



19th Asian Athletics Championships

Hyogo · Kobe 2011

【July 7th to 10th, 2011】

Team Manual

Contents

1. General Information

- 1.1 Organizations (p.1)
- 1.2 AAA Council Members and Competition Delegates (p.2~3)
- 1.3 Local Organizing Committee (p.3)
- 1.4 Key dates (p.4)
- 1.5 Practical information about Japan (p.4)
- 1.6 Information about Kobe (p.5)

2. Team Services and Athletes' Village

- 2.1 Arrival in Japan (p.5)
 - 2.1.1 Entry to Japan (p.5)
 - 2.1.2 Visa Information (p.5)
 - 2.1.3 Customs Regulations (p.6)
 - 2.1.4 Welcome Service at Airport (p.6)
 - 2.1.5 Volunteers (p.6)
 - 2.1.6 Mobile phones (p.6)
- 2.2 Accreditation (p.6)
- 2.3 Accommodation (p.6)
 - 2.3.1 Headquarters Hotel (p.6)
 - 2.3.2 Athletes' Hotel (p.7)
 - 2.3.3 Accommodation payments (p.7)
 - 2.3.4 Meals (p.8)
 - 2.3.5 Internet (p.8)
 - 2.3.6 Fitness facilities (p.8)
 - 2.3.7 Meeting Room (p.9)
 - 2.3.8 Religious Services (p.9)
- 2.4 Transportation (p.9)

3. Competition Information

- 3.1 Competition management (p.9)
- 3.2 Technical officials (p.9)
- 3.3 Dates (p.9)
- 3.4 Competition Venue (p.9)
- 3.5 Events (p.10)
- 3.6 Competition schedule (p.10)
- 3.7 Participants (p.10)
- 3.8 Entries (p.11)
 - 3.8.1 Preliminary entry (p.11)
 - 3.8.2 Final entry (p.11)
 - 3.8.3 Final confirmation (p.11)
- 3.9 Stadium Tour (p.12)
- 3.10 Starters (p.12)

- 3.11 Technical Meeting (p.12)
- 3.12 Number cards (p.12)
- 3.13 Outfit (p.12)
- 3.14 Spikes (p.13)
- 3.15 Technical information center (p.13)
- 3.16 Commendation (p.14)
 - 3.16.1 Awarding Ceremonies (p.14)
 - 3.16.2 Prizes (p.14)
 - 3.16.3 Opening ceremony (p.14)
 - 3.16.4 Closing ceremony (p.14)
- 3.17 Implements and Equipments (p.14)
- 3.18 Markers (p.15)
- 3.19 Competition procedures (p.15)
 - 3.19.1 Roll Call (p.15)
 - 3.19.2 Procedure to exit competition area (p.16)
 - 3.19.3 Protest (p.17)
- 3.20 Biomechanics Project (p.17)
- 4. Sporting Facilities
 - 4.1 Stadium (Seating) (p.17)
 - 4.2 Field event coaches' seats (p.17)
 - 4.3 Combined events (p.17)
 - 4.4 Warm up areas (p.18)
 - 4.5 Training venues (p.18)
 - 4.6 Medical Service (p.18)
 - 4.7 Physiotherapy (p.18)
 - 4.8 Distribution of Ice (p.19)
- 5. Doping Control (p.19)
- 6. Insurance (p.19)
- 7. Approval of Team Manual (p.19)

Appendices

- 1. Competition Timetable (p.20)
- 2. Official Implement List (p.21)
- 3. Location Map (p.22)
- 4. Kobe Sports Park (p.23)
- 5. Stadium (p.24)

1. General Information

1.1 Organizations

International Association of Athletics Federations

President Mr. Lamine Diack
General Secretary Mr. Pierre Weiss
Address 17 rue, Princess Florestine, BP 359
MC 98007 Monaco Cedex
Tel 377-9310-8888
Fax 377-9315-9515
Website <http://www.iaaf.org>
Email info@iaaf.org

Asian Athletics Association

President Mr. Shri Suresh Kalmadi, MP (IND)
General Secretary Mr. Maurice R. Nicholas (SIN)
Address 26 Windsor Park Road, District 574132
Republic of Singapore
Tel 65-6-286-5506
Fax 65-6-286-2432
Website <http://www.asianathletics.org>
Email aaaa@swiftech.com.sg

Japan Association of Athletics Federations

President Mr. Yohei Kono
Senior Managing Director Mr. Mitsugi Ogata
General Secretary Mr. Akira Kazama
Address 1-1-1 Jinnan, Shibuya-ku, Tokyo 150-8050, Japan
Tel 81-3-3481-2300
Fax 81-3-3481-2449
Website <http://www.jaaf.or.jp>
Email jpn@mf.iaaf.org

Local Organizing Committee

Contact Person Mr. Akira Kazama, Japan Association of Athletics Federations
Address 1-1-1 Jinnan, Shibuya-ku, Tokyo 150-8050, Japan
Tel 81-3-3481-2300
Website <http://www.jaaf.or.jp>

Co-organizers Hyogo Prefecture, Kobe City

Special Sponsor Asics Corporation

1.2 AAA Council Members and Competition Delegates

ASIAN ATHLETICS ASSOCIATION

President	Mr. Shri Suresh Kalmadi, M.P. (IND)
Senior Vice President	Brig. Dahlan Jumaan Al-Hamad (QAT)
Vice Presidents	Mr. Du Zhaocai (CHN) Pol. Maj. Gen. Surapong Ariyamongkol (THA) Mr. Tigor Tanjung (INA) Mr. Katsuyuki Tanaka (JPN) Dr. Eidy Alijani (IRI)
Secretary-Treasurer	Mr. Maurice R. Nicholas (SIN)
Council Members	Mrs. Claire Chehab (LIB) Mr. Rabi Rajkarnikar (NEP) Mr. Alexey Kondrat (KAZ) Mr. Oh Dong Jin (KOR) Mr. Saad Hiyasat (JOR) Mr. Prema Pinnewale (SRI) Mr. Karim Ibrahim (MAS) Mr. William Ko (HKG) Mr. Hoang Manh Cuong (VIE)
Members (Ex-Officio)	Mr. Lamine Diack (President, IAAF) Mr. Luo Chaoyi (CHN) Mr. Jung-Ki Park (KOR)
Hon Life Presidents	Mr. Seiko Yasuda (JPN) Mr. Mohamad (Bob) Hasan (INA)
Hon Life Vice Presidents	Mr. Wen Yao Li (CHN) Mr. H. Abdullah B H Mohamed (MAS) Mr. Maj. Gen. Charouck Arirachakaran (THA) Mr. Dapeng Lou (CHN) Mr. Jung Ki Park (KOR) Mr. Mohammed Abdullah Bassnawi (KSA) Mr. Sheikh Khalid Bin Thani Al-Thani (QAT) Mr. Hideyuki Sasaki (JPN) Mr. Gen. Mouafak Joumaa (SYR) Mr. Gen. Lertrat Ratanavanich (THA) Mr. K.V. Varghese (IND)
Hon Life Personal Members	Mr. Balwant Singh Kler (MAS) Mr. Saad Ahmed Al-Mesaifri (QAT) Mr. Vladimir Zykov (KAZ) Mr. Datuk Dr. M. Jegathesan (MAS) Mr. HjH. Rajemah bt. Hj. Sheikh Ahmad (MAS)

