ELECTION TO THE IOC ATHLETES' COMMISSION

Technical Manual on the

Organisation of the Election

to the IOC Athletes' Commission

Technical Manual on the Organisation of the Election to the Athletes' Commission

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International Olympic Committee

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I. Global Reference Data

Name	**Technical Manual on the Organisation of the Election to the IOC Athletes' Commission**
Date/Version	November 2005
Note	This manual is part of the IOC Host City Contract. It will often refer to other IOC documents and manuals in an effort to synthesize information under specific functions.

In order to provide Games organisers with a complete picture of a Games function, both Olympic and Paralympic information is integrated within the technical manuals. General information may apply to both Olympic and Paralympic Games even though not explicitly mentioned, while Paralympic-specific information is identified as such.

Disclosure

The material and the information contained herein are provided by the IOC to be used for the sole purpose of preparing, organising and staging an edition of the Olympic Games. This material and information is the property of the IOC and may not be disclosed to third parties or the general public, whether in whole or in part, without the prior written approval of the IOC. Sharing of such material and information is only permitted, under the condition of strict confidentiality, with third parties assisting in the preparation, organisation and staging of an edition of the Olympic Games.

II. Changes from Previous Version

Introduction   This section lists the changes found in this version in relation to the previous.

Changes   This manual contains a certain number of changes in relation to the previous. Please find below the most significant modifications made to this version:

Section	Change
Executive Summary	Presentation of the newly elected athletes during the Closing Ceremony has been added as a fifth step of the process of the election.
Master Schedule Reference	Insertion of steps related to the set up of the software used to register the votes of the athletes.
Obligations Checklist	Addition of computers in the list of equipment to be provided by the OCOG and insertion of another type of requirement regarding technology.
Voting Centres & Resources	Modifications in the list of equipment to be made available by the OCOG at the main voting centre and secondary voting centre(s).
Voting Process	Insertion of a new obligation for the OCOG regarding the availability on the Games network of the software used to register the athletes' votes
Voting process	Modification in the flow of the process due to the utilization of a software to register the athletes' votes.
Space and Equipment Requirements	Modifications of the lists of requirements for the main voting centre and the secondary voting centre(s).

III. Related Documents

List

The following is a list of all documents this Technical Manual refers to:

- Olympic Charter
- Manual for Election to the IOC Athletes' Commission
- IOC Election Campaign Rules
- Accreditation and Entries at the Olympic Games - User's Guide
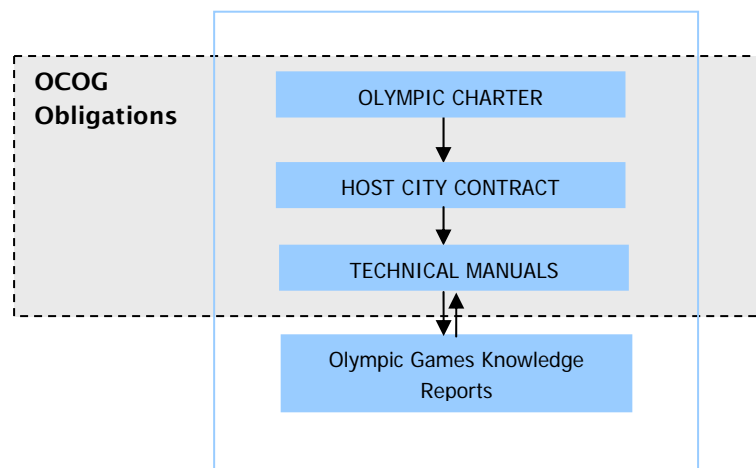- Technical Manual on Olympic Village

IV. Information Road Map

Introduction   The aim of this section is to explain how the Technical Manuals fit into the general context of the various IOC guidelines and supporting documents. The Technical Manuals are part of an information chain that needs to be clearly understood by all Games organisers including OCOGs, government entities, and partners, as well as by bidding cities. This will enable them to understand their obligations and distinguish them from the recommendations and advice provided through the Olympic Games Knowledge Programme.

Presentation   The diagram below illustrates the "information road map" and the position of the Technical Manuals within the context of other related documents. Each of the documents is described in more detail on the following pages.

IV. Information Road Map, Continued

Olympic Charter (OC)

The Olympic Charter governs the organisation and operation of the Olympic Movement, and stipulates the conditions for the celebration of the Olympic Games. It is the codification of the:

- Fundamental Principles
- Rules
- Bye-laws

as adopted by the IOC. Thus, the Olympic Charter represents the permanent fundamental reference document for all parties of the Olympic Movement. It can only be modified with the approval of the IOC Session. The Olympic Charter is updated periodically and therefore, the only applicable version is the most current version.

Host City Contract (HCC)

The Host City Contract sets out the legal, commercial, and financial rights and obligations of the IOC, the host city and the NOC of the host country in relation to the Olympic Games. The Host City Contract represents the written agreement entered into between the:

- IOC, on the one hand
- Host city and NOC of the host country, on the other hand

In case of any conflict between the provisions of the Host City Contract and the Olympic Charter, the provision of the Host City Contract shall take precedence.

