be available for Team Leaders at TIC at 18:00 on the previous day.

Results and start lists will be displayed on the TIC Information Board.

Copies of the results of each day's events will be distributed to each Team at the TIC team mailbox on each evening of competition. A daily program, which will include the start list for each competition day and the results of the previous competition day, will be available each morning at the TIC team pigeon box. Complete results in the form of a booklet will be issued to Team Leaders at the Athletes Village Information Desk.

12. SECURITY

Instructions given by the LOC, the security personnel and the police must be followed in all areas, as well as during transport from one location to another.

The accreditation card must be worn at all times. If an accreditation is lost, this should be reported immediately to any LOC Information Desk.

If necessary, the police can be contacted through the LOC Information Desk at your hotel.



2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

13. CEREMONIES AND SOCIAL FUNCTIONS

13.1 Welcome Dinner

A Welcome Dinner hosted by LOC will be held at the **Baku Business Centre** at **Baku City Centre** on **29 May** at **20:00**. Two persons from each team will be invited. Invitation cards will be included in the welcome bags.

13.2 Opening Ceremony

The Opening Ceremony will take place on **30 May, 2014** at **17:00** at the **TBS**.

It will be a short ceremony lasting for 15 minutes.

Athletes are not required to take part; however there will be a dedicated transport operation in effect between the Athletes Village and Tofiq Bahramov Stadium for those athletes wishing to attend.

13.3 Victory Ceremonies

Teams will receive detailed information on the victory ceremonies for individuals and teams at the Technical Meeting. All the victory ceremonies will take place at TBS.

Athletes must wear the official team clothing for the ceremonies and the presentation bibs provided by the LOC. No other items shall be taken to the podium, such as flags, bags or other.

Team Leaders are requested to check their countries respective flags and anthems at the time of the Accreditation.

13.4 Closing Banquet

The Closing Banquet will take place on **01 June, 2014** at **20:30** at the **"Buda Palace"** restaurant in close proximity to the Athletes Village. Athletes, Team Officials and Guests with accreditation or an invitation is welcome to attend.

14. DEPARTURE

Teams will be asked to provide full travel details together with the final entries. Teams will also receive a departure form, which should be completed and returned to the Resident Centres of the Athletes Village, at least 24 hours before departure, **only** if there are any changes to the provided details. Departure times of the shuttle buses from the hotel will be provided and displayed at the LOC Information Desk.

All outstanding fees, charges and possible other expenses must be settled with the cashier. On the day of departure the Athletes Village Management Team will check the rooms together with the Team Leaders.

From the stadium to the airport: The LOC will also provide logistical support upon departure for all oversized Sports Equipment. Based on the departure profile and information provided by the teams, the LOC will arrange to have the Sports Equipment transferred from the competition Venue to the Airport. For further details or more information on this process please reference Appendix 1 or consult the help desk in the Athletes Village.

15. CONTACT DETAILS

For further details about the European Youth Olympic Trials in Baku – 2014 please contact:



2nd European Youth Olympic Trials Tofig Bahramov Stadium, Baku

15.1 European Athletics Office (on site) European Athletics Office

European Athletics Office
Avenue Louis Ruchonnet, 18
1003 Lausanne
Switzerland

Tel: +41 21 313 43 50
Fax: +41 21 313 43 51
Email: competition@european-athletics.org
(TBS, SKY BOX Number 4)

See point 2.3. for the European Athletics Headquarters' contact details.

15.2 Office of the Local Organising Committee

Local Organising Committee contact persons:

General Co-ordination	Konul Nurullayeva	konul_nurullayeva@yahoo.com
	Mehman Karimov	karimovmehman@yahoo.com
	Maharram Sultanzade	magerram.sultanzade@eyot2014baku.com
	Phone:	(+994 12) 465-13-23 (+99412)441-04-24
	Fax:	(+994 12) 465-42-25

(All the issues concerning teams' visas, accommodation, travel)

Teams Liaison	Salhat Abbasova	salhat_abbasova@yahoo.com
		Mob: (+994 50)376-01-23

Note: All the mails should be copied to Konul Nurullayeva and Mehman Karimov.



