

## Shoe Control Guidance for the Shoe Control Officer

1. The following guidance is designed to assist the Shoe Control Officer appointed under the Athletic Shoe Regulations. These guidelines should be read alongside the Regulations and are not intended to contradict or amend the Regulations which shall always prevail in the event of conflict.
2. The Shoe Control Officer is defined as the ‘...Referee, Judge or other competition official or a volunteer or member of Staff appointed to ensure that an Athletic Shoe is checked during Shoe Control.’
3. The identification and selection of Athletes is at the discretion of the Shoe Control officer. WA recommends that a maximum of 5 athletes be identified at random and selected for shoe control.
4. An Athlete subject to Shoe Control is permitted to take off their Athletic Shoes after competing but must always keep their Athletic Shoe in their possession.
5. The Shoe Control Officer should be located at the post- event / competition area.
6. In case of world record, the athlete is mandatorily subject to shoe control.
7. It is the responsibility of the Shoe Control Officer to arrange the following:
  - ✓ to have on their person their accreditation badge **and** specific identification (such as an armband / badge etc.) of their specific role as the Shoe Control Officer evidencing their authority to check and/or collect an Athletic Shoe after an athlete has competed.
  - ✓ a desk and space and somewhere to securely store collected shoes (in case of world record)
  - ✓ **informing** the Doping Control Officer and Doping Control Chaperones on the location of Shoe Control and inform them which events and/or athletes will be subject to Shoe Control – this is to avoid any clash – doping control will always take priority over Shoe Control
  - ✓ clear bags and secure seals (to insert collected shoes into and seal)
  - ✓ to have a copy of the competition ‘start lists’ to identify the athlete and their event.
  - ✓ to have a list of the World Athletics approved Athletic Shoes (<https://worldathletics.org/about-iaaf/documents/technical-information>, Manuals and Guidelines)
  - ✓ a camera (a mobile phone camera is sufficient)
  - ✓ copies of Shoe Check Form (to record the information below)
  - ✓ Shoe Chain of Custody Form – in case of world record (to list the shoes collected and passed on to whom)
  - ✓ Contact Card to give to the Athlete if their shoe is collected (to arrange return of their shoe(s))

### 7. Shoe Check & Collection at an Event (Regulation 14.2)

A ‘Shoe Check’ requires having access to and recording the following information:

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- The identity of the Athlete subject to Shoe Control
- Brand, model name, size of the shoe and if an orthotic is worn by the Athlete
- Photographs of the shoe and any labels identifying the name of shoe

The above information needs to be emailed to [rules@worldathletics.org](mailto:rules@worldathletics.org)

8. Time permitting, the Shoe Control Officer may check if the Athletic Shoe is on the approved list or not. If there is no time, this can be verified post competition (Please email [rules@worldathletics.org](mailto:rules@worldathletics.org)).
9. For the purposes of ratifying a World Record in accordance with Competition Rule 31.3.5, in addition to the check at paragraph 3, the Athletic Shoe may be collected by the Shoe Control Officer to be sent for further examination by the Independent Expert (Regulations 14.2 & 14.3). Please note that for U20 age category World Records, it is not necessary to collect the Athletic Shoe.

### Post Shoe Check Collection Administration

10. Where under paragraphs 9 or 10, the Athletic Shoe is collected for further examination (for this purpose, the collection of one shoe is possible rather than a pair of shoes) then:
  - a. The Shoe Control Officer will issue the Athlete with a Shoe Receipt Form and Contact Card and complete a 'Shoe Chain of Custody Form'.
  - b. The Shoe Control Officer must place the Athletic Shoe into a secure bag in the Athlete's presence to avoid any risk of tampering during handling / transit.
  - c. The Shoe Control Officer either hands the Athletic Shoe on to a WA staff member (as notified to the organiser by World Athletics) or sends the Athletic Shoe to World Athletics (see details at paragraph 12 below) by courier at the organiser's costs. In either case, the Shoe Control Officer must complete the Shoe Chain of Custody Form.
  - d. The Shoe Control Officer / other appointed person shall be responsible for ensuring that all Athletic Shoes, prior to their onward collection or being sent from the Shoe Control Officer, are:
    - i. under their control;
    - ii. securely stored in a manner that protects the integrity and identity of the Athletic Shoes;
    - iii. not left unattended unless they are locked in a secure area or secure storage; and
    - iv. accessed only by the Referee and / or Technical Delegate under the supervision of the Shoe Control Officer.

12. The World record Athletic Shoe must be sent **by door-to-door courier** to:

Sandrine Prokopowicz, Competitions Dept. World Athletics 6-8, Quai Antoine 1er BP 359 MC 98007 Monaco Tel: +33607939993 and +37793108888 World Athletics. Please remember to email the courier tracking number ([rules@worldathletics.org](mailto:rules@worldathletics.org)) when sending the information provided at paragraph 6. World Athletics will co-ordinate with its International Expert for the transfer of the shoes to the independent laboratory.

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## Shoe Check Form

Athlete's name :

Event / Sex :

Brand :

Model /Reference :

Photo 1 : bib, accreditation card, shoe

Photo 2 : shoe – side view

Photo 3 : shoe – outsole

Photo 4 : shoe – label / tongue

Photo 5-6 : orthotics (if applicable) – side and top view

Notes :

Date and place :

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Shoe Control Officer

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Athlete



## Chain of Custody Form for Shoes collected for further examination and investigation (Regulation 14)

This Chain of Custody Form is to be used by the Shoe Control Officer to document the chain of custody of all of the Athletic Shoes that are collected at a competition and the hand-over to the appointed person, courier or the International Expert for further investigation and examination of an Athletic Shoe.

The Shoe Control Officer must write clearly and in block capitals. All times must be written using 24-clock.

### 1. Competition Information

Name of Competition	Date of Competition	Number of Athletic Shoes	Name of Athlete, specify if record

### 2. Athletic Shoes Collected

Brand	Model	Colour	Left or right or pair

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### 3. Chain of Custody

Role	Name	Signature & Location	Date DD/MM/YYYY & Hour (24:00)	Storage -Transportation
Shoe Control Officer				Sealed and stored by Shoe Control Officer at Shoe Control Office.
Received by [courier] [appointed person] – leave blank if passed or collected directly to Independent Expert]				If passed to a courier, insert name of courier company:
Received by Independent Expert				