

SPAR 
EUROPEAN
CROSS COUNTRY
CHAMPIONSHIPS

 **Chia2016**

 EUROPEAN
ATHLETICS
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TEAM MANUAL

SPAR EUROPEAN CROSS COUNTRY CHAMPIONSHIPS

CHIA Sardegna
ITALY
11 December 2016



SPAR European Cross Country Championships Chia 2016



CONTENTS

1. GENERAL INFORMATION	4
1.1 Host Country Italy	
1.2 Host City Chia	
2. ORGANISATIONAL STRUCTURE	6
1. European Athletics Council	
2.2 European Athletics Delegates	
2.3 European Athletics Office	
2.4 Executive Board of the FIDAL - Federazione Italiana di Atletica Leggera	
2.5 Local Organising Committee	
2.6 Competition Organisation	
3. TRAVEL TO CHIA	8
3.1 Official Airport and Arrival Information	
3.1.1 Welcome Service	
3.2 Entry Visas	
3.3 Insurance	
4. ACCREDITATION	9
4.1 General	
4.2 Accreditation Centre	
4.3 Accreditation Procedure	
4.4 Access Areas for Teams and Special Passes	
4.5 Loss of Accreditation	
5. ACCOMMODATION	10
5.1 General Information	
5.2 Information desk	
5.3 Official Hotel	
5.4 Accommodation Costs and European Athletics Quota	
5.4.1 European Athletics Quota	
5.4.2 Ratio of Athletes & Officials	
5.4.3 Accommodation Costs	
5.4.4 Payment Procedures	
5.4.5 Extra Charges	
5.5 Rooming List	
5.6 Meals	
5.7 Services in the Team Hotels	
5.7.1 Meeting Rooms	
5.7.2 Rooms for physiotherapy	
5.7.3 Internet Access	
6. TRANSPORTATION	15
6.1 Transportation Desk	
6.2 Bus Shuttle Service	
7. TECHNICAL INFORMATION	15
7.1 Technical Information Centre (TIC)	
7.2 Technical Meeting	
8. COMPETITION VENUE	15
8.1 The Course	
8.2 Inspection of the Competition Venue	
8.3 Dressing Rooms / Team Area	
8.4 Training	



SPAR European Cross Country Championships Chia 2016

9. ENTRY REGULATIONS & FINAL CONFIRMATIONS	17
9.1 Entry Rules	
9.1.1 Final Entries	
9.2. Final Confirmation	
9.2.1 Withdrawal	
9.3 Scoring	
9.3.1 Ties	
10. COMPETITION PROCEDURE	20
10.1 Timetable	
10.2 Competition Bibs	
10.3 Chip Transponders	
10.4 Competition Clothing	
10.5 Call Room	
10.6 Specific Event Procedures	
10.6.1 False Start	
10.6.2 Starting Stations	
11. MEDICAL SERVICES & DOPING CONTROL.....	22
11.1 Medical Services	
11.1.1 Medical Services in the Chia Laguna Resort	
11.1.2 Medical Services at the Competition Venue	
11.2 Physiotherapy Services	
11.2.1 Physiotherapy Services in the Chia Laguna Resort	
11.2.2 Physiotherapy Services at warm-up	
11.3 Doping Controls	
11.3.1 General Information	
11.3.2 Selection of Athletes	
11.3.3 Additional Testing	
12. CEREMONIES & SOCIAL FUNCTIONS	24
12.1. European Athletics - LOC Dinner	
12.2 Opening Ceremony	
12.3 Victory Ceremonies	
12.4 Closing Party	
13. DEPARTURE	24
14. CONTACT DETAILS	25
15. GREAT EDINBURGH INTERNATIONAL CROSS COUNTRY – TEAM EUROPE SELECTION.....	25
1. APPENDIX	25
Appendix 1 – Plan of the Venue	
Appendix 2 – Map of the course, loops and course profile, Flows, Start and Finish Area	
Appendix 3 – Timetable	
Appendix 4 – Key dates and General Programme	



SPAR European Cross Country Championships Chia 2016



1. GENERAL INFORMATION

1.1 Host Country Italy

Italy, officially the Italian Republic (Italian: *Repubblica Italiana*), is a parliamentary constitutional republic. Located in the heart of the Mediterranean Sea, Italy shares open land borders with France, Switzerland, Austria, Slovenia, San Marino and Vatican City. Italy covers an area of 301,338 km². Due to its shape, it is often referred to in Italy as *lo Stivale* (the Boot). With almost 61 million inhabitants, it is the fourth most populous EU member state.

Form of Government	Parliamentary Constitutional Republic
Area	301.338 km ²
Population	60.674.000 (2015 estimate)
Coastline	Including the islands, Italy has a coastline of 7,600 kilometers on the Adriatic, Ionian and Tyrrhenian seas
Climate	Due to the great longitudinal extension of the peninsula and the mostly mountainous internal conformation, the climate of Italy is highly diverse. It ranges from temperate continental climate in the north to Mediterranean climate in the center and humid subtropical in the south
Language	Italian
Religion	Roman-Catholic
Capital	Rome
Local Time	GMT +1 hour
Electricity	220V 16amp, 2 pin euro plugs
Driving	on the right
International Calls	+ or 00 plus country code
Telephone Country Code	+39
Mobile Phone Networks	Tim, Vodafone, Wind, Tre
Currency	Euro

1.2 Host City CHIA

Chia is a small town in the south of Sardinia Island, the Italian island worldwide known for its incredible beaches. This part of the island, South Sardinia, is a blend of enchanting nature, old history and long



SPAR European Cross Country Championships Chia 2016



tradition.

Chia, which belongs to the municipality of Domus De Maria, is about 50 km from Cagliari, the main city of the island. Sardinia has a population of 1.700.000 inhabitants, of which about 700.000 living in the greater Cagliari area.

Participants and guests will stay in Chia, at the Chia Laguna Resort, set in one of the most enchanting sceneries in Southern Sardinia. Chia Laguna Resort fronts a broad expanse of fine golden sand beaches, lapped by transparent turquoise waters among the most famous in Sardinia. The professional skills of its staff, together with the service provided by its hotels, offer perfect conditions to welcome the teams, EA family and guests. Accommodation as well as all other services and spaces required will be located inside the Chia Laguna Resort.

Business Hours Shops, Banks

Chia Laguna Resort includes a small shopping mall. During the special opening for the Championships, a few selected shops and the bar in the Piazzetta will be open. It is recommended to check the opening hours displayed in the shop. All major credit cards such as Eurocard/Mastercard, American Express and Visa are accepted. If you need cash, at the resort is available an ATM as well as at the airport in Cagliari. The closest towns to Chia are Domus De Maria (6 km) and Pula (18 km).

Useful expressions

Some words and phrases in Italian language	
English	Italian
Hello, Hi	Ciao / Buongiorno (formal)
Good Bye	Ciao / Arrivederci (formal)
Thank you	Grazie
How are you?	Come stai? / Come sta? (formal)
Good morning	Buongiorno
Good afternoon	Buon pomeriggio (not much used)
Good evening	Buonasera
Good night	Buonanotte
Water	Acqua
Ice	Ghiaccio
How much does it cost?	Quanto costa...?
Where is...?	Dov'è...?



