

**Olympic Data Feed**

**Baku 2015**

## **ODF Language Guidelines and Participant Names**

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Technology and Information Department

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**Baku 2015**  
1ST EUROPEAN GAMES

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# 1 Introduction

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## 1.1 This document

Every participant at the European Games will have many different names and name formats within the various Games systems.

Sport-related participants (athletes, team officials, and competition officials), in particular, have many different name formats; each has a specific purpose for use in TV graphics, on scoreboards, or on printed reports.

The names data may enter the Games systems through several different applications. Regardless of which application is the entry point or modifier of a name, consistent use of that name must be ensured across all Games systems.

Though international events usually use English as the primary communication language data is often available in different languages depending on the country of the event and the governing body. This document covers some of these language issues.

## 1.2 Objective

The objective of this document is to clarify the process of entering and modifying names throughout Games systems and the principles on the use of the primary language.

The document is:

- a description of how to accurately represent names of athletes, team officials, competition officials and teams for the European Games, and
- a description of an acceptable way of presenting names for various purposes.
- Principles used for some names used in English where these names may be events, venues or countries.

This document is not:

- a guide to pronunciation, nor
- an exhaustive linguistics dissertation nor
- setting all rules related to language.

## 1.3 Main audience

The main audience of this document is

- Organising Committee – European Games
- Olympic Data Feed (ODF) users
- On Venue Results (OVR) suppliers
- Data Providers for the European Games
- Integration Partner

## 1.4 Glossary

ACR:	Accreditation Application
CGS	Core Games Management Systems
CIS	Commentator Information System
DRM:	Delegation Registration Meeting
ECMS:	Editorial Content Management System
EGOC:	European Games Organising Committee
EF:	European Federation
GMS:	Games Management Systems
HR:	Historical Results
CRS:	Central Results System
DRP	Data Registration Process
NOC:	National Olympic Committee
OC:	Opening Ceremony
SEQ:	Sport Entries and Qualification
SS:	Sport Start Competition
OVR	On Venue Results (System)

## 1.5 Related documents

N/A

## 2 Critical Dates

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During the Games period there are a number of critical dates that must be overlaid on the data systems to define the systems control.

These are the approximate dates for each Games:

OC-100	ACR Close
OC-45	Sports Entries Close
	Deadline for NOCs to submit athlete's biographies
OC-25	GTW Live
OC-10	First ODF messages to ODF customers
OC-10	Soft Opening of the Athletes' Villages
OC-5	Official Opening of the Athletes' Villages
OC	Opening Ceremony
SS-x	Transfer to OVR (sport by sport)
SS	Sport X starts

The transfer to OVR should be approximately 3-5 days before the start of the competition, depending on the individual sport requirements.

### 3 Data Ownership

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There should always be clarity on the ownership of all data throughout the period of the Games. Owner here is defined as being which technology system has ownership and can therefore change the data.

To ensure the data is maintained at the highest possible level at any one time there should only be one owner. This ensures there is no conflict in data being sent to other systems.

The proposed data owners and changes of ownership are detailed below. Note that this is transfer of control, not transfer of the data itself, the data could be transferred.

Inscription Data (athletes): Ownership of the sport specific athlete data is retained by SEQ until the data is passed to OVR. ACR is the owner of personal data. The transfer to OVR.

The transfer to OVR will be done from CRS (consolidated data) on a sport-by-sport basis. It will typically take place 3-5 days (SS-x) before the start of competition.

SEQ is not electronically updated from OVR/CRS after the transfer of control (if any update is required, it will be done manually).

Personal Data: Ownership (for results purposes) of personal data is retained by ACR until the transfer to OVR. After the passing of personal data (athletes and officials) to OVR then ownership of this data also moves to OVR.

The transfer to OVR will be done from CRS (consolidated data) on a sport-by-sport basis. It will typically take place 3-5 days (SS-x) before the start of competition.

ACR is not electronically updated from OVR/CRS after the transfer of control. Accreditation information continues to be updated for accreditation purposes.

Note that in some cases more than one OVR system may have control of athlete data, in the case of athletes in more than one discipline. If required, coordination between the two OVR systems will be manual. In these cases the sports are not in progress at the same time.

