

COPENHAGEN2014.DK

TEAM MANUAL
IAAF/AL-BANK
WORLD HALF
MARATHON
CHAMPIONSHIPS
COPENHAGEN
2014





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CONTENTS

1	GENERAL INFORMATION	4	8	ENTRIES AND FINAL CONFIRMATIONS	19
1.1	IAAF Council Members & International Officials	4	8.1	Entry Regulations	19
1.2	Local Organising Committee	6	8.2	Final Entries	19
1.3	Information about Denmark and Copenhagen	7	8.3	Final Confirmations	19
1.4	General Programme	9	8.4	Athletes Acknowledgement and Agreement Forms	19
2	TRAVEL TO COPENHAGEN		9	COMPETITION PROCEDURES	20
2.1	Official Airport and Arrival Information	10	9.1	Technical Meeting and Virtual Course Tour	20
2.2	Entry Visas	10	9.2	Timetable	20
2.3	Insurance	10	9.3	Athletes' Bibs	20
3	ACCREDITATION	11	9.4	Athletes' Clothing	20
3.1	Accreditation Centre	11	9.5	Call Room Procedures	21
3.2	Accreditation Procedures and Payments	11	9.6	Line up for the Start	21
3.3	Quota and Financial Support	11	9.7	Starter's Commands	22
3.4	Arrivals Outside Accreditation Centre	11	9.8	Timing	22
	Opening Times	12	9.9	Post Competition Procedures	22
3.5	Loss of Accreditation Card	12	9.10	Scoring and Ties	22
4	ACCOMMODATION	13	9.11	Medal Ceremonies	22
4.1	Teams' Hotel	13	9.12	Protests and Appeals	23
4.2	Teams' Hotel Charges	13	9.13	Competition Awards	23
4.3	Check-in Procedures	14	10	MEDICAL SERVICES	24
4.4	Services in the Teams' Hotel	14	10.1	General Plan	24
4.5	Meals	14	10.2	Emergency Contact Numbers	24
5	TRANSPORTATION	15	10.3	Medical Services in the Teams' Hotel	24
6	INFORMATION CENTRES	16	10.4	Medical Services at the Course	24
6.1	Technical Information Centre (TIC)	16	10.5	Procedures in case of injury or illness	24
6.2	Competition Information Desk (CID)	16	10.6	Designated Medical Institutions	24
6.3	IAAF Competitions Department Offices	16	10.7	Other Information	24
7	COURSE AND COMPETITION FACILITIES	17	11	DOPING CONTROL	25
7.1	Course	17	12	DEPARTURES	26
7.2	Start / Finish Area	17	13	APPENDICES AND MAPS	27
7.3	Drinking / Sponging and Refreshment Stations	17	13.1	Venues Map	27
7.4	Training	18	13.2	Course Map and Elevation Profile	28
			13.3	Start / Finish Area Map	29
			13.4	Entry Visas	30
			13.5	Quota	34
			13.6	Team Officials Chart	35
			13.7	Acknowledgement and Agreement Form	36

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) Sergey BUBKA (UKR) Sebastian COE (GBR)
Treasurer:	Valentin BALAKHNICHEV (RUS)
Area Representatives:	Zhaocai DU (CHN) Geoff GARDNER (NFI) Roberto GESTA DE MELO (BRA) Hamad KALKABA MALBOUM (CMR) Victor LOPEZ (PUR) Hansjörg WIRZ (SUI)
Council Members:	Ahmad AL KAMALI (UAE) Bernard AMSALEM (FRA) Sylvia BARLAG (NED) Pauline DAVIS-THOMPSON (BAH) Helmut DIGEL (GER) Nawal EL MOUTAWAKEL (MAR) Frank FREDERICKS (NAM) Abby HOFFMAN (CAN) Alberto JUANTORENA DANGER (CUB) Isaiah KIPLAGAT (KEN) José Maria ODRIOZOLA (ESP) Jung-Ki PARK (KOR) Anna RICCARDI (ITA) Irena SZEWINSKA (POL) Katsuyuki TANAKA (JPN)



General Secretary:

Essar GABRIEL (FRA)

International Delegates and Officials

Organisational Delegate:

Bernard AMSALEM (FRA)

Technical Delegate:

David BEDFORD (GBR)

Jury of Appeal:

Carlos CARDOSO (POR)
James EVANS (RSA)
Katsuyuki TANAKA (JPN)

Medical / Anti-Doping:

Giuseppe FISCHETTO (ITA)

Press Delegate:

Mark BUTLER (GBR)

Television Delegate:

Ernest OBENG (GBR)

ICRO

David KATZ (USA)

Course Measurer

Hugh JONES (GBR)



1.2 LOCAL ORGANISING COMMITTEE

Danish Athletic Federation
Idrættens Hus
Brøndby Stadion 20
DK-2605 Brøndby, Denmark
Tel: +45 4326 2309 or +45 4326 2308
E-mail: daf@dansk-atletik.dk
www.dansk-atletik.dk