SPAR European Cross Country Championships Chia 2016



2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President

First Vice President

Vice Presidents

Director General

Council Members

Svein Arne Hansen (NOR)
Dobromir Karamarinov (BUL)
Jean Gracia (FRA)
Frank Hensel (GER)
Christian Milz (SUI)
Sylvia Barlag (NED)
Gregor Bencina (SLO)
José Luis de Carlos (ESP)
Alfio Giomi (ITA)
Marton Gyulai (HUN)
Toralf Nilsson (SWE)
Dimakos Panagiotis (GRE)
Antti Pihlakoski (FIN)
Jorge Salcedo (POR)
Gabriela Szabo (ROU)
Erich Teigamägi (EST)
Libor Varhanik (CZE)
Salih Munir Yaras (TUR)
Sebastian Coe (GBR)
Carl-Olaf Homén (FIN)
Hansjörg Wirz (SUI)

IAAF President (ex officio member)
European Athletics Honorary Life Presidents

2.2 European Athletics Delegates

Organisational Delegate/Vice President
Technical Delegate
Doping Control Delegate
Event Presentation Consultant

Dobromir Karamarinov (BUL)
John Cronin (IRL)
Jan Engström (SWE)
Arnd Heiken (GER)

Jury of Appeal (3)

(to be appointed with a fourth replacement at the
Technical Meeting)

2.3 European Athletics Office

European Athletics Office
Avenue Louis Ruchonnet 16
1003 Lausanne
Switzerland
Tel.: +41 21 313 43 50
Fax: +41 21 313 43 51
Email: competition@european-athletics.org



SPAR European Cross Country Championships Chia 2016



2.4. Executive Board of the FIDAL - Federazione Italiana di Atletica Leggera

President	Alfio Giomi
General Secretary	Fabio Pagliara
Sardinia Regional Committee President	Sergio Lai
Head Of Technical Department	Riccardo Ingallina
Head Of International Department	Roberta Russo
Head Of Communication & Marketing	Marco Sicari
Medical Services & Anti-Doping Procedures	Mauro Guicciardi
Finance & Administration	Marco Pietrogiacomi

2.5. Local Organising Committee

President	Alfio Giomi
Vice Presidents	Giampiero Schiavo - Sergio Lai - Roberto Micciulli
Fidal Event Co-Ordinator	Roberta Russo
Local Co-Ordinator	Ulrike Wachtler
Competition Management	Massimo Magnani
Finance & Administration	Giovanni Casula - Alessandra Pilleri
Accreditation Management	Daniele Perotti - Antonella Tibaldi
Accreditation Procedures/Welcome	Eleonora Verardi (Team Liaison) - Mauro De Carli - Barbara Greco
Accommodation	Giovanni Casula & Chia Laguna Resort Staff
Transportation	Daniele Perotti - Giovanni Casula
Marketing & International Promotion	Ada Truncellito - Chiara Vettori
Communication, Media & TV	Alessio Giovannini (Media Officer - Contents) - Annachiara Spigarolo (Media Officer - Accreditations) - Giuliana Grillo (Media Services) - Luca Cassai (Tv Officer) - Andrea Bruschettoni (Photo Manager) - Vanessa Usai (Loc)
Local Promotion	Sergio Lai - Andrea Cabboi
Competition Co-Ordinator	Marcello Magnani
Competition Director	Dario Giombelli
Venue Manager	Gianfranco Renzulli
Venue Set Up	Angelo Pittaluga - Nino Sarno
Technical Equipments	Fidal Servizi
Event Presentation	Fidal Servizi - Pierluigi Sorace
Announcers	Paolo Mutton, Alfons Juck
Timing & Data Processing	Omega
Protocol, Ceremonies & Social	Laurent Ottoz - Alessandra Atti
Medical	Mauro Guicciardi - Mirella Cicchetti
Hospitality, VIP, Catering	Gian-Luca Ivaldi & Chia Laguna Resort Staff
Volunteers	Fidal Regional Committee Sardegna - Laurent Ottoz - Andrea Cabboi
Design & Website	Monica Macchiaioli - Alessio Giovannini
Social Media	Alessio Giovannini
Loc Contact	Roberta Russo - Ulrike Wachtler

2.6. Competition Organisation

Competition Director	Dario Giombelli
Competition Management	Massimo Magnani
Meeting Manager	Daniela Agnoli
Technical Director	Bruno Gidenza



SPAR European Cross Country Championships Chia 2016



Competition Co-Ordinator	Marcello Magnani
Event Presentation Manager	Pierluigi Sorace
Call Room Referee	Roberto Grava
Referee	Daniela Vattuone
Technical Information Centre Manager	Roberto Magaraggia
Jury of Appeal Secretary	Luca Verrascina

3. TRAVEL TO CHIA

3.1 Official Airport and Arrival Information

The official airport, located about 50 km from Chia is International Airport Mario Mameli, Cagliari Elmas, where the LOC will provide adequate welcome services.

3.1.1 Welcome Service

Upon arrival at International Airport Mario Mameli, the teams will be met by the staff of the welcome desk, located immediately after the luggage collection area.

The opening dates and times of the Welcome Desk, situated in the arrival area at the airport will be the following:

- Thursday 8 December – according to arrival schedules
- Friday 9 December – from 8:00 to 22:00
- Saturday 10 December – from 8:00 to 22:00

Team members will be escorted to the official buses by the welcome desk staff and taken to the team hotel.

The transfer time from the airport to the official hotels is 50 minutes approximately.

3.2 Entry Visas

The following countries require visas to enter Italy:

Armenia, Azerbaijan, Belarus, Georgia, Kosovo, Macedonia, Turkey, Ukraine.

Countries requiring visas to enter Italy should obtain them from the Italian Embassy or Consulate in their country. Visa applications should be made in due time (not later than two weeks before the event).

Participants who require a visa should contact the LOC as soon as possible to obtain a special invitation letter and visa application information, and at latest two weeks before the competition. Please contact:

Italian Athletics Federation (FIDAL)

International Department
Tel + 39 06 33474735 – 4734
Fax: + 39 06 56561069
mauro.decarli@fidal.it

3.3. Insurance

According to the Regulation 110.9 the participating Member Federations are responsible for taking out their own insurance to cover the risk of illness or injury of any member of their team when travelling



SPAR European Cross Country Championships Chia 2016



to and from the European Athletics event and during the event itself. Please take the necessary steps to fulfill these requirements well in advance.

4. ACCREDITATION

4.1 General

Each team member will receive an accreditation card, which must be worn at all times and should be clearly visible. Security personnel will control all areas. The accreditation is not transferable and does not allow the holder to take another person beyond checkpoints.

Photos are not required for the accreditation card system.

4.2 Accreditation Centre

The Teams' Accreditation Centre will be located at Chia Laguna Conference Centre. This is where the Team Leader shall report as soon as possible after his arrival, in order to carry out the administrative procedures.

