

EUROPEAN
ATHLETICS

SPAR

CROSS COUNTRY
CHAMPIONSHIPS

Lisboa 2019



Team Manual

www.lisboa2019.pt

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1. General Information

1.1 Host Country Portugal

Portugal has a population of about 10 million. The population density is at its greatest in Lisbon, the capital and its suburbs, where about 1.9 million people live. The second largest city in Portugal is Porto in the north. Generally speaking, there are more people living in the country's coastal regions than in the inland areas.

With its climate, 3000 hours of sunshine per year and 850 kms of splendid beaches bathed by the Atlantic Ocean, Portugal is the perfect holiday destination all year round. This is a country that has the oldest borders in Europe, with an exceptional range of different landscapes just a short distance away, lots of leisure activities and a unique cultural heritage, where tradition and modernity blend together in perfect harmony. Its superb cuisine, fine wines and hospitable people make this a tourist paradise of the highest quality.

Situated in the extreme south-west of Europe, just a few hours from any of the other European capitals, Portugal attracts visitor from all over the world.

| | |
|-------------------------------|----------------------------|
| Form of Government | Parliamentary Republic |
| Location | West Europe |
| Area | 92.22 km ² |
| Population | 10,27 million |
| Coastine | 1 794 km |
| Climate | Temperate maritime climate |
| Language | Portuguese |
| Religion | Catholic |
| Capital | Lisboa |
| Local Time | G.M.T +1:00 |
| Electricity | 220 V |
| Driving | On the right |
| International Calls | + or 00 plus country code |
| Telephone Country Code | + 31 |
| Mobile Phone Networks | Vodafone, Meo, NOS |
| Currency | Euro |

1.2 Host City Lisboa

Lisbon is a historical city full of stories to tell, where the sun shines 290 days a year and the temperature rarely drops below 15°C. A city where you feel safe wandering around day or night, where the cuisine is dedicated to creating over a thousand ways to cook the beloved bacalhau (salted cod), and where you'll find hotels and restaurants to suit every taste, budget and requirement. Discover Lisbon, a city full of authenticity where old customs and ancient history intermix with cultural entertainment and hi-tech innovation.

Lisbon is ageless, but it loves company, as you'll find out if you meet someone and ask them to explain, with lots of gestures and repetition, where the best place is to listen to Fado. After all, Lisbon is famous for its hospitality and the family-like way it welcomes visitors.

Business Hours Shops, Government Offices, Banks

Shops opening and closing times: 09:00 – 19:00

Shopping Centres opening and closing times: 09:00 – 22:00

Post Office working times: 08:30 – 18:30 - Saturday: 09:00-12:30

Bank services working times: 08:30 – 15:00

Useful expressions

Hello - *Olá*

Good morning - *Bom dia*

Good afternoon - *Boa tarde*

Good evening/ Good night - *Boa noite*

Thank you - *Obrigado*

Please - *Por favor*

Breakfast - *Pequeno-almoço*

Lunch - *Almoço*

Dinner - *Jantar*

2. Organisational Structure

2.1 European Athletics Council

| | |
|--|---|
| President | Svein Arne Hansen (NOR) |
| First Vice President | Dobromir Karamarinov (BUL) |
| Vice Presidents | Cherry Alexander (GBR) Libor Varhanik (CZE) |
| CEO | Christian Milz (SUI) |
| Council Members | Slobodan Branković (SRB) Nadya But-Husaim (BLR) Raúl Chapado Serrano (ESP) Fatih Çintimar (TUR) Panagiotis Dimakos (GRE) Jean Gracia (FRA) Karin Grute Movin (SWE) Márton Gyulai (HUN) Frank Hensel (GER) Anna Kirnová (SVK) Antti Pihlakoski (FIN) Sonja Spindelhofer (AUT) Erich Teigamägi (EST) Sebastian Coe (GBR) Periklis Iakovakis (GRE) Carl-Olaf Homén (FIN) Hansjörg Wirz (SUI) |
| IAAF President (ex officio member) | |
| Athletes' Committee Chair (ex officio member) | |
| European Athletics Honorary Life Presidents | |

