

## **PRINCIPLES FOR THE SELECTION AND MANAGEMENT OF EUROPEAN ATHLETICS ONE-DAY INDOOR MEETINGS**

### **1. Objectives**

- 1.1. To maintain an official system of co-operation and liaison between the European Athletic Association (hereinafter European Athletics), the IAAF, the Member Federations, the meeting organisers and the athletes.
- 1.2. To create an understandable link between the meetings.
- 1.3. To implement a recognisable consequence of the results.
- 1.4. To give a clear status to each level of meeting.
- 1.5. To provide an incentive for meeting organisers to strive for a greater status for their meeting.
- 1.6. To protect all categories of meetings on the international calendar.
- 1.7. To ensure equal competition possibilities for each discipline.
- 1.8. To protect athletes by providing categories according to a ranking system.
- 1.9. To ensure observance of standard conditions, as specified below, by European Athletics.

### **2. Procedure of making an Application**

Applications for European Athletics status Premium or Classic must be submitted on the appropriate form by the Member Federations to the European Athletics Office by March of the year preceding that of the meeting.

### **3. How to apply for Upgrading**

- 3.1. European Athletics will only consider applications for European Athletics status from those meetings that have previously held an international meeting with National or Area status for a minimum of one (1) year within the previous two years.
- 3.2. Any Member Federation applying for an upgrading of status must submit, in its application, results of the last meeting and details which support such up-grading in accordance with the requirements of status detailed below.

### **4. Guidelines for Selection of European Athletics Premium or Classic Meetings**

- 4.1. European Athletics will accept meeting status of three levels;
  - a) **European Athletics Premium** meetings organised in a League (approximately 6-8 meetings).
  - b) **European Athletics Classic** meetings (approximately 8)
  - c) **European Athletics Special Premium** meetings, any meeting organised inside an indoor facility with a maximum of four track disciplines or field disciplines or with disciplines of special importance for the sport can seek Special Premium Permit from European Athletics provided they fulfil other specified criterions).
- 4.2. The requirements for each category are stated in Appendix A.
- 4.3. The ranking, and consequent up-/ downgrading, of each individual meeting will be done through an evaluation process conducted by an Evaluation Panel (details to follow in Appendix B).
  - 4.3.1. The European Athletics top group of meetings will consist of the best ranked meetings from Europe (according to IAAF Competition Performance Rankings)

based on the overall evaluation, having applied and fulfilled the conditions to be included in the Premium League. They will have, in principle, the right to the status of European Athletics Premium meeting (see point 6).

- 4.3.2. The second group of meetings will be chosen according to the following items:
- Fulfil the requirements for the European Athletics Classic meetings
  - Evaluation report by Panel
  - Position in the IAAF Competition Performance Rankings
  - Tradition of the meeting
  - Consistent excellence of the meeting's National Federation concerned
  - Geographic position
- 4.3.3. Any meeting in Europe which comply with the IAAF rule 1(i) must request a permit including the date from European Athletics. Not respecting this regulation will lead to sanctions.

## **5. Guidelines of Scheduling**

- 5.1. The allocated date for any European Athletics meeting is a consequence of the conditions set to obtain a permit. The following conditions will be applied:
- As far as possible, protection windows between meetings of the same or even other concerned levels and the same events to avoid any conflicts in the calendar as far as possible
  - Recommended dates for the National Championships
  - Recommended dates for international matches
- 5.2. In principle, not more than one (1) European Athletics One-Day Indoor meeting may be staged in the same town in any one year. The European Athletics Premium meetings have priority.

## **6. Programme**

Premium Meetings shall send their proposal of programme of events to European Athletics by 1 October of every year preceding the date of the meeting, and European Athletics shall have the right to include one event in the meeting before a specified date.

Classic Meetings shall send their proposal for programme to European Athletics by 1 October of every year preceding the date of the meeting and European Athletics shall have the right to include one event in the meeting before a specified date.

Categorisation of disciplines shall be as follows:

- Disciplines with international athletes
- Disciplines with national athletes

Criteria detailed in point 8.11 are only applicable for the international disciplines. Meetings staging only a few events may be granted a Special Premium Permit.

## **7. Reporting Procedure**

- 7.1. Following each European Athletics meeting the meeting organiser must submit a written report concerning the organisation and staging of the meeting (including final account, payment confirmation, any other relevant information) to the European Athletics Office no later than 14 days after the meeting.