The opening dates and times of the Team Accreditation Centre will be as follows:

- Thursday 8 December – from 10:00 to 13:00 and from 14:00 to 21:00
- Friday 9 December – from 8.30 to 13.00 and from 14:00 to 22:00
- Saturday 10 December – from 8:30 to 15:00

4.3 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the Member Federation through the European Athletics event management system. No changes will be accepted after the final entry deadline.

The Team Leader will be asked to complete the following formalities before he can collect the accreditation cards for the whole team:

- LOC accommodation invoice
- Provide athletes' passport (or a copy) for U20 and U23 age groups
- Uniform check
- Final confirmation of entries
- Collection of competition related forms and information
- Confirmation of departure details

4.4 Access Areas for Teams and Special Passes

All team accreditation cards will allow access to the teams' area, warm-up area and TIC. Only athletes who are directly involved in the competition will have access to the call room and to the course.

The Head of Delegation from each team is invited to the VIP Hospitality area and will be given the necessary access number on the accreditation card.

Separate cards will be issued for the Team Leaders, for access to the information available in the Technical Information Centre (TIC).

4.5 Loss of Accreditation

Any lost or damaged accreditation cards should be reported to LOC, at the Chia Laguna Conference Centre. Duplicate cards can be obtained where proof of identity can be established.



SPAR European Cross Country Championships Chia 2016



5. ACCOMMODATION

5.1 General Information

The LOC has made accommodation arrangements for all team members inside the Chia Laguna Resort, offering to all participants a unique experience in one of the most beautiful places of the island. The team hotels (Baia, Village and Spazio Oasi), all inside the Chia Laguna Resort, as well as all the service spaces, are within a radius of maximum 150 metres.

The hotels will officially open with full services on Thursday 8 December. If members of your federation are planning to arrive earlier, please contact the LOC: Giovanni Casula - Hotel Chia Laguna (giovanni.casula@hotelchialaguna.com and mice@hotelchialaguna.com) and Eleonora Verardi - FIDAL (eleonora.verardi@fidal.it) well in advance to make sure specific arrangements are made.

5.2 Information Desk

An Information Desk will be located in the lobby of the Chia Laguna Conference Centre with qualified personnel offering relevant information about all aspects of the SPAR European Cross Country Championships. The Information Desks' opening hours will be as follows:

- Thursday 8 – from 15:00 to 22:00
- Friday 9 – from 8:30 to 22:00
- Saturday 10 – from 8:30 to 22:00
- Sunday 11 – from 8:30 to 21:00
- Monday 12 – from 8:30 to 19:00

5.3 Official Hotel

The official hotel for the SPAR European Cross Country Championships is the Chia Laguna Resort, one of the most sought after holiday destinations in Europe with its four hotels: Baia, Village, Spazio Oasi and Laguna.

CHIA LAGUNA RESORT

Viale Belvedere, località Chia
09010 Domus de Maria (CA)

Tel. +39 070 92391

Fax +39 070 9230141

www.chialagunaresort.com

Accommodation Manager: Giovanni Casula

E-mail: mice.coordinator@hotelchialaguna.com

Phone: +39 348 4041824



SPAR European Cross Country Championships Chia 2016



Reservations will be made by the LOC based on the accommodation requirements indicated in the Final Entries. However please note that also a certain number of triple and quadruple rooms might be allocated to teams. When the room's allocation is defined, the LOC will inform the Teams accordingly.

European Athletics Family Hotel:

CHIA LAGUNA RESORT

Viale Belvedere, località Chia
09010 Domus de Maria (CA)

Tel. +39 070 92391

Fax +39 070 9230141

www.chialagunaresort.com

5.4 Accommodation Costs and European Athletics Quota

5.4.1 European Athletics Quota

According to Regulation 310.4 the European Athletics shall pay the board and lodging expenses for not more than 3 (three) days and for a maximum of:

- 4 (four) male and 4 (four) female athletes in the U20 category
- 4 (four) male and 4 (four) female athletes in the U23 category
- 4 (four) male and 4 (four) female athletes in the Senior category

No contribution shall be made in respect of athletes representing the host European Athletics Member Federation.

5.4.2 Ratio of Athletes & Officials

The number of team officials in the hereunder chart is also eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.



SPAR European Cross Country Championships Chia 2016



Number of Athletes From - to	Number of Team Officials Up to:	Maximum number of additional officials (out- of-ratio):
1 - 3	1	1
4 - 6	2	1
7 - 10	3	2
11 - 15	5	3
16 - 20	7	3
21 - 25	9	4
26 - 30	11	4
31 - 35	13	5
36 - 40	15	5
41 - 45	17	6
46 - 50	18	7
51 - 55	19	9
56 - 60	20	10

5.4.3 Accommodation Costs

The following rates apply for team members. These include full board and accommodation per person/per night:

Group	Single room	Twin/Triple/4-bed room
Athletes outside the quota and in ratio-officials	90€ *	90 €
Officials outside the ratio	125 €	100 €
Additional nights (Athletes and Officials)	125 €	100 €

All prices include VAT.

* Each participating team shall be allocated a minimum number of single rooms equal to 10 per cent of the total number of athletes and in ratio team officials entered in the final entries at the price of a



SPAR European Cross Country Championships Chia 2016



twin room. Additional single rooms can be requested and will be given according to availability. The price for the additional single room is 125 €.

Cancellation policy

The final account for accommodation attributable to each Member Federation shall be based on the numbers declared in the Final Entries and this shall be paid in full, no allowance being made for any subsequent reduction in the actual numbers of athletes and/or officials.

5.4.4 Payment Procedures

A pro-forma invoice will be sent to each Federation detailing the amount they owe based on their final entries. Federations are kindly asked to settle the payment before arrival by bank transfer: in Euros to the following account

Bank account name:	Veneto Banca
Bank reference:	Agenzia di Thiene
Bank address:	Via Francesco Bassani n. 7 CAP 36016 Thiene (VI)
Swift No:	VEBHIT2M
IBAN:	IT83R0503560790091570334605

Note: A copy of the bank transfer will be required upon arrival.

The remaining sum (= final entry sum – pre-payment) will be invoiced after the final entry deadline. Should the remaining amount (after the final entries) be settled by bank transfer, the team leader is requested to provide the LOC with a proof of payment upon arrival at the Finances Office that will be located in the Main Accreditation Centre. Otherwise the balance of the payment must be paid on-site by the Team Leader on arrival at the Accreditation Centre.

Payment can be made by credit card or by cash in Euros. Please note that Cash payment in Italy is allowed only for amounts of maximum 3.000 Euros.

The main credit cards will be accepted on site such as VISA, Mastercard, Diners and others.

5.4.5 Extra Charges

The Team Leader must settle phone bills and all other extra services at the hotel reception, before departure. The Team Leader will be requested a credit card by the hotel reception desk for extras.

All payments must be made in Euro or by credit card.

5.5 Rooming list

Detailed information about athletes and officials' rooming list will have to be entered by the Member Federations during the Final Entries process.

Further amendments will have to be made through the accommodation module of European Athletics event management system after the closing of the Final entries.

Please note that also a number of triple and quadruple rooms might be allocated to the teams. When the rooms allocation is defined, the LOC will inform the Teams accordingly.