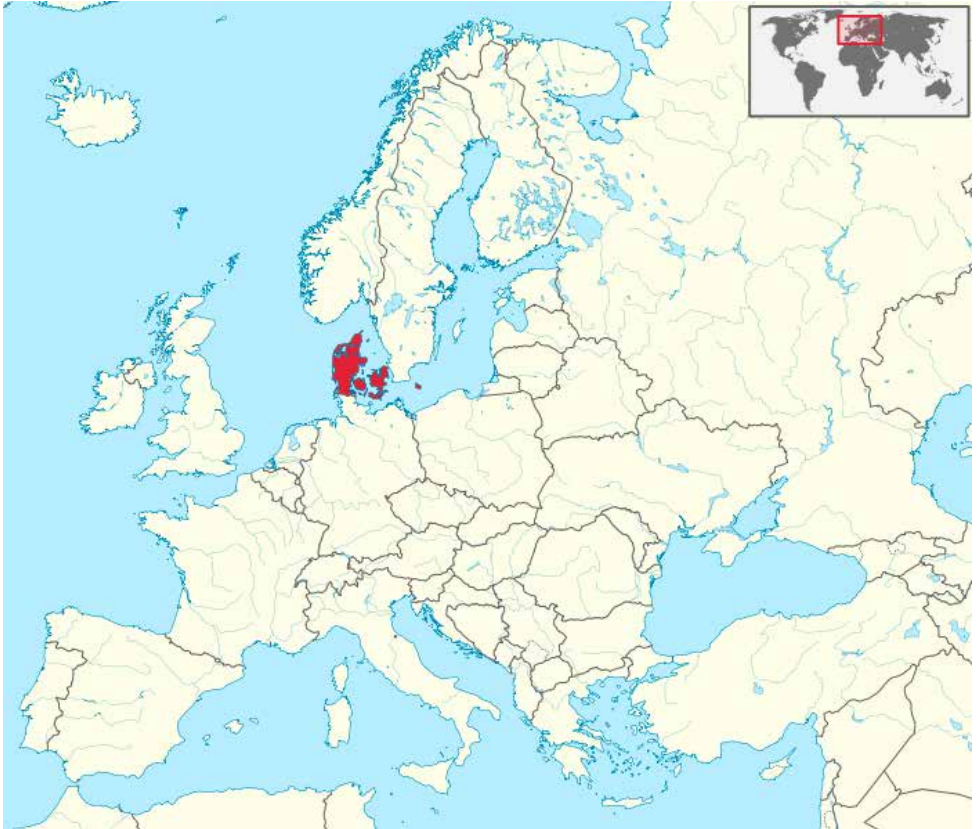
President
Director
Competition Director
Technical Director
Communication Manager
Accreditation/Visa
Protocol

Karsten MUNKVAD
Jakob LARSEN
Lene Kryger PEDERSEN
Lars NISSEN
Henriette Leth NIELSEN
Katrine Gibel VORUM
Judy JAKOBSEN



1.3 INFORMATION ABOUT DENMARK AND COPENHAGEN

Map showing location of Denmark





General information on Denmark and Copenhagen

Population of Denmark:	5.6 million
Population of Copenhagen, Frederiksberg and suburbs:	1.2 million
Language:	Danish
Currency:	Danish Crowns
Time zone (in March):	GMT + 1
Altitude of Copenhagen:	14 meters
Shop opening hours:	10:00 – 18:00
Post Office / Bank opening hours	10:00 – 16:00/17:00
Electricity:	220v
Mobile Telephones:	GSM
Tap Water in Copenhagen:	Recommended for drinking
Climate in Copenhagen in March:	Average temperature: 9 degrees Celsius

Introductory phrases in Danish

English Greetings	Danish Greetings
Hi!	Hej!
Good morning!	Godmorgen!
Good evening!	Godaften!
Welcome! (to greet someone)	Velkommen!
Thank you (very much)!	Tak (Mange tak)!
Yes	Ja
No	Nej



1.4 GENERAL PROGRAMME

Wednesday, 26 March	15:00-19:00	Team Accreditation
Thursday, 27 March	All day 09:00-19:00	Team Arrival Team Accreditation
Friday, 28 March	08:00-13:00 14:00 19:30	Team Accreditation Technical Meeting and Virtual Course Tour IAAF/LOC Dinner (by invitation)
Saturday, 29 March	11:40 12:30 12:55 14:15 14:20 14:35 14:40 19:00	Opening Ceremony Women's Race Men's Race and Mass Participation Race Medal Ceremony Women Individual Medal Ceremony Women Team Medal Ceremony Men Individual Medal Ceremony Men Team Final Banquet at Town Hall of Frederiksberg
Sunday, 30 March		All day Team Departures

1.4.1 OPENING CEREMONY

The Opening Ceremony will take place on Saturday, 29 March, at the Course, just prior to the start of the women's race. The IAAF Protocol will be followed during the Ceremony.

2. TRAVEL TO COPENHAGEN

2.1 Official Airport and Arrival Information

The official airport will be Copenhagen airport (CPH). Copenhagen Airport is Northern Europe's main traffic hub with direct flights from approximately 140 destinations all over the world.

The Danish LOC will have a welcome area in the arrival hall, after you have collected your luggage and passed security.

Travel from the airport to the team hotel will be organised by the LOC using buses or mini-buses, according to the arrival schedule announced in the Final Entries. Expected travel time is 20 minutes.

2.2 ENTRY VISAS

2.2.1 General Visa Information

Participants requiring visa to enter Denmark (see lists in Appendix) must obtain it before entering Denmark from the Danish Embassy or Consulate located in their country.

Participants who do not have a Danish Embassy in their country, must apply for a visa in another country and will be advised by the LOC. It will be possible for the application to be sent, together with the passports, by post (no need to go in person).