The Host City Contract is signed by the IOC, the host city and the NOC of the host country immediately following the announcement by the IOC of the host city elected to host the Olympic and Paralympic Games. As such, the Host City Contract is specific to each edition of the Olympic Games, and may vary from Games to Games due to changes and modifications.

IV. Information Road Map, Continued

Technical Manuals

The Technical Manuals annexed to the Host City Contract form an integral part thereof. They contain the following information regarding a given subject/theme of Olympic Games organisation:

- Detailed technical obligations
- Planning information
- Procedures and processes
- Proven practices

Thus, they provide the technical requirements and information for the implementation of the key functions by the OCOGs and their partners. The IOC may amend the Technical Manuals and update them as necessary to include the most recent and relevant information for the Games organisers. Therefore, the only applicable version of any Technical Manual is the most current version. The English version of the manuals shall prevail.

Olympic Games Knowledge Reports (Formerly called "TOK Guides")

The Olympic Games Knowledge Reports* represent a description of practices and experiences from previous Games organisers, referring to a given local host city context and environment.

The reports contain:

- Technical and organisational information from the OCOG's point of view referring to a given edition of the Olympic Games. This can include practice examples, scale and scope data, as well as information on resources, planning, strategy and operations.

They do not contain:

- Legal obligations
- IOC recommendations

Once edited after each edition of the Olympic Games, the Olympic Games Knowledge Reports are no longer modified. For this reason, there is one version of reports that is specific to each edition of the Olympic Games.

These reports are part of the Olympic Games Knowledge Programme put in place by the IOC to facilitate the transfer of Olympic Games Knowledge and assist in the exchange of information from one Olympic Games to the next. The programme comprises several components (written information, workshops etc.) and features the Olympic Games Knowledge Reports as one of its key elements. These reports can be found on the Olympic Games Knowledge Extranet.

V. Olympic Games Study

Introduction

This section provides an introduction to the work undertaken by the IOC that directly impacts Games preparation, operations, and long-term sustainability. Therefore, it is crucial for the reader of this manual to understand the general context and philosophy of the IOC, which will help adopt the mindset of cost consciousness and continuing improvement introduced by the IOC. Detailed technical recommendations from Olympic Games Study have been incorporated directly in the manual-specific content.

Games Study Commission

The Olympic Games Study Commission was established by IOC President Jacques Rogge to analyse the current scale and scope of the Olympic Games and the Olympic Winter Games. The Commission's mandate was to propose solutions to manage the inherent size, complexity and cost of staging the Olympic Games in the future, and to assess how the Games can be made more streamlined and efficient.

The decision to undertake this work recognises the IOC's desire to maintain the position of the Games as the most important sporting event in the world while, at the same time, balancing the need to keep the impacts associated with Games organisation under reasonable control. In particular, the IOC addressed measures to ensure that Games Host Cities do not incur greater expenses than are necessary for the proper organisation of the Games.

The IOC ensured that proposed measures should not undermine the universal appeal of the Games, nor compromise the conditions which allow athletes to achieve their best sporting performance, and which allow the media to transmit the unique atmosphere and celebration of the Games to the world.

The Commission presented its complete report to the IOC Session in Prague in July 2003. At this meeting, the general principles and detailed recommendations were adopted as well as the calendar of dates for the implementation of these recommendations.

The IOC Olympic Games Department owns the task of managing the detailed implementation of all recommendations. The objective is to integrate the recommendations and principles of the study into the general IOC guidelines and Games management processes, so that future Games organisers will automatically work from this basis. At the same time, it is key that the organisers understand and adopt its general philosophy and guiding principles.

V. Olympic Games Study, Continued

Main Recommendations of Games Study Report

The Olympic Games Study report lists 117 detailed practical recommendations, which have been structured according to five major themes. Please note that the detailed recommendations have been incorporated in relevant parts of the Technical Manuals. Detailed information can be found in the complete report; however, the following represents a general explanation of the five major themes:

1. Games Format

The IOC should re-affirm the following Olympic Charter principles:
- The Olympic Games are awarded to a single Host City
- The duration of competitions shall not exceed 16 days
- Only sports practised on snow and ice may be considered as winter sports

2. Venues & Facilities

Minimise the costs and maximise the use of competition, non-competition and training venues and guarantee an efficient usage in terms of time, space and services, while taking into consideration the needs of the Olympic Family.

3. Games Management

Recognising the fact that the Games are evolving, the IOC should clearly define its role and responsibilities within the Olympic Movement vis-à-vis all involved parties with the objective of improving Games governance. The OCOG should adopt more effective business processes with the objective of creating a more efficient and coordinated Games management through work practices that maximise all resources.

4. Number of Accredited Persons

The IOC should establish appropriate guidelines and find ways of containing (and ideally decreasing) the overall number of accredited persons on the occasion of the Games. The focus should be on groups that have experienced the most dramatic increases, those that have more flexible rules and those that do not have any maximum numbers.