Competition Delegates

Organizational Delegate	Mr. Maurice R. Nicholas (SIN)
Technical Delegates	Mr. C.K. Valson (IND) Mr. Wong Tien Choy (SIN)
Medical Delegate	Dr. Fumihiko Yamasawa (JPN)
Doping Control Delegate	Dr. Arun Mendiratta (IND)
Asian Technical Officials	Mr. Ong Kek Heang (MAS) Mr. Kwan Kee (HKG) Mr. Mahmoud Ahmad Abul (KUW) Mr. Chang Ping-Shan (TPE) Mr. Koo Bon-Chil (KOR) Mr. Vadim Nigmatov (TJK) Mr. Paiboon Srichaisawat (THA) Mr. Jesus Tubog, Jr. (PHI)
International Photo-Finish Judge	Mr. P.K. Srivastava (IND)

1.3 Local Organizing Committee (LOC)

Chairman, Managing Committee	Mr. Mitsugi Ogata
General Manager, Competition Division	Mr. Hiroshi Yoshigi
General Manager, Business Operation and Public Relations Division	Mr. Yasuo Mori
Transportation and Accommodation Division	Kinki Nippon Tourist Co., Ltd.
General Manager, Medical Division	Dr. Fumihiko Yamasawa
General Manager, Finance Division	Mr. Takashi Sugimoto
General Manager, Volunteer Division	Mr. Tetsuro Murayama
General Manager, Media Services Division	Ms. Kayoko Honda
LOC Office	
Chairman, Secretariat	Mr. Michiaki Yoshii
Senior Director, Management Division	Mr. Akio Yanagawa
Director, Management Division	Mr. Toru Ikeda

1.4 Key dates

Opening of Athletes' Village	July 5 (Tuesday)
Technical Meeting	July 6(Wednesday) 10:00 ~ (Portopia Hotel, Room Kairaku, B1F)
Stadium Tour	July 6 (Wednesday) 13:30 ~ (Kobe Sports Park)
Starters' Practice Session	July 6 (Wednesday) 15:00 ~ 17:00
AAA Council Meeting	July 6 (Wednesday) 14:00 ~ (Seishin Oriental Hotel, Room Oak, 3 rd floor)
AAA Congress	July 6 (Wednesday) 17:00~ (Seishin Oriental Hotel, Room Mirage, 3 rd floor)
AAA Reception(by invitation only)	July 6 (Wednesday) 19:30 (Seishin Oriental Hotel, Room Shoun, 4 th floor)
Opening Ceremony	July 7 (Thursday) 18:30 ~ (Kobe Sports Park)
Coaching Seminar	July 9 (Saturday) 9:00 ~ 14:00 (Portopia Hotel, Room Kikusui, B1F)
Closing Ceremony	July 10 (Sunday) 18:00 (after the competition)
JAAF Reception(by invitation only)	July 10 (Sunday) 20:00 ~ (Seishin Oriental Hotel, Room Shoun, 4 th floor)
Closing of Athletes' Village	July 11 (Monday)

1.5 Practical Information about Japan

1.5.1 Time

Japan is 9 hours ahead of the Greenwich Mean Time (GMT).

1.5.2 Currency Exchange and Money

Japanese yen comes in denominations of 1000, 2000, 5000 and 10000 yen. There are also 1, 5, 10, 50, 100, and 500 yen coins. Currency exchange services are available at airports, major hotel, and banks.

1.5.3 Tipping

It is not required in Japan.

1.5.4 Drinking water

Tap water is safe to drink in Japan.

1.5.5 Electricity

The voltage used throughout Japan is 100volts. There are 2 kinds of frequencies in use, 50 hertz in eastern Japan and 60 hertz in western Japan including Kobe. A convertible type of electrical appliance or a step-down transformer is required to

convert the voltage. 2-flat-pin plugs are used in Japan, so it is advised to prepare a plug adapter beforehand.

1.5.6 **Tax**

5% sales tax is levied on all goods and services purchased in Japan. However, tax-free purchases can be made for some goods in shops displaying the duty-free sign.

1.5.7 **Weather**

In Kobe, it is normally quite hot and humid in July. The average highest temperature of the day for the past 5 years was 28.6°C and the lowest temperature was 24.6°C. It is a rainy season, and in the past, we had average rainfall of 190mm for the month of July.

1.6 **Information about Kobe**

Kobe is the capital city of Hyogo Prefecture on the southern side of the main island of Honshu, and is approximately 500 km west of Tokyo. Located between the sea and the Rokko Mountain Range. Kobe is considered as one of the most attractive places in Japan. The population is about 1.5 million and is the sixth largest city in Japan.

2. Team Services and Athletes' Village

2.1 Arrival in Japan

2.1.1 Entry to Japan

Kansai International Airport (KIX) will be the main gateway to the Championships. This airport is well served by flights from many countries, and in cases where there are no direct flights, we believe the teams would also find it more convenient to plan their journeys to Kansai International Airport via an international airport in one of many other Asian cities. Member Federations should NOT plan their arrival at Itami Osaka Airport (ITM), Haneda Tokyo Airport (HND), or Narita Airport (NRT) as the LOC will NOT make any pick-up arrangements.

2.1.2 Visa Information

Japan is very strict about its visa procedures and it can take time to obtain one. The LOC will prepare the letters and send them to necessary member federations at the time of the Final Entries. Teams should return their requests for visa invitation letters to the LOC as early as possible and before the Final Entry deadline. In order to help the LOC prepare the letters, the requests should include all the necessary information such as passport name, date of birth, date of arrival & departure, flight plan.

Applications should be taken to your nearest Japanese Consulate or Embassy. The

Japanese Foreign Office website can provide you with further information:
www.mofa.go.jp/about/emb_cons/over/index.html.

2.1.3 **Customs Regulations**

We will not accept any shipments containing food, beverage, dangerous good, chemicals, medicine, medical equipment and appliances, etc., unless you have our written agreement in advance. Please note that Japanese customs is very strict and some goods require proper certificates or import licenses especially for medicine, medical equipment and appliances.

2.1.4 **Welcome Service at Airport**

The LOC will extend you a warm welcome at Kansai International Airport, with staffs holding the championships' signboard in the arrival lobby. Transportation from the airport to the hotels will be provided.

2.1.5 **Volunteers**

There will be NO team attaches for the competition. However, volunteers will be assigned at hotels, stadium, airport and other necessary places to assist you.

2.1.6 **Mobile phones**

It might not be possible to use your mobile phone here in Japan. We recommend you to check with your mobile company of your country before your departure to find out the possibility of using in Japan. For some countries, it might be better to rent a mobile which can be used in Japan within your country, as the cost for renting mobile in Japan is quite high.

