International Olympic Committee
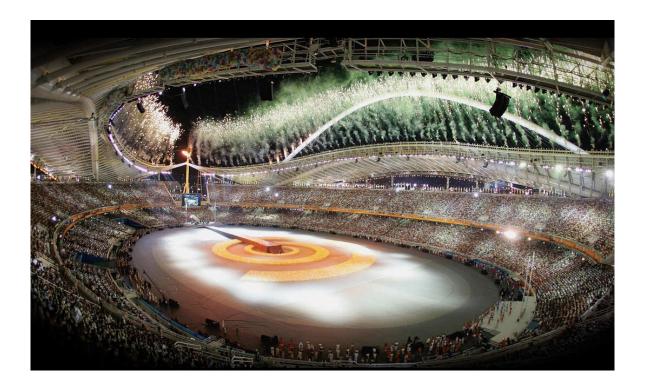
Olympic Data Feed

ODF Language Guidelines and Participant Names

Technology and Information Department
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Table of Contents

1 Introduction

1.1 This document

Every participant at Olympic 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.
- determining presentation of participant names on scoreboards. Scoreboard presentation is determined by a separate document that decribes the look of names on scoreboards.

1.3 Main audience

The main audience of this document is

- OCOGs
- Olympic Data Feed (ODF) users

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

1.4   Glossary

ACR	Accreditation Application (part of GPM systems)
ASM	Schedule Management System (part of GPM systems)
GPM	Games Planning and Management Systems
CIS	Commentator Information System (part of SCD systems)
DRM	Delegation Registration Meeting
HR	Historical Results
IF	International Federation
MDZ	MediaZone (part of SCD systems)
MP	Medal Presenters System
MPC	Main Press Centre
NOC	National Olympic Committee
OC	Opening Ceremony
OCOG	Organising Committee for the Olympic Games
ODF	Olympic Data Feed
SCD	Sport Competition Data Systems
OIS	Olympic Information Service
SEQ	Sport Entries and Qualification (part of GPM systems)
SS	Sport Start Competition
OVR	On Venue Results (System)

1.5   Related documents

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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 ODF users
OC-14	Soft Opening of the Athletes' Villages
OC-14	Official Opening of MPC (24 hour operations)
OC-14	MediaZone 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 electronically updated from OVR/SCD after the transfer of control.
	The transfer from SEQ to 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 SCD. 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/SCD 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 or Ski Jumping and Nordic Combined 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 GPM until all sport data is passed to OVR. The transfer to OVR will be on a sport-by-sport basis.
	After transfer of control the SCD 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.

Note that some athletes are known by only one "name", this is most common in football and volleyball athletes from Brazil and hockey players from India. When an athlete is know by only one name then this name must be stored and transmitted in the (preferred) family name field and the given name is left empty. That is, the preferred family name field is mandatory and the preferred given name field is optional.

Examples:

Passport Names	Preferred Names
Frederick Carlton Lewis	LEWIS Carl
Usain St. Leo Bolt	BOLT Usain
LeBron Raymone James	JAMES Lebron
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
Edson Arantes do Nascimento	PELE

4.2.1.2 Passport names

Passport names are those displayed on the individual's 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 SCD. 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 on input (A) or an output (O) of a case translation.

4.2.2 Name Lengths

Name Data Element *(ODF attribute)*	Definition	Length	Case	Sample
Passport Given Name *(PassportGivenName)*	Used in Accreditation process and on the Accreditation form.	25	Upper (F)	ELIZABETH
Passport Family Name *(PassportFamilyName)*	Used in Accreditation process and on the Accreditation form.	25	Upper (F)	MCPHERSON
Preferred Given Name *(GivenName)*	Used in the Accreditation process. Used to generate the various Results names and Name on Pass.	25	Mixed (F)	Liz
Preferred Family Name *(FamilyName)*	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 Usually the concatenation Preferred Given Name (mixed) case followed by a space and then Preferred Family Name (in upper case). Different rules may apply for character set. (only maintained in ACR)	55	OCOG decision	
Print Name *(PrintName)*	Used in printed reports and display in MediaZone. Concatenation of Preferred Family Name (in limited mixed case), followed by a space, then Preferred Given Name (mixed case). Initial creation is in GPM interface and sent to OVR, then maintained in OVR which updates SCD.	35	Limited mixed / mixed from components (O)	McPHERSON Liz
Print Initial Name (PrintInitialName)	Used in printed reports and MediaZone 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. Initial creation is in GPM interface and sent to OVR, then maintained in OVR which updates SCD.	18	Limited Mixed (O)	McPHERSON L

