

**PRINCIPLES FOR THE SELECTION AND MANAGEMENT OF
EUROPEAN ATHLETICS INDOOR PERMIT MEETINGS**
(as at May 2013)

1. Objectives

- 1.1. To take particular care of European Indoor Meetings not involved in the circuit of IAAF Indoor Permit Meetings.
- 1.2. To give a special status to a group of Meetings for distinction to the other meetings.
- 1.3. To provide an incentive for indoor meeting organisers to strive for greater status for their meeting.
- 1.4. To protect the dates of the European Athletics Indoor Meeting on the International Calendar.
- 1.5. To ensure observance of standard conditions, as specified below, by European Athletics.

2. Procedure of making an Application

Applications for European Athletics Status shall be submitted on the appropriate Form by the Member Federations to European Athletics Office by 1 September of the year preceding that of the meeting.

3. How to apply for Up-grading

- 3.1. European Athletics will only consider applications for European Athletics Permit from those Indoor Meetings that have previously held an International Meeting with National or Area Permit status for a minimum of one (1) year within the previous two years.
- 3.2. Any Member Federation applying for an upgrading of status shall submit, in its application, results of the last meeting and details which support such upgrading in accordance with the requirements of status detailed below.

4. Guidelines for Selection of European Athletics Indoor Meetings

In principle a total maximum of fifteen (15) European Athletics Meetings may be held in any one indoor period (January to March) complying with a programme of events as per point 7.

Meetings staging only a few events may be also considered for integration into the Indoor circuit in exceptional circumstances which persuade the European Athletics Council to grant the Permit status to such meeting.

5. Guidelines of Scheduling

- 5.1. A European Athletics Indoor Meeting may not be staged on the same day as a meeting being part of the IAAF Indoor circuit. This restriction may be waived when IAAF meetings are scheduled in an other continent or there is no conflict between the programme of the meetings.
- 5.2. Two European Athletics Indoor Meetings should not be staged on the same day.
- 5.3. In principle, not more than one (1) European Athletics Indoor Meeting may be staged in the same town in any one indoor period.
- 5.4. There should be a protective window for World and European Indoor Championships.

6. Principles of Distribution

Normally one (1) European Athletics Meeting and a maximum of three (3) European Athletics Indoor Meetings can be staged in any one country depending on their consistent excellence and their tradition, unless exceptional circumstances prevail which persuade the European Athletics Council to decide upon further addition(s).

7. Programme

At least ten (10) events shall be included to the programme, of which minimum four (4) must be men's respectively women's events, and three (3) must be field events comprising at least one (1) for women.

Other meetings with a reduced programme and for specific disciplines only can be also included in the circuit.

8. Reporting Procedure

8.1. Following each European Athletics Meeting, the designed European Athletics Delegate shall be required to submit a written report concerning the staging of the Meeting. This report including the results and doping control forms shall be forwarded to European Athletics Office not later than 10 days after the Meeting.

8.2. A copy of the Report received by European Athletics, shall also be given to the Meeting Director concerned.

8.3. One set of the results shall be directed by e-mail to European Athletics Communication Department, Competition Department and European Athletics Statistician immediately after the last event in editable format (e.g. xls, doc and not pdf) .

8.4. The analysis of these reports will assist in determining the status of the Meetings in the following year.

9. Requirements of Status of European Athletics Meetings

9.1. The Meeting Organiser must be the National Federation or a Member of the National Federation, and must agree to abide by the rules and regulations of the IAAF and European Athletics.

9.2. In case the national Federation is not the meeting organiser a strong cooperation and communication between both organisations must be established.

9.3. A Delegate, appointed by European Athletics shall be received by the Meeting Organiser. This Delegate shall be experienced in technical matters and shall be ready to give any assistance when required. He/she shall supervise the Meeting, is responsible for the doping control and adherence to the advertising rules and regulations.

Normally the Delegate should not be a citizen of the country where the Meeting is. The organiser shall pay the travel and accommodation costs of the European Athletics Delegate for up to the duration of the meeting and one additional night (e.g. 1 day event = 2 nights, 2 days event = 3 nights) including costs for visa (if applicable).

9.4. Meeting Organisers must sign a liability insurance policy, in favour of the athletes, officials and spectators, to cover risks for which they may be retained liable and present a copy to European Athletics. It is recommended that other insurance policy should be signed against the risks of cancellation. Athletes have to cover their own insurance for accident.

- 9.5. Doping control tests, normally five (5) at each meeting, shall be conducted at random selection, and analysis must be performed at the allocated WADA accredited laboratory, in accordance with the WADA standards and IAAF guidelines. The organiser has to take care of dispatching the samples to the laboratories. The analysis reports shall be directly submitted by the laboratory to European Athletics Office and as a copy to the IAAF Anti-Doping department. The costs of the control (incl. Personnel), the despatch of samples and their analysis must be borne by the Meeting Organiser.
- 9.6. Medical services shall be provided as:
 - on-site emergency aid
 - emergency ambulance service to provide full hospitalisation
 - on-site physiotherapy
- 9.7. Food and accommodation standards should correspond to normal international level.
- 9.8. Local transport shall be provided from airport to lodgings, to Training Areas and to the Competition Venue for all athletes.
- 9.9. The stadium shall meet the requirements set by IAAF Competition Regulations (Rule 211) and it is recommended that the stadium shall be entirely roofed and should meet IAAF requirements for record purposes (see IAAF Rule 263) and should have a synthetic or wooden surface. The track should be of 200m with a minimum of four (4) lanes.
- 9.10. The stadium capacity shall be a minimum of 3000 spectators. The attendance shall be a minimum of 2000.
- 9.11. All equipment and implements shall meet IAAF specifications in force at the time of the Meeting. Fully Automatic Timing must be provided.
- 9.12. The Programme of events according paragraph 7 must be submitted to European Athletics Office with the Application Form.
- 9.13. Athletes from six (6) countries must be present, excluding those from the Host Nation.
- 9.14. All payments shall be effected in accordance with IAAF Rules and Regulations. The Meeting Organiser will maintain copies of all financial documents which may be called for inspection if required by European Athletics.