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1. GENERAL INFORMATION

1.1 IAAF Council Members and International Delegates and Officials

IAAF Council
President: Sebastian COE (GBR)
Senior Vice President: Sergey BUBKA (UKR)
Vice Presidents: Dahlan AL HAMAD (QAT)
Hamad KALKABA MALBOUM (CMR)
Alberto JUANTORENA DANGER (CUB)
Treasurer: José Maria ODRIÖZOLA (ESP)
Individual Members: Roberto GESTA DE MELO (BRA), South America*
Nawal EL MOUTAWAKEL (MAR)
Abby HOFFMAN (CAN)
Anna RICCARDI (ITA)
Pauline DAVIS-THOMPSON (BAH)
Geoff GARDNER (NFI), Oceania*
Sylvia BARLAG (NED)
Ahmad AL KAMALI (UAE)
Frank FREDERICKS (NAM)
Bernard AMSALEM (FRA)
Zhaocai DU (CHN)
Victor LOPEZ (PUR), NACAC*
Stephanie HIGHTOWER (USA)
Hiroshi YOKOKAWA (JPN)
Antti PIHLAKOSKI (FIN)
Mikhail BUTOV (RUS)
Adille SUMARIWALLA (IND)
Nawaf Bin AL SAUD (KSA)
Svein Arne HANSEN (NOR), Europe*
David OKEYO (KEN), Africa*
Karim IBRAHIM (MAS), Asia*

* Area Representatives

International Delegates and Officials
Technical Delegate: David BEDFORD (GBR)
Jury of Appeal: Ahmad AL KAMALI (UAE)
Sylvia BARLAG (NED)
Keith DAVIES (GBR)
Course Measurer Jean-François DELASALLE (FRA)
ICRO: David KATZ (USA)

Medical / Anti-Doping: Pierre-Yves GARNIER (FRA)

Television Delegate: Ernest OBENG (GBR)

Press Delegate: Yannis NIKOLAOU (GRE)

1.2 Local Organising Committee

Run 4 Wales Ltd
Pod 1, Capital Retail Park,
Leckwith
Cardiff CF11 8EG
Tel: +44 29 21 660790
E-mail: cardiff2016@run4wales.org
www.cardiff2016.co.uk

NIGEL ROBERTS Chairman, Run4Wales
GWILYM EVANS Senior Policy & Planning Manager, Major Events Unit
DAVID EVANS International Sports Events Manager, Major Events Unit
ARTHUR EMYR Head of Swansea Bay City Region Unit, Department for Economy, Science and Transport, Welsh Government
CHERRY ALEXANDER MBE Major Events Director, British Athletics
KATHRYN RICHARDS Head of Culture, Venues and Events, Cardiff Council
CAROL ANTHONY Chair, Welsh Athletics; Director Run4Wales
ROB COLE Director, Run4Wales
MATT NEWMAN CEO Welsh Athletics; CEO Run4Wales
STEVE BRACE Head of Event Delivery, Run4Wales
ANNABELLE MASON Head of Media and Marketing, Run4Wales
DEBORAH POWELL Head of Planning, Run4Wales
1.3 Information about Wales and Cardiff

Map showing location of Wales

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population of Wales</td>
<td>3.1 million</td>
</tr>
<tr>
<td>Population of Cardiff and suburbs</td>
<td>341,000</td>
</tr>
<tr>
<td>Languages</td>
<td>English, Welsh</td>
</tr>
<tr>
<td>Currency</td>
<td>Pounds Sterling</td>
</tr>
<tr>
<td>Time zone (in March)</td>
<td>GMT</td>
</tr>
<tr>
<td>Altitude of Cardiff</td>
<td>14 meters</td>
</tr>
<tr>
<td>Shop opening hours</td>
<td>9:00 – 18:00</td>
</tr>
<tr>
<td>Post Office / Bank opening hours</td>
<td>9:00 – 17:00</td>
</tr>
<tr>
<td>Electricity</td>
<td>240v</td>
</tr>
<tr>
<td>Mobile Telephones</td>
<td>GSM</td>
</tr>
<tr>
<td>Tap Water in Cardiff</td>
<td>Recommended for drinking</td>
</tr>
<tr>
<td>Climate in Cardiff in March</td>
<td>Average temperature: 7 degrees Celsius</td>
</tr>
</tbody>
</table>
Introductory Phrases In Welsh