Everyone requiring a visa must complete a specific LOC Visa Application Form (see sample in Appendix). It must be duly completed with accurate information for each team member travelling to Denmark and must include:

- family name(s) as it appears in the passport
- first name(s) as it appears in the passport
- date of birth
- place of birth
- gender
- nationality
- passport number
- passport place and date of issue
- passport expiry date
- function / occupation (athlete, coach, physiotherapist, official, etc.)

Upon receipt of this information, the LOC will provide an invitation letter. This letter must accompany the application to the Embassy / Consulate.

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. The IAAF has negotiated with its insurance company insurance coverage for emergency medical costs during the travel and stay abroad for all athletes and officials entered. More information can be found in IAAF Circular Letter M/06/14.



3. ACCREDITATION

3.1 ACCREDITATION CENTRE

The Team Accreditation Centre will be located at the team hotel, first floor in the conference area. Opening Dates and Times will be as follows:

- 26 March 15:00 – 19:00
- 27 March 09:00 – 19:00
- 28 March 08:00 – 13:00

3.2 ACCREDITATION PROCEDURES AND PAYMENTS

Team Leader

The Team Leader will have to report to the LOC / IAAF Offices at the accreditation centre before collecting his card in order to complete the following formalities:

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

The Team Leader will be asked to complete the accounting procedures and settle any extra payments (for team members above quota, use of single rooms, extra days, etc.) before he/she can collect the accreditation card, which will be given upon presenting a document stating all procedures have been completed.

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

Athletes & Team Officials

All athletes and team officials will be able to check-in upon arrival according to the information provided with the final entries.

3.3 QUOTA AND FINANCIAL SUPPORT

3.3.1 Quota

The Quota can be found in Appendix.

3.3.2 TRAVEL

For athletes within the Quota, IAAF will offer 50% of an economy-class airline ticket from the Member Federation Headquarters to Copenhagen and 100% of economy-class airline tickets for Area Champions (See Appendix for details). The travel costs must be approved by the IAAF before any reimbursement is issued.

Member Federations must submit travel cost quotes at the same time as the Preliminary Entries, no later than 29 January 2014.

3.3.3 ACCOMMODATION

For athletes within the quota staying with their teams in the official hotel, the LOC is offering free accommodation for the subsidised period of maximum three nights (arrival Thursday 27 March, departure Sunday 30 March). For the accommodation of athletes above the quota, subsidised and non-subsidised officials (see chart in Appendix), and outside the official period, see below.



3.3.4 REIMBURSEMENTS

Reimbursements will be made by bank transfer after the competition. Should a Member Federation exceptionally wish to be refunded in cash or by cheque on site, the President or the General Secretary of the Federation must send a request to the IAAF before 17 March 2014, indicating the reasons for the request and the name of the person authorised to collect the reimbursement, and will be advised if this is possible.

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.

3.4 ARRIVALS OUTSIDE THE ACCREDITATION CENTRE OPENING TIMES

Teams or individual athletes arriving prior to 26 March will be handled on a case by case basis. The LOC will ensure to make the necessary arrangements according to the arrival schedule announced in the Final Entries.

3.5 LOSS OF ACCREDITATION CARD

The Accreditation Card 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, the Team leader must report immediately to the Teams' Accreditation Centre or Information Desk in the hotel.



4. ACCOMMODATION

4.1 TEAMS HOTEL

LOC has arranged for all teams to stay in the following hotel:
 Radisson Blu Scandinavia Hotel
 Amager Boulevard 70
 2300 Copenhagen, Denmark
 Tel: + 45 3396 5000
 Fax: + 45 3396 5500
 info.cphza@radissonblu.com
 www.radissonblu.com/scandinaviahotel-copenhagen

4.2 TEAMS HOTEL CHARGES

All Prices per person per day Full Board (in USD)	Official Period from 27 to 30 March (3 nights)		Outside Official Period	
	Twin	Single	Twin	Single
Athletes within the quota	Paid by LOC	30 USD	155 USD	220 USD
Athletes outside the quota and all officials	100 USD	130 USD		

All reservations must be made through the IAAF via the IAAF on-line Event Entry System, (<http://evententry.iaaf.org>). The accommodation invoices will be based on the information (number of persons and arrival/departure details) provided on the Final Entries, with a tolerance of two persons.

- Payment of extra costs can be made:
- By credit card: Mastercard or Visa
 - In cash: Euros or USD



4.3 CHECK-IN PROCEDURES

Upon arrival, teams will check in at the hotel front desk, according to the rooming list previously provided. A member of the LOC will be at present to assist and welcome the teams.

4.4 SERVICES AT THE TEAM HOTEL

On first floor dedicated rooms for teams' physiotherapy staff and team meetings will be available. Rooms should be booked in advance at the CID on the same floor. It will also be possible to book a time with existing physiotherapists at the hotel:

- 27 March 15:00 – 19:00
- 28 March 15:00 – 19:00

4.5 MEALS

Meals will be served in the hotel restaurant on reception level according to the following times:

- Breakfast:
07:00-10:00
(7:00-11:00 on Saturday 29 March)
- Lunch:
12:00-14:30
(14:30-16:30 on Saturday 29 March)
- Dinner:
18:30-21:30

A Final Banquet will take place on 29 March 19:00 at the City Hall of Frederiksberg to which all participants are invited. No dinner will be served in the teams' restaurants that evening.