2nd European Youth Olympic Trials Tofig Bahramov Stadium, Baku

16. APPENDICES

- Appendix 1 – Baggage Logistics Process / Sport Equipment
- Appendix 2 – Implements List
- Appendix 3 – Timetable
- Appendix 4 – Competition Related Meetings
- Appendix 5 – Map of Stadium, Warm-Up and Training Areas
- Appendix 6 – Accreditation system
- Appendix 7 – IAAF free place quota
- Appendix 8 – Youth Olympic Games qualification places

APPENDIX 1

Logistics – Movement of personal oversize sports equipment for EYOT Baku 2014

Logistics will assist teams in the movement of their personal oversize sports equipment during the EYOT Baku 2014. The following is a brief outline of the service to be provided:

- ✓ On arrival, teams should follow normal airport procedures by identifying and collecting their own baggage and sports equipment from the carousels or out of gauge baggage area.
- ✓ Team members will need to clear their own baggage through airport customs and move it to the baggage drop-off points within the airport.
- ✓ All baggage and personal oversize sports equipment should be clearly tagged with the athletes name and nation they are representing.
- ✓ An airport team will be present to receive and sign for the personal oversize sports equipment from athletes before leaving the Arrivals hall. A receipt will be provided for each piece of sports equipment left with this team.
- ✓ Logistics will provide transport for any personal oversize sports equipment from the airport to the venue where it will be secured in a dedicated storage area.
 - Personal oversize sports equipment must not be taken to the Athletes Village due to a lack of storage space. No transport will be provided for the movement of personal oversize sports equipment from the Village to TBS.
- ✓ Athletes, when arriving at the venue for the first time for training, will be directed to the sports equipment storage room located at the Competition Venue to collect their personal oversize sports equipment. The LOC will manage this area and ensure the personal oversize sports equipment is signed for in each time the equipment is moved.
- ✓ Logistics will provide a transport service for personal oversize sports equipment from the competition venue to the training venue and back as required by the athlete. This will be available throughout the day at the Sport Equipment Storage Room at the main competition venue.
- ✓ Once handed over to Logistics, a manifest will identify the equipment being moved on the truck for each athlete and team. The truck will depart the competition venue and drive the short distance to the training venue where the equipment will be delivered to a pre-defined collection area.
- ✓ Logistics will also provide a return service from the training venue to the competition venue as required by the athlete. The sports equipment will be returned to the secure storage area and signed for by the LOC.
- ✓ Logistics will transport all oversize personal sport equipment from the sports equipment storage room at the competition venue to the Airport at the end of the event. Athletes need to collect their personal oversize sport equipment at the airport before check in.
 - Directions to the location of the sports equipment at the airport will be given to the Teams upon arrival at the check-in area.

APPENDIX 2

OFFICIAL IMPLEMENTS LIST

Shot Put Boys (5 kg)

Polanik	Stainless, dia:105mm	PK-5/105-s	I-00-0233
Polanik	Brass, dia:110 mm	Pk-5/110-m	I-00-0199

Discus Boys (1,5 kg)

Polanik	Competition plastic	CPDu-1,5	I-11-0495
---------	---------------------	----------	-----------

Hammer Boys (5 kg)

Polanik	Competition hammer, dia:100 mm	PM-5/100	I-99-0157
---------	-----------------------------------	----------	-----------

Javelin Boys (700 gr)

Polanic	Sky Challenger	SC10-700	I-11-0539
---------	----------------	----------	-----------

Shot Put Girls (3 kg)

Polanic	Competition shot put, dia:100mm	PK-3/100	I-11-0533
---------	------------------------------------	----------	-----------

Discus Girls (1,0 kg)

Polanic	Competition plastic	CPD11-1	I-11-0493
---------	---------------------	---------	-----------

Hammer Girls (3 kg)

Polanic	Steel competition hammer, dia:95mm	PM-3/95	I-11-0536
---------	---------------------------------------	---------	-----------

Javelin Girls (500 gr)

Polanic	Sky Challenger	SC12-500	I-12-0622
---------	----------------	----------	-----------