Biography Data The data is automatically updated in SEQ and transferred to the ECMS, where it is validated before publishing. Ownership of this data (other than personal data) never changes from the ECMS.

Historical Records/Results Data Ownership of this data is retained by Results (CRS) until the data is passed to OVR

(small number of sports only). The transfer to OVR will be on a sport-by-sport basis.

This transfer will typically take place 3-5 days (SS-x) before the start of competition (sport-by-sport).

#### Competition Schedule

Sports is the owner of the Competition Schedule until 2 weeks before GTW goes live. At this time Results (CRS) becomes the owner of the data until passed to OVR. The transfer to OVR will be on a sport-by-sport basis.

After transfer of control CRS and ODF users are updated by messages from OVR.

## 4 Participant Names

### 4.1 Names to be Captured

Two different names will be captured for athletes and officials, Passport Name and Preferred Name.

Each name will have two parts, Given Name and Family Name. That is, the following fields are captured:

- Passport Family Name
- Passport Given Name
- Preferred Family Name
- Preferred Given Name

These names will be captured through the accreditation and/or biography and/or historical results processes.

The primary method for capturing these names is through the Accreditation System.

The preferred names are used to build the “Badge Name” for the Accreditation Badge but later changes to Preferred Names do not automatically impact the “Badge Name”.

### 4.2 Names Data Elements

#### 4.2.1 Definitions and Usages

##### 4.2.1.1 Preferred names

Preferred names will reflect situations where athletes are recognized by names other than those that are on their passport. All systems carry athletes preferred names but in most cases these coincide with the names in the athletes passport.

The EGO will follow a process to ensure the athlete is identified by the name by which they are recognized internationally.

Examples:

Passport Names	Preferred Names
Frederick Carlton Lewis	LEWIS Carl
Earvin Johnson	JOHNSON Magic
Anthony Lee	LEE Buddy
Kriss Kezie Uche Chukwu Duru-Akabusi	AKABUSI Kriss
Larry Jones	JONES Zeke
Elizabeth McColgan	McCOLGAN Liz
Alberto Juantorena Danger	JUANTORENA Alberto
Eldrick Woods	WOODS Tiger

##### 4.2.1.2 Passport names

Passport names are those displayed on the individuals passport but may not be the athlete’s common or preferred name.

#### 4.2.1.3 Character case

Upper Case: all upper case, with no support for mixed case exceptions (examples: JONES, MCBAIN, DE SOUZA)

Mixed Case: mixture of upper and lower case, with most letters in lower case (examples: Jones, McBain, de Souza)

Limited Mixed Case: all upper case, with support for mixed case exceptions (examples: JONES, MCBAIN, de SOUZA)

Note: Automatic case translation and name generation is applied when the names are transferred to CRS. After that point all names are used as stored or amended by the corresponding business process.

Case is specified as forced by the system (F), an assumption in input (A) or an output (O) of a case translation.

## 4.2.2 Name Lengths

Name Data Element	Definition	Length	Case	Sample
Passport Given Name	Used in Accreditation process and on the Accreditation form. Note: Passport name does not get transferred to results.	25	Upper (F)	ELIZABETH
Passport Family Name	Used in Accreditation process and on the Accreditation form. Note: Passport name does not get transferred to results.	25	Upper (F)	MCPHERSON
Preferred Given Name	Used in the Accreditation process. Used to generate the various Results names and Name on Pass.	25	Mixed (F) (Forced by CRS not ACR)	Liz
Preferred Family Name	Used in the Accreditation process. Used to generate the various Results names and Name on Pass.	25	Mixed (F) (Forced by CRS not ACR)	McPherson
Name on Pass	Printed on the Accreditation Badge	55	Mixed (A)	Liz McPherson
Reporting Name	Used in printed reports and display in GTW. Concatenation of Preferred Family Name (in limited mixed case), followed by a space, then Preferred Given Name (mixed case). Generated in CRS from ACR, can be changed from OVR when OVR has control.	35	Limited mixed / mixed from components (O)	MCPHERSON Liz
Print Initial Name	Used in printed reports and display in GTW where space is limited. Concatenation of Preferred Family Name (in limited mixed case), followed by a space, then Preferred Given Name Initial(s) without full stops. Generated in CRS from ACR, can be changed from OVR when OVR has control.	18	Limited Mixed (O)	McPHERSON L
TV Name	Used in CIS and TV graphics. Concatenation of Preferred Given Name in mixed case followed by a space, then Preferred Family Name in limited mixed case. Generated in CRS from ACR, can be changed from OVR when OVR has control.	35	Mixed / limited mixed from components (O)	Liz McPHERSON
TV Initial Name	Used in CIS and TV graphics. Concatenation of Preferred Given Name Initial(s) each followed by a full stop, then a space and Preferred Family Name in upper case. Generated in CRS from ACR, can be changed from OVR when OVR has control.	18	Limited mixed (O), see components	L. McPHERSON
Scoreboard Name-x	Names used on scoreboard. Length and number of names to be determined based on scoreboard sizes. Created, stored and maintained in OVR only.	varies	Upper Case (O)	MCPHERSON
Team Name	Team name though in some sports it may be generated in CRS.	73	As entered (A)	France