2.2 **Accreditation**

Accreditation card with photographs will be prepared for the security reason. You are requested to wear the AD cards at all times. You are required to send photos of all participants. The accreditation cards will be issued upon arrival at the hotel, but only when all the payments for the extra accommodation costs of the team have been settled. There will be NO exception for this rule.

For some areas, special passes are needed together with personal accreditation. Two (2) TIC passes will be given to each team.

2.3 **Accommodation**

2.3.1 **Headquarters Hotel**

The Headquarters Hotel will be Seishin Oriental Hotel.

<http://www.seishin-oh.co.jp/>

All council members, congress members, and AAA delegates will be staying at the headquarters hotel.

2.3.2 Athletes' Hotel

The Athletes' Hotel will be Kobe Portopia Hotel.

<http://www.portopia.co.jp/>

All teams will be accommodated at the athletes' hotel.

2.3.3 Accommodation Payments

For teams, full-board accommodation (in a double or triple room) for officials and athletes within the number of quota will be paid by the LOC during the specified periods. The official period will be arrival of July 5 and departure of July 11. Accommodation costs for officials and athletes outside of quota, for single room occupancy and for stays outside the specified periods, are at the charge of the Member Federation. The cost for additional Congress Delegates and their accompanying persons will be charged to each MF as well.

For teams, a team leader will be accommodated in a single room. Other team officials will be accommodated on twin-sharing basis. For additional persons, please refer to the following for the charges per person including three meals per day.

Please note that the Accommodation Invoice for Teams will be based on the information submitted on the Final Entries. When your federation receives the invoice, you are requested to settle the amount by credit card by informing us of your credit card information or by making remittance to the bank account of the Organizing Committee. The account details for wiring the money will be attached to the invoice. NO cancellations of rooms will be accepted after May 31, and it will be subject to 100% cancellation charge.

*The additional cost for accommodation will be charged as follows:

(For both Headquarters' Hotel and Athletes' Hotel)

Single Room USD 200

Twin Room USD 170

Triple Room USD 130

*prices are shown in per person per night including 3 meals

(For both Headquarters Hotel and Athletes' Hotel)

Check in time: 15:00

Check out time: 12:00

If you need to use the rooms before the check in time or after the check out time, you will have to make reservation for one extra day at your own cost and the request will be subject to the availability of the room. Please contact the LOC.

2.3.4 Meals

Restaurants will be set up at hotels. Athletes and officials will be admitted to these restaurants on presenting their accreditation cards and meal coupons.

In case of loss of meal coupons, you must buy meal coupons for yourselves and bear the cost. In such case, the cost will be as follows:

Breakfast: US\$20 Lunch: US\$30 Dinner: US\$40

The opening hours for the Restaurants is planned as follows:

Seishin Oriental Hotel (Headquarters Hotel)

5th · 6th / July	Breakfast	7:00 – 9:00 (6th only)
	Lunch	12:00 – 14:30
	Dinner	18:30 – 21:00
7th~10th / July	Breakfast	7:00 – 9:00
	Lunch	12:00 – 14:30
	Dinner	20:00 – 22:30

Athletes' Hotel (Portopia Hotel)

5th · 6th / July	Breakfast	6:30 – 9:00 (6th only)
	Lunch	11:30 – 14:00
	Diner	18:30 – 21:30
7th~10th / July	Breakfast	6:00 – 9:00 (7th & 8th) 7:00 – 9:00 (9th & 10th)
	Lunch	11:30 – 14:00
	Diner	18:30 – 23:00

Meal time will be subject to change in accordance with competition schedule. Please refer to the information posted at the Hotel General Information Desk for each day's opening hours.

In consideration of religious and cultural dietary prohibitions and differing individual nutritional policies, meals will be served buffet style. A menu card displaying ingredients and other information will be provided for each menu.

2.3.5 Internet

Internet access will be available in each room free of charge at both Headquarters' Hotel and Athletes' Hotel.

2.3.6 Fitness facilities

Fitness facilities are available at both Headquarters' Hotel and Athletes' Hotel, but the cost must be paid on your own. Detailed information will be available at each hotel.

2.3.7 Meeting Room

A reservation for a Meeting Room can be arranged at the General Information Desk. The cost of the room will be at your own. Availability of the room is not guaranteed depending on the situation of the hotel.

2.3.8 Religious Services

There is no religious service room available in the hotel, however chapels, temples, and mosques located in the city will be referred upon request.

2.4 TRANSPORTAION

At the time of the teams' arrival in and departure from Japan, transportation between Kansai International Airport and the hotels will be provided for each delegation. During the Championships, shuttle bus services will be provided between hotels and competition site/training venue. The bus schedule for shuttle bus between the hotels and competition site/training venue will be announced at the General Information Desk of each hotel. An accreditation card will be required to use the bus services.

3. Competition Information

3.1 Competition Management

JAAF shall be responsible for the organization and management of the athletics competition under the guidance of AAA. The athletics competition shall be held in accordance with the current IAAF Rules. In case of disagreement over the interpretation of the Rules, the English text shall prevail. Any unforeseen incidents not covered by the Rules shall be resolved by Technical Delegates in accordance with the AAA Constitution and the Rules of the IAAF.

3.2 Technical Officials

The athletics competition shall be conducted by JAAF accredited Technical Officials. The AAA shall appoint eight (8) Technical Officials (ITO/ATO) to take part in the athletics competition management.

3.3 Dates

19th Asian Athletics Championships will take place from July 7 to 10, 2011.

3.4 Competition Venue

The Athletic Stadium at Kobe Sports Park will be the venue for the Athletics competitions. The stadium has the IAAF Class I Certificate with a nine-lane synthetic track. It is about 40 minutes from the athletes' hotel and 15 minutes from the headquarters' hotel

3.5 Events

There are 42 events, including 21 men's events and 21 women's events.
The events are as follows:

Events for men:

Track Events:

1. 100m
2. 200m
3. 400m
4. 800m
5. 1500m
6. 5000m
7. 10000m
8. 110mH
9. 400mH
- 10.3000SC

Jumping Events:

- 11.High Jump
- 12.Pole Vault
- 13.Long Jump
- 14.Triple Jump

Throwing Events:

- 15.Shot Put
- 16.Discus Throw
- 17.Hammer Throw
- 18.Javelin Throw

Team Events:

19. 4x100mR
20. 4x400mR

Combined Events:

21. Decathlon

Events for Women:

Track Events:

1. 100m
2. 200m
3. 400m
4. 800m
5. 1500m
6. 5000m
7. 10000m
8. 100mH
9. 400mH
- 10.3000SC

Jumping Events:

11. High Jump
12. Pole Vault
13. Long Jump
14. Triple Jump

Throwing Events:

15. Shot Put
16. Discus Throw
17. Hammer Throw
18. Javelin Throw

Team Events:

19. 4x100mR
20. 4x400mR

Combined Events:

21. Heptathlon

3.6 The Competition Schedule

The competition schedule is attached in Appendix 1.