<table>
<thead>
<tr>
<th>English Greetings</th>
<th>Welsh Greetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hi!</td>
<td>Helo!</td>
</tr>
<tr>
<td>Good morning!</td>
<td>Bore Da!</td>
</tr>
<tr>
<td>Good afternoon!</td>
<td>Prynhawn Da!</td>
</tr>
<tr>
<td>Goodbye! (to greet someone)</td>
<td>Hwyl fawr!</td>
</tr>
<tr>
<td>Welcome! (to greet someone)</td>
<td>Croeso!</td>
</tr>
<tr>
<td>Thank you (very much)!</td>
<td>Diolch (yn fawr)!</td>
</tr>
<tr>
<td>Yes</td>
<td>Ie</td>
</tr>
<tr>
<td>No</td>
<td>Na</td>
</tr>
</tbody>
</table>

1.4 General Programme

Thursday 24 March  All day  Team Arrivals and Accreditation
Friday 25 March  13:00  IAAF Road Running Seminar
                16:30  Technical Meeting followed by visit to the Start and Finish Areas
                19:30  IAAF/LOC Dinner (by invitation) at National Museum, Cardiff
Saturday 26 March  13:35  Women’s Race
                     13:45  Welcoming Ceremony
                     14:10  Men’s Race and Mass Participation Race
                     15:20  Flower Ceremony Women Individual
                     15:25  Flower Ceremony Men Individual
                     19:00  Final Banquet at City Hall (and Medal Ceremonies)
Sunday 27 March  All day  Team Departures

1.4.1 Welcoming Ceremony

The Welcoming Ceremony will take place on Saturday 26 March, at the start area at 13:45. The IAAF Protocol will be followed during the Ceremony.
2. TRAVEL TO CARDIFF

2.1 Official Airport and Arrival Information

The official airports will be Cardiff Airport and Bristol Airport.

The events travel partner CSE will have a representative meeting flights. There will be a staff member at Cardiff Airport (CWL). A staff member will meet flights in Bristol Airport (BRS), but will not be present at the airport in between flights.

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 (90 minutes from Bristol Airport).

2.2 Entry Visas

2.2.1 General Visa Information

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

Participants who do not have a British 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 Invitation Request Form (see sample in Appendix). It must be duly completed with accurate information for each team member travelling to the UK and must include:

- First name(s) and Family name(s) as they appear in the passport
- Gender
- Passport number and expiry date
- Role at the Championships (athlete, coach, physiotherapist, official, etc.)
- Arrival and Departure Information

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/04/16.
3. ACCREDITATION

3.1 Accreditation Centre
The Team Accreditation Centre will be located at the Marriott Team Hotel, first floor in the conference area (Gwyn Jones room). Opening dates and times will be as follows:

- Wednesday 23 March 15:00 – 19:00
- Thursday 24 March 09:00 – 13:00 / 14:30 – 19:00
- Friday 25 March 09:00 – 12:00

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 13.6

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 Cardiff and 100% of economy-class airline tickets for Area Champions (See Appendix 13.6 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 Tuesday 26 January 2016.
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 24 March, departure Sunday 27 March). For the accommodation of athletes above the quota, subsidised and non-subsidised officials (see chart in Appendix), and outside the official period, see 4.2.

3.3.4 Reimbursements
Reimbursements will be made by bank transfer after the competition.
If an athlete for whom the IAAF/LOC have provided financial support is on site but does not compete, the IAAF/LOC have the right to reclaim the travel and accommodation support.

3.4 Arrivals outside the Team Accreditation Centre Opening Times
Teams or individual athletes arriving prior to 23 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 Team Hotels
LOC has arranged for teams to be accommodated in the following two hotels of the same standard, both located within walking distance of the start and finish areas. Teams will be notified which hotel they are in, following the final entries closing date of Monday 14 March.

Cardiff Marriott Hotel
Mill Lane
Cardiff, Wales
CF10 1EZ United Kingdom
T. + 44 2920 399944
F. + 44 2920 395578

The Clayton Hotel (formerly The Maldron)
St Marys St.
Cardiff, Wales
CF10 1GD United Kingdom
T. + 44 2920 668866
F. + 44 2920 574657
http://www.claytonhotelcardiff.com/

4.2 Team’s Hotel Charges

<table>
<thead>
<tr>
<th>Category</th>
<th>Official Period from 24 to 27 March (3 nights)</th>
<th>Outside Official Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes within the quota</td>
<td>Paid by LOC</td>
<td>120 USD</td>
</tr>
<tr>
<td>Athletes outside the quota and all officials</td>
<td>USD 100</td>
<td>120 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>220 USD</td>
</tr>
</tbody>
</table>

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 present to assist and welcome the teams.