5.6 Meals

Meals will all be served in buffet style in the Bougainville restaurant (Village and Spazio Oasi Hotels) and in La Pergola restaurant (Baia Hotel). A large selection of suitable food will be available taking into consideration special diets, religion and culture of the participants.



SPAR European Cross Country Championships Chia 2016



Meals times shall be as follows:

Thursday 8 to Saturday 10

Breakfast	from 7:00 to 10:00
Lunch	from 12:00 to 15:00
Dinner	from 19:00 to 21:00

Sunday 11

Breakfast	from 6:00 to 10:00
Lunch	from 13:00 to 17:00
Dinner	from 19:00 to 21:00
Closing Party	from 21:30 to 00:30

Monday 12

Breakfast	from 6:00 to 10:00
Lunch	from 12:00 to 15:00
Dinner	from 19:30 to 21:00

For lunch and dinner, mineral water, tea and coffee are available free of charge. All other drinks must be paid for.

Accreditation cards will allow access to meals.

5.7 Services in the Team Hotels

5.7.1 Meeting Rooms

Rooms for meeting opportunities are available at the Chia Laguna Conference Centre inside the Chia Laguna Resort. Reservation shall be required via the Information Desk at a reasonable time in advance.

To ensure that all teams have access to the meeting room, usage may be limited.

Teams requiring any additional service may make separate arrangements through the information desk.

5.7.2 Rooms for physiotherapy

Dedicated rooms for physiotherapy will be provided inside the Club House of the Chia Laguna Resort (pool area) for the teams with medical staff to set-up their own massage beds.

There will also be LOC physiotherapy services offered to those teams that do not have their own medical staff (see 11.2.1).

5.7.3 Internet access

Free internet access is available in the whole area of the Chia Laguna Resort. Passwords will be available at the hotel reception.

At the Baia Hotel, the WI-FI is guaranteed in the common areas.



SPAR European Cross Country Championships Chia 2016



6. TRANSPORTATION

All activities and social functions will take place in the Chia Laguna Resort so no transport is needed.

6.1 Transport Desk

The main transport desk will be located at the Chia Laguna Conference Centre with the following opening dates and hours:

Thursday 8	from 10:00 to 13:00 and from 14:00 to 21:00
Friday 9	from 8:30 to 13:00 and from 14:00 to 21:00
Saturday 10	from 8:30 to 13:00 and from 14:00 to 21:00
Sunday 11	from 8:30 to 13:00 and from 14:00 to 21:00
Monday 12	from 8:30 to 12:00

6.2 Bus Shuttle Service

**No transportation is needed from the Chia Laguna Resort to the competition venue
The Resort and the course are separated by walking distance (approximately 350m).**

7. TECHNICAL INFORMATION

7.1 Technical Information Centre (TIC)

The TIC is located at the Conference Centre; on the competition day a sub-TIC will be located on the competition venue.

The main function of the Technical Information Centre is to ensure smooth communication between each Team Delegation, the Local Organising Committee, European Athletics Technical Delegate and the Competition Management of the Championships regarding technical matters.

Opening hours:

Friday 9	from 14:00 to 21:00
Saturday 10 at the Conference Centre	from 9:00 to 21:00
Saturday 10 at the Competition Venue	from 9:30 – 10:30
Sunday 11 at the Competition Venue	from 8:00 to 14:00
Sunday 11 at the Conference Centre	from 14:00 to 16:00

The TIC will be linked to all Information Desks set up for this event and shall be responsible for the following:

- Settlement of technical enquiries from delegations
- Competition information
- Recovery of items confiscated at the Call Room
- Requests for additional doping control tests
- Urgent notices – collection and delivery of any urgent written notices to the Team Delegations from Technical Delegate, European Athletics and LOC
- Publication and distribution of results
- Receipt of protests/appeals from the teams



SPAR European Cross Country Championships Chia 2016



The technical information will be displayed on information board at the Conferences Centre. Access to the information to be distributed by the TIC will be controlled by a separate card. TIC cards will be given to each Team Leader (in principle one per team).

Teams that are not able to attend the Technical Meeting, under extreme circumstances, can collect their information material from the TIC after the technical meeting.

7.2 Technical Meeting

The Technical Meeting will be held on **Saturday 10 December at 12:00 (noon)**, in the **Conference Centre**.

Each team may be represented by a maximum of two team delegates and, if necessary, an interpreter. It is very important that all teams are represented at the Technical Meeting.

The Technical Meeting will provide updates and information which is not already mentioned in this team manual and will include:

- Information about members of Jury of appeal
- Timetable amendments (if any)
- Starting gates and starts procedures
- Presentation of the competition and warm-up venues
- Information briefing by the Doping Control Delegate
- Information about selection of Team Europe for the BUPA Great Edinburg Cross Country
- Answers to written questions

The Technical Meeting will be followed by a short presentation of the SPAR European Cross Country Championships Šamorin 2017.

Written Questions

Any enquiries concerning the technical conduct of the Championships must be made in writing (in English). These questions will be answered at the Technical Meeting.

The forms on which the questions must be written will be distributed upon your arrival at the Accreditation Centre.

These forms must be returned to the TIC no later than **Saturday 10 December at 10:00**. No written questions will be accepted during the Technical Meeting.

8. COMPETITION VENUE

8.1 The Course

The 23rd edition of the SPAR European Cross Country will be disputed on a 1500m lap course.

The course is composed by a circuit 1500m lap plus a short lap of 500m plus 90m straight for the Start and 60m for the Finish. The course is completely covered by grass. Two up and down areas are planned in the long lap of 1500m as three obstacles of 40cm high will be allocated on the course (still in the long lap). Some other natural up and down are included in the circuit. The Start Gantry is 32m wide and will host enough boxes to allocate the Teams and the individual athletes entered in the Championships. After the Start, the athletes will find the first curve after 270m. The final straight will be more than 200m long.



SPAR European Cross Country Championships Chia 2016



The distances per race are as follows:

	Distance	number of loops and respective length
U20 Women	4.150m	Start (90m) + 2 short laps + 2 long laps + finish(60m)
U20 Men	6.150m	Start (90m) + 4 long laps + finish (60m)
U23 Women	6.150m	Start (90m) + 4 long laps + finish (60m)
U23 Men	8.150m	Start (90m) + 1 short lap + 5 long laps + finish (60)
Senior Women	8.150m	Start (90m) + 1 short lap + 5 long laps + finish (60)
Senior Men	10.150m	Start (90) + 2 short laps + 6 long laps + finish (60m)

8.2 Inspection of Competition Venue

There will be **no** organised tour as the presentation regarding the competition and warm-up areas will be given at the Technical Meeting.

Heads of Delegation and team members may visit the venue inspecting access routes and other facilities which will be important to the teams on **Saturday 10 December from 9:30 to 11:30**, during the official training at the course.

8.3 Dressing Rooms /Team Area

Dressing Rooms and Team Area are located at the Una Restaurant at 350m walking from the competition venue. Shuttle transportation for athletes only (electric trains - 40 seats) will be provided from /to the Team Area during the races. Timetable will be available at the TIC in Chia Laguna Resort.