Name Data Element (ODF attribute)	Definition	Length	Case	Sample
TV Initial Name (TVInitialName)	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 limited mixed case). Initial creation is in GPM interface and sent to OVR, then maintained in OVR which updates SCD.	18	Limited Mixed	L. McPHERSON
TV Family Name (TVFamilyName)	Used in TV graphics. Preferred Family Name (in limited mixed case). Initial creation is in GPM interface and sent to OVR, then maintained in OVR which updates SCD.	1825	Limited Mixed	McPHERSON
Scoreboard Name-x (PSCBName) (PSCBShortName) (PSCBLongName)	PublicScoreboard Names (including Short and Long formats) used on public scoreboard. Length and number of names to be determined based on scoreboard sizes. Created, stored and maintained in OVR only.	50 varies	Upper / Mixed (O)	MCPHERSON Liz
Team Name (Name)	Team name though in some sports it may be generated.	73	As entered (A)	France FAY Joe / FRY Ed
Team Short Name (ShortName)	Team name though in some sports it may be generated.	40	Variable	France FAY J / FRY E
TV Team Name (TVTeamName)	Team name used for TV systems	21	Variable	GREENE/SMITH New Zealand

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.	OIS & supplier
	HR	Data on potential athletes is collected and stored.	OIS & 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.	OIS & 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
	SCD	Data matching, and "overwrite" of BIO/HR names.	Accreditation
	MDZ BIO	Matching process (automated) compares Biography data with Entries data. Matched data elements captured by ACR "overwrite" the data elements in BIO.	BIO interface, MDZ 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
	SCD	Participant List reports in MDZ. ODF participant messages sent. Participant Lists are sent only to MDZ.	SEQ and ACR interfaces
	MDZ BIO	Matching process compares Biography data with Entries data. Matched data elements captured by ACR "overwrite" the data elements in BIO.	BIO interface, MDZ BIO data
Phase 5: Local Results Ownership Transfer of control to venue to End of Games	ACR	Entries operations manually notify 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. OIS is manually notified of the participant to verify the existence of a biography.	SCD
	MDZ BIO	Matching process compares Biography data with OVR data. Matched data elements captured by ACR (or subsequently modified) "overwrite" the data elements in BIO. OIS reviews the Matching Report and manually notifies OVR suspected errors in the Entries data.	BIO interface, MDZ BIO data
	SCD	SCD is updated with data supplied from OVR. This is used to keep SCD and thus MDZ Bio in synch with any name changes made in OVR. No updates are taken from either SEQ or ACR.	OVR

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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 GPM 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 full stop.

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

5.3 Scoreboard Name(s) (50 char)

Format of Scoreboard Names is determined by the scoreboard supplier to maximize readability. Scoreboard names should comply to ORIS requirements as well as to the On-Venue Results provider and ORIS agreed look document. In the Games, the applied layout is upper case for Family Name mixed case for Given Name.

examples:	John Smith	Scoreboard 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.

Given Name abbreviation or use of initiation is determined by ORIS as well as the agreed scoreboard look document at each Games edition. No further rules are added in this document.

5.4　TV Name (35 char)

This name is the concatenation of the Given name followed by a space then the Family name in 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

Also see "Name Switching" Section 5.9

5.5　TV Initial Name (18 char)

This name is the concatenation of the first initial of the Given name followed by a full stop then a space then the Family name in 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

Also see "Name Switching" Section 5.9

5.6　TV Family Name (~~25~~ 18 char)

This name is the Family name in limited mixed case.

examples:	John Smith	TV Family Name:	SMITH
	Anne-Marie Jones		JONES
	Steve McBain		McBAIN
	Robert de Castella		de CASTELLA
	Christine Parris-Washington		PARRIS-WASHINGTON

5.7　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 sometimes concatenated (depending on usage and discipline), 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 or in some cases gender).