### 4.3 Names Process Timeline

The Names Process is based on the principles that:

- each name data element has a single owner application within a phase (except in those cases where an athlete or official participate in more than one sport, in this case there are two or more owners usually in series).
- this owner application has the sole responsibility for the entry and modification of that name data element within that phase.
- all modifications to names, except data entry corrections, will only be performed with the approval of the EF / EGOE which represents the interests of Broadcasters, Press, NOCs and the EF's

The following table summarises the phases and processes which are involved in the Names Process.

Phase and Time Frame	Games System	Process Summary	Data Source
Phase 1: Participant Registration Games – 6 months to close of accreditation	ACR	Participant Accreditation (including Athletes, Officials, Judges and Coaches) data entered into the ACR system.	Accreditation
Phase 2: Athlete Qualification Close of Accreditation to Close of Entries	ACR	Data contained in EF databases and on EF qualification lists and invitations is used for checking the ACR data. Late participant Accreditation data (including Officials, Judges and Coaches) entered into the ACR system. Athlete and officials data updated with information from the pre-Data Registration Process (DRP).	EF databases, qualification lists, invitations, Accreditation system, pre-DRP
	SEQ	Team names entered	Entry Forms
	SEQ	NOCs to submit all Athlete's biographies	Online SEQ
Phase 3: Athlete Entries Close of Entries to Completion of Entries Processing	ACR	Accreditation data is modified with results from Delegation Registration Process (DRP). Participants are accredited.	DRP, Participant arrival
	SEQ	Entries data is modified with results from Delegation Registration Process (DRP).	DRP, Participant arrival
	CRS GTW	Participant List reports in GTW. Athlete's biographies data transferred to ECMS	SEQ and ACR interfaces
	ECMS GTW	Athlete's biography data validated in ECMS and published in GTW	SEQ BIO data
Phase 4: Local Results Ownership Transfer of control to venue to End of Games	ACR/ SEQ	Entries operations manually notifies venue results of any changes to entries data. For sport purposes ownership of all participant data transferred to OVR. Participants are accredited.	Manual notification
	OVR	OVR accepts ownership of sport-related participant's data from SEQ and ACR (through CRS). OVR generates the Scoreboard names. Names quality control reports are produced (EGRIS 38/39). Names are corrected at the EGOE and EFs request. In an Emergency Case, a Participant may be accredited locally using dummy accreditation numbers. In this case, all Results and TV names are created / generated in the venue. Press Operations is manually notified of the participant to verify the existence of a biography.	CRS
	ECMS GTW	Athlete's biography data validated in ECMS and published in GTW	SEQ BIO data
	OVR	No automatic updates are taken from either SEQ or ACR. CRS is not updated with data supplied from OVR. Through the generated DT_PARTIC_UPDATE message the ODF customers (GTW included) are set in synch with any name changes made in OVR.	OVR

## 5 Use and rules of each participant name

All Family and Given name references in this section are to **Preferred** names.