8.4 Training

The Course will be open for training on **Saturday 10 December from 9:30 to 11:30**

9. ENTRY REGULATIONS & FINAL CONFIRMATIONS

9.1. Entry Rules

Every European Athletics Member may enter 1 (one) team for each event.

In accordance with European Athletics Regulation 302.8, each European Athletics Member Federation may enter a maximum of 8 (eight) athletes in each event, of which a maximum of 6 (six) may participate, in the following conditions:

- Only athletes aged at least 16 (sixteen) and not more than 19 (nineteen) years on 31 December of the year of the competition may participate in the U20 events;
- Only athletes aged at least 20 (twenty) and not more than 22 (twenty two) years on 31 December of the year of the competition may participate in the Under 23 events;



SPAR European Cross Country Championships Chia 2016



- Only athletes aged at least 20 (twenty) years on 31 December of the year of the competition may compete in the Senior events.

All athletes must be able to present, if requested to do so by the Technical Delegate an official document stating their date of birth.

Each athlete may only be entered in one race of the Championships and he/she can only compete in the race for which he/she was entered.

Although the European Cross Country Championships are basically a team competition, individual entries may be accepted.

9.1.1 Final Entries

Final entries shall be made through the European Athletics Event Management System which will be accessible at the following link: <https://arena.european-athletics.org/>. Member Federations' entries manager shall use their already known individual and personalised access.

Final entries indicating the names and individual logistical information (**detailed travel arrangements, accommodation request and rooming list**) of the competitors and of the officials must be received not later than 10 (ten) days before the first competition day. According to the regulations the deadlines for the final entries are:

- Opening of the final entries: **15 November 2016**
- Deadline for the final entries: **01 December 2016 at 14:00 (CET)**

All Member Federations will be able to consult and print out their entries at any time during the opening period and will receive a pdf report with a status of their entries 24h before the deadline as well as one pdf confirmation after the closing of the system.

Detailed travel and rooming list information will have to be registered for each athlete and official during the final entries process. Amendments and updates will then be possible through the accommodation and transportation modules of Arena after the closing of the final entries.

The rooming list information (name of the sharing person in twin room) is mandatory to enable the accurate calculation of required rooms, which will be the basis of the accommodation invoice.

9.2 Final Confirmation

Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition. Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. These forms must be completed and returned immediately in the Accreditation Centre upon arrival **or no later than 21:00 on Friday 9 December at the TIC located at the Conferences Centre**

Any team foreseeing to arrive later than this deadline shall confirm the respective athletes' participation via email to competition@european-athletics.org.

Final start lists will be ready for collection after the Technical Meeting.



SPAR European Cross Country Championships Chia 2016



9.2.1 Withdrawal

Withdrawal of any confirmation must be indicated to the TIC in writing on the official withdrawal form.

9.3 Scoring

Each race shall be scored separately. In all races, 4 (four) athletes shall score. The team results shall be decided by the aggregate of placing recorded by the scoring athletes of each team. The team with the lowest aggregate of placing points will be judged the winner.

If a team fails to finish with a complete scoring team, it will not be classified in the team result. The athletes finishing shall be counted as individuals in the race result and shall be eligible for the individual placing. No adjustment to the scoring placing of the finishing teams shall be made in respect of any non-scoring team runners or of individual entries.

9.3.1 Ties

In the event of a tie, it shall be resolved in favour of the team whose last scoring runner finishes nearest to the first place in accordance with European Athletics Regulation 302.16.

If two or more athletes tie for a place in any event, the attributable points shall be divided equally between them.

10. COMPETITION PROCEDURE

10.1 Timetable

Please refer to Appendix n°3 for the competition timetable.

10.2 Competition Bibs

Each athlete will receive 4 bibs after the Technical Meeting: 3 name bibs and 1 number bib. The 3 name bibs have to be put as follows: one on the front, one on the warm-up track suit and the other one for the bag. The number bib will have to be worn on the back of the singlet.

The competition bibs may not be cut, bent, covered or ruined in any way.

10.3 Chip Transponders

A chip transponder to be put on one of the shoes will be handed out in the call room. **Athletes must ensure the proper placement of the transponder.**

CORRECT



INCORRECT



When exiting the Call Room, it is the responsibility of each athlete to check that her/his name appears on the control screen when they walk over the transponder mat.

Athletes and Coaches must ensure the proper return of the chip transponder after the race: transponders have to be handed out immediately after the Mixed Zone, at the kit collection area.

10.4 Competition Clothing

Competitors must wear the Federation's official team clothing. IAAF Rule 8 & 143 will be strictly applied. Please make sure to follow the IAAF Advertising Regulations in force, available at <http://www.iaaf.org/about-iaaf/documents/rules-regulations#regulations>. Clothing and items not conforming to this rule and the current IAAF Advertising Regulations will be removed or taped at the call room.

The European Athletics has a record of the Team vests of all Member Federations, available on European Athletics' Event Management System, Arena, accessible at the following link: <https://arena.european-athletics.org/>.

Member Federations shall confirm their team vests. If the uniform displayed differs from your current official uniform, a full set of photographs must be uploaded, using the team vests template form pro-



SPAR European Cross Country Championships Chia 2016



vided by European Athletics by **01 December 2016** at the latest. Otherwise, the existing records will be used as reference.

Team clothing must be uniform. A competitor wearing any other clothing will have no access to the competition area and will not be allowed to compete.

This rule applies both to competition clothing (vest, shorts and tights) as well as to tracksuits.

10.5 Call Room

The Call Room is located at the Competition Venue. Access will be allowed to athletes only and according to the following reporting times:

	Report Call Room	Call Room closes	At competition site
U20 Women	9:45	10:00	10:05
U20 Men	10:10	10:25	10:30
U23 Women	10:45	10:55	11:00
U23 Men	11:25	11:35	11:40
Senior Women	12:05	12:15	12:20
Senior Men	12:40	12:55	13:00

It is the responsibility of the team officials to ensure that their athletes are aware of the last check-in times for entry to the Call Room. Athletes arriving late may be excluded from participation in the event.

On leaving the call room, athletes will be directed into the start area to prepare for the race. A warning signal will be given 5 minutes, 3 minutes and 1 minute before the start of the race.

10.6 Specific Event Procedures

10.6.1 False start

In the event of the false start, the starter will fire a second shot and officials will raise a tape across the course, 100 m from the start line.

10.6.2 Starting Stations

According to 305.2 the allocation of starting gates should be as follows:

The first 5 (five) teams from the previous year's championships will be allocated the 5 (five) starting gates in the centre of the start area. The host country will be added next followed by the previous year's individual winner's team (if the individual winner is declared in this year's team) and they have not already been allocated a starting gate. All teams with the maximum number of athlete, (currently 6 (six)), will be allocated starting gates either side of the above. Then teams with 5(five) competitors will be added to each side followed by teams with 4 (four) and then teams of 3 (three) and finally teams



SPAR European Cross Country Championships Chia 2016



of 2 (two). Any team with only one athlete will be allocated a starting gate with another country's athlete who only have 1 (one) single athlete.

The exact placing in the various groups being made by the drawing of lots by the Technical Delegate. The result of the draw will be announced at the technical meeting and displayed at the Information Desk in the team hotels as well as on the start gantry at the course.

