



NOC

Observer Programme

Day 1 – 15 Feb 2011

Presented by Jiří Veverka

NOC Services & Relations Manager



10. ZIMNÍ EVROPSKÝ OLYMPIJSKÝ FESTIVAL MLÁDEŽE 2011
10th EUROPEAN YOUTH OLYMPIC WINTER FESTIVAL 2011



Marie Sokolová
NOC Services & Relations Coordinator



Jiří Veverka
NOC Services & Relations Manager



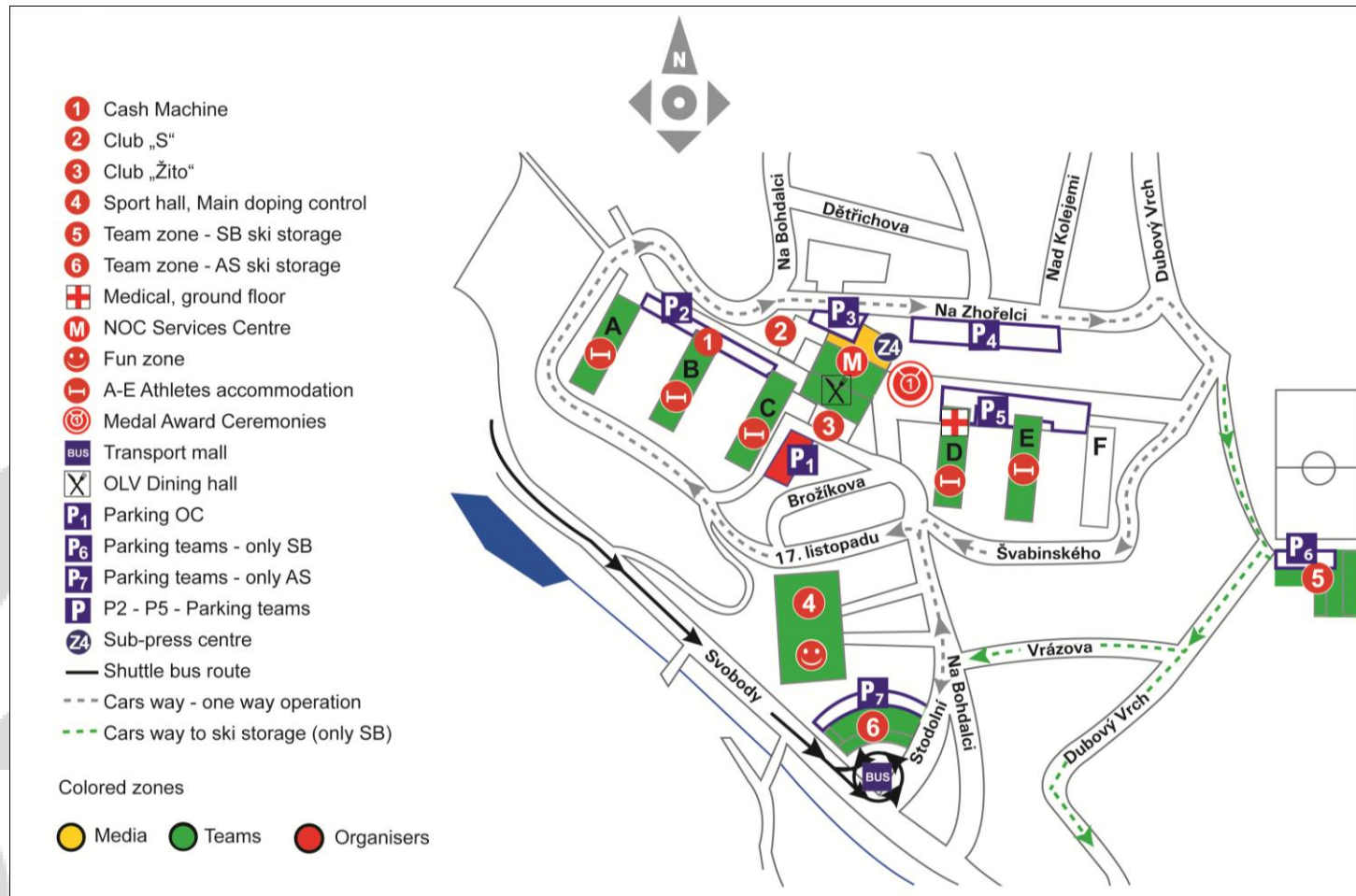
NOC Overview

NOC Services Centre in OLV

- NOC Services Centre operates in building M in the Olympic Village
- Accreditation Centre, Sub-press Centre, meeting room for Team Captains and Chefs de Mission sessions and the Meeting Zone with the EYOWF 2011 Café is also located in building M