### 5.1 Reporting Name (35 char)

The Family Name must appear first in limited mixed case followed by a space followed the Given Name in mixed case (eg. Anne or Anne-Marie).

examples:	John Smith	Reporting Name	SMITH John
	Anne-Marie Jones		JONES Anne-Marie
	Steve McBain		McBAIN Steve
	Robert de Castella		de CASTELLA Robert

Middle names or special cases (Junior) will not be included unless the athlete is internationally known by that name.

examples:	Jose Luis Barbosa	Reporting Name	BARBOSA Jose Luis
	Ray Downey JR		DOWNEY JR Ray

Note that these are special cases and are only resolved by user intervention, either in GMS or in OVR.

### 5.2 Print Initial Name (18 char)

In principle this will be the family name followed by a space then given name initial without a fullstop.

examples:	John Smith	Initial Name	SMITH J
	Anne-Marie Jones		JONES AM
	Steve McBain		McBAIN S
	Robert de Castella		de CASTELLA R

### 5.3 Scoreboard Name(s) (number of names to be determined)

Format of scoreboard names is determined by the scoreboard supplier to maximize readability. For this reason they always appear in upper case.

examples:	John Smith	Scorebrd Name:	SMITH JOHN
	Anne-Marie Jones		JONES ANNE-MARIE
	Steve McBain		MCBAIN STEVE
	Robert de Castella		DE CASTELLA ROBERT

In the majority of cases the given name will be abbreviated or initialised.

## 5.4 TV Name (35 char)

This name is the concatenation of the given name (in mixed case) followed by a space then the family name converted to limited mixed case. There should be no truncation.

examples:	John Smith	TV Name:	John SMITH
	Anne-Marie Jones		Anne-Marie JONES
	Steve McBain		Steve McBAIN
	Robert de Castella		Robert de CASTELLA

## 5.5 TV Initial Name (18 char)

This name is the concatenation of the first initial followed by a fullstop then a space then the family name converted to limited mixed case.

examples:	John Smith	TV Initial Name:	J. SMITH
	Anne-Marie Jones		A.M. JONES
	Steve McBain		S. McBAIN
	Robert de Castella		R. de CASTELLA
	Christine Parris-Washington		PARRIS-WASHINGTON

## 5.6 Team Names

For sports with more than one competitor in an event (ie teams or pairs), similar rules are used for team names. In pairs the two names are often concatenated (depending on usage), separated by: a single space, a forward slash, and a single space (“ / “). The order of the names is alphabetical by family name unless there is a specific rule in a particular sport (e.g. beach volleyball).

This is the case with both long and initial names.

Examples:

- Reporting Name: SMITH John / JONES Tom
- Print Initial Name: SMITH J / JONES T
- TV Name: John SMITH / Tom JONES
- TV Initial Name: J. SMITH / T. JONES

Truncation will be applied as required using the same principles as for single names on each name separately. Unless pairs names follow specific rules then pair names are usually managed dynamically.

For teams the NOC code is used except where there are multiple teams per event for a single NOC. In this case a number is added, for example GER1 etc.

## 6 Truncating and changing case

### 6.1 Truncation Rules

Where the field length is insufficient to follow the rules for generation of the name (detailed earlier), the following truncation rules will apply, in order from 1 to 3. The overriding principle should always be to give as much information as possible while ensuring clarity with logical abbreviations.

Where the given name is made up of more than one part (e.g. Anne-Marie or Jose Luis) then special but similar rules apply (see samples below).

If two athletes with the same family name from the same country are competing in the same event then the following rules will not necessarily apply. The given names or appropriate abbreviations (e.g. middle initial) may be required to provide a clear distinction.

The following rules will not cover every case but are intended to cover the majority, Print Initial Names start at point 2 below. An extension of the principles should be used for the more obscure cases.

1) Abbreviate Given Name (with full stop). If required this may mean the initial only.

(This is the only rule used in the generation of the Reporting Name, the same principle is used for TV name. In reality the business process should shorten all names so this never happens)

Vanessa van KOOPEREN-SCHMORANZER	becomes	van KOOPEREN-SCHMORANZER Van.
Barbara von GREBEL SCHIENDORFER		von GREBEL SCHIENDORFER Barb.
Melinda GAINSFORD-TAYLOR		GAINSFORD-TAYLOR Mel.
Anne-Marie FARMER-PATRICK		FARMER-PATRICK A.M.