- 7.2. Following each European Athletics meeting, the designated European Athletics Delegate shall be required to submit a written report concerning the staging of the meeting. This report including the results and doping control forms shall be forwarded to the European Athletics Office not later than 10 days after the meeting attended.
- 7.3. The analysis of these reports will assist the Evaluation Panel in determining the status of a meeting the following year.

**8. Requirements of Status of European Athletics Meetings (complementing App. A)**

- 8.1. The meeting organiser must be the National Federation or a Member of the National Federation, and must agree to abide by the Rules of the IAAF and European Athletics.
- 8.2. In case the National Federation is not the meeting organiser, a strong cooperation and communication between both organisations must be established.
- 8.3. An official Delegate, appointed by European Athletics, shall be received by the meeting organiser. This Delegate shall be experienced in technical matters, and shall be ready to give technical assistance when required. He/she shall supervise the meeting, is responsible for the correct conduct of the doping controls (for Special Premium and Classic meetings) and adherence to the advertising rules and regulations. Normally the Delegate(s) should not be a citizen of the country where the meeting is held. The organiser shall pay the travel and accommodation costs for the duration of the meeting and one additional night (e.g. 1 day event = 2 nights, 2 days event = 2 nights) including costs for visa (if applicable).
- 8.4. Meeting Organisers must sign a liability insurance policy, in favor of the athletes, officials and spectators, to cover risks for which they may be retained liable and present a copy to European Athletics. It is recommended that other insurance policy should be signed against the risks of cancellation. Athletes have to cover their own insurance for accident.
- 8.5. Doping control tests shall be conducted on random/target selection basis, and analysis must be performed at the allocated WADA accredited laboratory, in accordance with the WADA standards and IAAF guidelines. The organiser has to take care of dispatching the samples to the laboratories. The analysis reports shall be directly submitted by the laboratory to European Athletics Office and as a copy to the IAAF Anti-Doping department. The costs of the control (incl. Personnel), the dispatch of samples and their analysis must be borne by the Meeting Organiser.

Required number of doping control tests:

Indoor Premium Meetings	minimum 5 samples
Indoor Classic	minimum 4 samples
Special Premium Meetings	minimum 2 samples

- 8.6. Medical services shall be provided as indicated in Appendix A.
- 8.7. Food and accommodation standards should correspond to normal international level according to Appendix A.
- 8.8. Local transport shall be provided from airport to hotel, to training areas and to the competition venue for all athletes.

- 8.9. All equipment and implements shall meet IAAF technical rules in force at the time of the meeting.
- 8.10. In the case of European Records, all documentation necessary for the ratification have to be forwarded to European Athletics not later than one month after the competition. It is therefore recommended that all required papers are completed during the competition and signed by the responsible officials. In doing this, all the necessary material can then be collated and sent without delay to the national federation for approval.

Meeting organisers shall consult the current European Record lists before the competition and obtain the appropriate European Record Application Forms from the European Athletics Website: [www.european-athletics.org](http://www.european-athletics.org).

- 8.11. The following criteria for the number of participating countries (national, continental, international) will be strictly applied (except for Special Premium – see Appendix A):
- a) Minimum 6 different countries (including host country),
  - b) Minimum 6 athletes per event (60m, LJ, etc.) of which at least 3 for Premium and 2 for Classic in lane disciplines (running events up to and including 400m), and at least 4 for Premium and 3 for Classic in all other disciplines are from different European countries.
  - c) From all participating athletes at the meeting, minimum 50% must be European athletes,
  - d) Maximum of 3 athletes, excluding the pacemakers, per country can participate at each event (excluding the host country). In case of 3000/5000m the maximum number of athletes shall be as follows:
    - 3 athletes from one country in each heat of up to 12 athletes for 3000/5000 and;
    - 4 athletes from one country in each heat of 13 to 15 athletes for 3000/5000

Failure to meet the above thresholds will make the meeting organiser liable for sanctions (see Appendix C) unless it can be demonstrated to the satisfaction of the Evaluation Panel that the situation was caused by athletes' cancellation or any other cause beyond control.

- 8.12. All payments shall be effected in accordance with IAAF Rules and Regulations within the following timeframe:
- Travel cost reimbursements 90 days
  - Prize money and appearance fees 90 days

The meeting Organiser will maintain copies of all financial documents which may be called for inspection if required by European Athletics.