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

APPENDIX 3

Timetable

Day 1 - Friday, 30 May 2014

Morning session

09:30	Hammer Throw	Boys	Q Group A
09:30	Pole Vault	Boys	Q One Group
10:00	5000m Walk	Girls	FINAL
10:30	Long Jump	Boys	Q Groups A&B
10:40	100m	Girls	R 1
10:50	Hammer Throw	Boys	Q Group B
11:20	100m	Boys	R 1
11:40	High Jump	Girls	Q Groups A&B
12:00	400m	Girls	R 1
12:10	Discus Throw	Girls	Q One Group
12:30	400m	Boys	R 1

Afternoon session

16:00	Javelin Throw	Girls	Q Group A
17:00	Opening Ceremony		
17:15	400m H	Girls	R 1
17:30	Shot Put	Boys	Q Group A
17:30	Javelin Throw	Girls	Q Group B
17:45	Triple Jump	Girls	Q Groups A&B
17:45	400m H	Boys	R 1
18:15	1500m	Girls	R 1
18:45	1500m	Boys	R 1
19:00	Shot Put	Boys	Q Group B
19:00	Javelin Throw	Boys	Q One Group
19:15	2000m SC	Girls	FINAL
19:45	100m	Girls	FINAL
20:05	100m	Boys	FINAL

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Day 2 - Saturday, 31 May 2014

Morning session

09:30	Pole Vault	Girls	Q One Group
09:30	Hammer Throw	Girls	Q Group A
10:00	Triple Jump	Boys	Q Groups A&B
10:30	10.000m Walk	Boys	FINAL
10:40	Shot Put	Girls	Q Group A
10:50	Hammer Throw	Girls	Q Group B
11:50	800m	Girls	R 1
12:00	Long Jump	Girls	Q Groups A&B
12:00	High Jump	Boys	Q Groups A&B
12:10	Discus Throw	Boys	Q Group A
12:10	Shot Put	Girls	Q Group B
12:40	800m	Boys	R 1
13:30	Discus Throw	Boys	Q Group B

Afternoon session

15:00	Hammer Throw	Boys	FINAL
15:30	Pole Vault	Boys	FINAL
16:00	Triple Jump	Girls	FINAL
16:40	100m H	Girls	R 1
16:50	Discus Throw	Girls	FINAL
17:15	110m H	Boys	R 1
17:35	Shot Put	Boys	FINAL
18:00	3000m	Girls	FINAL
18:00	Long Jump	Boys	FINAL
18:10	High Jump	Girls	FINAL
18:30	3000m	Boys	FINAL
18:40	Javelin Throw	Girls	FINAL
19:10	200m	Girls	R 1
19:40	200m	Boys	R 1

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Day 3 - Sunday, 1 June 2014

Afternoon session

14:00	Hammer Throw	Girls	FINAL
14:30	Pole Vault	Girls	FINAL
15:00	400m H	Girls	FINAL
15:10	Triple Jump	Boys	FINAL
15:20	400m H	Boys	FINAL
15:40	Discus Throw	Boys	FINAL
15:40	1500m	Girls	FINAL
16:00	1500m	Boys	FINAL
16:10	Shot Put	Girls	FINAL
16:20	100m H	Girls	FINAL
16:40	110m H	Boys	FINAL
17:00	High Jump	Boys	FINAL
17:00	400m	Girls	FINAL
17:05	Long Jump	Girls	FINAL
17:10	400m	Boys	FINAL
17:30	2000m SC	Boys	FINAL
17:40	Javelin Throw	Boys	FINAL
18:00	800m	Girls	FINAL
18:10	800m	Boys	FINAL
18:30	200m	Girls	FINAL
18:40	200m	Boys	FINAL