5. TRANSPORTATION

As indicated in section 2.1, teams must organise their travel to Copenhagen airport and the LOC will organise the transfer to the team hotel in central Copenhagen. Teams wishing to travel directly to Copenhagen by road, should arrive directly at the Radisson Blu Scandinavia Hotel and advise the LOC in advance.

Local transport in Copenhagen will be organised by the LOC with a bus service. Timetables and routes will be available upon arrival at the Competition Information Desk.



6. INFORMATION CENTRES

6.1 TECHNICAL INFORMATION CENTRE (TIC)

During the competition, a Technical Information Desk will be set-up at the course. It will be located in the teams changing area and shall deal with any competition-related enquiry during the races, including protests and appeals. A posting board will be available for the display of start lists, results (partial and final), etc.

6.2 COMPETITION INFORMATION DESK (CID)

A Competition Information Desk will be available at the Teams' Hotel on first floor, next to the accreditation centre. 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, etc.
- Distribution of Urgent notices to the Delegations. It is the Team Leader's duty to collect this kind of information in due time.
- Distribution of labels and spare empty bottles if needed.
- Collection of personal drinks to be delivered by the LOC at the refreshment tables.
- Distribution of information for issues relating to accommodation, meals, transport and the Competition in general.

6.3 IAAF COMPETITIONS DEPARTMENT OFFICES

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

- 26-28 March
Teams Accreditation Centre
- 29 March
In the Call Room or at the Start / Finish Area – can be contacted through the TIC



7. COURSE AND COMPETITION FACILITIES

7.1 COURSE

The course, which is essentially flat, will be a one loop course with start and finish in the city centre by Christiansborg Castle. A blue line will be painted to identify the shortest route. See Map in Appendix.

The Warm-up Area will be in a closed area within the castle. Last-minute warm-up will take place on the first 200 meters of the course. Access will be reserved to team members only.

7.2 START / FINISH AREA

All facilities will be in The Old Stock Exchange, so team tents and call room will be inside the building [see map in Appendix]. After the race, and after having passed through the mixed zone where they will also return the transponders, athletes will return to The Old Stock Exchange for their clothing.

7.3 DRINKING / SPONGING AND REFRESHMENT STATIONS

There will be three Drinking / Sponging stations along the course situated about 5 km apart. The first one (drinking / sponging) will be around 7.5 km, the next around 12.5 km and the last around 17.5 km. There will also be three Personal Refreshment Stations along the course, also with about 5 km apart. They will be at around 5, 10

and 15 km. – both types of stations will be on the on the right-hand side of the running direction, slightly off the shortest route.

7.3.1 Drinking / Sponging

Tables at the drinking / sponging stations will be arranged as follows and at a distance of about 10m between the groups:

- Two tables with water bottles
- Two tables with sponges

7.3.2 Personal Refreshments


Tables at the personal refreshment stations will be arranged as follows and at a distance of about 1.5 m between each one:

- Personal Refreshment tables ordered according to the countries' three letter code [i.e. Denmark = DEN]
- One table for each country

Delivery of Personal Refreshments to the stations can be arranged by the LOC or directly by the Team Officials.

Delivery by the LOC

In this case personal drinks must be handed in to the LOC on Saturday morning, by 9:00am at the latest, at the Information desk in the hotel. The LOC will then place the bottles on the respective tables. Bottles must be clearly labelled with



the athlete's name, country, bib number and refreshment station. Labels can be collected at the CID together with spare empty bottles if needed.

Direct delivery by Team Officials

A maximum of three Team Officials per country will be allowed to be present at any one of the Personal Refreshment stations (no specific pass will be issued). On race day a bus will leave from the start line at 12.00 driving the Team Officials to the stations who will therefore be able to carry the personal refreshments by themselves.

7.3.3 Mass Race Refreshment Stations

There will be four Refreshment Stations for the mass race participants. They will be placed for each 4.5 km - and they will serve water and energy drinks in cups. These stations will be on both sides of the road.

7.4 TRAINING

Adequate running trails are available near the teams' hotel at Amagerfælled.



8. ENTRIES AND FINAL CONFIRMATIONS

8.1 ENTRY REGULATIONS

Members may enter one team in each race. A maximum of seven athletes may be entered; no more than five will be allowed to start, with three to score.

Individual entries are admitted in any of the two races and the finishing athletes shall be eligible for the corresponding individual awards.

8.2 FINAL ENTRIES

The IAAF on-line Event Entry System will open on 24 February 2014 for the Final Entries (<http://evententry.iaaf.org>). The deadline for completing and submitting the Entries is 17 March 2014 (midnight Monaco Time).

No changes or additions will be accepted after the closing date.

8.3 FINAL CONFIRMATIONS

Teams will receive the Final Confirmation Forms upon arrival in Copenhagen and Team Leaders, or their representatives, must confirm the names of those athletes already entered who will actually take part in the competition. Final confirmation for all events must be made during the accreditation procedure at the Teams Accreditation Centre.

8.4 ATHLETE ACKNOWLEDGEMENT AND AGREEMENT

As announced in IAAF Circular Letter M/24/09 dated 29 July 2009, each athlete competing in an IAAF World Athletics Series 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 Half Marathon Championships must sign and submit this acknowledgement, as soon as possible, but by no later than the Final Entry deadline (17 March 2014). IAAF Member Federations are obliged to submit one for each entered athlete (email: athletes-agreement@iaaf.org or fax: + 377 93 503263). The Athlete Acknowledgement and Agreement can be found in Appendix.