5. Service Levels

Stop the ever increasing "benchmark inflation" that arises from comparisons of services provided at past Games or other major events. Service levels should be of a reasonable standard and be adapted to each client groups' real needs. Acceptable risk levels must also be addressed with some key stakeholders.

V. Olympic Games Study, Continued

Games Debriefing & Post-Games Analysis

Games Debriefing

Following every edition of the Games, a formal debriefing is conducted with the participation of the following:

- IOC
- OCOG having just organised the Games
- OCOG to organise the subsequent edition of the Games in four years time

The debriefing takes place within months immediately following the Games, and in the city of the next OCOG. At this time, a high-level analysis is conducted on the strategy, planning and operations of that specific edition of the Games, with the intention of passing on key conclusions and recommendations for the next organisers to improve the delivery of the Games.

Post-Games Analysis

Based on the various analysis, reports, and observation of each Games edition, the IOC gathers all relevant information and presents a final summary report. Within this report, the IOC proposes the major policy changes and key actions necessary to implement improvements for future Games. Following the necessary approval, these key conclusions are adopted and integrated into the IOC guidelines, forming the framework for future Games organisers.

Olympic Games Global Impact (OGGI)

In recognising the importance of sustainable development and social responsibility, the IOC launched the OGGI project with the objective to:

- Measure the global impact of the Olympic Games
- Create a comparable benchmark across all future Games editions
- Help bidding cities and future organisers identify potential legacies to maximise the Games' benefits

OGGI takes into account the specificities of each Games and related host city context, and covers economic, social and environmental dimensions. The main OGGI report forms part of the Official Report to be produced by the OCOG after each Games, and therefore is an official requirement to be fulfilled by each Host City.

The OGGI project allows for the IOC to measure the long-term implications of Games organisation, in order to analyse the global impact of the Games on a given host city. Based on the findings, the IOC integrates the appropriate changes to maintain the long-term viability and success for the Games in keeping with the ideals of the Olympic Movement.

V. Olympic Games Study, Continued

Key Messages

- As a responsible organisation, the IOC wants to ensure that host cities and residents are left with the best possible legacy in terms of venues, infrastructure, environment, expertise and experience.

- Bigger does not necessarily mean better and higher expenditure does not necessarily guarantee the quality of the Games. The IOC made clear that excessive or unjustified costs and infrastructure could even be counterproductive.

- Games Study should involve the commitment and participation of all Olympic stakeholders, as the improvements will ultimately be to their benefit as well. The notions of "teamwork" and striving for the same goal are key in this context.

- It has to be ensured that the underlying philosophy and conclusions with regard to the size and complexity of the Olympic Games are widespread, understood, and properly assimilated within the Olympic Movement and beyond.

- No single recommendation can provide a solution, but the sum is reflective of an attitude and mindset that should be adopted by all parties of the Olympic Movement.

- Underpinning this approach, the IOC has strengthened its support and collaboration with the Games organisers through, for example, enhanced Games management processes, and a strong transfer of knowledge programme to provide assistance and advice as needed.

VI. Introduction

Objectives   The objective of this manual is to assist the OCOG in organising the election of the IOC Athletes' Commission.

Target Audience   The target audience for this Manual is the OCOG staff in charge of the election process.

Context   This manual consolidates information in relation to the election of athletes to the IOC Athletes' Commission.

VII. Executive Summary

The IOC Athletes' Commission

The IOC Athletes' Commission was created in 1981 with the aim of increasing the representation of athletes within the Olympic movement. The Commission is comprised of 19 members - 12 elected by their peers and up to 7 appointed by the IOC President.

As the Olympic Games are the only gathering of Olympic athletes, elections for the Commission are held during each edition of the Games in the host city.

Election Process

- The election is organised by the IOC with the technical and logistical support of the OCOG.
- An Election Committee, composed of 5 IOC members, is responsible for the election and oversees the vote counting.

The table below describes the process of the elections:

Stage	When	Description	Comments
1	One month prior to the Games, once the list of candidates has been validated by the IOC Executive Board.	Publication of the "Manual for Election to the IOC Athletes' Commission"	The Manual presents all candidates and gives practical information on the voting process.
2	Upon Athlete's arrival in the Olympic Village	Distribution of the Manual to all competing athletes	
3	- Starting 2 days prior to the Opening Ceremony of the Olympic Games - For at least 15 days	Setting up of voting centres in the Olympic Villages prior to the beginning of the election	- There may be secondary voting centre(s) within the village or in the other Olympic village(s), when applicable. - There may be temporary voting centre(s) in some competition venues should they be far from the villages. - They are operated by OCOG volunteers under the responsibility of the IOC administration.
4	3 days prior to the Closing Ceremony	Announcement of election results in the Olympic Village by the Chairperson of the Election Committee	
5	Closing Ceremony	Presentation of the elected athletes	

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VII. Executive Summary, Continued

Key Elements for Success of Election

- Visible and well-located voting centre(s) in athletes' dining area(s)
- Possibility for competing athletes to vote quickly and easily in a private voting area
- Adequate distribution of information
- Intensive promotion
- Dedicated multi-lingual volunteers

VIII. Technical Presentation

Scope

This manual describes the needs (space, human resources and logistic assistance) for the preparation, operations and conclusion of the election to the IOC Athletes' Commission organised during the Olympic Games period in the Olympic Village(s).