Map of the Olympic Village

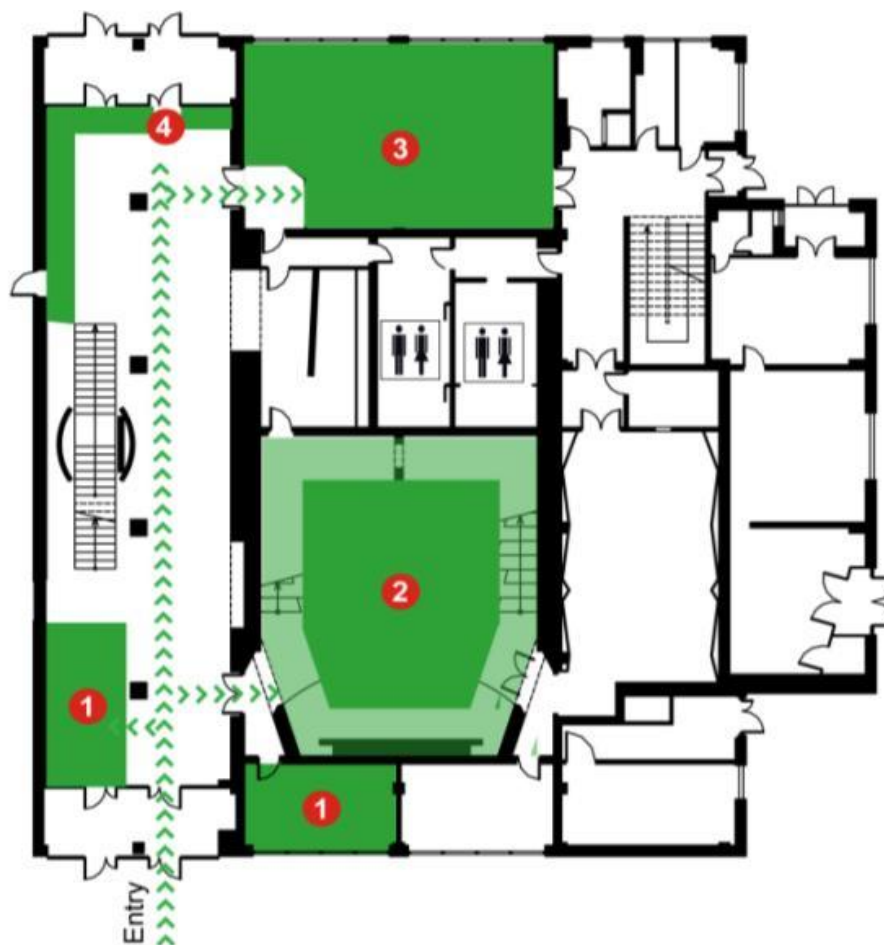


Map of building M – ground floor


- 1** Accreditation Centre
- 2** Meeting hall - CdeM, TCM
- 3** NOC Services Centre
- 4** Sports info point
-  Toilets