However, this schedule is subject to change depending on the number of participating athletes. Updated competition schedule will be delivered at the Technical Meeting on July 6 from 10:00. Final competition schedule is to be confirmed by technical delegates after final confirmation each day.

3.7 Participants

- 3.7.1 Only competitors whose countries and regions are members of the AAA and complying with the Constitution and Rules of the AAA are entitled to participate in

the 19th Asian Athletics Championships 2011.

3.7.2 Each AAA Member Federation (MF) may enter two (2) competitors for each individual event. However, the Host Country may enter three (3) competitors for each individual event.

3.7.3 Though each team may enter maximum of six (6) athletes for each relay event, any four athletes from among those entered for the competition, whether for that or any other event, may be used in the composition of the relay team for any round. However, once a relay team has started in a competition, only two additional athletes may be used as substitutes in the composition of the team. If a team does not follow this Rule, it shall be disqualified.

The composition of a team and the order of running for a relay shall be officially declared no later than one hour before the published first call time for the first heat of each round of the competition. Further alterations must be verified by a medical officer appointed by the Organizing Committee and may be made on until the final call time for the particular heat in which the team is competing. If a team does not follow this Rule, it shall be disqualified.

3.8 Entries

3.8.1 Preliminary Entry (by number)

The Preliminary Entry Forms for all teams must be received by Japan Association of Athletics Federations by not later than April 6, 2011 at 24:00 hours, local time.

3.8.2 Final Entry (by name)

The Final Entry Forms for all teams must be received by Japan Association of Athletics Federations by not later than May 31, 2011 at 24:00 local time, local time. After the final entry deadline, there shall be no additions or changes of events between the athletes already entered.

3.8.3 Final Confirmation

Official representatives of each MF must submit final confirmation of athletes entries at the Technical Meeting to be held on July 6 at 10:00 for the first day events, and subsequently by not later than 9:00 am on the day prior to the 2nd, 3rd, and 4th day of the competition. Final confirmation forms can be submitted altogether (for all competition days) or for one day at a time as above at the Hotel or Stadium TIC. The composition and order of a relay team must be officially declared at Stadium TIC no later than one hour before the published first call time. In case of withdrawal after final confirmation, Withdrawal Request Form can be obtained and submitted at the stadium TIC.

3.9 **Stadium Tour**

The tour of the stadium will be conducted on July 6 from 13:30. Transportation will be provided from the athletes' hotel, and its schedule will be announced upon your arrival.

3.10 **Starters**

Practice session with the starters will take place on July 6 from 15:00 to 17:00. Main Stadium will be open to athletes only at this time.

The starter's commands will be in English.

For track events up to 400m including all relays, they will be:

“On your marks” – “Set”– Starting pistol

For track events 800 m and over, they will be:

“On your marks” – Starting pistol

3.11 **Technical Meeting**

Technical Meeting will be held on July 6, 2011 from 10:00 at Athletes' Hotel (Portopia Hotel, B1F, Room Kairaku). A maximum of 2 official representatives from each Association or Federation may attend. All questions and proposals concerning the Championships must be made on the form provided. This form must be returned to the Hotel TIC by no later than 21:00 on July 5. Technical Delegate will answer only questions submitted in advance. The starting heights and the raising of the bar in the high jump, pole vault, men's decathlon and women's heptathlon events will be decided by the Technical delegates at the Technical meeting.

3.12 **Number cards**

The bib numbers will be distributed at the Technical Meeting. Each athlete will receive a total of 3 bib numbers with safety pins: two bib numbers for their competition vest, and one for their track suit. In the HJ and PV, only one bib number may be worn on either the chest or the back. Athletes taking part in the track events will also be given two adhesive hip numbers in Final Call Room. There will be special bibs for Combined Events and this will be managed by the Combined Events Referee. The same bib numbers will be used by an athlete regardless of the number of events they participate in. Athletes taking part in the relay events will wear the number on their back and the country code on their chest. Bib Numbers with country codes will be distributed at the Technical Meeting. Numbers must not be folded or cut in any way.

3.13 **Outfit**

Each team must present their team's uniform (running singlet and pants) in all its variations during the accreditation procedure upon arrival at the Athletes' Hotel so that they can be photographed. Competitors are required to wear the registered

uniform and it must conform to the IAAF Advertising Regulations. Only the officially registered uniform will be approved for use when competing in the competition. Medal ceremonies are considered as part of the competition.

3.14 **Spikes**

The spikes on the shoes will be checked at the roll call. If they do not comply with IAAF rules, the athletes will be asked to change them to the correct size. The following maximum spike lengths will be allowed:

High jump, javelin: no more than 12mm

Other events: no more than 9mm

Please refer to IAAF rule 143.4 for details.

3.15 **Technical Information Center (TIC)**

Information for team delegations will be available at the TICs located at the Stadium and Athletes' Hotel (Portopia Hotel). One set of information will be given to each team. 2 TIC passes will be given to each team which will entitle him/her to collect the information at TIC.

Athletes' Hotel TIC (Portopia Hotel)

Opening Hours: July 5 8:00 – 24:00 (tbc)

July 6 8:00 – 21:00

July 7 to 10 8:00 – one hour after the last event

Functions:

- *Distribution of information
- *General competition announcements
- *Answers to general competition questions
- *Photographing of team uniforms
- *Final confirmation
- *Distribution of start list, daily program
- *Distribution and hand-in of Withdrawal Request Form

Stadium TIC

Opening hours: July 6 8:00 – 21:00

July 7 to 10 8:00 – one hour after the last event

Functions:

- *Distribution of information
- *General competition announcements
- *Protests and appeals
- *National record requests (certificate and/or doping control)
- *Answers to general competition questions
- *Final confirmation
- *Distribution of start list, daily program
- *Check of personal implement

*Distribution and hand-in of Withdrawal Request Form

*Distribution and hand-in of Relay Order Sheet

3.16 **Commendation**

3.16.1 **Awarding Ceremonies**

The Awarding Ceremonies will be held, if possible, after the completion of each event. However, for some events, athletes will be notified to report the next day at an assigned time for the ceremony. Participants receiving awards must wear their official team uniform.

3.16.2 **Prizes**

At the Awarding Ceremonies, the medals for the first to third place participants of individual events and relay events will be awarded. The diplomas for first to eighth places participants will be delivered to the team before the departure.

3.16.3 **Opening Ceremony**

The opening ceremony will be held from 18:30 on July 7. We request that 1 to 5 members of the team to take part. Exact details about the assembly time and place will be announced at the technical meeting and will be posted at the Hotel General Information Desk.

3.16.4 **Closing Ceremony**

The closing ceremony is scheduled to start after the competition from 18:00 on July 10. We request all participants to join for the ceremony. You are asked to gather inside the field to line up behind your MF's flags. Please check the Hotel General Information Desk for transportation schedule.

3.17 **Implements and Equipments**

All implements and equipment, which JAAF provides for the competitions, training and warm up shall conform to IAAF rules. The list of throwing implements is attached on Appendix 3.

