

QMP Self-Evaluation form



MEETING NAME :		
EAP AGREEMENT:		(S (Small) or M (Medium) / L (Large) / XL (Extra-Large))
MEETING'S DATE :		(dd.mm.yy . If 2 days, just the first day)
COUNTRY :		
MEETING DIRECTOR'S NAME :		

Self-evaluation
(to be filled by meeting director)

QMP check
(will be completed by the QMP advisor)

BEFORE THE EVENT			
I. 3 months before the event (1.5 for indoors)			
A. Meeting promotion / advertising			
1. Dedicated Meeting website regularly updated, during last 90 days (or 70 days for indoor)	YES	NO	OK / NOT OK / NOT VERIFIED
B. Social Media			
1. Dedicated Facebook account (min. 6x in 60 days)	YES	NO	OK / NOT OK / NOT VERIFIED
2. Dedicated Instagram and/or Twitter (or other) account (min. 6x in 60 days)	YES	NO	OK / NOT OK / NOT VERIFIED
II. Registration procedure			
A. EAP Standard online registration form, also including:			
1. EAP membership (if yes, which meeting)	YES	NO	OK / NOT OK / NOT VERIFIED
2. Code of Conduct (+ link to the dedicated EAP page), mandatory acceptance	YES	NO	OK / NOT OK / NOT VERIFIED
3. I Run Clean®, mandatory valid certification required	YES	NO	OK / NOT OK / NOT VERIFIED
III. Invitations and follow-up			
1. 1st invitation 60 days (45 days indoor) to EAP members	YES	NO	OK / NOT OK / NOT VERIFIED
2. 2nd invitation 45 day (40 days indoor) to EAP members	YES	NO	OK / NOT OK / NOT VERIFIED
3. Last call latest 30 days (idem 30 days indoor) to EAP members	YES	NO	OK / NOT OK / NOT VERIFIED
4. Max 3 days delay to answer to the participation request of an EAP member	YES	NO	OK / NOT OK / NOT VERIFIED
5. Max 2 days to confirm all the details to the EAP member, including details of the reimbursement sum	YES	NO	OK / NOT OK / NOT VERIFIED
IV. Info-sheet / instruction to the athletes			
Main information in digital format (PDF booklet) for all participants (EAP and not), latest 5 days before the venue	YES	NO	OK / NOT OK / NOT VERIFIED
V. 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	OK / NOT OK / NOT VERIFIED
THE EVENT			
The day before the Event			
A. Athletes venue			
1. Arrivals and shuttle service			
No long wait at airports, bus and/or train stations (max. 30' waiting time)	YES	NO	OK / NOT OK / NOT VERIFIED
Efficient local (and free) transport: from and to the point of arrival to the hotel and the track	YES	NO	OK / NOT OK / NOT VERIFIED
2. At the hotel			
2.1 Dedicated event's information desk with min. 1 person for general coordination and help (from 12:00 and until the last arrivals)	YES	NO	OK / NOT OK / NOT VERIFIED
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	OK / NOT OK / NOT VERIFIED
2.2 Good standard rooms (separate beds)	YES	NO	OK / NOT OK / NOT VERIFIED
2.3 Meals: available for all athletes (even late arrivals) at the hotel, varied and balanced meal	YES	NO	OK / NOT OK / NOT VERIFIED
3. Massage			
(XL meetings): provision of a massage / physiotherapy service between 6 and 9 p.m.	YES	NO	OK / NOT OK / NOT VERIFIED
B. The day of the Event			
Official opening of the meeting with authorities and/or sponsor and a short speech (from the organiser too)	YES	NO	OK / NOT OK / NOT VERIFIED
Call Room	YES	NO	OK / NOT OK / NOT VERIFIED
Live-Results (displayed web and / or Live-stream)	YES	NO	OK / NOT OK / NOT VERIFIED
Speaker Results (max 3')	YES	NO	OK / NOT OK / NOT VERIFIED
Wall Results (max 15')	YES	NO	OK / NOT OK / NOT VERIFIED
Athletes dedicated Place (covered) [EAP + invited athletes]	YES	NO	OK / NOT OK / NOT VERIFIED
Dedicated place for VIP + EAP Delegates	YES	NO	OK / NOT OK / NOT VERIFIED
Shuttles respect of the schedule + information	YES	NO	OK / NOT OK / NOT VERIFIED
Mixed-zone for athletes and media	YES	NO	OK / NOT OK / NOT VERIFIED
Information desk	YES	NO	OK / NOT OK / NOT VERIFIED
Lunch on the competition's day (free for EAP athletes)	YES	NO	OK / NOT OK / NOT VERIFIED
Visible EAP advertising signs (banners, flags)	YES	NO	OK / NOT OK / NOT VERIFIED
Office room (Badges, info desk, reimbursements, shuttles, instructions etc.)	YES	NO	OK / NOT OK / NOT VERIFIED
Meals: available for all athletes (even late arrivals), varied and balanced meal	YES	NO	OK / NOT OK / NOT VERIFIED
Warm-up area spacious, protected (tents) and well-marked with signs (English written)	YES	NO	OK / NOT OK / NOT VERIFIED
Changing rooms spacious, enough hot water for showers	YES	NO	OK / NOT OK / NOT VERIFIED
Tents, benches, scoreboards, chronometer present on the track / field	YES	NO	OK / NOT OK / NOT VERIFIED