The submission of all the required Agreements will be checked during the accreditation procedure and any outstanding forms will be requested.

Note: Athletes who have already submitted their Agreement at a previous World Athletics Series Competition do not need to send it again – see appropriate indication in the Event Entry System.

9. COMPETITION PROCEDURES

9.1 TECHNICAL MEETING AND VIRTUAL COURSE TOUR

The Technical Meeting will take place on Friday 28 March at the Old Stock Exchange. Departure will be at 14:00 from the lobby of the Team Hotel.

There will be no officially organised course tour, however, the LOC will provide a detailed explanation of the course with a virtual presentation during the Technical Meeting. This virtual course tour will also be accessible at all time from the CID.

This will be followed by a visit of the Start/Finish Area for anyone interested.

At the end the IAAF, the Technical Delegate and the LOC will be available to answer any questions. A maximum of two representatives from each Federation are invited to attend.

9.2 TIMETABLE

Saturday 29 March

- 11:50 Opening Ceremony
- 12:30 Start 2014 WHM Women
- 12:55 Start 2014 WHM Men
- 12:55 Start 2014 Mass Race
- 14:15 Medal Ceremonies

Any change to the schedule of the races or of the medal ceremonies shall be communicated through the CID.

9.3 ATHLETES' BIBS

The Bibs shall be distributed during the Accreditation procedure. Bibs which are not collected, shall be taken to the Call Room on Saturday morning.

All athletes will receive 3 bibs, which shall coincide with the information written in the start list, as follows:

- 2 bibs with the competition number
- 1 bib with the athlete's name and the transponder, delivered at the Call Room

Every athlete must wear two (2) bibs during the competition, the one with the name on the front, and the other with the number on the back. 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.

9.4 ATHLETES' CLOTHING

All athletes must wear the official national uniform approved by their Delegation. IAAF Rule 143.1 recommends that the front and the back of the uniforms should have the same colour. The uniforms will be checked upon arrival at the Team Accreditation Centre. 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.



Any advertising on clothes and bags must comply with IAAF Rules and Regulations. Please note that the IAAF Advertising Rules and Regulations applicable for this competition specify a maximum of 30 cm² for the Manufacturer's logo on the competition wear and 40 cm² on sweatshirts, T-shirts and jackets. The name/Logo of a national sponsor may be displayed, according to the same dimensions as set out above, 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 the purpose of avoiding such conflicts, Member Federations must seek and receive prior approval from the IAAF.

9.5 CALL ROOM PROCEDURES

The Call Room is situated at the exit of the teams' changing area (see map in Appendix). All athletes must present themselves at the Call Room not later than 20 minutes before the start of each race. Athletes who fail to appear on time at the Call Room without a valid reason may be excluded from participating.

Team officials are not allowed to enter the Call Room.

The procedures in the Call Room shall be as follows:

- Identification of Athletes by means of their bib number
- Distribution of the Bib with the transponder
- Checking of Athletes' Uniform

Athletes must report to the Call Room wearing their competition uniform and **ready to compete**. Any bags, clothing or personal belongings must be left in the changing area. In case of cold weather athletes shall be allowed to take with them their uniform's track suit top and / or trousers which they will then have to drop-off at the exit of the Call Room. The clothes will then be deposited back to the athletes' corresponding box in the changing area.

After leaving the Call Room, athletes will move directly towards Start Area where there will be the opportunity for a last warm-up on the course.

9.6 LINE UP FOR THE START

The Technical Delegate will identify the athletes who will be in the front row. The remaining athletes shall line up behind the front row at random.

There will be pre-calls at 5 minutes, 3 minutes and 1 minute before the start.

A mass participation race will be organised at the same time as the men's championship race. The mass participation runners will line up one metre behind the men's championship runners.

9.7 STARTER'S COMMANDS

The starter's commands will be given in English. The following commands will be used:

- "On your marks"
- Firing the gun

9.8 TIMING

Official timing, including split times, will be provided by SEIKO with transponders. The bibs with the athletes' names and the transponders will be delivered directly at the Call Room before the race. Athletes must wear the bib with the name on the chest before leaving the Call Room. At the exit of the Call Room, a control mat will be placed in order to check the good functioning and placement of the transponder.

9.9 POST COMPETITION PROCEDURES

All athletes, upon completion of their event, must proceed to the Mixed Zone located just ahead and to the right of the finish line, near the press tribune, where they will meet with media for flash interviews.

At the end of the Mixed Zone:

- athletes shall be asked to return the transponder
- athletes selected for doping control shall be notified by a doping control officer
- medal winners shall be notified accordingly and eventually escorted to the Medal Ceremonies waiting area

Athletes wishing to collect their clothing must walk back to the changing area.

Flash interviews with TV and radio will be conducted immediately after each race in the Mixed Zone, followed by short interviews with written press.

Press Conferences will be conducted with all the medallists.

9.10 SCORING AND TIES

In both races the first three finishers shall score for the team.

Each race shall be scored separately. The team results shall be decided by the aggregate of times recorded by the scoring athletes of each team. The team with the lowest aggregate of times will be judged the winner. If a team fails to finish with a complete scoring team, the runners finishing shall be counted as individuals in the race result and be eligible for the individual awards.

In the event of a tie, it shall be resolved in favour of the team whose last scoring member finishes nearer to first place.

9.11 MEDAL CEREMONIES

Gold, Silver and Bronze medals shall be presented to the first three placed athletes in each individual event and the first three placed teams who shall mount the awards podium.