Personal implements shall also be allowed, provided that:

- they have IAAF certification
- they are not already on the official list
- they have been presented to the Stadium's TIC to be checked at least 2 hours prior to the competition.
- they are made available to all the other competitors until the end of the final

The implements will be returned at the Stadium TIC 30 minutes after the conclusion of the event final.

Vaulting Poles must be labeled with stickers, which will be provided by the LOC, bearing the athletes' name, their gender, team name, and departure schedule. All vaulting poles will be stored at the Stadium's Equipment Room. In case of training, the athlete him/herself must go to the Equipment Room to get the poles. On the competition day, poles may not be used in the warm up area and will be transported from the warm-up area to the competition site by officials. After the closing of the Championships, poles will be transported to the athletes' hotel. Athlete or someone on his/her behalf should check the poles, and this can be requested at the Hotel's TIC. Poles will be transported to the airport by LOC.

3.18 **Markers**

Athletes are not allowed to use their own markers. For field events, competitors are required to use the markers provided by the LOC. These will be available at the event site. For the relays, athletes will be provided with adhesive tape (only one each) by the officials on the track.

3.19 **Competition Procedures**

3.19.1 **Roll Call**

-Call Room 1 will be set up as shown on Appendix 4. Athletes will be asked to check their names here. After this check point, only the athletes are allowed to access Call Room 2, and team officials are not accessible.

-Call Room 2 will be set up as shown on Appendix 4.

At Call Room 2, the following will be checked in accordance with IAAF rules:

- Bib numbers
- Shoes and spikes
- Uniforms
- Bag and personal belongings (the use of video or cassette recorders, radios, CD, radio transmitters, mobile phone or similar devices in the Arena will not be permitted as per IAAF rule 144.2(b))

All items not authorized by IAAF rules & regulations will be retained by officials, who will give a receipt to the athlete. The athletes will be able to collect such items at Stadium TIC once their event has finished, on presentation of their receipt.

Competition officials will escort the athletes from Call Room 2 to the infield. Toilets will be available near Call Room 2.

The time limits for athletes to report to each call rooms before the event are as follows:

Track events except hurdles and relays

Report to Call Room 1: Thirty-five (35) minutes before start

Report to Call Room 2: Thirty (30) minutes before start

Arrival at FOP: Ten (10) minutes before start

Hurdles and Relays

Report to Call Room 1: Forty-five (45) minutes before start

Report to Call Room 2: Forty (40) minutes before start

Arrival at FOP: Fifteen (15) minutes before start

Jumping events except pole vault and high jump

Report to Call Room 1: Forty-five (45) minutes before start

Report to Call Room 2: Forty (40) minutes before start

Arrival at FOP: Thirty (30) minutes before start

High Jump

Report to Call Room 1: Sixty-five (65) minutes before start

Report to Call Room 2: Sixty (60) minutes before start

Arrival at FOP: Forty (40) minutes before start

Pole Vault

Report to Call Room 1: Eighty-five (85) minutes before start

Report to Call Room 2: Eighty (80) minutes before start

Arrival at FOP: Sixty (60) minutes before start

Throwing events

Report to Call Room 1: Fifty-five (55) minutes before start

Report to Call Room 2: Fifty (50) minutes before start

Arrival at FOP: Thirty (30) minutes before start

Team leaders must inform all their athletes about the call room places and times at which they must report and the procedures.

3.19.2 Procedure to Exit the Competition Area

All athletes will leave the competition area through the mixed zone, where the accredited representatives of media can conduct short interviews. The post event control room is located at the end of the mixed zone, where baskets containing athletes' clothing and bags will be delivered from the start area for track events. During an event, no athlete may leave the competition area without permission from the Chief Judge of the event. In such case, athletes must be escorted by an official. The doping control chaperon will notify athletes for doping control at the post event control room and they will escort athletes to the doping control station.

The ceremony assistants will also escort the medal-winning athletes to the medal ceremony gathering area. Athletes are asked to attend the press conference when requested by press.

3.19.3 **Protest**

In accordance with the IAAF Rule 119, a Jury of Appeal shall be appointed and will be comprised by the members of the AAA Council. Protests will be resolved according to the IAAF rule 146. Protests concerning the result or conduct of an event must be made within 30 minutes of the official announcement of the result of that event. Any protest shall, in the first instance, be made orally to the Referee by an athlete, by someone acting on his/her behalf, or by an official representative of a team. An appeal to the Jury of Appeal must be made within 30 minutes:

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

It shall be handed to the Stadium TIC in writing, signed by a responsible official on behalf of the athlete or team, and shall be accompanied by a deposit of USD100, or its equivalent, which will be forfeited if the appeal is not allowed.

3.20 **Biomechanics Project**

Biomechanics Research Project will be conducted during the Championships.

4 **Sporting Facilities**

4.1 **Stadium (Seating)**

All accredited team members will have seating available at the stadium for all competition sessions. The seating area is located as shown in Appendix 5.

4.2 **Field event coaches' seats**

A selected number of seats will be reserved for the team coaches whose athletes are taking part in the field events each day.

4.3 **Combined Events**

There will be a resting tent for the competitors taking part in combined events. Access to this rest place is limited to competitors and maximum of 2 persons who are in possession of the appropriate pass. These passes will be distributed at Stadium TIC.

4.4 Warm-up Areas

During the competition, warm up is available at a Warm-up Track (Sub-track) next to the Main Stadium. However, throwing events are not allowed in this area.

Opening hours: 7:30 ~ 1 hour after competition

4.5 Training venues

Warm-up Track (Sub-track) at Kobe Sports Park (next to Main Stadium)

Open from July 5 to 10

Opening hours: July 5 & 6 9:00 ~ 19:00

July 7 to 10 7:30 ~ 1 hour after competition

*Main Stadium's track will be available for use during Starters' Practice session on July 6 from 15:00 to 17:00. Availability of Main Stadium for training on July 5 and 6 will be announced upon arrival.

Akashi Athletic Stadium (only for throwing events)

About 40 minutes drive from Athletes' Hotel.

Open from July 5 to 8

Opening hours: (tbc)

Bus transportation will be provided between the hotel and each training venue, and the schedule will be posted at the hotel general information desk. (Hammer throw tentatively available only on July 5)

4.6 Medical Service

The LOC will set up medical rooms and first aid stations at hotels, stadium, warm-up area and training venue. Free medical service will be provided by the LOC for all accredited team members at these LOC medical facilities. For any assistance at the Headquarters Hotel and Athletes' Hotel, please contact the General Information Desk. When the Hotel's General Information Desk is closed, please contact the Hotel reception. For any assistance at the Stadium or at the warm-up area, please contact the Medical Rooms in each place. Cases which cannot be easily be dealt with will receive medical care at hospitals in the vicinity. Please note any costs caused by further medical care in hospitals other than these on-site medical facilities must be paid by the respective teams. It is strongly advised to arrange for own medical and travel insurance.

