



INTERNATIONAL
OLYMPIC
COMMITTEE

Olympic Data Feed



ODF Language Guidelines and Participant Names

**Technology and Information Department
© International Olympic Committee**

**ODF/INT190 R-SOG-2016 V1.7 APP
5 February 2016**

**License**

The document accompanying this license and the information contained therein (the Document), whether in a paper or electronic format, is made available to you subject to the terms stated below. By using and/or copying all or part of the Document, you (the licensee) agree that you will comply with the following terms and conditions.

1. You may, on a non-exclusive basis, use the Document only on the condition that you abide by the terms of this license. Subject to this condition and other terms and restrictions contained herein, the Document and the information contained therein may be used (i) to further develop the standards described in the Document for use in relation with the Olympic and Paralympic Games and/or (ii) to develop similar standards for other events than the Olympic and Paralympic Games (both (i) and (ii) are hereinafter designated as the Permitted Use, and works further developing these standards for the Olympic and Paralympic Games or developing similar standards for other events are hereinafter referred to as Derivative Works), and copies of the Document or of Derivative Works may be made and distributed for the purpose of the Permitted Use, PROVIDED THAT the COPYRIGHT and references to the IOC appearing in the Document and the TERMS OF THIS LICENSE are included on ALL such COPIES, and further PROVIDED THAT you do not charge any fee or any other monetary compensation for the distribution of the Document to others. The copyright and other intellectual property rights in the Document remain vested in the IOC and the IOC remains entitled to assert his copyright or other intellectual property rights in the Document against any person or entity who does not comply with the terms of this License.
2. A copy of any Derivative Work shall be provided to the IOC free of charge. Moreover, the IOC is granted a worldwide, perpetual, unrestricted, royalty-free non-exclusive license to use any Derivative Work for the further development of the standards made by or for the IOC in relation to the Olympic and Paralympic Games (these standards and the documents describing them are hereinafter referred to as Further Standards) and to make or have made all kinds of exploitation of the Further Standards, with the right to grant sub-licenses.
3. Except if reproduced in the Document, the use of the name and trademarks of the IOC is strictly prohibited, including, without limitation, for advertising, publicity, or in relation to products or services and their names. Any use of the name or trademarks of the IOC, whether registered or not, shall require the specific written prior permission of the IOC.
4. NO WARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING THE ACCURACY, ADEQUACY, COMPLETENESS, RELIABILITY OR USEFULNESS OF ANY INFORMATION CONTAINED IN THE DOCUMENT. The Document and the information contained herein are provided on an "as is" basis. THE IOC DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF NON-INFRINGEMENT OF PROPRIETARY RIGHTS, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL THE IOC BE LIABLE TO ANYONE FOR DAMAGES OF ANY KIND ARISING FROM OR RELATING TO YOUR ACQUISITION, USE, DUPLICATION, DISTRIBUTION, OR EXPLOITATION OF THE DOCUMENT OR ANY PORTION THEREOF, INCLUDING BUT NOT LIMITED TO, COMPENSATORY DAMAGES, LOST PROFITS, LOST DATA OR ANY FORM OF SPECIAL, INCIDENTAL, DIRECT, INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES, WHETHER BASED ON BREACH OF CONTRACT OR WARRANTY, TORT OR OTHERWISE. THE IOC FURTHER DISCLAIMS ANY LIABILITY FOR ANY DAMAGE CAUSED WHEN THE DOCUMENT IS USED IN A DERIVATIVE WORK. The IOC further disclaims any liability regarding the existence or inexistence of any intellectual property or other rights that might be claimed by third parties with respect to the implementation or use of the technology or information described in the Document.

The same conditions as those described in this Section shall apply mutatis mutandis to the license granted to the IOC on the Derivative Works in Section 2 above.

5. This License is perpetual subject to your conformance to its terms and conditions. The IOC may terminate this License immediately upon your breach of any of its terms and, upon such termination you will cease all use, duplication, distribution, and/or exploitation in any manner of the Document.
6. This License is governed by the laws of Switzerland. You agree that any disputes arising from or relating to this License will be resolved in the courts of Lausanne, Switzerland.

IF YOU DO NOT AGREE TO THESE TERMS YOU MUST CEASE ALL USE OF THE DOCUMENT NOW.