Position in OCOG structure

As the election takes place mainly in the Olympic Village(s), the OCOG Olympic Village Function should be closely involved in this process.

The IOC Sports Department is in charge of the election for the IOC.

IX. Master Schedule Reference

Update to Master Schedule

NOTE

The next generation of the Master Schedule is currently under completion and will be released at a later date. Once released, it shall take precedence over the critical milestones and delivery dates as found in this manual.

Timeline

This table underlines the main action timeline for the organisation of the election.

Action	When	Who
Identification of voting centre locations in the Olympic Village(s) within the athletes' dining areas	- 3 years	IOC/ OCOG
Appointment of OCOG individual as contact point	- 2 years	OCOG
Finalise plans for distribution of the election manual during accreditation process	- 2 year	IOC/ OCOG
Business process review of the software used to register the athletes' vote and agreement on adaptations to be made.	- 18 months	IOC/ OCOG
Finalisation of voting centre and storage room locations and arrangements for furnishings and fixtures	- 1 year	IOC/ OCOG
Identification of accessible secured storage room	- 1 year	IOC/ OCOG
Search for agency to perform vote counting	- 1 year	IOC
Identification of volunteer requirements (numbers and languages)	- 1 year	IOC
Finalisation of operating dates and time of voting centres both inside and outside the Olympic Village(s)	- 1 year	IOC
Finalisation of date and time for the announcements of the results	- 1 year	IOC
Identification of signage	- 1 year	IOC/ OCOG
Elaboration of first plan for promotion / publicity (flyers, table signage, newspaper, INFO system, etc.)	- 1 year	IOC/ OCOG
Finalisation of the manual distribution	- 10 months	IOC/ OCOG
Final selection of agency to perform vote counting	- 10 months	IOC

IX. Master Schedule Reference, Continued

Timeline (continued)

Action	When	Who
Edition of the user's guidelines for the technological tool and training of the users	- 7months	IOC/ OCOG
Finalisation of plans for promotion / publicity	- 6 months	IOC/ OCOG
Creation of "I have voted" souvenir	- 4 months	IOC
Production of election signage	- 4 months	OCOG
Volunteer allocation to election; establishment of working hours and tasks	- 4 months	IOC/ OCOG
Edit and publication of manual	- 3 months	IOC
Creation and publication of posters	- 3 months	IOC
Mailing of all material to OCOG contact person	- 6 weeks	IOC
Printing and delivery of ballots to OCOG contact person	- 4 weeks	IOC
Manual posted on IOC website	- 4 weeks	IOC
Preparation of volunteer manual	- 4 weeks	IOC
Set up of the technological solution and support	- 1 week	IOC/ OCOG
Distribution of manual to the competing athletes	Upon arrival	OCOG
Volunteer training and posting of posters throughout village(s)	- 2 days	IOC
Wrap-up and production of the final statistics	+ 1 day	IOC/ OCOG

X. Obligations Checklist

Introduction   The following list represents a summary of the critical obligations related to the Organisation of the Election to the Athletes' Commission. This list gives only a high-level view of the relevant obligations in this area, while all of the complete and detailed responsibilities are found within the main text of this manual.

Summary of Obligations   The OCOG shall provide adequate spaces, equipment and human resources necessary for the preparation and the operation of the election to the IOC Athletes' Commission, which includes:

Type of requirements	Needs
Space	• Main voting centre in main athletes' dining hall • Secondary voting centre(s) • Temporary voting centre(s)
Equipment	• Sealed ballot boxes for each voting centre • Sufficient number of voting booths • Computers with access to the Games Network
Human resources	• OCOG contact point • Adequate number of volunteers
Services	• Distribution of the manual during the accreditation process • Adequate advertisement
Technology	In collaboration with the IOC, the OCOG will need to provide on the Games network the software used to register the athletes' votes.

Detailed List   The space and equipment requirements have been included in this document.

XI. Specific Glossary

Presentation
✖

Please note that this manual does not use specific or technical terminology and the thus, the Olympic terms used in this document are covered in the Official Core Terminology for the Olympic and Paralympic Games.

Icons

The following table provides definitions of the icons and colours used in this manual.

Icon and Colour	Type of Information
△	Obligation
⊡	Third party reference
▶ IPC	IPC Reference
✖	Cross-Reference

Disclaimer

Please note that these symbols as well as the grey background indicating OCOG obligations are used for illustration purposes to guide the reader through this manual, without however limiting the general validity and contractual character of this document.

1.0 → The IOC Athletes' Commission

Overview

Introduction   This is a general introduction to the IOC Athletes' Commission and its composition.

Creation
✖   The IOC Athletes' Commission was created in 1981 by Juan Antonio Samaranch, President of the IOC. Reference is made in the Olympic Charter.

Objectives   The objectives of the Commission are to:

- be the link between the competing athletes and the IOC;
- represent the athletes within the Olympic Movement;
- ensure that the rights and concerns of the athletes are taken into consideration.