2) Remove the initial.

(First option in generating the Print Initial Name)

Vanessa van KOOPEREN-SCHMORANZER	becomes	van KOOPEREN-SCHMORANZER
Barbara von GREBEL SCHIENDORFER		von GREBEL SCHIENDORFER
Melinda GAINSFORD-TAYLOR		GAINSFORD-TAYLOR
Anne-Marie FARMER-PATRICK		FARMER-PATRICK

3) Abbreviate the Family Name (with fullstop, always).

Vanessa van KOOPEREN-SCHMORANZER	becomes	van KOOPEREN-SCHMORAN.
Barbara von GREBEL SCHIENDORFER		von GREBEL SCHIEND.
Melinda GAINSFORD-TAYLOR		GAINSFORD-TAYL.
Anne-Marie FARMER-PATRICK		F.-PATRICK

In the case of the TV initial name the order of truncation is:

- 1 – Remove the first period in initial if more than one initial (AM. JONES)
- 2 – Remove the space, between initial and family name (J.SMITH)
- 3 – Remove second initial given name (if more than one)
- 4 – Remove all initials
- 5 – Truncate family name

The user can manually modify or override the name created above, whether or not truncation had occurred.

Any time a user modifies the Preferred Names all names will be re-generated to reflect the change which may require review of the generated names if truncation has occurred. (This does not apply to the badge name in ACR). This change then needs to be promulgated to other systems.

Based on the actual names from past Games the following number of truncations can be expected:

- Reporting Name            Less than 10. These are identified in SEQ and agreed with the athlete well in advance. These cases usually involve NOCs who provide passport names rather than preferred names.
- Print Initial name        less than 30.
- Scoreboard names        depends on board

## 6.2 Algorithms for change of case

The following algorithms should be used for case conversion within different systems for all names. Note that these algorithms are not perfect but should reach at least 90% accuracy of those names which are complex. These complex names represent approximately 6% of the participants so a maximum of 6% should require human intervention at most. This number is a maximum depending on which conversion is required.

- **Changing case to limited mixed case (McBAIN, SMITH, de SILVA)**

This translation is used on all family names passing into CRS from GMS.

For the following a “full word” is considered to be a word without spaces or hyphens, hyphenated names are considered to be two separate words for the purposes of these rules. The following algorithm should be applied to each full word.

IF	the word is any of <da, de, dei, del, den, der, di, dos, du, la, le, los, ter, van, vander, von> in any case.
THEN	all characters in the word are changed to lower case
ELSE IF	the word begins with any of <mc, Mc, MC>
THEN	the character “c” is pushed to lower case, all other letters are pushed to upper case. (eg. MCBAIN to McBAIN)
	(Note: this does not cater for Mac... this will be manual as it is not consistent)
ELSE	no change.

- **Changing case to mixed case (McBain, Smith, de Silva)**

This translation is used on all given names passing into CRS from GMS.

IF the word is any of <da, de, dei, del, den, der, di, dos, du, la, le, los, ter, van, vander, von> in any case.

THEN all characters in the word are changed to lower case

ELSE IF the full word has an apostrophe after the first character

THEN All letters starting from the second letter to the right of an apostrophe character are pushed to lower case. (eg. A'HERN to A'Hern)

ELSE IF the word begins with any of <mc, Mc, MC>

THEN all characters except the first and third characters are pushed to lower case (eg. MCBAIN to McBain)

(Note: this does not cater for Mac... this will be manual as it is not consistent)

ELSE for each word push all characters after the first character to lower case.

## 7 Character Set for Participant Names

As a policy the only characters allowed in names are ascii characters or the Roman alphabet plus apostrophe (between characters and after the last letter) hyphen and space.

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

No accented characters are permitted (á, ê, ì, ò, ù, etc.), in all cases simply remove the accent.

No other characters permitted, for example . or , etc.

The following expanded character set table shows common and Azerbaijani character translations which should be used but is not definitive. The correct spelling of a name (particularly for athletes) is their “common” or “preferred” sport name which is usually available using the rules explained earlier.