Table of Contents

| | |
|---|-----------|
| 1 Introduction | 4 |
| 1.1 This document | 4 |
| 1.2 Objective..... | 4 |
| 1.3 Main audience | 4 |
| 1.4 Glossary..... | 5 |
| 1.5 Related documents..... | 5 |
| 2 Critical Dates | 6 |
| 3 Data Ownership | 7 |
| 4 Participant Names | 9 |
| 4.1 Names to be Captured..... | 9 |
| 4.2 Names Data Elements | 9 |
| 4.2.1 Definitions and Usages..... | 9 |
| 4.2.2 Name Lengths | 11 |
| 4.3 Names Process Timeline | 12 |
| 5 Use and rules of each participant name | 14 |
| 5.1 Print Name (35 char) | 14 |
| 5.2 Print Initial Name (18 char) | 14 |
| 5.3 TV Name (35 char)..... | 14 |
| 5.4 TV Initial Name (18 char) | 15 |
| 5.5 Team Names..... | 15 |
| 5.6 TV Name “Switching” | 16 |
| 6 Truncating and changing case | 17 |
| 6.1 Truncation Rules..... | 17 |
| 6.2 Algorithms for change of case | 18 |
| 7 Character Set for Participant Names | 20 |
| 8 Names Principles and Responsibilities | 21 |
| 9 Other Names and Descriptions | 22 |
| 10 Document Control | 23 |
| 10.1 File Reference | 23 |
| 10.2 Version history..... | 23 |
| 10.3 Change Log | 23 |



1 Introduction

1.1 This document

Every participant at Olympic Summer Games will have many different names and name formats within the various Games systems and well as often using a number of languages.

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, teams and horses for the Olympic 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

- OCOGs
- Olympic Data Feed (ODF) users
- On Venue Results (OVR) suppliers
- Data Providers for the Olympic Games
- Integration Partner



1.4 Glossary

| | |
|-------|---------------------------------------|
| ACR: | Accreditation Application |
| CGS | Core Games Management Systems |
| CIS | Commentator Information System |
| DRM: | Delegation Registration Meeting |
| GMS: | Games Management Systems |
| HR: | Historical Results |
| IDF: | Internet Data Feed |
| IDS: | INFO Diffusion System |
| INFO: | INFO (Intranet) System |
| MPC: | Main Press Centre |
| NOC: | National Olympic Committee |
| OC: | Opening Ceremony |
| ODF: | Olympic Data Feed |
| ODS: | Olympic Diffusion Systems |
| OMS: | Olympic Management Systems |
| PRD: | Printed Results Distribution (System) |
| RTDS | Real Time Data System |
| SEQ: | Sport Entries and Qualification |
| SS: | Sport Start Competition |
| T&S | Timing and Scoring |
| TOC: | Technology Operations Centre |
| OVR | On Venue Results (System) |
| WNPA | World News Press Agencies |

1.5 Related documents



2 Critical Dates

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-30 | Soft Opening of the MPC First ODF messages to IDF users |
| OC-14 | Soft Opening of the Athletes' Villages |
| OC-14 | Official Opening of MPC (24 hour operations) |
| OC-14 | INFO Live |
| OC-14 | Sports Entries Close |
| OC-10 | 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 Team Managers/Team Captains Meeting, depending on the individual sport requirements.



3 Data Ownership

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 will be on a sport-by-sport basis.

SEQ is not electronically updated (if update required then done manually) from OVR/IDS/ODS after the transfer of control.

The transfer from SEQ or OVR will typically take place between 3 and 5 days (SS-x) before the start of competition or official training (sport-by-sport).

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

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

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

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. This is particularly the case in biathlon and cross country in winter and the cycling disciplines in summer. 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

Ownership of this data (except any elements automatically updated by SEQ/OVR) never changes from the Biography application.

Historical Records/Results Data

Ownership of this data is retained by the HR application 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 between 3 and 5 days (SS-x) before the start of competition (sport-by-sport).

Competition Schedule

Ownership of this data is retained by IDS/ODS until all sport data is passed to OVR. The transfer to OVR will be on a sport-by-sport basis.