Functioning   The Athletes' Commission meets at least once a year and submits recommendations to the IOC Executive Board during a yearly joint meeting.

Composition   The Commission is composed of a maximum of 19 members:

- 12 athletes elected by their peers during the Olympic Games, for a duration of 8 years, and;
- Up to 7 athletes appointed by the IOC President to ensure a fair balance in terms of continents, gender and sports.

Of the 12 members elected by their peers, 8 athletes represent summer sports and 4 athletes represent winter sports.

2.0 → The Election

Overview

Introduction   During the Games, competing athletes have the opportunity to choose their representatives for the IOC Athletes' Commission, and therefore make sure that their interests and concerns are taken into consideration and defended at the highest level.

This chapter describes the organisation and the operations of the election to the IOC Athletes' Commission.

Contents   This chapter contains the following topics:

Topic
2.1 General Presentation
2.2 Voting Centre(s) and Resources
2.3 Diffusion of Information
2.4 Voting Process
2.5 Vote counting
2.6 Announcement of the Results
2.7 Space and Equipment Requirements

2.1 → General Presentation

Overview

Introduction   Beginning with the Games of the XXVI Olympiad of Atlanta 1996, the IOC has organised the elections of the IOC Athletes' Commission during the Games period in the Olympic Village(s).

This section provides general information on the election.

Frequency   During each edition of the Olympic Games, competing athletes elect half of their elected representatives in the Athletes' Commission:
- 4 athletes representing summer sports during the Games of the Olympiad
- 2 athletes representing winter sports during the Winter Olympic Games

Duration
△   The election must start 2 days before the Opening Ceremony of the Olympic Games and lasts at least 15 days.

Location
△   The election must take place in the Olympic Village(s) in the main athletes' dining hall(s). Depending on the distance from competition venue to the village(s), it may also take place at certain competition venues.

Candidates' Nomination and Election   NOCs with an Athletes' Commission that complies with the IOC guidelines have the opportunity to nominate a candidate for the election.

The list of candidates should be validated by the IOC Executive Board.

Overview, Continued

Candidates' Eligibility Rules

To be eligible, candidates should meet the following criteria:

- Have participated in the last edition of the Games of the Olympiad or Olympic Winter Games, as applicable, or be a competitor in the Olympic Games at which the election take place
- Be at least 18 years of age at the close of the Games at which they are to be elected
- Not have been sanctioned for a doping offence
- Have been selected by the Athletes' Commission of the said NOC
- Speak English or French, the official working languages of the IOC and the Commission

Election Campaign Rules ✖

The published IOC Election Campaign Rules should be signed by the candidate, the president of the NOC Athletes' Commission and the president of the NOC for approval.

These rules mention that apart from the manual and the posters published by the IOC, "the candidates (and/or their supporters) are allowed to publish a document black and white (one sheet printed on both sides, A4 format) presenting their candidature. After approval by the Election Committee, this document can be distributed only inside the Olympic Village but not next to the voting centre. No other document, poster, sign, banner or present may be distributed and/or displayed inside or outside the Olympic Village."

Ballot

Upon IOC request, ballots shall be printed by the agency which provides the vote count system. This agency will be contracted by the IOC.

The ballots shall include:

- Election logo
- Voting instructions in at least the following languages (French, English, German, Spanish, Russian, Chinese)
- Candidates' names in alphabetical order with their gender, sport and nationality (in both English and French)

Electorate ✖

All accredited athletes (Aa) are eligible to vote.

See the Accreditation and Entries at the Olympic Games - User's Guide for further details on Aa Accreditation.

Overview, Continued

**Election
Committee**

Responsibility

The Election Committee is responsible for the election.

Composition

The Committee is composed of 5 members designated by the IOC President:

- 1 chairperson
- 1 secretary
- 3 members

The composition of the Committee should be made public.

Role

The role of the Committee is to:

- check eligibility of athletes before the IOC Executive Board approval;
- check and officially approve the candidates' campaign material, in conformity with the election campaign rules for the IOC Athletes' Commission;
- ensure that candidates abide by the above-mentioned rules, to deal with all infringements and propose sanctions to the Executive Board should it be necessary;
- oversee the counting of ballot papers and to ensure the conformity of the results.

2.2 → Voting Centres & Resources

Overview

Introduction   This section describes the voting centres and the resources needed to run the election.

Contents   This section contains the following topics:

Topic
2.2.1 Human Resources
2.2.2 Main Voting Centre
2.2.3 Secondary Voting Centre(s)
2.2.4 Temporary Voting Centre(s)

2.2.1 Human Resources

Election Coordinator

The Election Coordinator is an IOC staff member.

The Election Coordinator is responsible for the following:

- diffuse publicity / information
- operate the voting centres
- organise the vote count.

The Election coordinator works in close cooperation with his/her contact in the OCOG.

At Games-time, the Election Coordinator should be assisted by volunteers provided by the OCOG.

Volunteers
△

- The OCOG must provide volunteers to assist in the operations of the election.
- The number of volunteers depends on the number of voting centres and OCOG working policy.
- There must be at least two volunteers at a time at each voting centre.