2nd European Youth Olympic Trials Tofiq Bahramov Stadium, Baku

APPENDIX 4

Competition Related Meetings and Training Schedule

May 28

Training for officials to use timing devices 16:00

May 29

Training with Starters 10:00

Training for officials to use timing devices 10:30

Training for blocks 16:00

Rehearsal 16:00

Technical Meeting 18:00

2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

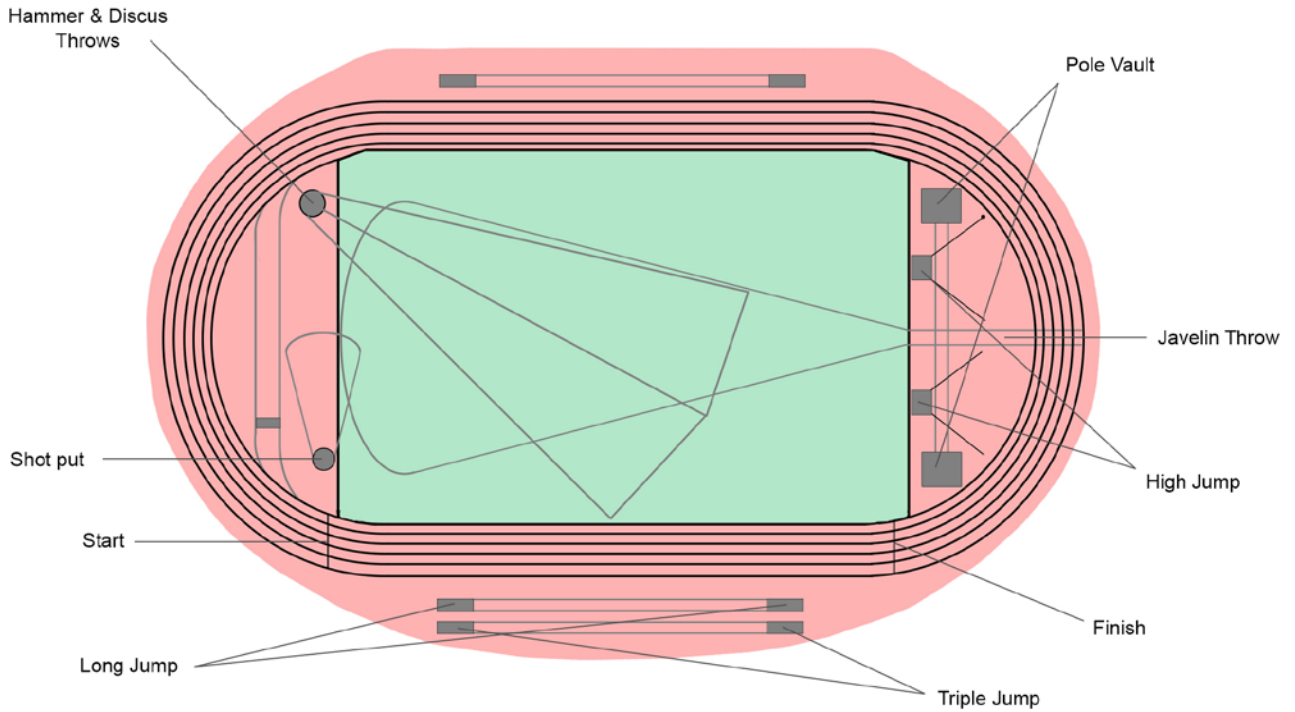
APPENDIX 5

Tofiq Bahramov Stadium TBS 01 – Site Plan



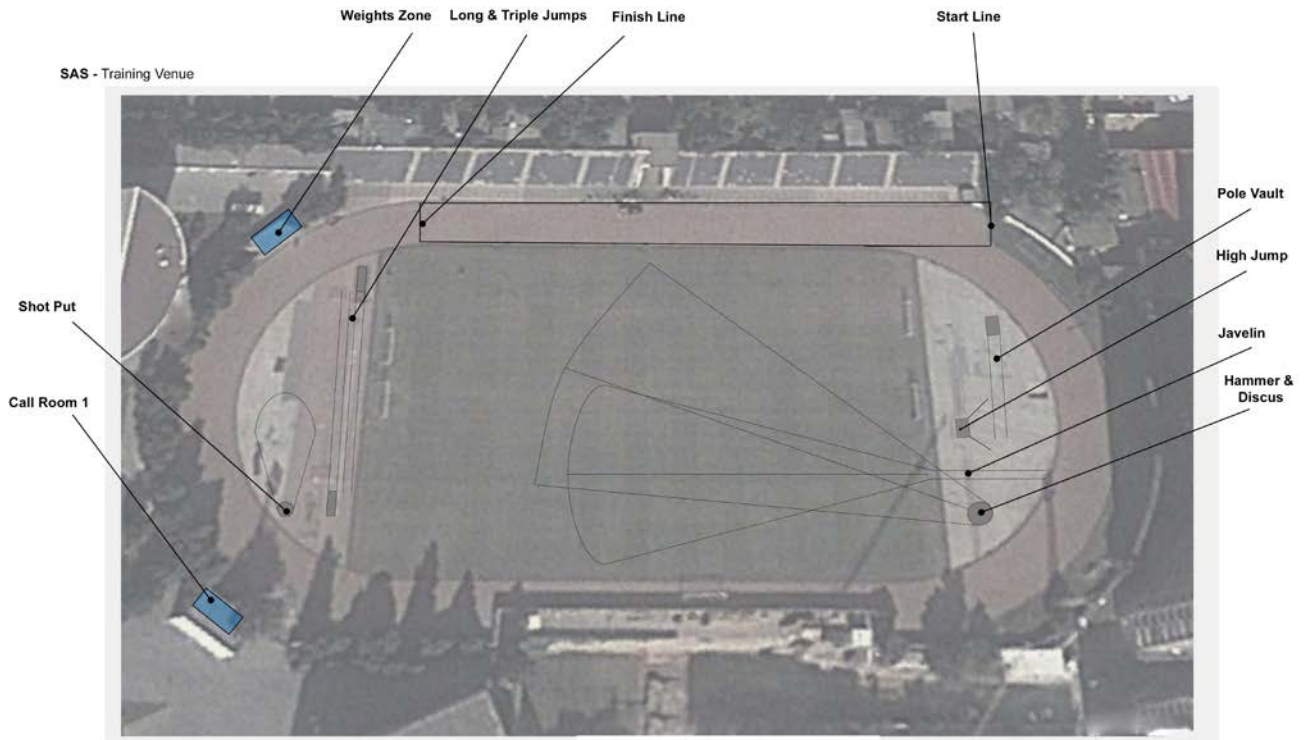
2nd European Youth Olympic Trials Tofiq Bahramov Stadium, Baku

Tofiq Bahramov Stadium



2nd European Youth Olympic Trials Tofig Bahramov Stadium, Baku

Sport Academy Stadium





2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

Tofiq Bahramov Stadium

TBS 07 – TBS (Stadium) & SAS (Training Venue)



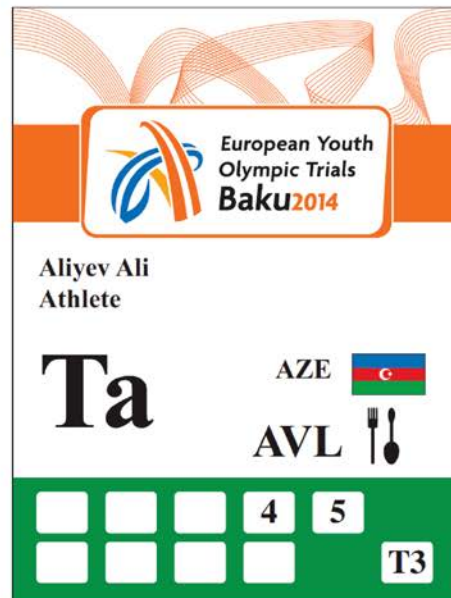
2nd European Youth Olympic Trials

Tofiq Bahramov Stadium, Baku

APPENDIX 6

ACCREDITATION SYSTEM

Picture
of accreditation
card



Overview of access zones

Code	Zone
1	VIP Tribune/ European Athletics Club
2	Event management
3	Infield
4	Warm up arenas/Training arenas
5	Team Tribune
6	Main Press Centre
7	Media Tribune
8	Mixed zone
9	TV Compound

Team access zones

TEAM		
Code	Subcategory	Access Zones
Ta	Athlete	4,5
Tl	Team Leader	4,5
Tc	Team Coach	4,5
To	Team Official	4,5
Tp	Team Press Liaison	4,5,6,7,8
Tm	Team Doctor	4,5
Tt	Team Physiotherapist	4,5
Th	Head of Delegation	1,4,5

2nd European Youth Olympic Trials

Tofig Bahramov Stadium, Baku

APPENDIX 7

Free place quotas for Member Federations

The free places quota calculation was based on the results from the World Youth Championships 2013 in Donetsk (1-8 places) and the European Youth Season Best List 2013 (1-30 places).