After transfer of control IDS/ODS 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 OCOG 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 IDS/ODS. 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) | Liz |
| Preferred Family Name | Used in the Accreditation process. Used to generate the various Results names and Name on Pass. | 25 | Mixed (F) | McPherson |
| Name on Pass | Printed on the Accreditation Badge | 55 | Mixed (A) | Liz McPherson |
| Given Name – BIO/HR | One of the names captured during BIO Data Collection / Historical Results and used for the matching process. Used to generate various HR names. (equivalent of other names, Print etc) | 25 | Mixed (A) | Liz |
| Family Name – BIO/HR | One of the names captured during BIO Data Collection / Historical Results and used for the matching process. Used to generate various HR names. (equivalent of other names, Print etc) | 25 | Limited Mixed (A) | MCPHERSON |
| Print Name | Used in printed reports and display in INFO. Concatenation of Preferred Family Name (in limited mixed case), followed by a space, then Preferred Given Name (mixed case). Generated in 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 Info where space is limited as determined by development. Concatenation of Preferred Family Name (in limited mixed case), followed by a space, then Preferred Given Name Initial(s) without full stops. Generated in 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 upper case. Initial creation is in GMS/OMS/IDS/ODS and sent to OVR, then maintained in OVR which updates IDS/ODS. | 35 | Mixed / Upper (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. Initial creation is in GMS/OMS/IDS/ODS and sent to OVR, then maintained in OVR which updates IDS/ODS. | 18 | Upper (O) | 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 |



| Name Data Element | Definition | Length | Case | Sample |
|-------------------|---|--------|----------------|--------|
| Team Name | Team name though in some sports it may be generated in IDS/ODS. | 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 IF / OCOG which represents the interests of Broadcasters, Press, NOCs and the IF'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: Data Capture Games – 2 years to Games – 6 months | BIO | Data on potential athletes is collected and stored. | ONS & supplier |
| | HR | Data on potential athletes is collected and stored. | ONS & supplier |
| | | HR and BIO names are the same and pre-matched by the supplier. | |
| Phase 2: 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 |
| | BIO & HR | Data on potential athletes is collected and stored. | ONS & supplier |
| Phase 3: Athlete Qualification Close of Accreditation to Close of Entries | ACR | Data contained in IF databases and on IF 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-DRM process. | IF databases, qualification lists, invitations, Accreditation system, pre-DRM |
| | SEQ | Team names entered | Entry Forms |
| | IDS/ODS | Data matching, and "overwrite" of BIO/HR names. | Accreditation |
| | INFO BIO | Matching process (automated) compares Biography data with Entries data. Matched data elements captured by ACR "overwrite" the data elements in BIO. | BIO interface, INFO BIO data |



| Phase and Time Frame | Games System | Process Summary | Data Source |
|---|--------------|--|------------------------------|
| Phase 4: Athlete Entries Close of Entries to Completion of Entries Processing | ACR | Accreditation data is modified with results from Delegation Registration Meetings (DRMs). Participants are accredited. | DRM, Participant arrival |
| | SEQ | Entries data is modified with results from Delegation Registration Meetings (DRMs). | DRM, Participant arrival |
| | IDS/ODS | Participant List reports in INFO. ODF participant messages sent. Participant Lists are sent only to INFO. | SEQ and ACR interfaces |
| | INFO BIO | Matching process compares Biography data with Entries data. Matched data elements captured by ACR "overwrite" the data elements in BIO. | BIO interface, INFO BIO data |
| Phase 5: Local Results Ownership Transfer of control to venue to End of Games | ACR | Entries operations manually notifies venue results of any changes to entries data. For sport purposes ownership of participant data transferred to OVR. Participants are accredited. | Manual notification |
| | OVR | OVR accepts ownership of sport-related participant's data from SEQ and ACR. OVR generates the Scoreboard names. Names quality control reports are produced (ORIS 38/39). Names are corrected at the OCOGs and IFs 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. ONS is manually notified of the participant to verify the existence of a biography. | IDS/ODS |
| | INFO BIO | Matching process compares Biography data with OVR data. Matched data elements captured by ACR (or subsequently modified) "overwrite" the data elements in BIO. ONS reviews the Matching Report and manually notifies OVR suspected errors in the Entries data. | BIO interface, INFO BIO data |
| | IDS/ODS | IDS/ODS is updated with data supplied from OVR. This is used to keep IDS/ODS and thus INFO Bio in synch with any name changes made in OVR. No updates are taken from either SEQ or ACR. | OVR |



5 Use and rules of each participant name

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

5.1 Print 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 | Print 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 | Print 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/OMS 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 |

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.