4.4 Services at the Team Hotels
There will be dedicated rooms for teams’ medical staff and team meetings at both Team Hotels. Rooms should be booked in advance at the CID.
It will also be possible to book a time with existing physiotherapists provided by the LOC at the Marriott Team Hotel between:

- **Tuesday 22 March**: 17:00 – 19:00
- **Wednesday 23 March**: 14:00 – 19:00
- **Thursday 24 March**: 14:00 – 21:00
- **Friday 25 March**: 14:00 – 19:00
- **Saturday 26 March**: 8:00 – 10:00

### 4.5 Meals

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

- **Breakfast**: 7:00 – 9:00 (6:30-9:30 on Saturday 26 March)
- **Lunch**: 12:30 – 14:30 (15:30-16:30 on Saturday 26 March)
- **Dinner**: 19:00 – 21:00

A Final Banquet will take place on Saturday 26 March 19:00 at the Cardiff City Hall to which all participants are invited. No dinner will be served in the team restaurants that evening.

After the Final Banquet, athletes shall be invited to a party in Cardiff. Details will be confirmed on your arrival in Cardiff.
5. TRANSPORTATION

As indicated in section 2.1, teams must organise their travel to Cardiff or Bristol airports and the LOC will organise the transfer to the team hotels in central Cardiff. Teams wishing to travel directly to Cardiff by road, should arrive directly at the Marriott Hotel and advise the LOC in advance.

Local transport in Cardiff will be organised by the LOC with a bus service. Timetables and routes will be available upon arrival at the Competition Information Desk (CID).
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 within Cardiff Castle 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 both Team Hotels. 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 refreshment 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 Cardiff 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:

- Wednesday 23 - Saturday 25 March      Teams Accreditation Centre
- Saturday 26 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 is one predominantly flat loop of 21.095 Km with start and finish in the city centre. The route takes runners past the capital’s most iconic landmarks, beautiful scenery and historic buildings.

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 at the start area will be inside Cardiff Castle. Team areas and call room will be inside the Castle walls (see map in Appendix 13.3). After the race, bag collection will be in a marquee alongside the Temple of Peace. Food, drinks and massage will also be available. Doping Control will be in operation inside the Temple of Peace.

7.3 Drink and Refreshment Stations
There will be four drinks stations along the course. The first one will be around 4.8km, the next around 9.8km, the third is at around 15km and the last is at 18km. There will also be three Personal Refreshment Stations along the course, also at about 5km apart. They will be at around 5km, 10km and 15km.

7.3.1 Drink Stations
Tables at the drinking stations will be arranged as follows and at a distance of about 10m between the groups:
- Two tables with water bottles

7.3.2 Personal Refreshments
Tables at the personal refreshment stations will be arranged as follows and at a distance of about 1.5m between each one:
- Personal Refreshment tables will be in place in alphabetical order according to a countries three letter code (i.e. France = FRA)
- 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. On race day a bus will leave from the start line at 13:30 driving the Team Officials to the stations who will be able to carry the personal refreshments by themselves. They will then be brought back once the elite field has passed through.

7.3.3 Mass Race Refreshment Stations
There will be four Refreshment Stations for the mass race participants. They will be placed at each 5km and they will serve water. These stations will be on both sides of the road. Energy Gels will also be available at Water Station 2 (see appendix 13.2).

7.4 Training
Details of local running routes will be available at the Competition Information Desks (CID) at the Athlete Hotels.

There will also be opportunities to run around the course.
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 Tuesday 22 February 2016 for the Final Entries (http://evententry.iaaf.org). The deadline for completing and submitting the entries is Monday 14 March 2016 (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 Cardiff 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 / Cardiff University World Half Marathon Championships must sign and submit this acknowledgement, as soon as possible, but by no later than the Final Entry deadline (Tuesday 14 March 2016). IAAF Member Federations are obliged to submit one for each entered athlete (email: athletes-agreement@iaaf.org). 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 25 March at 16:30 at the Race Organisers Suite in the Motorpoint Arena. A virtual tour of the course will be shown. At the end of the meeting, the IAAF, the Technical Delegate and the LOC will be available to answer any questions. This will be followed by a visit of the Start/Finish Area for anyone interested. A maximum of two representatives from each Federation are invited to attend.