Participants who did not finish the race or were disqualified shall not mount the awards podium and shall not receive a medal.



The athletes must wear their delegation's official uniform at Medal Ceremonies. During the playing of the anthem and the raising of the flags, they shall face the flags and conduct themselves in a dignified manner at all times.

9.12 PROTESTS AND APPEALS

Protests and Appeals shall be handled according to IAAF Rule 146 by the TIC.

9.13 COMPETITION AWARDS

The Prize Money at the IAAF World Half Marathon Championships will be as follows:

Individual

1 st	US \$30,000	4 th	US \$ 7,000
2 nd	US \$15,000	5 th	US \$ 5,000
3 rd	US \$10,000	6 th	US \$ 3,000

Team

1 st	US \$15,000	4 th	US \$ 7,500
2 nd	US \$12,000	5 th	US \$ 6,000
3 rd	US \$ 9,000	6 th	US \$ 3,000

World Record Bonus

In the event that an athlete breaks a World Record during the IAAF World Half Marathon Championships, a prize of USD 50,000 will be awarded.

Payments will be made following confirmation of doping control tests and submission of complete Award Forms with full bank details. The LOC confirmed that there will be no taxes to be paid on prize money. Award Forms will be distributed on site by IAAF Competitions department Staff.

By signing the Awards Form, athletes acknowledge and agree to their rights and obligations in regards to the above mentioned Prize Money. Should an athlete's Doping Control results return positive, the awards shall be withheld.

10. MEDICAL SERVICES

10.1 GENERAL PLAN

During the event there will be medical services available at the accommodation venue as well as at the course on the day of competition. All the Medical Centres and LOC Medical Teams will have direct communication by mobile phones and portable radio transmitters and all the doctors and nurses will be easy to identify by their uniforms. A full-equipped emergency ambulance will be available on site with a medical team (doctor, nurse or paramedic and driver) during the competition and training period. Ambulances will also be available on-call for hotels and other venues 24 hours a day, as will be partner hospitals.

10.2 EMERGENCY CONTACT NUMBERS

Emergency Ambulance Phone number: **112**.

10.3 MEDICAL SERVICES IN THE TEAMS' HOTEL

For medical emergency situations an ambulance with a medical team (doctor and paramedic) will be available on call for 24 hours a day.

10.3.1 Rooms for Physiotherapy

In the team hotel, a common physiotherapy room will be available where the LOC will also offer physiotherapy services to those teams that do not have their own medical staff during day and evening hours. Athletes should contact the CID for reservation procedures.

10.4 MEDICAL SERVICES AT THE COURSE

For medical emergency situations the LOC will have doctors and paramedics on the course, and ambulances are on standby if necessary. At the Finish Line and at the team tents, medical personnel will be present.

10.5 PROCEDURES IN CASE OF INJURY OR ILLNESS

The LOC Medical Services will focus on the treatment of injured athletes. Patients requiring further treatment shall be transferred to partner hospitals. In any case of injury or illness, please report to the LOC in order to receive the necessary treatment. The contact number will be available at the CID.

10.6 DESIGNATED MEDICAL INSTITUTIONS

Partner Hospitals have been designated for each emergency situation. These include laboratory and radio diagnostic, able to assess the medical conditions and the need for an eventual hospitalization.

10.7 OTHER INFORMATION

Both at the competition and at the hotel there will be sufficient supply of ice (on request) for treatment and drinkable water for athletes. At the hotel, these will be available at the CID.



11. DOPING CONTROL

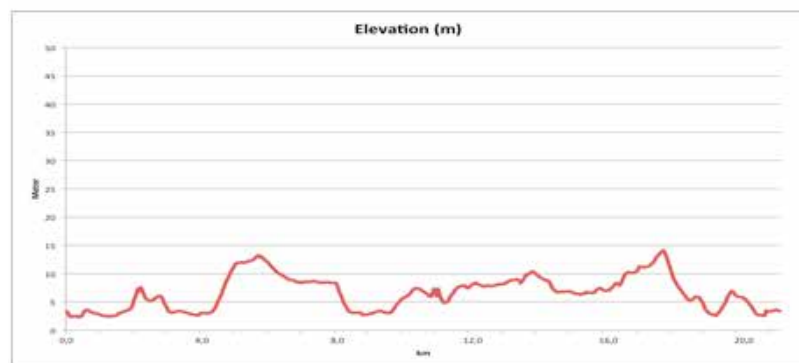
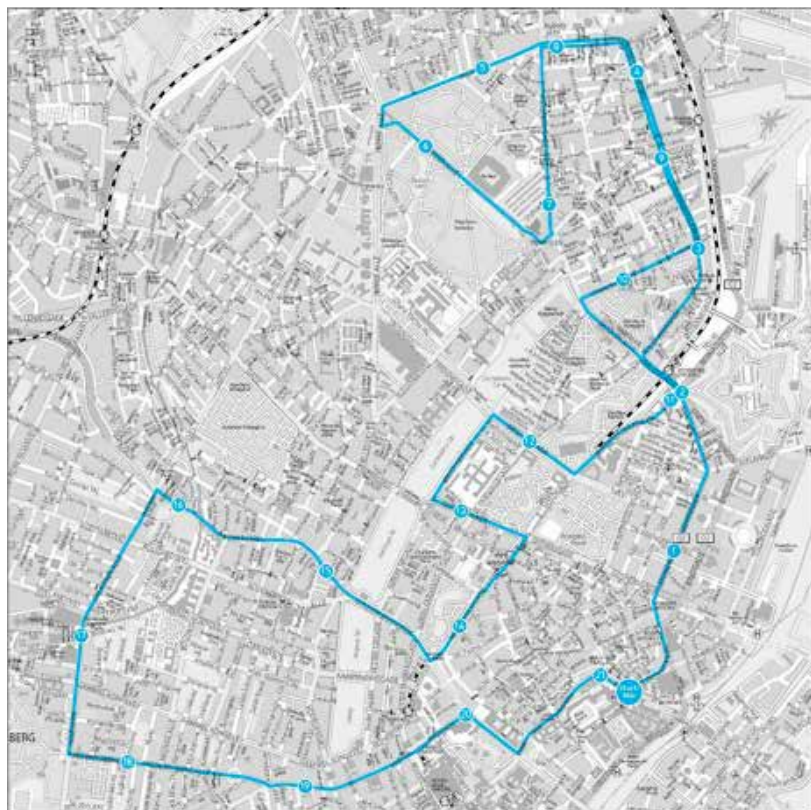
Doping Control will be conducted according to the IAAF Rules and IAAF Anti-Doping Regulations (latest editions available on the IAAF website) and under the supervision of the IAAF Doping Control Delegate. Both blood and urine doping control testing will be carried out in Doping Control Stations located in the athletes' hotel and at the competition venue. More details will be provided at the Technical Meeting.