Role of Volunteers

The volunteers duties should consist of:

- welcoming and assisting the athletes who are voting
- taking part in the diffusion of information
- taking part in the vote count.

Language Skills
△

- In order to be able to help the voting athletes, the volunteers dedicated to the election shall have multiple languages skills.
- All of main languages (English, French, German, Spanish, Russian, and Chinese) shall be covered.

Training

Two days before the beginning of the election, the volunteers shall attend a day training session conducted by the Election coordinator.

The Election coordinator should provide volunteers with a training folder including all relevant information specifically related to the election.

2.2.2 Main Voting Centre

Voting Centre in Village △	The main voting centre must be located in the main dining hall of the main Olympic Village, supported by the necessary operations and services.

Visibility / Signage

- The main voting centre should be visible and located in the walkway of the athletes.
- Adequate signage should be provided by the OCOG throughout the village both outside and inside the main dining hall.

Operating Hours

The main voting centre should operate from 9am to 10pm during the whole duration of the election.

Size

The main voting centre should be at least 50m² in size.

The main voting centre should consist of the following two parts:
- Welcome area
- Separate area for the athletes to vote in privacy

Equipment

The main voting centre should be equipped with at least:
- 2 registration tables
- 6 chairs
- 10 voting booths
- 2 computers with a connection to the Games network
- 2 electrical outlets
- 1 telephone (Olympic network)
- 1 international phone line (for internet connection)
- 1 storage cabinet with 4 drawers
- 1 sealed ballot box

2.2.2 Main Voting Centre, Continued

Ballot Box

△

The OCOG shall provide a ballot box, minimum size of at least 0.2m³, with a minimum height of 60cm.

The ballot box shall be sealed and opened only on the day of the vote count, in the presence of the Election Committee.

Outside the voting hours, the ballot box shall be stored in a secured area.

Secured Storage Room

There should be a secured storage room (at least 15m²) in the proximity of the main voting centre whose access should be at the discretion of the election coordinator.

This room should be equipped with 2 lockable cupboards (180x90x45cm).

The following items should be stored in this room:
- Computers
- Ballot box
- Portable ballot boxes
- Stock of blank ballots
- Stock of "I have voted" souvenirs
- Additional copies of the manual for the election

2.2.3 Secondary Voting Centre(s)

Secondary Voting Centre(s) △	Secondary voting centre(s) must be located in the Olympic Village(s) in other adequate location(s) supported by the necessary operations and services to ensure that the maximum of athletes have the opportunity to vote. Number and location shall depend on the organisation of the village(s).

Visibility / Signage

Secondary voting centre(s) should be visible and located in the walkway of the athletes.
Adequate signage should be provided by the OCOG throughout the village(s) both outside and inside the building hosting the voting centre.

Operating Hours

The operating hours of the secondary voting centres should be defined according to their location and the athletes' activities.

Size

Each secondary voting centre should be at least 40m².

Each secondary voting centre should consist of the following two parts:

- Welcome area
- Separate area for the athletes to vote in privacy

Equipment

The secondary voting centre(s) shall be equipped with at least:

- 1 registration table
- 1-2 computers with access to the Games network
- 2 chairs
- 4 – 6 voting booths
- 1-2 electrical outlet
- 1 telephone (Olympic network)
- 1 sealed ballot box

2.2.3 Secondary Voting Centre(s), Continued

Secured Storage Room

There should be a secured storage room (at least 15m²) in the proximity of the secondary voting centre(s) when these secondary voting centre(s) are not located in the same village as the main voting centre.

This room should be equipped with 2 lockable cupboards (180x90x45cm).

The following items shall be stored in this room:

• Computers
• Ballot box
• Stock of blank ballots
• Stock of "I have voted" souvenirs
• Additional copies of the manual for the election

Ballot Box
△

The OCOG shall provide either one big ballot box (60x30x30cm), or several smaller ballot boxes.

Should there be several smaller ballot boxes, they shall be labelled with the date and the location where they are used.

Outside the voting hours, all ballot box(es) shall be stored in a secured area.

The ballot boxes must be sealed and shall be opened only on the day of the vote count, in the presence of the Election Committee.

2.2.4 Temporary Voting Centres

Temporary Voting Centres ⌂	Temporary voting centre(s) must be set up, if necessary, in the following cases: • should a competition venue be far from the Olympic Village(s) and that many athletes do not stay in these Village(s) • should there be an obvious lack of voters at the main and secondary voting centres

Visibility / Signage

Temporary voting centre(s) shall be visible to participating athletes.

Adequate signage should be provided by the OCOG both outside and inside the voting location.

Operating Hours

The temporary voting centre(s) shall be set for a short-time period (2-3 days) and not for the whole voting period.

The operating hours of the temporary voting centres should be defined according to the needs.

Size

There is no size requirement for temporary voting centre(s).