In other team sports the NOC name is usually used.

There are two different name lengths, Team and Team Short Name. The Team Name has a maximum size of Char(73) and Team Short Name of Char(40) although by definition of the build, it cannot exceed Char(39).

Examples:

- Team Name: JONES Tom / SMITH John (concatenation of print names)

- Team Name: United States of America (NOC long description)

- Team Short Name: JONES T / SMITH J (concatenation of initial names)

- Team Short Name: United States (NOC description)

Truncation will be applied as required using the same principles as for single names on each name separately.

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.

5.8   TV Team Names

For sports with more than one competitor in an event (ie teams or pairs) then similar rules are used for TV Team Names. In pairs the two family names are concatenated, separated by a forward slash. The order of the names is alphabetical by family name unless there is a specific rule in a particular sport. The character length of each part is a maximum of 10 characters and no spaces around the "/".

In non "pair" teams the Organisation name is used in mixed case.

Examples:

- Pairs: Tom Jones & John Summerville: JONES/SUMMERVILL

- Larger Teams: Great Britain: Great Britain

Truncation will be applied as required using the same principles as for single names on each name separately (maximum 10 characters per name without full stops).

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.

5.9 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

- COR - Korea (combined)

- TPE - Chinese Taipei

- HKG - Hong Kong

- JPN - Japan

- KOR - Korea (Republic of)

- PRK - DPR Korea

- MAC – Macao, China (only applicable for Paralympic Games)

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 main truncation rules referred below will not necessarily apply. The Given Names or appropriate abbreviations (e.g. middle initial) may be required to provide a clear distinction.

For this specific case the TV Family Name is the concatenation of the first initial of the Given Name followed by a full stop then the Family Name (no space before or after the full stop) in limited mixed case.

If still duplicated, then the second letter of the Given Name should be used etc until the duplication is resolved. Any additional letter added following the first initial should be lower case.

Alice D'Amato	TV Family Name becomes:	Al.D'AMATO
Asia D'Amato		As.D'AMATO
Steve McBain		S.McBAIN
Robert McBain		R.McBAIN

The following rules will apply in building all of the concatenated names required in the systems where there is insufficient space to use all characters (this includes all of Print Name, TV Name, TV Family Name, Print initial Name, TV Initial Name. This list does not cover every instance but are intended to cover the majority, Initial Names start at point 2 below (as shortening given name is not applicable), TV Family Names start at point 3. 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 Mary 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 full stop, always)

(First option in generating the TV Family Name)

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 space after the full stop

Melinda GAINSFORD-TAYLOR	becomes	M.GAINSFORD-TAYLOR

2 – Remove the Given Name initial

Humberto Daniel ARENCIBIA MARTINEZ	becomes	ARENCIBIA MARTINEZ

3 – Truncate the rest of the characters to the last char of the defined name length

Sylvie DATTY-NGONGA TARA-AGOUE	becomes	DATTY-NGONGA TARA-

For the special case that two athletes with the same family name from the same country are competing in the same event, then for both the TV Family Name and TV Initial Name truncate the rest of the family name characters to the last char of the defined name.

Daniela Parris-Washington	TV Family Name/TV Name becomes	Da.Parris-Washingt
Debora Parris-Washington	TV Family Name/TV Name becomes	De.Parris-Washingt

The pair TV Team Name should keep the initials of the given name that break the duplication and abbreviate the family name to the last char of the defined name

John Schlumberger & Marina Schlumberger	TV Team Name becomes	J.SCHLUMBE/M.SCHLUMBE

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.

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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   Depend 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 SCD from GPM.

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 SCD from GPM.

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.

There is no implied automation of these translations.