11. MEDICAL SERVICES & DOPING CONTROLS

11.1 Medical Services

The medical information, assistance and services will provided to all accredited guests (teams, LOC personnel, VIP guests) as well as, during the competition, to the spectators.

In case of emergency, please contact the nearest medical first aid station or call the 24/7 Medical Emergency number <118>.

11.1.1 Medical Services in the Chia Laguna Resort

The medical centre serves the athletes, coaches, other team members as well as members of the competition organisation. The medical centre is located in the **CHIA LAGUNA RESORT** and will be open from:

Thursday 8 – from 15:00 to 20:00

Friday 9 – from 9:00 to 13:00 and from 15:00 to 19:00

Saturday 10 – from 9:00 to 20:00

Sunday 11 – from 9:00 to 20:00

During other hours there will be a doctor and nurse on duty.

For emergency needs Team Leaders can contact the doctor on duty Dr. Mauro Guicciardi at the following mobile number +39 3669240638

11.1.2 Medical Services at the Competition Venue

A medical tent will be active at the Venue site for acute medical assistance. Three ambulances will be active at the competition venue, supervised by doctors, distributed around the course during the competition.

The local medical service will be responsible for any problem concerning the athletes' health both at competition and warming up areas. In case of injuries, only the official physician will be admitted to the course. The respective physician will decide on the further treatment of the injured athlete.

Team doctors will have access to the medical service facilities when an athlete of his/her own team is hurt or is in need of other medical attention.



SPAR European Cross Country Championships Chia 2016



11.2 Physiotherapy Services

11.2.1 Physiotherapy Services in the Chia Laguna Resort

For those teams requiring physiotherapy services there will be a team of physiotherapists available at the Club House inside the Chia Laguna Resort with the following schedule:

Thursday 8 – from 15:00 to 20:00

Friday 9 – from 8:30 to 20:00

Saturday 10 – from 8:30 to 20:00

Sunday 11 – from 15:00 to 20:00

In the same locations, there will be an area reserved for the teams with their own physiotherapist(s).

11.2.2 Physiotherapy Services during the races (Team Area – Warm-up)

Equipped physiotherapy facilities will also be available close to the Team Area, on Sunday 11 from 8:00 to 13:00.

The facilities are located in the swimming pool area at the Baia Hotel, just beside the Team Area.

11.3 Doping Controls

11.3.1 General Information

Doping control will be conducted in accordance with IAAF Rules and Anti-doping Regulations. They are in accordance with the revised WADA code in force since 1 January 2015. The controls will be done under the supervision of the European Athletics Doping Control Delegate. Both urine and blood samples may be collected immediately before, and during, the Championships.

Athletes selected for doping control shall be informed by anti-doping officials. Athletes will be required to sign a doping control notification form. Athletes must bring to the Doping Control Station an ID card with photo — such as passport, driving licence etc.

Athletes who are to be tested can be accompanied to the Doping Control Station (DCS) by an accredited team representative of their choice.

A selected athlete should report immediately to the DCC unless there are valid reasons for delay. All selected athletes will be accompanied by a trained chaperone or Doping Control Officer from the time of notification until arrival at the DCS. Athletes are reminded that refusal to provide a sample can render them liable to disqualification and may lead to further disciplinary action.

Athletes who are required to use prescribed medication for the treatment of a medical condition should ensure that they have registered their medication, where necessary, through the Therapeutic Use Exemption system prior to attending the Championships.

11.3.2 Selection of Athletes

The selection of athletes for control will be made on a final position and/or random basis under the supervision of the European Athletics Doping Control Delegate. In addition, the selection of further athletes may be ordered at the discretion of the European Athletics Doping Control Delegate.



SPAR European Cross Country Championships Chia 2016



11.3.3 Additional Controls

Additional athletes may present themselves for testing. These athletes must report to the TIC where they will have to complete the "Doping Control Request Form". They will then be escorted to the Doping Control Station.

The cost of this control will be paid by the European Athletics and will be deducted from the member federation's European Athletics subvention after the Championships.

12. CEREMONIES & SOCIAL FUNCTIONS

12.1 European Athletics - LOC Dinner

The European Athletics - LOC Dinner will be held at the Laguna Hotel (Sala Bianca) on Saturday 10 December at 20:00. Two persons from each team will be invited. Invitation cards will be given together with accreditation cards, as long as guest names were previously confirmed.

12.2 Opening Ceremony

The Opening Ceremony will take place at 10:00 on Sunday 11 December at the Competition Venue. NO Team members will be involved in the Opening Ceremony.

12.3 Victory Ceremonies

The victory ceremony for individuals and teams will take place on "La Piazzetta degli Ulivi", located at the Chia Laguna Resort as scheduled on the event programme (See Appendix 3)

Athletes must wear the official team clothing for the ceremonies, and no other items shall be taken to the podium, such as flags, bags or other.

12.4 Closing Party

The Closing Party will take place on Sunday 11 December at 21:30 in the Big Hall of the Village Hotel. Everyone with accreditation is welcome to attend.

Please take note that dinner will be served in the respective Team restaurants.

13. DEPARTURE

Teams will be asked to provide full travel details together with the final entries. Teams will also receive a departure form, which should be completed and returned to the LOC Information desk in the hotel, at least 24 hours before departure, especially if there are any changes to the provided details. Departure times of the shuttle buses from the hotel will be provided and displayed at the LOC Information desk.

All outstanding fees, charges and possible other expenses must be settled with the cashier. On the day of departure the LOC Hotel Manager will check the rooms together with the Team Leaders.



SPAR European Cross Country Championships Chia 2016



14. CONTACT DETAILS

For further details about the SPAR European Cross Country Championships in Chia please contact:

Mrs. Eleonora Verardi, Team Liaison

eleonora.verardi@fidal.it

Mob. +39 366 961 2803

15. GREAT EDINBURGH INTERNATIONAL CROSS COUNTRY – TEAM EUROPE SELECTION

European Athletics has decided to take part to this event (7 January 2017). The Team Europe will be selected, in principle, after the end of each race at the SPAR European Cross Country Championships Chia 2016. The availability of qualified athletes will be checked and confirmed on site during the Championships. The selection criteria will be the following:

1. Only athletes who took part in the SPAR European Cross Country Championships 2016 will be considered for selection.
2. In principle the first six (6) athletes in the Senior and U23 categories will be selected for the Team Europe competing in the senior race provided they will accept their appointment, they are not injured or ill, or any other reasons prevent them from participating.

In the U20 category (due to the year change and IAAF age group rules) the first six (6) athletes aged at least 18 (eighteen) and not more than 19 (nineteen) years on 31 December 2016 will be selected for the Team Europe provided they will accept their appointment, they are not injured or ill, or any other reasons prevent them from participating.

3. If for any reason one of the selected athletes will not be available, the next ranked athlete will be selected.
4. Athletes from GBR will not be considered for this selection.

For each race of the Great Edinburgh International Cross Country reserve athletes will be nominated in order to replace already appointed athletes if for any reason they are not able to come to Edinburgh.