2.2 European Athletics Delegates

| | |
|--------------------------------------|--|
| European Athletics Delegate | Jean Gracia (FRA) |
| Technical Delegate | Anacleto Jiménez (ESP) |
| Doping Control Delegate | Gatis Berkis (LAT) |
| Event Presentation Consultant | Pavel Prusa (CZE) |
| Jury of Appeal | Three members and a fourth replacement to be announced during the Technical Briefing |

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
E-mail: competition@european-athletics.org

2.4. Executive Board of Portuguese Athletics Federation

| | |
|---------------------------|--|
| President | Jorge Vieira |
| Vice Presidents | Aníbal Carvalho Fernando Tavares Luis Figueiredo Paulo Bernardo |
| Individual Members | Américo Jesus Ferreira António Carretas José Regalo Rui Vieira |

2.5. Local Organising Committee

| | |
|--|---------------------------------------|
| President | Jorge Salcedo |
| Vice President | Margarida Reis |
| LOC Coordinator | João Ramos |
| Protocol / Hospitality / Volunteers | Fernando Tavares |
| Press / Media | António Fernandes |
| Finance | Carciano Domingos |
| Accreditation / Security | Jorge Damásio |
| Transport / Accommodation | Elisabete Simão, Sérgio Xavier |
| Marketing / Promotion | Tiago Nóbrega |
| Sustainability / Legacy | João Barbosa |
| Medical | Nuno Coutinho |
| Anti-Doping | Tânia Godinho |
| Technical / Competition | Luís Figueiredo |
| Facilities and Technology | Ricardo Marques |
| TV Broadcast | Miguel Barroso, José Pinto da Fonseca |

2.6. Competition Organisation

| | |
|--------------------------------------|------------------------------------|
| Competition Director | Luís Figueiredo |
| Meeting Manager | Carlos Miranda |
| Deputy Meeting Manager | Teodoro Marujo |
| Technical Manager | Manuel Chaves |
| Event Presentation Manager | Manuel Martinez |
| Call Room Referee | Rui Loução |
| Referees | Luis Abegão, Samuel Lopes |
| Technical Information Centre Manager | José Paulo Moreira |
| Secretary of the Jury of Appeal | Renato Soares |
| Chief Umpire | Sérgio Graça |
| Lap Counters Chiefs | Clarisse Duarte, Eduardo Gonçalves |
| Start Coordinator | João Coelho |

3. Travel To Lisboa

3.1 Official Airport and Arrival Information

The official airport located 3,6 km from Parque da Belavista, is Humberto Delgado - Lisboa International Airport, where the LOC will provide adequate welcome services.

3.1.1 Welcome Service

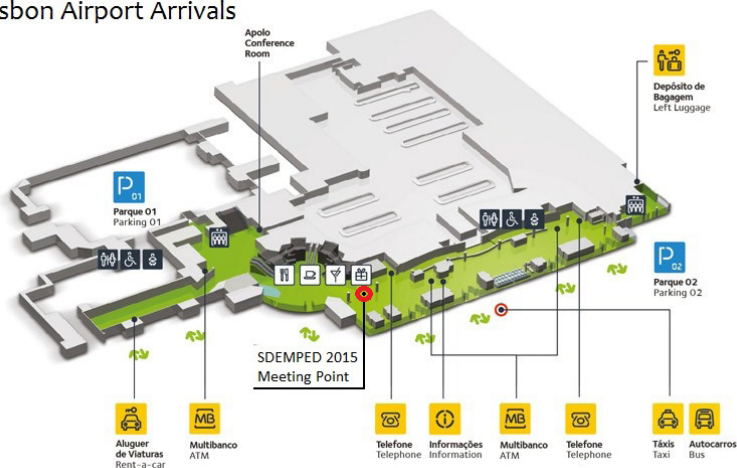
Upon arrival at Lisboa International Airport, the teams will be met by LOC welcome desk staff.