9.2 Timetable

Saturday 26 March
13:35 Women’s Race
13:45 Welcoming Ceremony
14:10 Men’s Race
14:10 Mass Race
15:20 Individual Flower Ceremonies

Any change to the schedule of the races or of the medal ceremonies shall be communicated at the Technical Meeting.

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 the Start Area where there will be the opportunity for a last warm-up on the course.

9.6 Lining 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 five metres 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 of 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 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. This will be 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
Individual Medal Ceremonies will take place at the Finish Area while Team Medal Ceremonies will take place at the Final Banquet.
Gold, Silver and Bronze medals shall be presented to the first three placed athletes in each individual event and the first three placed teams.
Participants who did not finish the race or were disqualified 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 / Cardiff University World Half Marathon Championships will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Individual</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>US $30,000</td>
<td>US $15,000</td>
</tr>
<tr>
<td>2nd</td>
<td>US $15,000</td>
<td>US $12,000</td>
</tr>
<tr>
<td>3rd</td>
<td>US $10,000</td>
<td>US $ 9,000</td>
</tr>
<tr>
<td>4th</td>
<td>US $ 7,000</td>
<td>4th</td>
</tr>
<tr>
<td>5th</td>
<td>US $ 5,000</td>
<td>US $ 6,000</td>
</tr>
<tr>
<td>6th</td>
<td>US $ 3,000</td>
<td>6th</td>
</tr>
</tbody>
</table>

**World Record Bonus**

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

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. The Individual Award Form can be found in Appendix and will have to be returned by email to the IAAF Competitions Department (awards@iaaf.org). The payment of the Team Awards will be managed directly with the Member Federation.

Athletes receiving IAAF Prize Money must make themselves available to the IAAF and its sponsors, at least twice in the 12 months following the competition, for promotional activities, upon requests handled by the IAAF.

Should an athlete’s Doping Control results return positive, the awards shall be withheld.

By signing the Awards Form, athletes acknowledge and agree to their rights and obligations in regards to the above mentioned Prize Money.
10. MEDICAL SERVICES

10.1 General Plan
During the event there will be medical services available at the Marriott Team Hotel 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 fully 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
The event emergency number is 02921 660790
The Emergency Services number in the UK is 999.

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 Marriott 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 areas, 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 hospitalisation.

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 Cardiff on Sunday 27 March. Details on the exact times of departure from the hotel to Cardiff airport will be provided at the CID.
Appendix 13.1 VENUES MAP

- Race Finish
- IAAF Family Hotel (Hilton)
- Athlete warm-up area
- Race Start
- Supplier Hotel (Angel)
- Race Expo
- Team Hotel (Clayton)
- Team Hotel (Marriott)
Appendix 13.2 COURSE MAP and ELEVATION PROFILE

#runtheworlds

Half Marathon Course Profile

Distance (Km)

Height (m)

IAAF / Cardiff University World Half Marathon Championships Cardiff 2016 - Team Manual 25
Appendix 13.3  START AREA MAP

KEY
1. Elite Athlete Area
2. Call Room
3. VIP Area
4. VIP Runners
5. VIP Grandstand
6. Official Broadcast
7. Stage
8. ADI Big Screen
9. ADI Big Screen
Appendix 13.4  FINISH AREA MAP

KEY
1. Media zone
2. Primary Medical
3. Media Interviews
4. Anti-Doping
5. Athlete Area
6. VIP area
7. VIP Platform
8. Double-sided screen
9. Commentary cabin
10. Public stands
11. Presentation and broadcast platform
12. Secondary medical

FINISH LINE
Appendix 13.5  ENTRY VISAS

1. Nationals of the following countries will NOT REQUIRE a Visit Visa (Sports Visa) to enter the UK for less than 6 months.

