**EAP QMP-REPORT**

(Tips: use the ***TAB*** key to move from field to field)

**Date**

(dd-MM-yyyy)

**EAP member Delegate:**

**Meeting director** (if different):

 **Area of attractiveness:** *[as per EAP Agreement]*

 **Global meeting budget:** **€** *[as per EAP Agreement]*

 **EAP travel reimbursement budget:** **€** *[as per EAP Agreement]*

 **EAP accommodation’s budget:** **€** *[as per EAP Agreement]*

 **Remaining meeting budget** (after EAP deductions) **0€** *[calculated]*

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**Author(s):**

* **Name of the QMP-reporter 1:** ,
* **Name of the QMP-reporter 2** (if any)**:** ,

**Evaluation Timeframe and Limits:**

This report covers the period FROM: (dd-MM-yyyy)       TO: (dd-MM-yyyy)

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| **PERIOD** | **MAIN ITEM** | **SUB-ITEM 1** | **SUB-ITEM 2** | **SUB-ITEM 3** | **ACHIEVEMENT****(tick one box only)** | **REMARKS (max 256 char.)** |
| **1) NOVEMBER-DECEMBER** |  |  |
|  | **1. Preliminary statement** |  |  |
|  |  | **1-EAP Agreement**: signed and EAP approved (no later than November 30). Declared sector and Pole of Attractiveness: S-M/L/XL | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2- WRC (World Ranking Competition) label:**procedure initiated, or label obtained | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **3-Date announcement** to the EAP (at the Annual Convention), even if provisional | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **4-** **Program + preliminary information** sent for publication to the EAP website (no later than November 30) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **5-** **EAP reminds to all members the tasks to do** (schedule), when and how, by mid-December (cf. timeline of members’ duties in the ToDo section and in the Standards & Regulations). | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  | **2. Before the end of the year** |  |  |
|  |  | **1-** **EAP Annual Subscription Fees** |  |  |
|  |  |  | 1. The EAP provides the countersigned EAP Agreement and the related invoice to each Member Delegate for the upcoming year | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | 2. Member Delegate has proceeded to the payment to the EAP Bank Account. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
| ***2) MARCH*** |  |  |  |  |  |  |
|  | ***1. SPRING TALKS:*** *Member's virtual meeting to prepare the outdoor season and other current affairs* |  |

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| **PERIOD** | **MAIN ITEM** | **SUB-ITEM 1** | **SUB-ITEM 2** | **SUB-ITEM 3** | **ACHIEVEMENT****(tick one box only)** | **REMARKS (max 256 char.)** |
| **3) BEFORE THE EVENT** |  |  |
|  | **1. 3 months before the event** (1.5 for indoors) |  |  |
|  |  | **1.** **Meeting promotion / advertising** |  |  |
|  |  |  | **1.** Dedicated Meeting website regularly updated, during last 90 days (or 70 days for indoor). | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **2.** **Social Media** |  |  |  |
|  |  |  |  | **a.** Dedicated Facebook account (min. 6x in 60 days) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **b.** Dedicated Instagram and/or Twitter (or other) account (min. 6x in 60 days). | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2.** **Registration procedure** |  |  |
|  |  |  | **1.** **EAP Standard online registration form, also including:** | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **a.** EAP membership (if yes, which meeting) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **b.** Code of Conduct (+ link to the dedicated EAP page), mandatory acceptation | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **c.** Safeguarding policies (+ link to the dedicated EAP page), mandatory acceptation | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **d.** I Run Clean®, mandatory valid certification required. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **3.** **Invitations and follow-up** |  |  |
|  |  |  | **1.** 1st invitation 60 days (45 days indoor) to EAP members (by email) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **2.** 2nd invitation 45 days (40 days indoor) to EAP members (by email) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **3.** Last call latest 30 days (idem 30 days indoor) to EAP members (by email) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **4.** Max 3 days delay to answer to the participation request of an EAP member (by email) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **5.** Max 2 days to confirm all the details to the EAP member, including details of the reimbursement amount (by email). | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **4. Info-sheet / instruction to the athletes** |  |  |
|  |  |  | **1.** Main information in digital format (PDF booklet) for all participants (EAP and not), latest 5 days before the venue. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **5.** The EAP assigns one (or two) observer (s), among those who have announced themselves. In the case of a newcomer, a more experienced observer is required to better guide him/her in this task. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |

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| **PERIOD** | **MAIN ITEM** | **SUB-ITEM 1** | **SUB-ITEM 2** | **SUB-ITEM 3** | **ACHIEVEMENT****(tick one box only)** | **REMARKS (max 256 char.)** |
| **4) THE EVENT** |  |  |
|  | **1. The day before the Event** |  |  |
|  |  | **1. Athletes venue** |  |  |
|  |  |  | **1.** **Arrivals and shuttle service** |  |  |
|  |  |  |  | **a.** No long wait at airports, bus and/or train stations (max. 30' waiting time) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **b.** Efficient local (and free) transport: from and to the point of arrival to the hotel and the track. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **2.** **At the hotel** |  |  |
|  |  |  |  | **a.** Dedicated event's information desk with min. 1 person for general coordination and help (from 12:00 and until the last arrivals): printed booklet (info sheet) with all main and practical information regarding meeting but also tourist and travel information, the day before the meeting | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **b.** Good standard rooms (separate beds) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  |  | **c.** Meals: available for all athletes (even late arrivals) at the hotel, varied and balanced meal. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **3.** **Massage** |  |  |
|  |  |  |  | **a.** (XL meetings): provision of a massage / physiotherapy service between 6 and 9 p.m. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  | **2. The day of the Event** |  |  |
|  |  | **1.** Official opening of the meeting with authorities and/or sponsor and a short speech (from the organiser too). A welcome word from the EAP president or another EAP delegate would be a plus | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2.** Call Room (display information about schedule by events, and also advertising rules on the competition field and WA shoes regulations) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **3.** Live-Results (displayed web and / or Live-stream) | **[ ]  YES****[ ]  NO****[x]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **4.** Speaker Results (max 3') | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **5.** Wall Results (max 15') | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **6.** Athletes dedicated Place (covered) [EAP + invited athletes] | **[ ]  YES****[ ]  NO****[x]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **7.** Dedicated place for VIP + EAP Delegates | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **8.** Shuttles respect of the schedule + information | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **9.** Mixed-zone for athletes and media | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **10.** Information desk (how to do, where to find, who to contact, when to go, how to solve) : winner ceremonies, refunds, shuttle schedule, accreditations, media kit, final timetable, meeting and EAP records, Live links steam and live results (QR), complaints, supplies, first aid and emergencies, volunteers, security, parking, VIP area, athlete areas, gym, etc. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **11.** Lunch on the competition's day (free for EAP athletes) | **[x]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **12.** Visible EAP advertising signs (banners, flags) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **13.** Office room (Badges, info desk, reimbursements, shuttles, instructions etc.) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **14.** Meals: available for all athletes (even late arrivals), varied and balanced meal | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **15.** Warm-up area spacious, protected (tents) and well-marked with signs (English written) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **16.** Changing rooms spacious, enough hot water for showers | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **17.** Tents, benches, scoreboards, chronometer present on the track / field | **[ ]  YES****[ ]  NO****[x]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **18.** Front and/or back bibs in all events, with the EAP logo (min. 6x3 cm) (except for WACT meetings) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **19.** Technical materials and the different competition/warm-up areas are homologated and in good condition (track, cages, high jump and pole vault areas, sand areas, lane paint…) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **20.** Presence of a first aid staff | **[x]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **21.** Provision of a massage / physiotherapy service during the meet | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **22.** Dedicated and well indicated doping control room. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  | **3. Overall accuracy and convenience of competitors** |  |  |
|  |  | **1.** Welcome to the meeting, by the speaker (and eventually Meeting director), mentioning EAP | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2.** Timetable accuracy (speaker must inform if there is a delay, at least 1 hour before) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **3.** Introduction / presentation of competitors, at the beginning of their competition: mentioning the ones who are from the EAP | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **4.** Speaker, providing the most important information in local + English language (not only when a foreign athlete is there) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **5.** All the written and digital information must be available in English (including Disciplines, categories and all athletes instructions) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **6.** Good quality sound (no echo) all around the track, for speaker information and music entertainment | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **7.** Speaker: introduction of the EAP and mentioning at least 4 times during the event | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **8.** Live-interviews with best competitors after their competition | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **9.** Planned winner ceremonies, with official organisation recognition (medal + certificate + gift) and eventually gift / souvenir ... + payment of meet / EAP record | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **10.** Water stations | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **11.** Basket for clothes for the race events | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **12.** Printed results of heats with list of finalists and speaker call in time. Live stream with spoken commentary (Local + English language) and embedded participant lists and results | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **13.** Official photographer | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **14.** Specific accreditation (badges) for Photographers, Media, Coach, Staff, Speaker/interviewer, EAP Delegate, EAP Observer | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **15.** Strict tidiness on the track | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **16.** Official Speaker (preferably not the EAP organiser) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **17.** Respect of the place of the sponsors (banners) and EAP | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **18.** Athletes' bar / restoration on the track. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  | **4. Immediate post-event work**  |  |  |
|  |  | **1. Send results :** |  |  |
|  |  |  | **1.** Send to the Members (mail + PDF) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **2.** Send to Tilastopaja | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **3.** Send to World Athletics, max 2 hours after the end of the meet | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |

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| **PERIOD** | **MAIN ITEM** | **SUB-ITEM 1** | **SUB-ITEM 2** | **SUB-ITEM 3** | **ACHIEVEMENT****(tick one box only)** | **REMARKS (max 256 char.)** |
| **5. AFTER THE EVENT** |  |  |
|  |  **1. D + 7 after the event** |  |  |
|  |  | **1. Event's report** |  |  |
|  |  |  | **1.** Send a short report + stats to all members, including best performances (and EAP Records Elite, Future, Masters) and I Run Clean figures (EAP and others), as soon as possible, but no later than 7 days | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  |  | **2.** Send to all members links to articles, press-conferences, photos, etc.  | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2. Overall appreciation** |  |  |
|  |  |  | **1.** What needs to be improved or corrected? |  |
|  |  | **3. Observer's alerts** |  |  |
|  |  |  | **1.** What requires deep/urgent intervention to be in accordance with the EAP ? |  |
|  |  | **4. EAP Recommendations** |  |  |
|  |  |  | **1.** Nice to have? |  |
|  |  |  | **2.** Must have? |  |
|  |  |  | **3.** Don’t want to see anymore? |  |
|  | **2. D + 14 after the event** |  |  |
|  |  | **1.** Request invoices from EAP delegations for travel reimbursements and possible prize money | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2.** Request Banking information for payment of Travel costs and or bonus, records, prize-money etc.to all other concerned athletes. | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  | **3. D + 60 after the event** |  |  |
|  |  | **1.** Payments (Athletes' Reimbursements) | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
|  |  | **2.** All payments executed (EAP and others). | **[ ]  YES****[ ]  NO****[ ]  PARTIALLY****[ ]  DON’T KNOW** |  |
| ***6) ANNUAL CONVENTION*** |  |  |
|  | ***1. 30 Days before the Annual Convention*** |  |  |
|  |  | *1. Register* |  |  |
|  |  | *2. Send extended reports and stats.* |  |  |
|  | ***2. The Convention*** |  |  |
|  |  | *1. For new Members: present the report.* |  |  |
|  | ***3. Restart the annual process, from Pt. 1 of this list.*** |  |  |

**General remarks or comments:**

***This form must be saved as PDF and sent to :***

1. ***the meeting organiser***
2. ***the head of the QMP (Mrs Tímea Téglássy)***

***To better document your appreciation, photos or other documents are welcome. Please attach them to this report.***

*To be sent within 3 weeks after the event.*

***Thank you!***