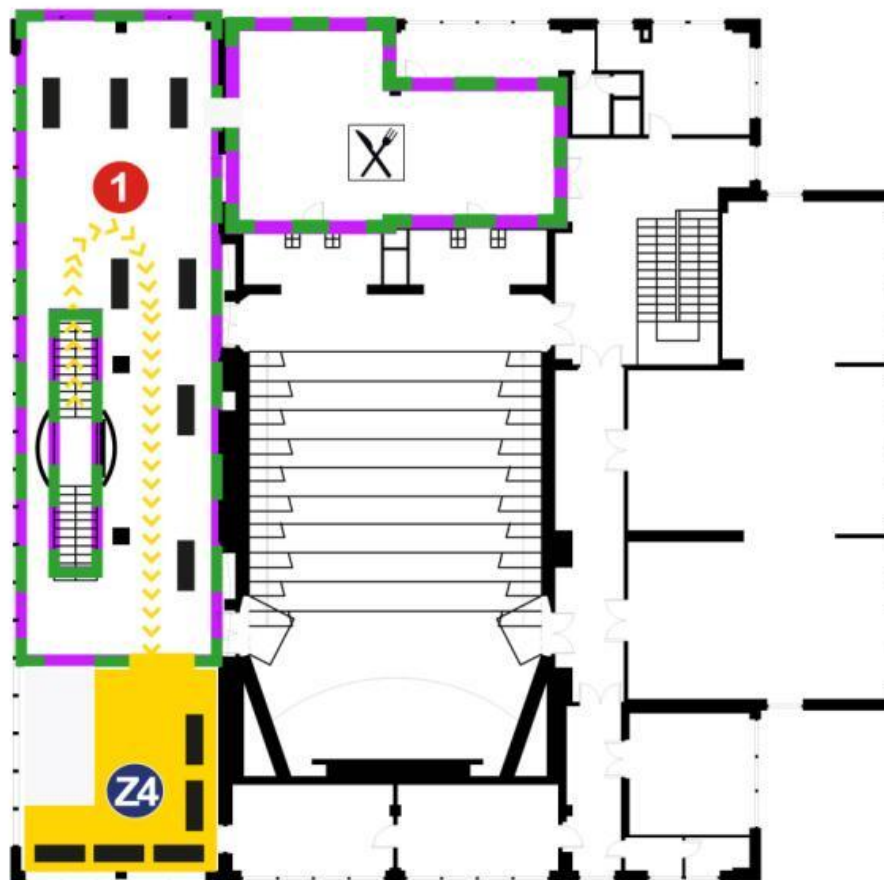
Colored zones

-  Teams (NOCs' delegations)



Map of building M – first floor

- 1 Meeting / relaxing area
for accredited people
- Z4 Sub-press centre
-  EYOWF 2011 café
- Colored zones
 - Accredited guests
 - Media
 - Teams



NOC Overview

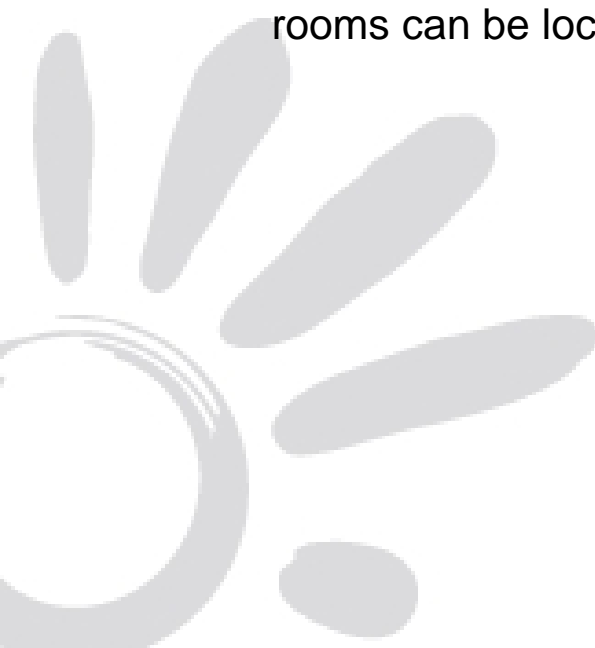
NOC Services Centre

- open from Friday 11 until Saturday 19 February 2011
- opening hours - daily 8:00 – 21:30
- we speak Czech, English, French and German
- Admission policy - everyone holding accreditation is allowed to enter the NOC Services Centre (nevertheless it is mainly designated for NOC officials, not for athletes)

NOC Overview

NOC Offices

- provide all NOCs with the most comfortable conditions possible for their work
- the Organising Committee offers each NOC one extra room as a NOC Office
- rooms are located in the Chefs de Mission apartments
- each apartment has two rooms, one as lodging, the second as an office, both rooms can be locked separately



NOC Overview

Physio / medical rooms

- teams with their own doctor, masseur or physiotherapist have a separate room to practice their profession
- this room is located in the doctor's/ masseur's/ physiotherapist's suite (each suite has two rooms - one as lodging, the other as a physio / medical room)
- masseurs and physiotherapists are entitled to special services regarding towels and sheets changing, these may be exchanged (piece for piece) at the reception of each accommodation block

NOC Overview

Meeting room reservations

- NOCs have the possibility to book meeting rooms in the OLV through the NOC Services Centre for their internal meetings, celebrations, etc.