Equipment

The temporary voting centre(s) should be equipped with at least:

- 1 registration table
- 2 chairs
- electrical outlet
- 1 telephone (national)

Ballot Box

- Portable ballot boxes provided by the IOC should be used for the temporary voting centre(s).
- They should be labelled with the date and the location where they will be used.
- Outside voting hours, the ballot boxes should be kept in a secured area.
- The ballot boxes should be sealed and shall be opened only on the day of the vote count, in the presence of the Election Committee.

Accommodation

If necessary, the OCOG should provide accommodation on site to the volunteers who will run the temporary voting centre(s).

2.3 → Diffusion of Information

Overview

Introduction   Promotion is one of the key elements to ensure a strong participation in the election and representative results.

This section presents the information tools used to pass the message to the competing athletes.

Contents   This section contains the following topics:

Topic
2.3.1 Manual for the Election to the IOC Athletes' Commission
2.3.2 Posters
2.3.3 Flyers
2.3.4 Olympic Village Newsletter
2.3.5 Other Information Tools

2.3.1 Manual for the Election to the IOC Athletes' Commission

Aim   The Manual for Election to the IOC Athletes' Commission, published by the IOC, is the main information document.

Content   The manual contains the following:

- General presentation of the IOC Athletes' Commission
- Practical information on the voting process (how, when, where)
- Presentation of the candidates
- Sample of the ballot

The manual is available in the two official languages (French and English).

Distribution of Manual
△   This manual must be distributed by the OCOG to each competing athlete during the accreditation validation process.

Additional Diffusion   Additional copies of the manual should be made available in the Olympic Village(s) at the following places:

- All voting centres
- IOC Athletes' Commission Office
- Main resident centres
- Information desk
- Any other appropriate locations

The manual will also be posted on the IOC website.

2.3.2 Posters

Aim
Posters should be published by the IOC in order to advertise the election throughout the Olympic Village(s) and to encourage competing athletes to vote.

Content
The poster(s) contains the following elements:

- Candidates' pictures
- Candidates' names, sports and nationalities
- Logo of the election
- Short message to encourage athletes to vote

The poster should be printed in the two official languages (French and English)

Distribution of Posters △
Two days prior the opening of the election, the posters must be posted throughout the Olympic Village(s) by the volunteers dedicated to the election.

Adequate access authorisation must be given to the volunteers to do so, especially in the lobby of residential areas.

2.3.3 Flyers

Aim   Flyers should be published by the IOC to encourage the athletes to vote.

Content   The flyers should contain the following elements:

- Location of the voting centres
- Operating hours of the voting centres
- Logo of the election
- Short message to encourage the athletes to vote

The flyers should be printed in the two official languages (French and English).

Distribution   The flyers should be distributed by the volunteers dedicated to the election, according to the needs.

Flyers should also be available in the Olympic Village(s) at the following places:

- All voting centres
- Main resident centres
- Athletes' Commission Office
- Information desk
- Any other appropriate locations

2.3.4 Olympic Village Newsletter

Aim

✕

The Olympic Village Newsletter is an effective tool to remind competing athletes about the election. More information can be found in the Technical Manual on Olympic Village.

Village Newsletter

△

The Olympic Village Newsletter must include relevant information on the election for the voting athletes.

Information to be Published

The following information should be published in the newsletter:

Stage	Description
Day 1	Article which emphasizes the importance for the athletes to vote
Day 4	Pictures of the candidates (reproduction of the poster)
Day 7	Reminder
Day 10	Reminder
Day 14	Reminder "One more day to vote"
Day 16	Article on the election results

Content

The format and content of the articles should be drafted by the IOC before the beginning of the election in collaboration with the OCOG editorial team.

2.3.5 Other Information Tools

INFO System

Advertisement and information about the election should be included in the INFO system.

Detailed type, format and frequency of messages should be defined in collaboration with the OCOG.

Internet Café

An election reminder should be included in the terminals at the Internet café.

Detailed type, format and frequency of messages should be defined in collaboration with the OCOG.

OCOG Publications

Further information on the election may be found in other relevant OCOG publications, such as:

- Chefs de Mission Manual
- Athletes' Guide
- Olympic Village Guide

2.4 → Voting Process

Efficient Voting Process

As Olympic athletes are mainly focused on their competition and sport performance, the voting process for the IOC Athletes' Commission should be quick and easy in order to maximise athlete participation.

Software
△

In collaboration with the IOC, the OCOG must provide the software used to register the athletes' votes on the Games network.

Registration of Voting Athletes

When an athlete comes to the voting centre, the volunteer should conduct the following:

Step	Action
1	Check that the athlete is accredited "Aa" and that his accreditation is still valid.
2	Check with the registration software that the athlete has not already voted
3	Register the voting place and voting date of the athlete
4	Give the athlete a blank ballot and voting instructions

Re-issued Accreditation Card

The OCOG should provide to the Election coordinator, on a daily basis, the list of accreditation cards that are re-issued.

This list should be used to verify that an athlete has not already voted with another accreditation card.

2.3.5 Other Information Tools, Continued

Ballot Fill-in   Once having received the blank ballot, the athlete shall then:

Step	Action
1	Go to the voting booth
2	Fill in the ballot
3	Put the ballot in the ballot box

"I have voted"   Upon completion of the voting process, each athlete shall receive a special souvenir
Souvenir   from a volunteer with an "I have voted" inscription.