Original character	Translation	Original character	Translation	Original character	Translation
À	A	Õ	O	ğ	g
Á	A	Ö	O	ì	i
Â	A	Ø	O	í	i
Ã	A	Ş	S	î	i
Ä	A	Ù	U	ï	i
Å	A	Ú	U	ı	i
Æ	AE	Û	U	đ	o
Ç	C	Ü	U	ñ	n
È	E	Ý	Y	ò	o
É	E	ƀ	B	ó	o
Ê	E	ß	ss	ô	o
Ë	E	à	a	õ	o
Ē	E	á	a	ö	o
Ĝ	G	â	a	÷	<blank>
Ì	I	ã	a	ø	o
Í	I	ä	a	ş	s
Î	I	å	a	ù	u
Ï	I	æ	ae	ú	u
Ĭ	I	ç	c	û	u
Đ	D	è	e	ü	u
Ñ	N	é	e	ý	y
Ò	O	Ê	e	ƀ	b
Ó	O	ë	e	ÿ	y
Ô	O	ə	E	×	x

## 8 Names Principles and Responsibilities

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Certain principles are followed, these are:

- Each name data element has a single owner application within each phase of Games operation. This owner application has the sole responsibility for the entry and modification of that name data element within that phase.
- Names coming from GMS applications will be translated into the appropriate case (as defined in this document) for use by the different applications.
- Names coming from OVR will be stored and used in the same format they are delivered to CRS.
- No titles (Prof., Dr.), awards (AM, MBE) or qualifications (BA, MA) are to be included.
- There is no support for accented/non ASCII characters in participant names.
- The EGOC is responsible for the correct spelling of names and the capitalisation of each element of the names. While some capitalisations will be automated these must be reviewed and verified by the EGOC.
- The EGOC is responsible of the quality of the name truncation in all systems. While some truncations will be automated these must be reviewed and verified by the EGOC.
- Preferred names and abbreviations of athletes are checked by European Sports Federations.
- Scoreboard names are stored and generated in OVR only.
- Names will be stored in the systems and available for use as appropriate. They will not be generated “on the fly” with the exception of pairs.
- Any changes occurring in Entries or Accreditation after a sport’s transfer to OVR, will need to be communicated to the venue manually so that the same change can be made in OVR.
- Strict UPPERCASE alphabetic sort is used for names with the family name treated as one field. (Unlike some countries where a partial (eg. de, von, van etc.) is not used in the sort). For example von BIDDER is under V and de SILVA is under D.

## 9 Other Names and Descriptions

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When describing things other than participants different rules usually apply related to language and the use of accented characters.

Some events or place names need to be respected regardless of language. This particularly applies the some accented characters are used in words where those characters are not usually used in the applicable language.

To illustrate this, the following words are usually used in English:

Event Name: Epée

Country and NOC name: Côte d'Ivoire

Where appropriate similar rules may apply at particular events for other words such as zone or venue names. For example:

Zone Name: Maracanã

Venue Name: João Havelange Stadium

## 10 Document Control

### 10.1 File Reference

ODF/INT400 R-SEG-2015 V1.6 APP - 25 November 2014

### 10.2 Version history

Version	Date	Comments
R1 v1.0		First Version
R1 v1.1		After internal review
R1 v1.2		Changed to SFA
R1 v1.3		Changed to APP
R1 v1.4	25 July 2014	Minor changes
R1 v1.5	09 September 2014	Minor changes
R1 v1.6	25 November 2014	Minor changes

### 10.3 Change Log

Version	Status	Changes
R1 v1.0	Draft	N/A
R1 v1.1	SFR	Minor corrections
R1 v1.2	SFA	Minor formatting issues
R1 v1.3	APP	Clarifications on the transfer from GMS to OVR
R1 v1.4	APP	Based on BECOG's official communication, in the §7's table the non-roman Azerbaijani characters and their translation have been included and a couple of other characters have been removed
R1 v1.5	APP	§4.3's table - Phase 4: The last process has slightly change to adapt to the Baku2015 Games; CRS is <b>not</b> updated with data supplied from OVR while the GTW is updated with the generated DT_PARTIC_UPDATE message (as the rest of the ODF customers)
R1 v1.6	APP	The §7's table has been updated based on the v1.4 changes ( <i>since it was by mistake forgotten to be modified</i> )