Catering

- NOCs also have the possibility to order catering service for special occasions in advance (medal celebrations, birthday celebration, etc.)

Gyms & Sport hall

- NOCs can also book a gym or sport hall through the NOC Services Centre where the athletes may exercise
- it is either directly in the OLV or it may be arranged outside the OLV

NOC Assistants

- 🎨 In total of 70 volunteers in the NOC Department
- 🎨 Each NOC delegation will have one or two assistants at its disposal
- 🎨 They will accompany teams throughout the entire Festival
- 🎨 They represent the connecting link between the NOC delegations and the Organising committee
- 🎨 The aim of this department is to make NOCs preparations for the EYOWF easier and to make the stay in Liberec comfortable and relaxed for all the participating countries

Chefs de Mission Duties (after arrival)

- 🎨 Chefs de Mission came into Liberec one day before the official arrival day, i.e. on Friday 11 of February 2011.
- 🎨 Chefs de mission or his/her deputy was:
 - To present passports or ID photocopies of delegation members
 - To check the list and collect accreditations, VAPs and gift sets
 - To check rooms (official handing over) and collect keys
 - To collect keys from the team cabins in the venues and sign instructions about OLV Regulations
 - To handover the name of NOC flagbearer for Opening Ceremony
 - To sign the Regulation about handling and storage of biathlon rifles and ammunition
 - To handover the „real“ rooming list of the NOC delegation (after delegation arrival)
 - Other necessary arrangements that may occur

Proxy cards

- 🎨 Each NOC delegation obtained one (up to 50 members of NOC delegation) or two (over 51 members of NOC delegation) proxy cards
- 🎨 Proxy cards are used in order to collect documents for the delegation and mail from the team pigeon - hole in the NOC Services Centre
- 🎨 Card is only valid in combination with standard accreditation

Special rental equipment

- 🎨 NOCs could order special equipment (e.g. printer, computer, copy machine, TV...)
- 🎨 Deadline for collecting such requests from NOCs via NOC Relations & Services department was 10 December 2010
- 🎨 Olympic Committee has then sent back an offer with price list for rented equipment latest by 15 January 2011

Working Passes

- 🎯 Each NOC has the opportunity to get 2 Working Passes for each of following sport
 - alpine skiing
 - biathlon
 - cross country skiing
 - nordic combined
- 🎯 The maximum is 8 Working Passes per each NOC. Full quota of athletes is not a condition
- 🎯 Working Passes allow the holder entry to the relevant sports venues (Team area, Competition Area, Waxing Cabins, ...)
- 🎯 The Organising Committee doesn't provide accommodation and catering for persons with Working Passes, so those people are not be able to get to the residential area of the Olympic Village or to the Dining Hall

Major milestones

March 2010

- Creation of detailed plan of the NOC department
- Start of Volunteers recruitment process

April 2010

- New link for NOC at the homepage www.eyowf2011.cz
 - Required Login name and password

May 2010

- Sending of the first information letter
 - Important dates
 - Maps
 - Quotas
 - Visa information etc.

November 2010

- Chefs de Mission meeting

December 2010





- NOC Assistants meeting

Key Challenges

- 🎨 Deadlines which were set in the Chefs de Mission manual
- 🎨 Changes in numbers of the final entries (after deadlines)
- 🎨 Visa requirements (communication with Embassies)
- 🎨 Rules of bringing weapons to the Czech Republic



Recommendations

-  Strictly follow the deadlines which were set in the Chefs de Mission manual
-  Be prepared for changes in final entries
-  Pay attention in NOC assistants recruitment process
-  Prepare enough copies documents and formulars at the NOC service centre for teams