	ATHLETES	OFFICIALS
ALB	2	1
AND	2	1
ARM	2	1
AUT	5	1
AZE	0	0
BEL	16	1
BIH	2	1
BLR	24	1
BUL	6	1
CRO	19	1
CYP	4	1
CZE	23	1
DEN	11	1
ESP	45	1
EST	5	1
FIN	35	1
FRA	43	1
GBR	49	1
GEO	2	1
GER	49	1
GIB	2	1
GRE	23	1
HUN	43	1
IRL	10	1
ISL	12	1
ISR	7	1

	ATHLETES	OFFICIALS
ITA	49	1
LAT	13	1
LIE	2	1
LTU	8	1
LUX	2	1
MDA	2	1
MKD	2	1
MLT	2	1
MNE	5	1
MON	2	1
NED	11	1
NOR	20	1
POL	49	1
POR	5	1
ROU	26	1
RUS	49	1
SLO	20	1
SMR	2	1
SRB	5	1
SUI	8	1
SVK	5	1
SWE	46	1
TUR	26	1
UKR	41	1
TOTAL	841	49

Notes:

- Those Member Federations having been awarded a minimum of 2 (two) free places shall have at least one male and one female athlete competing. AZE as host of the Trials has not been allotted any free place.

2nd European Youth Olympic Trials

Tofig Bahramov Stadium, Baku

APPENDIX 8

YOUTH OLYMPIC GAMES NANJING 2014

Quota Places by Continent and Event

22.sept.13

Boys	AFRICA	AMERICAS	ASIA	EUROPE	OCEANIA	totals
100 Metres	1	7	3	2	2	15
200 Metres	1	9	2	2	1	15
400 Metres	3	7	2	2	1	15
800 Metres	9	1	1	3	1	15
1500 Metres	9	2	1	2	1	15
3000 Metres	11	1	1	1	1	15
110m Hurdles	2	6	4	2	1	15
400 Metres Hurdles	2	6	5	1	1	15
2000 Metres Steeplechase	10	1	2	1	1	15
High Jump	1	4	4	5	1	15
Pole Vault	1	3	2	8	1	15
Long Jump	1	3	4	6	1	15
Triple Jump	1	4	2	7	1	15
Shot Put	1	3	1	9	1	15
Discus Throw	2	4	2	6	1	15
Hammer Throw	2	1	1	10	1	15
Javelin Throw	2	1	1	10	1	15
10,000 Metres Race Walk	1	4	4	5	1	15
Totals	60	67	42	82	19	270

Girls	AFRICA	AMERICAS	ASIA	EUROPE	OCEANIA	Totals
100 Metres	1	8	1	4	1	15
200 Metres	1	5	1	7	1	15
400 Metres	1	8	2	3	1	15
800 Metres	3	3	1	7	1	15
1500 Metres	8	2	1	3	1	15
3000 Metres	8	1	3	2	1	15
100m Hurdles	1	8	1	4	1	15
400 Metres Hurdles	2	6	1	5	1	15
2000 Metres Steeplechase	9	2	1	2	1	15
High Jump	2	2	1	8	2	15
Pole Vault	1	2	1	8	3	15
Long Jump	1	5	1	7	1	15
Triple Jump	1	2	2	9	1	15
Shot Put	1	2	2	9	1	15



2nd European Youth Olympic Trials Tofig Bahramov Stadium, Baku

Discus Throw	1	2	4	5	3	15
Hammer Throw	1	1	1	11	1	15
Javelin Throw	1	4	1	7	2	15
5000 Metres Race Walk	1	1	5	7	1	15
Totals	44	64	30	108	24	270



OUR PARTNERS