The opening dates and times of the Welcome Desk, situated in the main exit at the airport arrivals, will be the following:

| | |
|---------------|---------------------|
| Date | 5, 6 and 7 December |
| Opening hours | 07:00 to 23:00 |

After collecting luggage, team members will be escorted to the official buses by the welcome desk staff and taken to the team hotel.

Lisbon Airport Arrivals



The transfer time from the airport to the official hotels is 15 minutes approximately.

3.2 Arrival by Train

There will be no Welcome Desk at the main railway station in Lisboa (Oriente). Teams arriving by train will be met by LOC representatives and taken to their team hotel, according to the arrival times given in the final entry system.

3.3 Arrival by Road

Teams arriving by road are kindly asked to go directly to their hotels, where representatives from the LOC will welcome them.

3.4 Entry visas

The following countries require visas to enter Portugal:

ARM – AZE – BLR – KOS* – RUS – TUR

**As defined by United Nations Security Council Resolution 1244 of 10 June 1999*

The following nationalities are exempt from holding a visa to enter Portugal:

ALB* – BIH* – MKD* – MDA* – MNE* – SRB – UKR***

**The exemption shall apply only to holders of biometric passports*

***Excluding holders of Serbian passports issued by the Serbian Coordination Directorate (Kordinaciona uprava)*

It is the federations own responsibility to apply for Visas in due time before leaving their country, from Portuguese Embassy or Consulate, and to make sure that all the documents required for the application are complete. Incomplete applications slow down the process and may lead to a visa not being issued on time.

Participants who require a visa should contact the LOC as soon as possible to obtain a special invitation letter and visa application information.

Please contact:

Elisabete Simão or Sérgio Xavier

(+351) 214 146 020 | accreditation_exch@fpatletismo.pt

The following information shall be included in the request:

- Full name (first name and family name as shown in passport)
- Nationality
- Date of Birth
- Passport Number
- Function on the team (official or athlete)

The invitation will be sent to you as soon as possible.

3.5 Insurance

According to the Regulation 310.9 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 to and from the European Athletics event and during the event itself. Please take the necessary steps to fulfil 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 check-points.

Photos are not required for the accreditation card system.

4.2 Accreditation Centre

A Team Accreditation Centre will be located in each of the Teams' hotel. This is where the Team Leader shall report as soon as possible after their arrival, in order to carry out the administrative procedures.

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

| Location | Date | Opening hours |
|--|------------|----------------|
| SANA Metropolitan Paris room 1 st floor | 6 December | 08:00 to 22:00 |
| | 7 December | 08:00 to 20:00 |
| | 8 December | 08:00 to 10:00 |

| Location | Date | Opening hours |
|--|------------|----------------|
| Ramada Lisbon Hotel Foyer area 2 nd floor | 6 December | 08:00 to 22:00 |
| | 7 December | 08:00 to 20:00 |
| | 8 December | 08:00 to 14:00 |

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 they can collect the accreditation cards for the whole team:

- LOC accommodation invoice
- Check of athletes' passport (or a copy) for U20 and U23 age groups

- Uniform check
- 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' tent, 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.

4.5 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to LOC, at any of the Accreditation Centres or the Accreditation Desk at the Venue, near the public entrance. Duplicate cards can be obtained where proof of identity can be established. Teams will be charged 20 EUR for the duplicate card.

Unauthorized use of an Accreditation card will result in the card being confiscated.

5. Accommodation

5.1 General Information

The LOC has made accommodation arrangements for team members in 2 hotels of similar standard.

The hotels will officially open with full services on 5 December.

If members of your federation are planning to arrive earlier, please contact the LOC (office_exch@fpatletismo.pt) well in advance to make sure specific arrangements are made.

5.2 Information Desk

An Information Desk will be located in the lobby of each team hotel with qualified personnel offering relevant information about all aspects of the Lisboa 2019 SPAR European Cross Country Championships.