- 8.13. European Athletics has the right to downgrade or exclude a meeting according to the evaluation process indicated in Appendix B.
- 8.14. The Meeting Organiser must send the link to the immediate/live results of the competition to European Athletics Statistician at least 48 hours before the start of the meeting.

The complete results of the meeting must be sent electronically immediately after the conclusion of the meeting to the:

- European Athletics Communication Department ([media@european-athletics.org](mailto:media@european-athletics.org))
- Competition Department ([competition@european-athletics.org](mailto:competition@european-athletics.org))
- European Athletics Statistician ([mirko.tilastopaja.fi](mailto:mirko.tilastopaja.fi))

## APPENDIX A – MEETING REQUIREMENT CRITERIA

Note: for European Athletics Area Permit Meetings the conditions are according to IAAF Rule 1. (i)

<b>Requirements</b>	<b>European Indoor Premium</b>	<b>European Indoor Classic</b>	<b>European Indoor Special Premium</b>
Events & Athletes	<ul style="list-style-type: none"> <li>• Events as agreed by EA and additional event(s) as requested by EA</li> <li>• 6 countries (including host country),</li> <li>• 6 athletes per event, with European athletes at least from 3 different countries in lane disciplines or 4 in other disciplines</li> <li>• Per meeting min 50% European athletes</li> <li>• Maximum of 3 or 4 athletes, excluding the pacemakers, per country can participate at each event (excluding the host country) according to 8.11</li> </ul>	<ul style="list-style-type: none"> <li>• Events as agreed by EA and additional event(s) as requested by EA</li> <li>• 6 countries (including host country),</li> <li>• 6 athletes per event, with European athletes at least from 2 different countries in lane disciplines or 3 in other disciplines</li> <li>• Per meeting min 50% European athletes</li> <li>• Maximum of 2 or 3 athletes, excluding the pacemakers, per country can participate at each event (excluding the host country) according to 8.11</li> </ul>	<ul style="list-style-type: none"> <li>• 3 countries (including host country),</li> <li>• Per meeting min 50% European athletes</li> <li>• Maximum of 3 athletes, per country can participate at each event (excluding the host country) according to 8.11</li> </ul>

<b>Requirements</b>	<b>European Indoor Premium</b>	<b>European Indoor Classic</b>	<b>European Indoor Special Premium</b>
Technical facilities	<ul style="list-style-type: none"> <li>• 6/8 lanes (60m). 4/6 lanes (200m), unless otherwise approved by European Athletics.</li> <li>• Capacity of 2000, minimum 60% spectator attendance (1200)</li> <li>• Video board(s) (minimum size 30m2 in total)</li> <li>• 2 infield timing boards (double sided)</li> <li>• One infield scoring board per field event</li> <li>• EDM or VDM + automatic false start apparatus, full electronic timing</li> </ul>	<ul style="list-style-type: none"> <li>• 6/8 lanes (60m). 4/6 lanes (200m), unless otherwise approved by European Athletics.</li> <li>• Capacity of 1000, minimum 60% spectator attendance (600)</li> <li>• 2 infield timing boards</li> <li>• One infield scoring board per field event</li> <li>• Automatic false start apparatus, full electronic timing</li> <li>• EDM or VDM (recommended)</li> <li>• IAAF track certificate Indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with IAAF Rules</li> <li>• Video board(s) (recommended)</li> <li>• 2 infield timing boards (double sided) as relevant</li> <li>• One infield scoring board per field event</li> <li>• EDM or VDM (track events) + automatic false start apparatus, full electronic timing (relevant track events)</li> <li>• IAAF certified measurement report as relevant according to the event staged</li> </ul>
Equipment & Implements	<ul style="list-style-type: none"> <li>• All equipment &amp; implements must be IAAF</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment &amp; implements must be IAAF</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment &amp; implements must be IAAF</li> </ul>
International Officials	<ul style="list-style-type: none"> <li>• 1 Technical Delegate</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Technical Delegate</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Technical Delegate</li> </ul>
Accommodation	<ul style="list-style-type: none"> <li>• 4-star hotel</li> </ul>	<ul style="list-style-type: none"> <li>• 3-star hotel</li> </ul>	<ul style="list-style-type: none"> <li>• 4-star hotel</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• On site for athletes and officials</li> <li>• Flights for Delegates</li> </ul>	<ul style="list-style-type: none"> <li>• On site for athletes and officials</li> <li>• Flight for Delegate</li> </ul>	<ul style="list-style-type: none"> <li>• On site for athletes and officials</li> <li>• Flights for Delegates</li> </ul>
Medical	<ul style="list-style-type: none"> <li>• Physiotherapy service starting 48h before (during office hours)</li> <li>• First aid ambulance at event</li> <li>• Doctor/Physician on site</li> </ul>	<ul style="list-style-type: none"> <li>• Physiotherapy service starting 48h before (during office hours)</li> <li>• First aid ambulance at event</li> <li>• Doctor/Physician on site</li> </ul>	<ul style="list-style-type: none"> <li>• Physiotherapy service starting 48h before (during office hours)</li> <li>• First aid ambulance at event</li> <li>• Doctor/Physician on site</li> </ul>
Anti-Doping	<ul style="list-style-type: none"> <li>• Minimum 5 doping controls</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 4 doping controls</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2 doping controls.</li> </ul>
TV	<ul style="list-style-type: none"> <li>• Live</li> </ul>	<ul style="list-style-type: none"> <li>• 20 minutes of highlights/live</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum highlights/live streaming</li> </ul>
Media	<ul style="list-style-type: none"> <li>• Tribune with dedicated seats</li> <li>• Regular press releases (min 4)</li> <li>• Photographers to have access to WIFI or internet access in the media working area</li> <li>• Press conferences (2 minimum)</li> </ul>	<ul style="list-style-type: none"> <li>• Regular press releases (2 minimum)</li> <li>• Press Conference (recommended)</li> </ul>	<ul style="list-style-type: none"> <li>• Tribune with dedicated seats</li> <li>• Regular press releases (min 4)</li> <li>• Photographers to have access to WIFI or internet access in the media working area</li> <li>• Press conferences</li> </ul>