Front and/or back bibs in all events, with the EAP logo (min. 6x3 cm) (except for WACT meetings)	YES	NO	OK / NOT OK / NOT VERIFIED
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	OK / NOT OK / NOT VERIFIED
Presence of a first aid staff	YES	NO	OK / NOT OK / NOT VERIFIED
Provision of a massage / physiotherapy service during the meet	YES	NO	OK / NOT OK / NOT VERIFIED
Dedicated and well indicated doping control room	YES	NO	OK / NOT OK / NOT VERIFIED
C. Overall accuracy and convenience of competitors			
Welcome to the meeting, by the speaker (and eventually Meeting director), mentioning EAP	YES	NO	OK / NOT OK / NOT VERIFIED
Timetable accuracy (speaker must inform if there is a delay, at least 1 hour before)	YES	NO	OK / NOT OK / NOT VERIFIED
Introduction / presentation of competitors, at the beginning of their competition: mentioning the ones who are from the EAP	YES	NO	OK / NOT OK / NOT VERIFIED
Speaker, providing the most important information in local + English language (not only when a foreign athlete is there)	YES	NO	OK / NOT OK / NOT VERIFIED
All the written and digital information must be available in English (including Disciplines, categories and all athletes instructions)	YES	NO	OK / NOT OK / NOT VERIFIED
Good quality sound (no echo) all around the track, for speaker information and music entertainment	YES	NO	OK / NOT OK / NOT VERIFIED
Speaker: introduction of the EAP and mentioning at least 4 times during the event	YES	NO	OK / NOT OK / NOT VERIFIED
Live-interviews with best competitors after their competition	YES	NO	OK / NOT OK / NOT VERIFIED
Planned winner ceremonies, with official organisation recognition (medal + certificate + gift) and eventually gift / souvenir ... + payment of meet / EAP record	YES	NO	OK / NOT OK / NOT VERIFIED
Water stations	YES	NO	OK / NOT OK / NOT VERIFIED
Basket for clothes for the race events	YES	NO	OK / NOT OK / NOT VERIFIED
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	OK / NOT OK / NOT VERIFIED
Official photographer	YES	NO	OK / NOT OK / NOT VERIFIED
Specific accreditation (badges) for Photographers, Media, Coach, Staff, Speaker/interviewer, EAP Delegate, EAP Observer	YES	NO	OK / NOT OK / NOT VERIFIED
Strict tidiness on the track	YES	NO	OK / NOT OK / NOT VERIFIED
Official Speaker (preferably not the EAP organiser)	YES	NO	OK / NOT OK / NOT VERIFIED
Respect of the place of the sponsors (banners) and EAP	YES	NO	OK / NOT OK / NOT VERIFIED
Athletes' bar / restoration on the track	YES	NO	OK / NOT OK / NOT VERIFIED
D. Immediate post-event work			
I. Send results:			
Send to the Members (mail + PDF)	YES	NO	OK / NOT OK / NOT VERIFIED
Send to Tilastopaja	YES	NO	OK / NOT OK / NOT VERIFIED
Send to World Athletics, max 2 hours after the end of the meet	YES	NO	OK / NOT OK / NOT VERIFIED
E. After the meeting			
I. D + 7 after the event			
A. 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	OK / NOT OK / NOT VERIFIED
2. Send to all members links to articles, press-conferences, photos, etc.	YES	NO	OK / NOT OK / NOT VERIFIED
B. Overall appreciation			
What needs to be improved or corrected ?			
C. Observer's alerts			
What requires deep/urgent intervention to be in accordance with the EAP ?			
D. EAP Recommendations			
1. Nice to have ?			
2. Must have ?			
3. Don't want to see anymore ?			
II. D + 14 after the event			
Request invoices from EAP delegations for travel reimbursements and possible prize-money.	YES	NO	OK / NOT OK / NOT VERIFIED
Request Banking information for payment of Travel costs and or bonus, records, prize-money etc.to all other concerned athletes	YES	NO	OK / NOT OK / NOT VERIFIED
III. D + 60 AFTER THE EVENT			
A. Payments (Athletes' Reimbursements)			
All payments executed (EAP and others)	YES	NO	OK / NOT OK / NOT VERIFIED