<table>
<thead>
<tr>
<th>CONTINENT</th>
<th>COUNTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRICA</td>
<td>BOT, MRI, SEY</td>
</tr>
<tr>
<td>ASIA</td>
<td>BRU, HKG, JPN, MAC, MAS, MDV, SIN, TLS, TPE**</td>
</tr>
<tr>
<td>EUROPE</td>
<td>AND, AUT, BEL, BUL, CRO, CYP, CZE, DEN, ESP, EST, FIN, FRA, GER, GIB, GRE, HUN, IRL, ISL, ISR, ITA, LAT, LIE, LTU, LUX, MLT, MON, NED, NOR, POL, POR, ROU, SMR, SLO, SUI, SVK, SWE</td>
</tr>
<tr>
<td>NACAC</td>
<td>AIA, ANT, ARU, BAH, BAR, BER, BIZ, CAN, CAY, CRC, DMA, ESA, GUA, HON, ISV, IVB, LCA, MEX, MNT, NCA, PUR, SKN, TKS, TTO, USA, VIN</td>
</tr>
<tr>
<td>OCEANIA</td>
<td>ASA, AUS, COK, GUM, KIR, MHL, FSM, NRU, NFI, NMI, NZL, PNG, PYF, SAM, SOL, TUV, VAN</td>
</tr>
<tr>
<td>CONSUDATLE</td>
<td>ARG, BRA, CHI, PAR, PAN, PAR, URU</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CONTINENT</th>
<th>COUNTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRICA</td>
<td>ANG, BUR, CHA, CMR, CIV, COM, EGY, ETH, GAB, GAM, GHA, KEN, LBA, MAD, MAR, MAW, MOZ, NAM, NIG, NGR, RSA, RWA, SEN, SLE, SSD, SWZ, TAN, TOG, TUN, UGA, ZAM, ZIM</td>
</tr>
<tr>
<td>ASIA</td>
<td>AFG, BAN, BRN, BHU, CAM, CHN, INA, IND, IRI, IRQ, JOR, KAZ, KSA, KGZ, KOR, PRK, KUW, MGL, MYA, NEP, OMA, Pak, LIB, PLE, PHI, QAT, SRI, SYR, TJK, THA, TKM, UAE, UZB, VIE, YEM</td>
</tr>
<tr>
<td>EUROPE</td>
<td>ALB, ARM, AZE, BLR, BIH, GEO, MKD, MDA, MNE, KOS, RUS, SRB, TUR, UKR</td>
</tr>
<tr>
<td>NACAC</td>
<td>CUB, DOM, HAI, JAM</td>
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<tr>
<td>OCEANIA</td>
<td>FIJ, PLW, TGA,</td>
</tr>
<tr>
<td>CONSUDATLE</td>
<td>BOL, COL, ECU, GUY, PER, VEN</td>
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</table>

3. Nationals of the following countries NEED A VISA to enter the UK BUT DO NOT HAVE A BRITISH EMBASSY OR CONSULATE in their country (nearest country where to apply in brackets):

<table>
<thead>
<tr>
<th>CONTINENT</th>
<th>COUNTRIES</th>
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</thead>
<tbody>
<tr>
<td>AFRICA</td>
<td>ALG, BEN (NGR), BDI (RWA), CAF (CHA, CAM), COM, CGO (DRC), CPV (SEN), DJI (ETH), ERI (KEN), GBS (SEN) GEQ (NGR), GUI (SLE), LBR (SLE). LES (RSA), MLI (SEN), MTN (MAR), SOM (KEN), STP (ANG)</td>
</tr>
<tr>
<td>ASIA</td>
<td>AFG (PAK/IND) LAO (THA)</td>
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<tr>
<td>CONSUDATLE</td>
<td>SUR (GUY)</td>
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### LOC Visa Invitation Request Form

<table>
<thead>
<tr>
<th>MEMBER FEDERATION</th>
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<tr>
<th>FIRST NAME as appears on passport</th>
<th>FAMILY NAME as appears on passport</th>
<th>Title</th>
<th>Male</th>
<th>Female</th>
<th>Passport Number</th>
<th>Passport expiry date (dd/mm/yy)</th>
<th>Role at the Championships (e.g. Athlete, Coach, Official)</th>
<th>Arrival Date (dd/mm/yyyy)</th>
<th>Arrival Time</th>
<th>Port of Entry in the UK</th>
<th>Departure Date (dd/mm/yyyy)</th>
<th>Departure Time</th>
<th>Port of Exit from the UK</th>
<th>Flight No In bound</th>
<th>Flight No Outbound</th>
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Appendix 13.6 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 (2010 Nanning – 2012 Kavarna – 2014 Copenhagen), the following Member Federations benefit from a higher quota as below:

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

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

**Women**
- 3 Athletes: BRA, CHN, ETH, FRA, JPN, KEN, USA
- 2 Athletes: AUS, ERI, ESP, MEX, PER, RSA

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

**Host Country**
GBR (no quota)

**Area Champions**
For Area Champions 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/Cardiff University 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.