4.7 Physiotherapy

LOC physio rooms will be set up at the stadium and Athletes' Hotel to assist ONLY in case urgent treatment is necessary. There will be NO team physio space at the hotel. Beds and other equipment will not be provided, so each team will need to bring its own. If your team needs a physio room, you will have to make reservation

in advance at your own cost by contacting Hotel's General Information Desk.

4.8 **Distribution of ice**

A pack of about 4kg of ice will be distributed free of charge to each team when requested at the Hotel General Information Desk.

If additional ice is necessary, you must request at the General Information Desk one day prior, so that an arrangement can be made. At such time, the cost must be borne by each team.

5 **Doping Control**

Doping tests will be carried out in accordance with the latest IAAF Anti-Doping Rules and Regulations. Athletes will be notified for doping tests by chaperons mostly at the post event control room. Athletes will be escorted to the doping control station. Failure or refusal to report to the doping control station after notification may result anti-doping rule violation. Team/athlete who sets an Asian/Asian Junior Record will have to report to the Stadium's TIC for doping test. (In this case, the cost will be borne by LOC) Those who set new national records and need doping tests for the ratification of the national records will have to apply at Stadium's TIC immediately after each event. For this, your federation must bear the cost which is JPY 30000 for urine standard test and JPN 70000 for urine standard plus EPO test, and this test fee must be paid in CASH to the Athletes' Hotel General Information Desk before your departure. If not, the provided samples will not be taken to the laboratory for analysis.

Each team can find out whether their athletes have been invited to doping control station at the stadium's TIC. One team official may accompany the appointed athlete, and a special pass will be given at the TIC.

6 **Insurance**

Each Federation is responsible for making arrangements of their travel and medical insurance before departure for Japan for unforeseen accident/injury and illness.

7 **Approval of Team Manual**

The Team Manual has been approved by the AAA.

Competition Schedule

(as of June 20, 2011)

Day1 [July 7, Thursday]

Start		Event	Round	Heats	Place	Time	Entry
10:00	M	100m	DEC	1			9
10:00	M	Discus Throw	F				12
10:20	M	100m	R1	4	3	4	34
11:00	W	400m	R1	2	3	2	13
11:00	M	Long Jump	DEC				9
11:25	M	400m	R1	3	2	2	23
14:30	M	Shot Put	DEC				9
14:30	W	Hammer Throw	F				7
15:30	M	Pole Vault	F				11
16:00	M	High Jump	DEC				9
16:00	W	Long Jump	F				15
16:45	W	Javelin Throw	F				9
17:05	M	1500m	R1	2	4	4	17
17:30	W	100m	R1	3	2	2	22
17:45	M	100m	SF	2	3	2	24
18:00	M	400m	DEC	1			9
18:30	Opening Ceremony						
19:15	W	10000m	F				7
20:00	M	10000m	F				11

Day2 [July 8, Friday]

Start		Event	Round	Heats	Place	Time	Entry
10:00	M	110mH	DEC	1			9
10:20	W	100mH	HEP	1			10
10:40	M	4 × 100mR	R1	2	3	2	10
11:00	M	Discus Throw	DEC				9
11:10	W	400mH	R1	2	3	2	12
11:15	W	High Jump	HEP				10
11:35	M	400mH	R1	2	3	2	14
15:00	M	Pole Vault	DEC				9
15:00	W	Shot Put	HEP				11
15:30	W	Discus Throw	F				8
17:00	W	200m	HEP				10
17:20	M	1500m	F				12
17:30	M	Triple Jump	F				15
17:35	W	1500m	F				14
17:50	W	100m	F				8
18:00	M	Javelin Throw	DEC				9
18:05	M	100m	F				8
18:25	M	3000mSC	F				12
18:40	W	400m	F				8
18:55	M	400m	F				8
19:10	M	1500m	DEC				9

Day3 [July 9, Saturday]

Start		Event	Round	Heats	Place	Time	Entry
15:30	W	Long Jump	HEP				11
16:00	W	Pole Vault	F				6
16:30	M	High Jump	F				16
16:40	W	Javelin Throw	HEP				11
17:00	W	800m	R1	2	3	2	11
17:00	W	Triple Jump	F				12
17:00	M	Shot Put	F				10
17:25	M	800m	R1	3	2	2	19
18:10	W	800m	HEP	1			10
18:30	M	Hammer Throw	F				13
18:35	W	400mH	F				8
18:45	M	400mH	F				8
18:55	W	200m	R1	3	2	2	22
19:10	M	200m	R1	3	2	2	25
19:25	W	5000m	F				12
19:50	M	5000m	F				19

Day4 [July 10, Sunday]

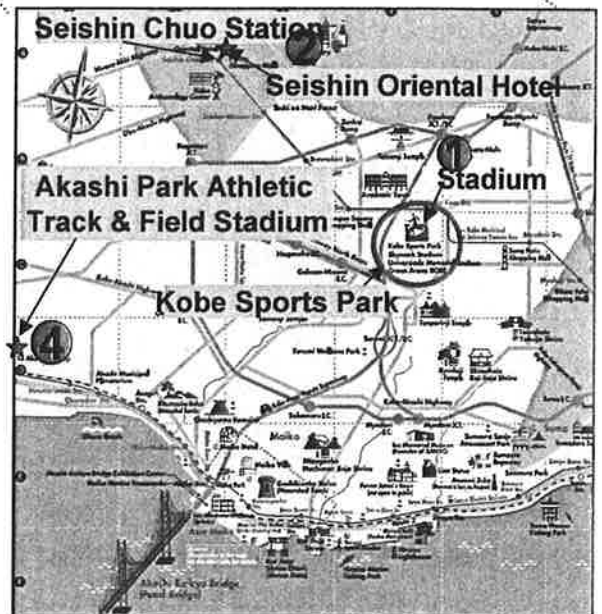
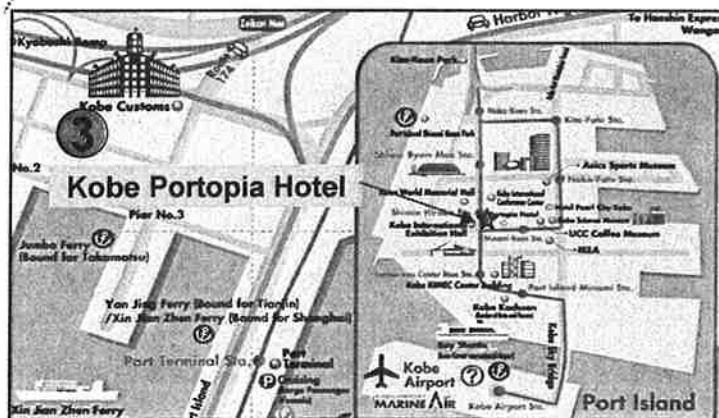
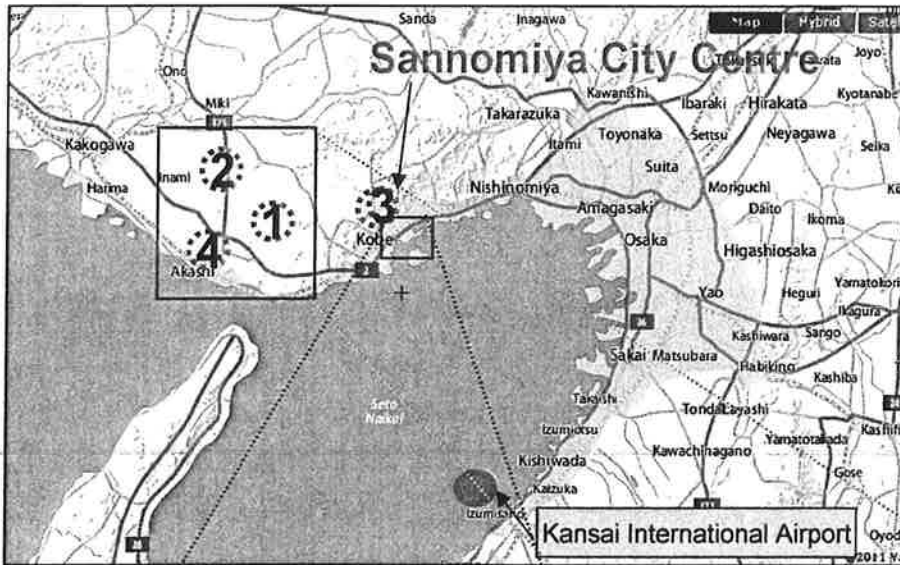
Start		Event	Round	Heats	Place	Time	Entry
14:05	W	100mH	R1	2	3	2	14
14:20	M	110mH	R1	2	3	2	17
14:30	W	High Jump	F				8
14:35	W	200m	F				8
14:50	M	200m	F				8
15:00	W	Shot Put	F				6
15:05	W	800m	F				8
15:20	M	800m	F				8
15:30	M	Long Jump	F				14
15:30	M	Javelin Throw	F				17
15:45	W	3000mSC	F				10
16:15	W	100mH	F				8
16:30	M	110mH	F				8
16:50	W	4 × 100m	F				5
17:05	M	4 × 100m	F				8
17:20	W	4 × 400m	F				4
17:35	M	4 × 400m	F				8
18:00	Closing Ceremony						