The Information Desks opening hours will be as follows:

| Date | Opening hours |
|---------------------|----------------|
| Thursday 5 December | 13:25 – 24:00* |
| Friday 6 December | 07:30 – 24:00 |
| Saturday 7 December | 07:30 – 24:00 |
| Sunday 8 December | 07:30 – 24:00 |
| Monday 9 December | 07:30 – 19:00* |

*Opening hours will be adjusted upon the arrival and departure times of the teams.

5.3 Official Hotels

The official hotels for the Lisboa 2019 SPAR European Cross Country Championships are indicated below with the internet address of their home page where further details can be found:

Teams Hotels

SANA Metropolitan Hotel ****

Rua Soeiro Pereira Gomes, Parcela 2 – 1600-198 – Lisboa

<https://metropolitan.sanahotels.com/>

Ramada Lisboa Hotel ****

Avenida Engenheiro Arantes e Oliveira, 9 – 1900-221 Lisboa

<https://www.wyndhamhotels.com/ramada/lisboa-portugal/ramada-lisbon/overview?CID=L-C:RA::GGL:RIO:National:52324&iata=00093796>

Reservations will be made by the LOC based on the accommodation requirements indicated in the Final Entries.

European Athletics Family Hotel

Marriott Hotel ****

Avenida dos Combatentes 45 – 1600-042 Lisboa

<https://www.marriott.com/hotels/travel/lispt-lisbon-marriott-hotel/>

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
- 4 (four) athletes in the mixed relay event

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 official's accommodation costs.

| Number of Athletes (from-to) | Number of Team Officials Up to ⁽¹⁾ | 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 |

(1) Team Officials include: Head of Delegation, Team Leader(s), Coaches, Medical Staff (medical doctors and physiotherapists), Team Press Liaison and others.

5.4.3 Accommodation

For all athletes within the European Athletics Quota, European Athletics will pay for full board accommodation, as stipulated in the European Athletics Competition Regulations (310.4), for a period limited to the number of competition days plus two.

The official period is thus 3 nights: check-in on Friday 6 December and check-out on Monday 9 December.

The additional nights have been fixed to the following: Wednesday 4 and Thursday 5 December. This means that if your team is planning to stay in Lisbon outside the period, the below rates will not apply, and a separate agreement will have to be made through the LOC (e-mail to: office_exch@fpatletismo.pt).

The following rates (costs by room) apply for team members. These include full board accommodation.

| Team Members | Single room | Twin ⁽²⁾ room |
|---|----------------------------------|--------------------------|
| Athletes and Officials Official period | 135 EUR per night ⁽¹⁾ | 180 EUR per night |
| Athletes and Officials Additional nights | 150 EUR per night | 200 EUR per night |

All prices include meals and VAT.

(1) For the official period each Team will be allocated a minimum number of single rooms equivalent to 10% of the total number of athletes and officials in ratio registered in the Final Entries, at the price of a twin room in single occupancy (90 EUR). Any single rooms above the 10% threshold will be charged at the rate of 135 EUR during the official period and 150 EUR outside of the official period. Additional single rooms can be requested and will be given according to availability.

(2) In case of later arrival/early departure of the sharing person, the night used as a single room will be charged at the rate of the twin room in single occupancy (90 EUR during the official period / 100 EUR for additional nights).

Please note: In addition to the above-mentioned accommodation costs, out-of-ratio officials will be charged a lodging fee of 30 EUR, for the whole duration of the event.

European Athletics Regulation 303.6 and 310.8

303.6) European Athletics may reduce financial support (for travel, board/accommodation grants, etc.) to any European Athletics Member Federation which, after having announced their participation, does not take part or attend the competition with a number of athletes and officials materially higher or lower than the number stated in the Preliminary Entry by 20%. The latter applies only if the Preliminary Entry is more than 4 (four).

310.8) 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 subsequent any reduction in the actual numbers of athletes and/or officials.