Original character	Translation	Original character	Translation	Original character	Translation
À	A	Ö	O	ë	e
Á	A	Ø	O	ì	i
Â	A	Ù	U	í	i
Ã	A	Ú	U	î	i
Ä	A	Û	U	ï	i
Å	A	Ü	U	ð	d
Æ	AE	Ý	Y	ñ	n
Ç	C	Ÿ	Y	ò	o
È	E	Þ	TH	ó	o
É	E	ß	SS	ô	o
Ê	E	ß	ss	õ	o
Ë	E	à	a	ö	o
ì	I	á	a	ø	o
í	I	â	a	ù	u
î	I	ã	a	ú	u
ï	I	ä	a	û	u
Đ	D	å	a	ü	u
Ñ	N	æ	ae	ý	y
Ò	O	ç	c	þ	th
Ó	O	è	e	ÿ	y
Ô	O	é	e		
Õ	O	ê	e		

8   Names Principles and Responsibilities

Certain principles are generally 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 GPM 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 delived to SCD.

- 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 (unless foreign characters sets are used).

- 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 when 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: Épée

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

OWG2026-NAME-3.0 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
WOG-2018-1.8 APP	22 June 2016	Approved
WOG-2018-1.9 APP	23 Feb 2017	Approved
WOG-2018-2.0 APP	25 May 2017	Approved
WOG-2018-2.1 APP	20 July 2017	Approved
SOG-2020-1.0 APP	4 May 2018	Approved
SOG-2020-1.1 APP	1 Aug 2018	Approved
SOG-2020-1.2 APP	14 Aug 2019	Approved
SOG-2020-1.3 APP	6 Feb 2020	Approved
SOG-2020-1.4 APP	22 May 2020	Approved
SOG-2020-1.5 APP	1 Apr 2021	Approved
SOG-2024-2.0 APP	12 Nov 2021	Approved
SOG-2024-2.1 APP	8 Jul 2022	Approved
SOG-2024-2.2 APP	2 Jun 2023	Approved
OWG2026-3.0 APP	11 Apr 2025	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

Version	Status	Changes
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.
WOG-2018-1.8	APP	CR10246 – Add TV Team Names
WOG-2018-1.9	APP	Typographical Error, change transliteration of þ to th
WOG-2018-2.0	APP	1.2 – Objectives: sentence about scoreboards added in the "document is not" paragraph. 4.2 – Scoreboard Name-x: changed from Upper(O) to Mixed / Upper(O) 5.3 – Scoreboard Names: Paragraph number added 5.3 – Scoreboard Names updated.
WOG-2018-2.1	APP	Added more samples for clarity
SOG-2020-1.0	APP	Changed to Tokyo without content change.
SOG-2020-1.1	APP	Remove note saying passport name does not go to results (added in CR15219). CR16671: Add TV Family Name and change TV name formats Minor editing without changing the meaning.
SOG-2020-1.2	APP	4.2.2 Update name on pass to not include specific rule 7 Update table to correct errors and use SQL standard Minor editing/clarification without changing the meaning.
SOG-2020-1.3	APP	5.9 Name Switching, add COR and JPN (CR18659) Correct the character translation table
SOG-2020-1.4	APP	5.7 Update to add team short name (applies in Beijing)
SOG-2020-1.5	APP	5.9 Name Switching, add MAC (CR021779)
SOG-2024-2.0	APP	No content change, updated version to 2024.
SOG-2024-2.1	APP	Update 4.2.1.1, Preferred names Update 5.7, Team Short name (add space around "/" [CR024961])
SOG-2024-2.2	APP	Update 7, Character Set update æ, ß, Þ [CR025218]

Version	Status	Changes
OWG2026-3.0	APP	Data Ownership Additional details on Inscriptions Data. 4.2.2 Update TV Family Name to 18 char, based on OBS TV Name Formats requirements. 4.2.2 Update Scoreboard Names length to 50 char. 4.2.2 Addition of ODF attribute reference. 5.3 Update Scoreboard Names length to 50 char. 5.6 Update TV Family Name to 18 char, based on OBS TV Name Formats requirements. 6.1 Clarifications on the TV Family Name creation in case of duplicates. 6.1 Update the truncation rules to be applied for TV Initial Name, TV Family Name and pair TV Team Name based on OBS TV Name Formats requirements. Overall updates on acronyms used across the document without changing the meaning.