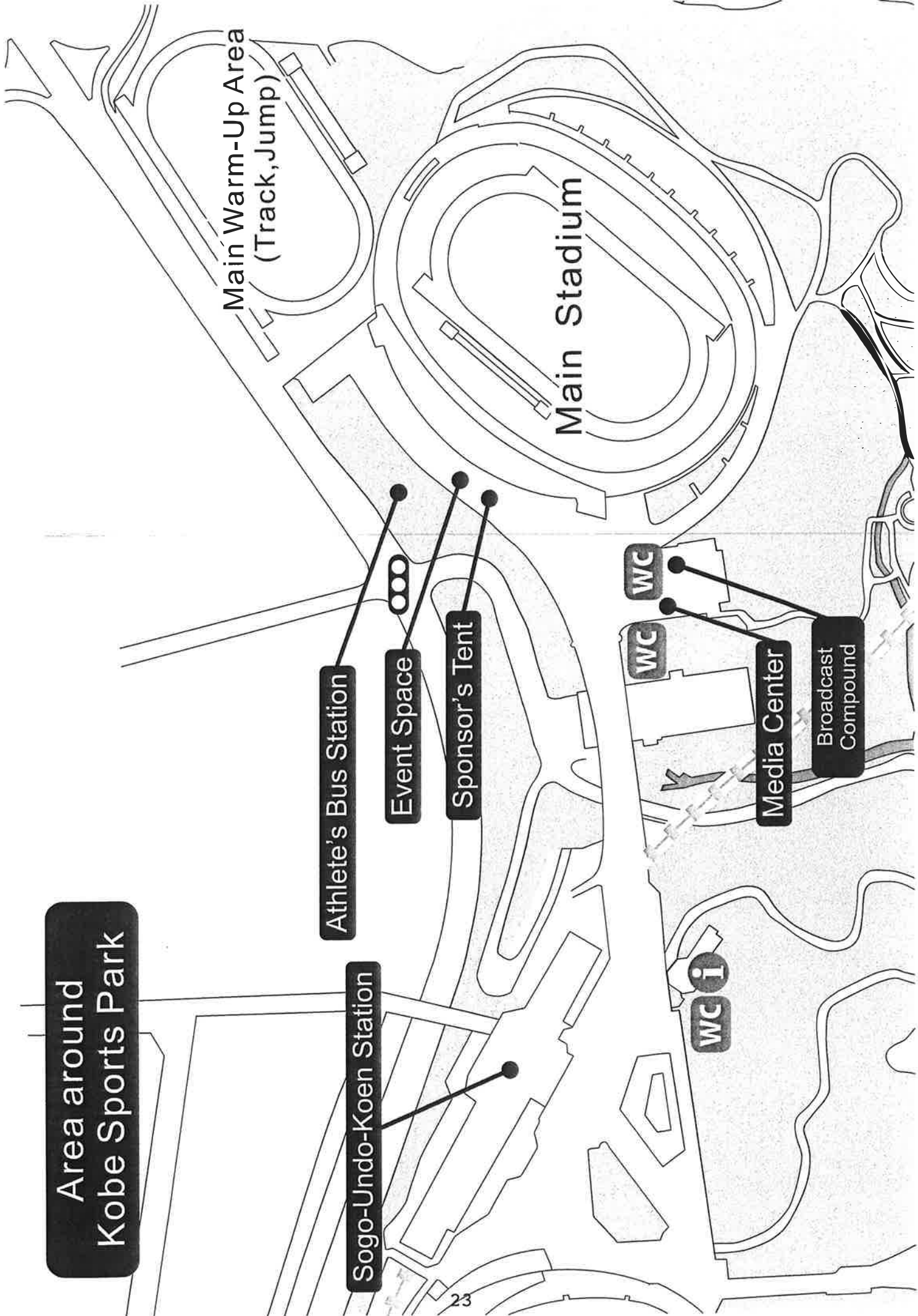
⋄ Final competition schedule is to be confirmed by technical delegates after final confirmation each day.