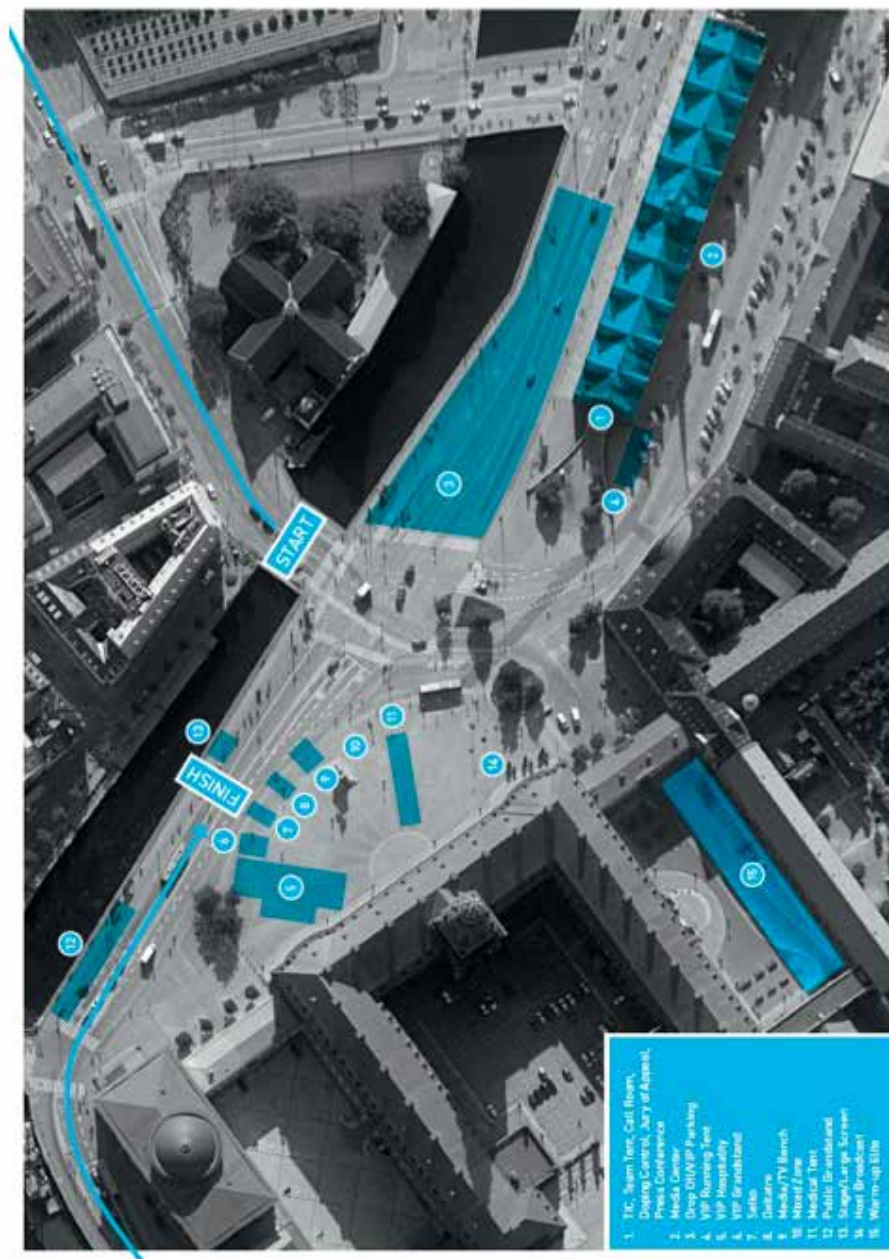
12. DEPARTURES

Unless special arrangements have been made directly with the LOC, or individually by the Member Federations, all participants are expected to leave Copenhagen on 30 March. More details on the exact times of departure from the hotel to Copenhagen airport will be provided at the CID.