2.5 → Vote Counting

Overview

Introduction

This section describes the vote counting process. This process consists of two phases:

Phase	Action
1	Opening and scanning of the ballot on the last day of the election
2	Data processing the following day

This two-phase process gives enough time to organise manual counting overnight should there be technical problems.

Vote Counting △

The vote counting shall take place in a secured room within the main Olympic Village as close as possible to the storage room.

Timing

The vote counting starts in the evening of the last day of the election in order for the results to be ready to be announced the following day.

Equipment

The ballots and the vote counting system are provided and run by an external company contracted by the IOC.

The company provides all technical equipment.

The company technicians set up and test the equipment the day before the vote counting, scan the ballot on the last day of the election, tabulate the results of the election and provide the IOC with the results in electronic format.

The following additional equipment should be provided by the OCOG:

- 5 – 6 tables
- 20 chairs
- 2-3 electrical outlets
- 1 telephone line (internet connection)

Overview, Continued

Phase 1

On the evening of the last day of the election, in presence of the Election Committee, the following steps should be completed:

Phase	Description
1	Opening of the ballot boxes
2	Putting the ballots in order
3	Scanning the ballots by an optical reading machine

Phase 2

In the morning following the last day of the election, phase 2 should be completed in the following manner:

Phase	Description
1	Processing of data
2	Printing of the results
3	Certification of the results by the Election Committee

Results Publication

The following information should be included on the results sheet printed by the IOC:

- Number of ballots scanned
- Number of ballots definitely rejected
- Number of Aa accredited athletes
- Number and percentage of voters
- Number of votes for each candidate
- Names and signatures of the Election Committee members
- dates of results publication

Manual Counting

In case of scanning problem(s), the ballots should be counted manually overnight with help from the OCOG.

2.6 → Announcement of Results

Overview

Announcement △	The announcement of the results must take place in the main Olympic Village, in order for the athletes to be informed immediately.

Location   The announcement of the results should take place in the international zone of the main Olympic Village, if possible on the welcome stage.

Timing   Results are announced at 2 pm of the day following the closing of the election.

Equipment   Loudspeaker equipment should be provided by the OCOG to conduct the announcement.

Participants   Results should be announced by the Chairperson of the Election Committee.

Media should have access to this event and thus an adequate number of passes will be made available in this respect, according to IOC conditions.

Competing athletes and candidates will be invited to attend this event.

Press Release   The IOC should publish and distribute a press release in relation to the announcement. The press release shall be published in the Olympic Village Newsletter and posted on the INFO system and on the IOC website.

2.7 → Space and Equipment Requirements

Overview

Services Provided by OCOG

The OCOG should provide the following space and equipment:

What	When
Volunteers training room (25 max) • Tables and chairs • Flip-chart • Pencils	2 days prior to the election opening 1 day
Main voting centre • Minimum size 50m² • 2 registration tables (min size 2.5m) • 6 chairs • 10 voting booths (minimum) • 2 computers with Games network access (minimum) • 1 ballot box (minimum 0.2m³ and 60cm high) • 2 electrical outlet • 1 telephone (Olympic network) • 1 phone line (for internet connection) • 1 printer • 1 storage cabinet with 4 drawers	Entire period
Secured storage room • Minimum size 15m² • In close proximity of the main voting centre • 2 lockable cupboards (180x90x45cm)	Entire period

Overview, Continued

Services Provided by OCOG (continued)

What	When
Secondary voting centre(s) • Minimum size 40m² • 1 registration table (min size 2m) • 2 chairs • 4 – 6 voting booths • 1-2 computers with Games network access • 1 ballot box (min 60x30x30cm) or several smaller ballot boxes • 1-2 electrical outlet • 1 telephone (Olympic network) • 1 printer (if the secondary voting centre is not located in the same village as the main voting centre) • Accommodation as needed	Entire period
Secured storage room(s) for secondary voting centre(s) not located in the same village as the main voting centre • Minimum size 15m² • In close proximity of the secondary voting centre(s) • 2 lockable cupboards (180x90x45cm)	
Temporary voting centre(s) • 1 registration table • 2 chairs • Accommodation as needed	According to the needs
Vote count room • 5 – 6 tables • 20 chairs • 1 telephone line (internet connection) • 1 telephone line (Olympic network) • 2-3 electrical outlets • 1 printer	For 3 days beginning with the day before the end of the election

Depending on local setup in the Host City and future developments, these requirements may need to be adapted.

Overview, Continued

**IOC
Responsibilities**

The IOC will be responsible to provide the following equipment:

What	When
Volunteers training room (25 max) • Training folders	2 days prior the election opening
Main voting centre • 1 portable computer	Entire period
Secondary voting centre(s) • 1 portable computer	
Temporary voting centres • Portable ballot boxes	According to the needs
Vote count room Vote count system and computer	For 3 days beginning with the day before the end of the election
Election material • Ballots • Manuals • Flyers • Posters (and material to post them) • "I have voted" souvenir	

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