5.3 TV Name (35 char)

This name is the concatenation of the given name followed by a space then the family name converted to upper 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 |

Also see "Name Switching" Section 5.6



5.4 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 upper 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 |

Also see “Name Switching” Section 5.6

5.5 Team Names

For sports with more than one competitor in an event (ie teams or pairs) then 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 and figure skating).

This is the case with both long and initial names.

Examples:

- Print 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.

In the case where the team name is the NOC/country name (for example in team sports) then the team name should always be in mixed case for example Tuvalu or Saint Kitts and Nevis.



5.6 TV Name “Switching”

In the case of names from particular Asian countries the names are representing in a different order for TV Graphics (and therefore CIS).

In the usual case TV names are represented in the way in which they are normally used, that is given name (or initial) followed by family name, e.g.:

John SMITH or J. SMITH

For this group of countries the order of the names is switched to family name followed by given name, e.g.:

SMITH John or SMITH J.

This switch impacts all participants from these countries and no participants from other countries, regardless of the origin of the names. (of course there is always individual name manipulation for all countries as required).

The list of countries is:

- CHN - China
- TPE - Chinese Taipei
- HKG - Hong Kong
- KOR - Korea
- PRK - DPR Korea



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 Print 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 |
| 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:

- Print 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 Olympic population 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 IDS/ODS from GMS/OMS.

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 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 IDS/ODS from GMS/OMS.

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 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), in all cases simply remove the accent.

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

The following expanded character set table shows common 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 | ë | e |
| Á | A | Ö | O | ì | i |
| Â | A | Ø | O | í | i |
| Ã | A | Ù | U | î | i |
| Ä | A | Ú | U | ï | i |
| Å | A | Û | U | ö | o |
| Æ | AE | Ü | U | ñ | n |
| Ç | C | Ý | Y | ò | o |
| È | E | ƀ | B | ó | o |
| É | E | ß | ss | ô | o |
| Ê | E | à | a | õ | o |
| Ë | E | á | a | ö | o |
| Ì | I | â | a | ÷ | <blank> |
| Í | I | ã | a | ø | o |
| Î | I | ä | a | ù | u |
| Ï | I | å | a | ú | u |
| Ð | D | æ | ae | û | u |
| Ñ | N | ç | c | ü | u |
| Ò | O | è | e | ý | y |
| Ó | O | é | e | ƀ | b |
| Ô | O | ê | e | ÿ | y |



8 Names Principles and Responsibilities

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/OMS 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 IDS/ODS.
- 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 OCOG 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 OCOG.
- The OCOG 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 OCOG.
- Preferred names and abbreviations of athletes are checked by International 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

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. This principle only applies to Latin characters.

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/INT190 R-SOG-2016 V1.7 APP

10.2 Version history

| Version | Date | Comments |
|---------------|--------------|------------------------|
| R4 v1.0 Draft | 23 Sept 2013 | First Version |
| R4 v1.1 SFR | 4 Oct 2013 | Submitted for Review |
| R4 v1.2 SFA | 1 Nov 2013 | Submitted for Approval |
| R4 v1.3 APP | 5 Nov 2013 | Approved |
| R4 v1.4 APP | 12 Feb 2015 | Approved |
| R4 v1.5 APP | 6 Aug 2015 | Approved |
| R4 v1.6 APP | 18 Dec 2015 | Approved |
| R4 v1.7 APP | 5 Feb 2016 | Approved |

10.3 Change Log

| Version | Status | Changes |
|---------|--------|--|
| R4 v1.0 | Draft | N/A |
| R4 v1.1 | SFR | Status Change |
| R4 v1.2 | SFA | Document Title updated This Document Updated to add other names and descriptions 1.2 Objectives Updated to add other names and descriptions 9 Other Names and Descriptions New section added |
| R4 v1.3 | APP | Corrected typographical errors |
| R4 v1.4 | APP | Apply CR4933 to change TV name format to use full uppercase in the family name (from Limited Mixed case) |
| R4 v1.5 | APP | Change the term "Reporting Name" to "Print Name" to align with the term used in ODF. Clarify that Info uses Print Name and not Print Initial Name. |
| R4 v1.6 | APP | Corrected the errors in the table at 4.2.2 to match the correct descriptions in section 5 |
| R4 v1.7 | APP | General formatting/editing without changing any meaning. Added note at 5.5 regarding the case used when team names are NOC/Country names. |