<b>Requirements</b>	<b>European Indoor Premium</b>	<b>European Indoor Classic</b>	<b>European Indoor Special Premium</b>
Website	<ul style="list-style-type: none"> <li>• Dedicated website</li> <li>• Start list and immediate/Live results on website</li> <li>• Premium logo on the opening page, visible at all time (together with the institutional logos and/or separate from sponsor logos)</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated website</li> <li>• Start list and immediate/Live results on website</li> <li>• Classic logo on the opening page, visible at all time (together with the institutional logos and/or separate from sponsor logos)</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated website</li> <li>• Start list and immediate/Live results on website</li> <li>• Special Premium logo on the opening page, visible at all time (together with the institutional logos and/or separate from sponsor logos)</li> </ul>
Budget & Financial obligations	<ul style="list-style-type: none"> <li>• Total budget 150,000 EUR minimum (incl. prize money)</li> <li>• Prize money budget 30,000 EUR minimum for the athletes</li> <li>• Payments according to point 8.12</li> <li>• Audited accounts of the previous year</li> <li>• Detailed budget including prize money structure and travel &amp; accommodation of appointed officials</li> <li>• Local transportation for athletes, coaches, managers</li> </ul>	<ul style="list-style-type: none"> <li>• Total budget 75,000 EUR minimum (incl. prize money)</li> <li>• Prize money budget 12,000 EUR minimum for the athletes</li> <li>• Payments according to point 8.12</li> <li>• Audited accounts of the previous year</li> <li>• Detailed budget including prize money structure and travel &amp; accommodation of appointed officials</li> <li>• Local transportation for athletes, coaches, managers</li> <li>• Doping control organisation &amp; analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Total budget 30,000 EUR minimum (incl. prize money)</li> <li>• Prize money budget minimum 6,000 EUR per event</li> <li>• Payments according to point 8.12</li> <li>• Audited accounts of the previous year</li> <li>• Detailed budget including prize money structure and travel &amp; accommodation of appointed officials</li> <li>• Local transportation for athletes, coaches, managers</li> </ul>
Prize Money before tax (brutto)	<ul style="list-style-type: none"> <li>• Exact prize money structure must be sent to European Athletics for approval at the latest by 1 November of the preceding year of the meeting and should be published on meeting website 30 days before competition.</li> </ul>	<ul style="list-style-type: none"> <li>• Exact prize money structure must be sent to European Athletics for approval at the latest by 1 November of the preceding year of the meeting and should be published on meeting website 30 days before competition.</li> </ul>	<ul style="list-style-type: none"> <li>• Exact prize money structure must be sent to European Athletics for approval at the latest by 1 November of the preceding year of the meeting and should be published on meeting website 30 days before competition.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Total prize money budget (min 30,000 EUR) must be paid to athletes for ranked performance during the meeting</li> <li>• Prize money does NOT include appearance fee and/or any bonus</li> <li>• Minimum prize money must be:</li> </ul> <p style="margin-left: 40px;">“A” prize money system</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr><td>1<sup>st</sup> Place</td><td style="text-align: right;">1000 EUR</td></tr> <tr><td>2<sup>nd</sup> Place</td><td style="text-align: right;">800 EUR</td></tr> <tr><td>3<sup>rd</sup> Place</td><td style="text-align: right;">600 EUR</td></tr> <tr><td>4<sup>th</sup> Place</td><td style="text-align: right;">400 EUR</td></tr> <tr><td>5<sup>th</sup> Place</td><td style="text-align: right;">300 EUR</td></tr> <tr><td>6<sup>th</sup> Place</td><td style="text-align: right;">200 EUR</td></tr> </table> <p style="margin-left: 40px;">“B” prize money system</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr><td>1<sup>st</sup> Place</td><td style="text-align: right;">600 EUR</td></tr> <tr><td>2<sup>nd</sup> Place</td><td style="text-align: right;">500 EUR</td></tr> <tr><td>3<sup>rd</sup> Place</td><td style="text-align: right;">400 EUR</td></tr> <tr><td>4<sup>th</sup> Place</td><td style="text-align: right;">300 EUR</td></tr> <tr><td>5<sup>th</sup> Place</td><td style="text-align: right;">200 