APPENDIX 13.2 - COURSE MAP AND ELEVATION PROFILE



APPENDIX 13.3 - START / FINISH AREA MAP



APPENDIX 13.4 - ENTRY VISAS

1. List of countries whose citizens DO NOT NEED A VISA to enter Denmark:

AFRICA	MRI, SEY
ASIA	BRU, HKG, JPN, KOR, MAC, MAS, SIN, TPE**
EUROPE	ALB*, AND, AUT, BEL, BIH*, BUL, CRO, CYP, CZE, ESP, EST, FIN, FRA, GBR, GER, GIB, GRE, HUN, IRL, ISL, ISR, ITA, LAT, LIE, LTU, LUX, MKD*, MLT, MNE*, MON, NED, NOR, POL, POR, ROU, SLO, SMR, SRB*, SUI, SVK, SWE
NACAC	AIA, ANT, ARU, BAH, BAR, BER, CAN, CAY, CRC, ESA, GUA, HON, ISV, IVB, MEX, MNT, NCA, PUR, SKN, TKS, USA
OCEANIA	AUS, COK, NFI, GUM, NMI, NZL, PYF
CONSUDATLE	ARG, BRA, CHI, PAN, PAR, URU, VEN

* You need a biometric passport to be visa-free

** Your passport should contain an identity card number to be visa-free

2. Nationals of the following countries NEED A VISA to enter Denmark and HAVE A DANISH EMBASSY OR CONSULATE in their country:

AFRICA	BEN, BUR, CIV, EGY, ETH, GHA, KEN, MAR, MLI, MOZ, RSA, TAN, UGA, ZAM, ZIM
ASIA	AFG, BAN, CHN, INA, IND, IRI, KSA, LIB, NEP, PAK, PLE, SYR, THA, UAE, VIE
EUROPE	RUS, TUR, UKR
NACAC	
OCEANIA	
CONSUDATLE	BOL



3. Nationals of the following countries NEED A VISA to enter Denmark BUT DO NOT HAVE A DANISH EMBASSY OR CONSULATE in their country:

AFRICA	ALG, ANG, BDI, BOT, CAF, CGO, CHA, CMR, COD, COM, CPV, DJI, ERI, GAB, GAM, GBS, GEQ, GUI, LBA, LBR, LES, MAD, MAW, MTN, NAM, NGR, NIG, RWA, SEN, SLE, SOM, STP, SUD, SWZ, TOG, TUN
ASIA	BHU, BRN, CAM, IRQ, JOR, KAZ, KGZ, KUW, LAO, MDV, MGL, MYA, OMA, PHI, PRK, QAT, SRI, TJK, TKM, TLS, UZB, YEM
EUROPE	ARM, AZE, BLR, GEO, MDA
NACAC	BIZ, CUB, DMA, DOM, GRN, HAI, JAM, LCA, TRI, VIN
OCEANIA	ASA, FIJ, FSM, KIR, MHL, NRU, PLW, PNG, SAM, SOL, TGA, TUV, VAN
CONSUDATLE	COL, ECU, GUY, PER, SUR



LOC VISA APPLICATION FORM

Member Federation _____

Contact person _____

Contact details Tel: _____

	Family name and First name (as in passport)	Date of birth *	place of birth	gender	citizenship	passport number
1						
2						
3						
4						
5						
6						
7						
8						
9						

* please use following format for the dates: day / month / year



Email: _____

Passport			Function	city of visa application
place of issue	date of issue *	date of expiry *		

APPENDIX 13.5 - QUOTA

All Member Federations are entitled to a basic quota of one male and one female athlete.

Based on the results achieved in the three previous editions of the competition (2009 Birmingham – 2010 Nanning – 2012 Kavarna), the following Member Federations benefit from a higher quota as below:

Men

- 3 Athletes:
ERI, ETH, FRA, JPN, KEN, PER, RSA, RWA, UGA, USA
- 2 Athletes:
AUS, BOT, BRA, ESP, MEX

All other Member Federations: **1 male athlete**

Women

- 3 Athletes:
BRA, ETH, GBR, JPN, KEN, RSA, USA
- 2 Athletes:
AUS, CHN, FRA, MEX

All other Member Federations: **1 female athlete**

Host Country

DEN (no quota)

Area Champions

For Area Champions of 2014 (or of 2013 if there were no Area Championships in 2014) participating in the IAAF World Half Marathon Championships, 100% travel/accommodation grants shall be administered as follows:

Individual Competitions

the Area Champion of each individual event of the corresponding Area Championships shall benefit from the 100 % travel/accommodation grants regardless of the number of participants in the event in which the athlete competed.

Team Competitions

the Area Champions (up to a maximum of three athletes) of each team event of the corresponding Area Championships, where at least 5 countries have participated, shall benefit from the 100 % travel/accommodation grants. It is to be noted that the winning teams of events where less than 5 countries have participated, shall not benefit from 100% travel/accommodation grants, unless the team in question finishes in the first half of the IAAF World Half Marathon Championships.

If the Champions are not entered, the benefit will not be extended to second place.

The Continental Associations concerned must send the results of these competitions to the IAAF in order for the financial benefit to be implemented.



APPENDIX 13.6 - 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

APPENDIX 13.7 - ATHLETE'S ACKNOWLEDGEMENT AND AGREEMENT FORM

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

[Last Name, First Name]

of _____

[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 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.

Date: _____

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

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

Signature: _____

1.6. 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.

**Send to: athletes-agreement@iaaf.org
OR fax: + 377 93 503263**

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.