Note: The team Invoice will be based on the accommodation requests included in the Final Entries as well as any additional requirements indicated after the closing of the Final Entries.

5.4.4 Payment Procedures

An invoice will be sent to each Member Federation detailing the amount they owe based on their Final Entries. Federations are requested to proceed with the payment no later than five (5) working days after receipt of the invoice.

| | |
|---------------------------------------|---|
| Account Beneficiary | Federação Portuguesa de Atletismo |
| Address of Account Beneficiary | Largo da Lagoa 15B, 2799-538 Linda-a-Velha |
| Bank account name | Banco Santander Totta S.A |
| Bank reference | Lisboa |
| Bank account number | 0018000351254951020 |
| Bank address | Avenida Guerra Junqueira 21ª – B 1000-166 Lisboa |
| Swift No | TOTAPTPL |
| IBAN | PT50 0018 0003 51254951020 75 |

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

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 each Team Accreditation Centre. Otherwise the balance of the payment must be paid on site by the Team Leader upon arrival at the Accreditation Centre.

Payment can be made by debit or credit card. The following credit card type will be accepted on site: MasterCard – Visa Electron – Maestro – VPay - Visa

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 euros 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 LOC by email (office_exch@fpatletismo.pt) after the closing of the Final Entries.

5.6 Meals

Meals will all be served in buffet style and, to the extent possible, will be similar in all hotels.

A large selection of suitable food will be available taking into consideration special diets, religion and culture of the participants.

Meals times shall be as follows:

| All days, except for the Competition Day | | Competition day 8 December 2019 | |
|--|---------------|---------------------------------|---------------|
| Breakfast | 07:00 - 10:00 | Breakfast | 06:00 - 10:00 |
| Lunch | 12:00 - 14:30 | Lunch | 12:30 - 15:30 |
| Dinner | 19:00 - 21:30 | Dinner | 17:30 - 19:30 |

Note: On 8 December, on the occasion of the Closing Party, dinner will still be served in the Team Hotels.

A late serving provision will be made for those athletes retained at the venue due to doping controls or protests.

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

Accreditation cards will allow access to meals. Furthermore, access to restaurants will only be possible at the hotel where they are staying.

5.7 Services in the Team Hotels

5.7.1 Meeting Rooms

Rooms for meeting opportunities are available at all team hotels. 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.

5.7.2 Rooms for Physiotherapy

Dedicated rooms for physiotherapy will be provided for the teams with medical staff to set-up their own massage beds.

There will also be LOC physiotherapy services offered to the participating teams (see 11.2).

5.7.3 Internet Access

Free internet access will be provided at team hotels.

6. Transportation

Transportation between the team hotels and the various venues, including official and social functions, will be guaranteed by the LOC shuttle service.

6.1 Transport Desk

The transport desks in each team hotel will have the following opening hours:

| | |
|----------------------|---------------|
| Friday, 6 December | 07:30 – 24:00 |
| Saturday, 7 December | 07:30 – 24:00 |
| Sunday, 8 December | 07:30 – 24:00 |
| Monday, 9 December | 07:30 – 19:00 |

6.2 Bus Shuttle Service

A detailed specific timetable will be posted on the notice boards at the Information desk in each Team Hotel.

Transfer times between the hotels and the competition venue will be between 10-15 minutes depending on the hotel location and traffic conditions.