EUR</td></tr> <tr><td>6<sup>th</sup> Place</td><td style="text-align: right;">100 EUR</td></tr> </table> <p>The organiser must declare until 1 November preceding year to which PM the events are belonging to</p>	1 <sup>st</sup> Place	1000 EUR	2 <sup>nd</sup> Place	800 EUR	3 <sup>rd</sup> Place	600 EUR	4 <sup>th</sup> Place	400 EUR	5 <sup>th</sup> Place	300 EUR	6 <sup>th</sup> Place	200 EUR	1 <sup>st</sup> Place	600 EUR	2 <sup>nd</sup> Place	500 EUR	3 <sup>rd</sup> Place	400 EUR	4 <sup>th</sup> Place	300 EUR	5 <sup>th</sup> Place	200 EUR	6 <sup>th</sup> Place	100 EUR	<ul style="list-style-type: none"> <li>• Total prize money budget (min 12.000 EUR) must be paid to athletes for ranked performance during the meeting</li> <li>• Prize money does NOT include appearance fee and/or any bonus</li> <li>• Minimum prize money must be:</li> </ul> <p style="margin-left: 40px;">“A” prize money system</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr><td>1<sup>st</sup> Place</td><td style="text-align: right;">500 EUR</td></tr> <tr><td>2<sup>nd</sup> Place</td><td style="text-align: right;">400 EUR</td></tr> <tr><td>3<sup>rd</sup> Place</td><td style="text-align: right;">300 EUR</td></tr> <tr><td>4<sup>th</sup> Place</td><td style="text-align: right;">200 EUR</td></tr> <tr><td>5<sup>th</sup> Place</td><td style="text-align: right;">100 EUR</td></tr> </table> <p style="margin-left: 40px;">“B” prize money system</p> <table style="margin-left: 80px; border-collapse: collapse;"> <tr><td>1<sup>st</sup> Place</td><td style="text-align: right;">400 EUR</td></tr> <tr><td>2<sup>nd</sup> Place</td><td style="text-align: right;">250 EUR</td></tr> <tr><td>3<sup>rd</sup> Place</td><td style="text-align: right;">150 EUR</td></tr> <tr><td>4<sup>th</sup> Place</td><td style="text-align: right;">100 EUR</td></tr> </table> <p>The organiser must declare until 1 November preceding year to which PM the events are belonging to</p>	1 <sup>st</sup> Place	500 EUR	2 <sup>nd</sup> Place	400 EUR	3 <sup>rd</sup> Place	300 EUR	4 <sup>th</sup> Place	200 EUR	5 <sup>th</sup> Place	100 EUR	1 <sup>st</sup> Place	400 EUR	2 <sup>nd</sup> Place	250 EUR	3 <sup>rd</sup> Place	150 EUR	4 <sup>th</sup> Place	100 EUR	<ul style="list-style-type: none"> <li>• Total prize money budget must be paid to athletes for ranked performance during the meeting</li> <li>• Prize money does NOT include appearance fee and/or any bonus</li> <li>• Minimum prize money must be:</li> </ul> <table style="margin-left: 80px; border-collapse: collapse;"> <tr><td>1<sup>st</sup> Place</td><td style="text-align: right;">2000 EUR</td></tr> <tr><td>2<sup>nd</sup> Place</td><td style="text-align: right;">1500 EUR</td></tr> <tr><td>3<sup>rd</sup> Place</td><td style="text-align: right;">1000 EUR</td></tr> <tr><td>4<sup>th</sup> Place</td><td style="text-align: right;">700 EUR</td></tr> <tr><td>5<sup>th</sup> Place</td><td style="text-align: right;">500 EUR</td></tr> <tr><td>6<sup>th</sup> Place</td><td style="text-align: right;">300 EUR</td></tr> </table>	1 <sup>st</sup> Place	2000 EUR	2 <sup>nd</sup> Place	1500 EUR	3 <sup>rd</sup> Place	1000 EUR	4 <sup>th</sup> Place	700 EUR	5 <sup>th</sup> Place	500 EUR	6 <sup>th</sup> Place	300 EUR
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European Athletics Permit logo & advertisement	<ul style="list-style-type: none"> <li>• Premium logo on all printed materials, TV graphics, and website (linked to European Athletics)</li> <li>• European Athletics advertising boards</li> </ul>	<ul style="list-style-type: none"> <li>• Classic logo on all printed materials, TV, graphics, and website (linked to European Athletics)</li> <li>• European Athletics advertising boards</li> </ul>	<ul style="list-style-type: none"> <li>• Special Premium logo on all printed materials, TV graphics, and website (linked to European Athletics)</li> </ul>																																																						
Event Presentation	<ul style="list-style-type: none"> <li>• Hardware &amp; Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Hardware &amp; Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Hardware &amp; Personnel</li> </ul>																																																						
Insurance	<ul style="list-style-type: none"> <li>• Liability for Athletes, Officials and Spectators</li> </ul>	<ul style="list-style-type: none"> <li>• Liability for Athletes, Officials and Spectators</li> </ul>	<ul style="list-style-type: none"> <li>• Liability for Athletes, Officials and Spectators</li> </ul>																																																						