The nomination of Team Europe's officials (physician/medical doctor (1), physiotherapists (2) and coaches (2)) accompanying the delegation will be made after the selection of the athletes and will depend on the final composition of the team.

16. APPENDICES

Appendix 1 – Plan of the Competition Venue

Appendix 2 – Map of the course, loops and course profile (i), Competition Venue flows (ii), Start Area (iii) and Finish Area (iv)

Appendix 3 – Timetable

Appendix 4 – Key dates and General Programme



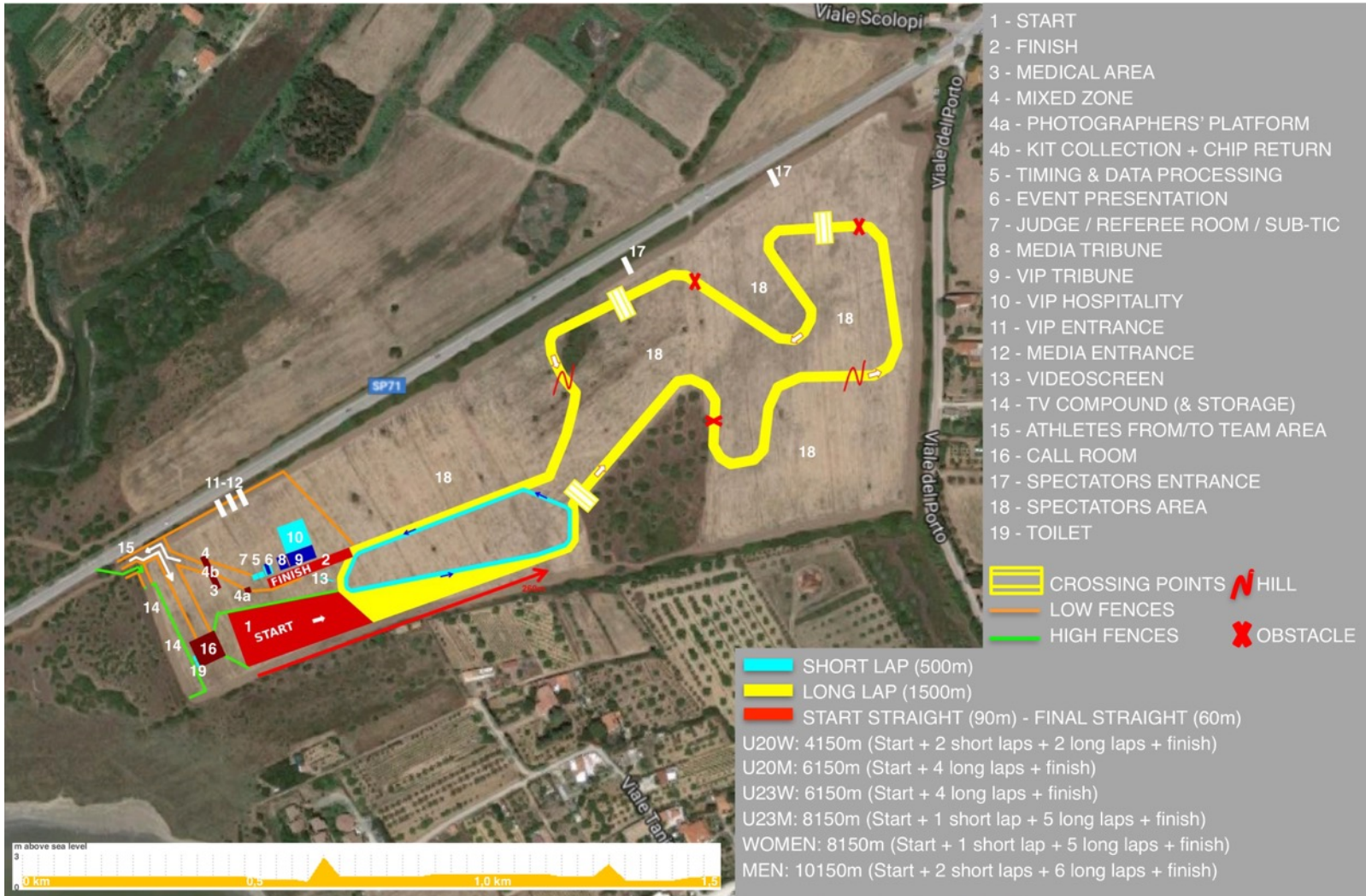
SPAR European Cross Country Championships Chia 2016



Appendix 1 – Plan of the Competition Venue



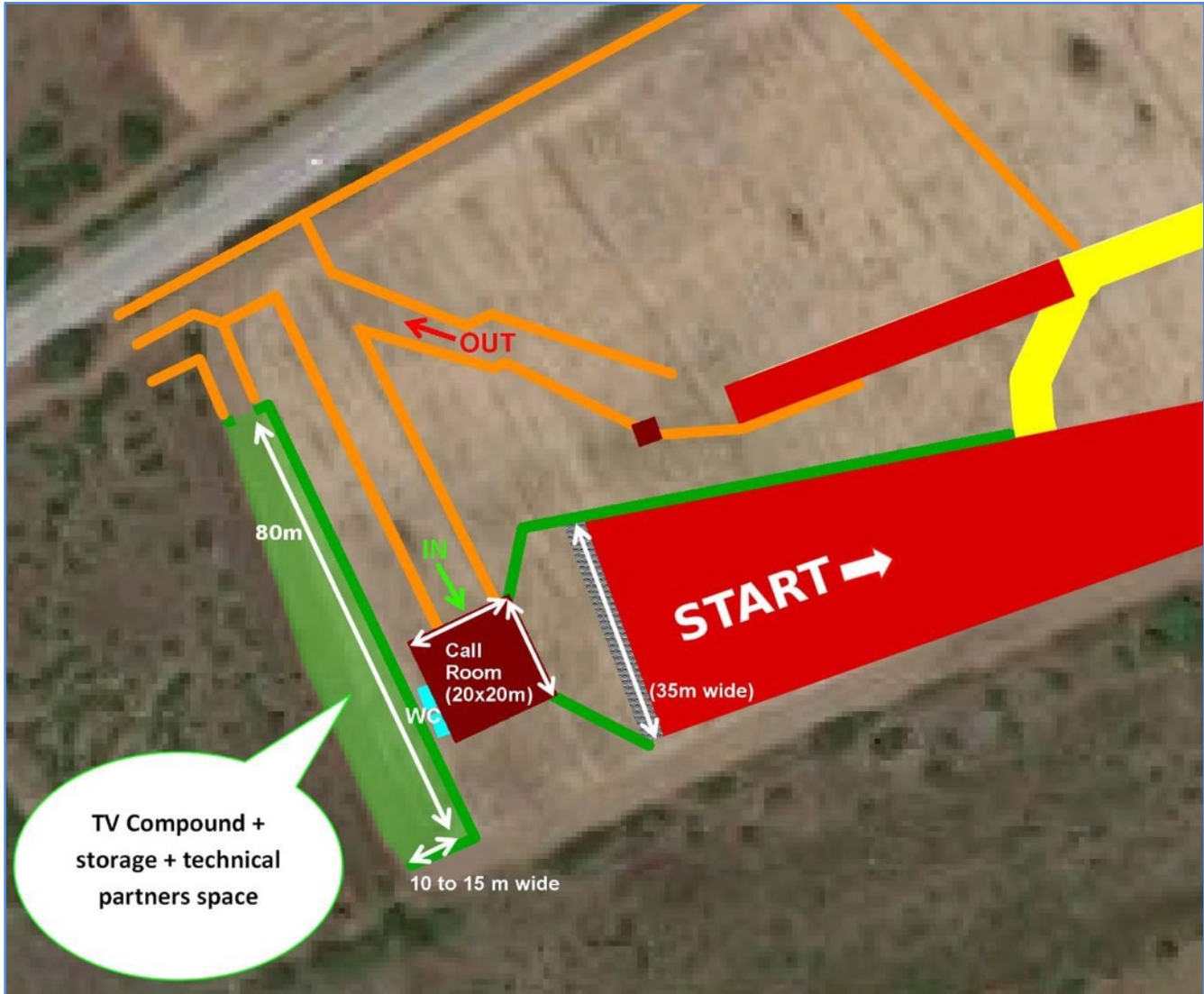
Appendix 2(i) – Map of the course, loops and course profile