The following arrangements have been made for the team hotels:

Saturday, 7 December

| | |
|-----------------|---|
| Route | Hotel - Venue - Hotel |
| Activity | Venue Inspection, Technical Briefing and Training |
| Times | Pickup at Team Hotels – 09:30 Departure from Venue – 11:30 and 12:00 |

Sunday, 8 December

| | |
|-----------------|---|
| Route | Hotel - Venue - Hotel |
| Activity | Competition |
| Times | Pickup at Team Hotels – 07:30 – 15:30 (30 minutes frequency) Departure from Venue – 08:00 – 16:00 (30 minutes frequency) |

The following arrangements have been made to Pavilhão do Casal Vistoso, at Vale do Silencio, where dressing rooms and showers will be available:

| | |
|-----------------|--|
| Route | Venue – Pavilhão do Casal Vistoso – Venue |
| Activity | Showers, changing rooms |
| Times | Pickup at Venue – 10:30; 10:55; 11:30; 12:05; 12:35; 13:20; 14:00. Pick up at Pavilhão do Casal Vistoso – 11:10; 11:40; 12:15; 12:45; 13:10; 13:40; 14:40. |

Note: Any change to the above will be communicated to the teams and displayed at the information desk.

7. Technical Information

7.1 Technical Information Centre (TIC)

The TIC is located at the competition venue (see appendix 1).

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.

The TIC will be open according to the following schedule:

| Date | Opening hours |
|----------------------|---------------|
| Saturday, 7 December | 10:00 - 12:00 |
| Sunday, 8 December | 08:00 - 16:00 |

The TIC is responsible for, but not limited to, the following:

- Display on the relevant notice board of official communications to the teams, including start lists, results and Call Room reporting times,
- Distribution of urgent notices to the delegations from the Technical Delegates and competition management via the pigeonholes. It is the Team Leader's duty to collect this kind of information in due time,
- Settlement of technical enquiries from delegations,
- Competition information ,
- Recovery of items confiscated at the Call Room,
- Requests for additional doping control tests,
- Receipt of protests/appeals from the teams.

7.2 Orientation visit and technical briefing

There will be a visit organised to the competition venue on Saturday 7 December at 10:30, in order for the team delegates to inspect access routes and other facilities which will be important to the teams. Team delegates are to meet LOC members at the TIC, from where they will be escorted to this visit.

There will be no formal Technical Meeting, but a Technical Briefing instead which will

take place right after the competition venue inspection in the Call Room.

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 orientation visit and the technical briefing.

The Technical Briefing 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
- Information briefing by the Doping Control Delegate (if any)
- Answers to written questions (if any)

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 Briefing.

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

These forms must be returned to the Teams' Hotels Information Desks or filled-in online on the final confirmations online platform no later than 6 December at 20:00.

No questions will be accepted during the Technical Briefing.

7.3 Documents Distribution

The distribution of competition related information at the TIC will NOT be systematically made through printouts in the Team pigeonholes but will be displayed on the notice boards. It will still be possible to request occasional copies of specific event start lists and / or results at the TIC.

All competition related information will be sent by emails or WhatsApp messages to the team leaders to the email addresses and mobile numbers communicated in the final entries. Any relevant additional email addresses and mobile numbers can be communicated to the LOC (tic_exch@fpatletismo.pt) prior to the start of the Championships. When the Team Leaders are collecting the team accreditation cards and bibs, they will be asked

to confirm the e-mail addresses and mobile numbers.

Important notices of general interest (e.g. changes to the timetable) will also be displayed on the Posting Board while individual communications to specific teams will be posted through the pigeonholes.

8. Competition Venue

8.1 The Course

The 26th edition of the SPAR European Cross Country Championships will be disputed on a 1500m lap course, with a second 500m lap, to be used in the beginning of certain races. It is a demanding course, designed in a hilly area of the Bela Vista Park, basically with a grassed surface.

The map and the profile of the course is available in appendix 2.

The distances per race are as follows:

| | Distance | Number of loops and respective length |
|--------------|-------------------|---------------------------------------|
| U20 Women | 4225 m | Ss + 2S laps + 2L laps + Fs |
| U20 Men | 6225 m | Ss + 4L laps + Fs |
| U23 Women | 6225 m | Ss + 4L laps + Fs |
| U23 Men | 8225 m | Ss + 1S laps + 5L laps + Fs |
| Senior Women | 8225 m | Ss + 1S laps + 5L laps + Fs |
| Senior Men | 10,225 m | Ss + 2S laps + 6L laps + Fs |
| Mixed Relay | 6225 m (4x1500 m) | Ss + 4x1L laps + Fs |

Note: S: Short lap (500m); L: Long Lap (1500m); Ss – Start Straight (125); Fs: Finish straight (100m)

8.2 Dressing Rooms

Dressing rooms and showers will be available in the “Vale do Silêncio” area located around 5 to 10 minutes from the Bela Vista Park. A shuttle bus system will be available from the Bela Vista Park to Pavilhão do Casal Vistoso at Vale do Silêncio area and back.