## **APPENDIX B - EVALUATION**

1. European Athletics Indoor Premium and Classic meetings will be evaluated, ranked and monitored by an Evaluation Panel:
  - A European Athletics Council Member
  - A meeting event organiser
  - An athlete representative
  - An Event & Competition Commission member
  - Eventually other appointed experts
  
2. A Member Federation can apply one season in advance for an upgrading of its meeting status (according to Principle 3.).
  - 2.1. At the meeting organisers' expense, an evaluation can take place
  - 2.2. The final decision for an upgrading will be made by the European Athletics Executive Board following the Evaluation Panel recommendation.
  
3. The downgrading of a meeting will also be overseen by the Evaluation Panel, for serious shortcomings in a meeting's performance, this can be with immediate effect at the Evaluation Panel's discretion and final approval of the European Athletics Executive Board.
  
4. Meetings will be evaluated on criteria that are within their control.
  - 4.1. The following criteria will be closely controlled and integrated in the annual evaluation:
    1. Mandatory events/Programme
    2. Communication with TD/EA
    3. Liability Insurance
    4. Medical services
    5. Quality of food
    6. Quality of accommodation
    7. Quality of transport services
    8. Technical Facilities (equipment & implements)
    9. Technical Conduct
    10. Requirements about participating countries
    11. Athletes payment
    12. Spectators
    13. Time schedule
    14. Event presentation
    15. Advertising rules
    16. TV Production & coverage/ live streaming
    17. Video screens
    18. Media services (web & results)
    19. Budget
    20. Prize money structure