In all cases, and regardless of the number of athletes entered, the quota shall not exceed the number of scoring athletes: i.e. three.
Appendix 13.7  ATHLETE’S ACKNOWLEDGEMENT AND AGREEMENT FORM

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

_________________________________________  of  ________________________________

[Last Name, First Name]       [National Federation]  

hereby acknowledge and agree as follows:-

1.1. I am aware of and have had the opportunity to review the IAAF Rules (the "Rules") and the IAAF Regulations (the "Regulations") available on the IAAF website at http://www.iaaf.org/about-iaaf/documents/rules-regulations and 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/about-iaaf/documents/anti-doping/athletes-guides-and-advisory-notes concerning the use of my personal information by the IAAF. I consent and agree that my personal information may be used by the IAAF in accordance with the Athlete Information Notice. 

1.4. I consent and agree in particular that my Personal Information including without limitation my Sensitive Personal Information (as those terms are defined in the Anti-Doping Regulations) may be processed for anti-doping purposes in accordance with the IAAF Anti-Doping Rules and the IAAF Anti-Doping Regulations (and the International Standard for the Protection of Privacy and Personal Information incorporated into the Anti-Doping Regulations) by and amongst the IAAF and its Area Associations and Member Federations, the World Anti-Doping Agency, National Anti-Doping Agencies and/or other Anti-Doping Organisations, including, but not limited to, as part of the ADAMS database system. 

1.5. I am aware of and have had the opportunity to review the IAAF Code of Ethics (the "CoE") available on the IAAF website at http://www.iaaf.org/about-iaaf/documents/rules-regulations#rules. I consent and agree to comply with and be bound by the Code of Ethics (and any amendments to the Code of Ethics as may be made from time to time). 

1.6. I consent and agree that for the limited purpose of promoting the IAAF, the sport of Athletics, or particular athletics competitions, the IAAF may without charge and on a worldwide basis use any images that are taken of me in any media at or in conjunction with any athletics competitions in which the IAAF has an ownership interest, including the World Championships in Athletics and other World Athletics Series events. 

1.7. I acknowledge and agree that any dispute arising out of a decision made pursuant to the Rules may be appealed exclusively as provided in the Rules to the Court of Arbitration for Sport (CAS). I acknowledge and agree that all decisions of CAS under the Rules shall be final and binding and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal. 

2. Unless renewed upon the IAAF’s request at any time, this Agreement shall be of indefinite duration and shall terminate only upon my retirement from Athletics. 

3. This Agreement shall be governed by and construed in accordance with the Laws of Monaco. I acknowledge that, by signing this Acknowledgement and Agreement, I have read and understand this Acknowledgement and Agreement and that it is legally binding. 

Date: ____________________________________________

Name: ____________________________________________

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

Date of Birth: ____________________________________________

[Day/Month/Year]  

Signature: ____________________________________________  

Send to: athletes-agreement@iaaf.org
Appendix 13.8  AWARDS FORM

IAAF / CARDIFF UNIVERSITY
WORLD HALF MARATHON CHAMPIONSHIPS
CARDIFF, GBR – 26 MARCH 2016

INDIVIDUAL AWARD FORM

NAME OF AWARD WINNER: _______________________________________

MEN / WOMEN: ________________ POSITION: __________

COUNTRY: ________________________________

I would like my Cardiff World Half Marathon Championships’ Award to be paid to
(Please tick the box corresponding to your choice):

☐ My Authorised Representative (name) ________________________________

☐ Me personally

☐ To my National Member Federation

In case of choice 1 or 2, type in block letters the bank details hereunder:

BANK NAME: ____________________________________________

Bank Branch Address (street and number): ________________________________

______________________________________________________________

City: ________________ Country: ____________ Zip code: ______

ACCOUNT OWNER (Beneficiary, pay to): ________________________________

ACCOUNT NUMBER: ____________________________________________

IBAN CODE: ____________________________________________________

BANK CODE: ___________________________________________________

SWIFT CODE: _________________________________________________

Signature of the Athlete: _________________________________________

Return this form before 28 April 2016 to the IAAF Competitions Department

E-mail: awards@iaaf.org