Official Implement List

		CATALOGUE NO.	COMPANY	COUNTRY	Product Description	DESCRIPTION	CERTIFICATION NO.
MEN	HAMMER	F201A	NISHI Athletics Goods	JPN	TUNGSTEN	Hammer 7.260kg,Steel,dia:110mm	I-09-0442
	HAMMER	9072610	Anand Track & Field Equipment	IND	ATE	Hammer 7.26kg,ATE,stainless steel, dia :110mm	I-05-0341
	SHOT	F251	NISHI Athletic Goods	JPN	IRON	Shot 7.26kg Steel,dia125.5mm	I-99-0087
	SHOT	F251C	NISHI Athletic Goods	JPN	IRON	Shot 7.26kg,Steel,dia129mm	I-99-0083
	DISCUS	F331A	NISHI Athletic Goods	JPN	SUPER HM	Discus 2kg,Super HM,Steel,rim FRP sides	I-02-0255
	DISCUS	F301B	NISHI Athletic Goods	JPN	SUPER	Discus 2kg Steel,rim,FRP sides	I-99-0078
	DISCUS	D2000JSUS	DENFI Sport	DEN	JURGEN SCHULT	Discus 2kg, Jurgen Schult Ultimate Spin , chrome rim ,carbon grey	I-99-0098
	DISCUS	300	Gill Athletics	USA	HOLLOWOOD STAR	Discus 2kg, Hollowood Star , steel rim ,wooden sides	I-99-0035
	DISCUS	2203	Gill Athletics	USA	OTE VERY HIGH MOMENT	Discus 2kg, OTE Very High Moment , steel rim ,aluminium sides	I-99-0063
	DISCUS	7000200	Anand Track & Field Equipment	IND	ATE	Discus 2kg, ATE Indra White,Steel rim,ABS body	I-05-0324
	DISCUS	7002200	Anand Track & Field Equipment	IND	ATE	Discus 2kg, ATE Gold White,bbbras rim,ABS plate	I-050324
	JAVELIN	F453E	NISHI Athletic Goods	JPN	SUPER DR	Javelin 800g,Super DR 80m,aluminium,redo cord	I-01-0236
	JAVELIN	NF458	NISHI Athletic Goods	JPN	HYBRID WING	Javelin 800g,Hybridwing,duraluminium/C.F.R.P.,blue cord	I-11-0506
	JAVELIN	7916803	Nordic Sport	SWE	AIR GLIDER	Javelin 800g , Airgilder Steel , steel ,red cord	I-99-0011
	JAVELIN	7916808	Nordic Sport	SWE	ORBIT of tail wind	Javelin 800g , Orbit ,steel ,black cord	I-99-0014
	JAVELIN	7916800	Nordic Sport	SWE	CHAMPION of head wind	Javelin 800g ,Champion Steel , steel, black cord	I-99-0012
	JAVELIN	7916801	Nordic Sport	SWE	SUPER ELITE 90m	Javelin 800g ,Super Elite90, steel,red cord,90m	I-99-0020
	JAVELIN	7916802	Nordic Sport	SWE	SUPER ELITE 80m	Javelin 800g ,Super Elite90, steel,red cord,90m	I-99-0019
	JAVELIN	7913800	Nordic Sport	SWE	MASTER 70m	Javelin 800g ,Master 70, steel,black cord	I-99-0013
	JAVELIN	7912800	Nordic Sport	SWE	MASTER 60m	Javelin 800g ,Master 60, steel,black cord	I-99-0034
	JAVELIN	7916808c	Nordic Sport	SWE	ORBIT CARBON	Javelin 800g, Orbit Carbon,carbon,blue cord	I-99-0180
	JAVELIN	7916800c	Nordic Sport	SWE	CHAMPION CARBON	Javelin 800g, Champion Carbon,carbon,lilac cord	I-99-0188
	JAVELIN	2900	Gill Athletics	USA	COMP of tail wind	Javelin 800g, OTE Composite FX ,carbon ,aluminium	I-99-0069
JAVELIN	800CS90	Nemeth-Javel-Inn	HUN	CLASSIC	Javelin 800g ,Classic 90m ,aluminium ,violet cord	I-99-0100	
JAVELIN	800CB5	Nemeth-Javel-Inn	HUN	CLUB	Javelin 800g ,Club 85m ,aluminium ,violet cord	I-99-0104	
WOMEN	HAMMER	9040095	Anand Track & Field Equipment	IND	ATE	Hammer 4kg, ATE,stainless steel,dia:95mm	I-05-0340
	SHOT	F253	NISHI Athletic Goods	JPN	IRON	Shot, 4kg Steel,dia103mm	I-99-0088
	SHOT	F253C	NISHI Athletic Goods	JPN	IRON	Shot, 4kg Steel,dia 109mm	I-99-0084
	SHOT	8240009	Anand Track & Field Equipment	IND	ATE	Shot 4kg, ATE steel,dia:109mm	I-05-0321
	DISCUS	F303B	NISHI Athletic Goods	JPN	SUPER	Discus, 1kg, Super ,Steel, rim , FRP sides	I-99-0086
	DISCUS	D1000JSUS	DENFI Sport	DEN	JURGEN SCHULT	Discus 1kg, Jurgen, Schult Ultimate Spin , chrome rim ,carbon grey	I-99-0099
	DISCUS	313	Gill Athletics	USA	HOLLOWOOD STAR	Discus 1kg , Hollowood Star ,steel rim ,wooden sides	I-99-0039
	DISCUS	2103	Gill Athletics	USA	VERY HIGH MOMENT	Discus 1kg, OTE Very High Moment ,Steel rim ,aluminium sides	I-99-0065
	DISCUS	7003100	Anand Track & Field Equipment	IND	ATE	Discus 1kg ,ATE Supra Black,steel rim,ABS plate	I-05-0328
	DISCUS	7000100	Anand Track & Field Equipment	IND	ATE	Discus 1kg ,ATE Indra White,steel rim,ABS plate	I-06-0374
	JAVELIN	F463F	NISHI Athletic Goods	JPN	SUPER DR	Javelin 600g, Super DR 70m,aluminium ,red cord	I-01-0235
	JAVELIN	7917603	Nordic Sport	SWE	DIANA 80m	Javelin 600g , Daiana 80 , steel ,blue cord ,80m	I-99-0018
	JAVELIN	7917600	Nordic Sport	SWE	DIANA 70m	Javelin 600g , Daiana 70 , steel ,liac cord ,70m	I-99-0017
	JAVELIN	7917601	Nordic Sport	SWE	DIANA 60m	Javelin 600g , Daiana 60 , steel ,red cord ,60m	I-99-0015
	JAVELIN	7917602	Nordic Sport	SWE	DIANA 50m	Javelin 600g , Daiana 50, steel ,red cord ,50m	I-99-0016
	JAVELIN	7915600	Nordic Sport	SWE	STAR 50m	Javelin 600g , Star 50, steel , black cord	I-99-0029
	JAVELIN	7917603c	Nordic Sport	SWE	DIANA CARBON 80m	Javelin 600g , Indra Carbon ,carbon ,blue cord	I-03-0301
	JAVELIN	2695	Gill Athletics	SWE	OTE XTRA of tail wind	Javelin 600g , OTE Xtra Tailwind ,aluminium ,gray cord	I-99-0075
	JAVELIN	600CS80	Nemeth-Javel-Inn	HUN	CLASSIC	Javelin 800g ,Classic 80m ,aluminium ,violet cord	I-99-0102

Location Map





Area around
Kobe Sports Park

Athlete's Bus Station

Event Space

Sponsor's Tent

Sogo-Undo-Koen Station

WC

WC

Media Center

Broadcast
Compound

WC i