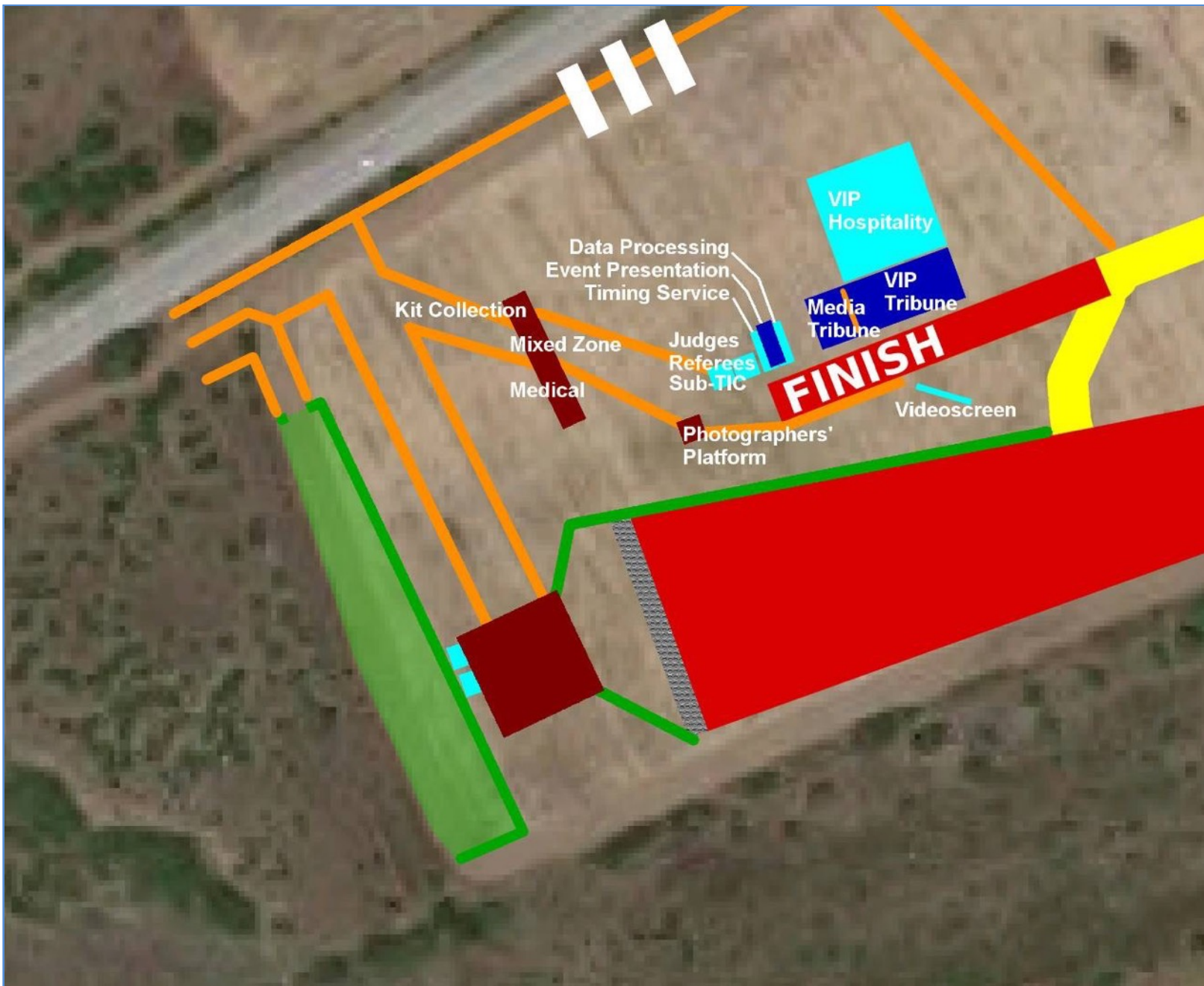
Appendix 2(ii) – Competition Venue Flows



Appendix 2(iii) – Start Area



Appendix 2(iv) – Finish Area





SPAR European Cross Country Championships Chia 2016



Appendix 3 – Timetable

TIMETABLE

Opening Ceremony	10:00
U20 Women Race	10:15
U20 Men Race	10:40
Under 23 Women race	11:10
Under 23 Men race	11:50
Senior Women Race	12:30
Senior Men race	13:10
Victory Ceremonies	14:15
U20 Women Individual ceremony	14:15-14:19
U20 Women Team ceremony	14:20-14:27
U20 Men Individual ceremony	14:30-14:34
U20 Men Team ceremony	14:35-14:42
Under 23 Men Individual ceremony	14:45-14:49
Under 23 Men Team ceremony	14:50-14:57
Under 23 Women Individual ceremony	15:00-15:04
Under 23 Women Team ceremony	15.05-15.12
Senior Women Individual ceremony	15:15-15:19
Senior Women Team ceremony	15:20-15:27
Senior Men Individual ceremony	15:30-15:34
Senior Men Team ceremony	15:35-15:42
Flag Handover	15:45



SPAR European Cross Country Championships Chia 2016



Appendix 4 – Key dates and General Programme

Date	Time	Event	Where
08 Dec	15:00	Team Accreditation Centre open	Conference Centre
10 Dec	10:00	Deadline for submitting written questions for the Technical Meeting	TIC Conference Centre or Sub-TIC
Upon Team arrival or by 9 Dec at 21:00		Final Confirmation of Entries	Conference Centre
10 Dec	9:30 - 11:30	Orientation Visit and Athletes Training	Competition Venue
10 Dec	12:00	Technical Meeting	Conference Centre
11 Dec	10:00	Opening Ceremony	Competition Venue
11 Dec	21:30	Closing Party	Chia Laguna Resort
12 Dec	All day	Departure	Chia Laguna Resort



INTERNATIONAL PARTNERS



NATIONAL SPONSORS



NATIONAL SUPPLIERS



MEDIA PARTNERS



HOST INSTITUTIONS



european-athletics.org