8.3 Training

The Course will be open for training on 7 December, from 10:00 to 12:00.

For the transportation details to this activity please refer to section 6.2. of this manual.

The transport schedule will be also displayed at the Information Desks in each hotel, at the TIC and also at the Transportation Desk at the Venue, located near the public entrance.

9. Entry Regulations & Final Confirmations

9.1. Entry Rules

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

Individual Events

In accordance with European Athletics Regulation 302.8, each European Athletics Member Federation may enter a maximum of 8 (eight) athletes in each individual 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;
- 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 individual race of the Championships and he/she can only compete in the individual race for which he/she was entered.

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

Mixed Relay Event

Each European Athletics Member Federation may enter a maximum of 8 athletes in the mixed relay race, of which 4 (2 Men + 2 Women) to compete.

The running order of Senior Mixed Relay is Woman – Man – Woman – Man.

9.1.1 Final Entries

I Run Clean

As per competition regulation number 303.7. of the European Cross Country Championships, each European Athletics Member Federation may enter only those athletes who have received and hold a valid certification of having completed the European Athletics Anti-Doping Education Programme – I Run Clean™.

The athletes are required to send their certification to their respective national federation. The certification contains a code with encrypted information about the athlete. The code is meant for the European Athletics Entries Management System - ARENA to uniquely identify and validate the identity of the holder of the certification. The entries manager from each national federation shall enter the certification code of the concerned athletes on ARENA during the final entries.

Procedures and deadlines

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 | 12 November 2019 |
| Deadline for the final entries | 28 November 2019 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 pos-

sible 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 no later than **7 December 2019 at 10:00**.

Final confirmations will have to be made online, via European Athletics online tool, which will be accessible at a link to be communicated to the Teams at a later stage. Member Federations and Team Leaders shall use the access credentials communicated before the opening of the platform. The online tool is accessible via any device (e.g. PC, smartphone, etc.) having access to Internet. In addition, free access laptops will be available at the TIC, for any Teams needing support to proceed with final confirmations.

9.2.1 Relay running Order Declaration

While the relay participation will have to be confirmed by the above final confirmation deadline, the name of the athletes and running order will have to be declared via European Athletics online tool latest one hour before the first call time of the relay race.

9.2.2 Withdrawal

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

9.3 Scoring

Each race shall be scored separately. In all races, 3 (three) 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

| | |
|-------|--------------------------------|
| 09:45 | <i>Opening Ceremony</i> |
| 10:00 | U20 Men Race |
| 10:30 | U20 Women Race |
| 10:55 | U23 Men race |
| 11:30 | U23 Women race |
| 12:05 | Mixed Relay |
| 12:35 | Senior Men race |
| 13:20 | Senior Women Race |
| 14:00 | <i>Victory Ceremonies</i> |
| 14:00 | U20 Men individual |
| 14:05 | U20 Women Individual |
| 14:10 | U20 Men team |
| 14:18 | U20 Women team |
| 14:26 | U23 Men individual |
| 14:31 | U23 Women individual |
| 14:36 | U23 Men team |
| 14:44 | U23 Women team |
| 14:52 | Mixed Relay |
| 15:00 | Senior Men individual |
| 15:05 | Senior Women individual |
| 15:10 | Senior Men team |
| 15:18 | Senior Women team |

10.2 Competition Bibs

Each competitor will receive 4 bibs: 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.

For the mixed relay, a special country code bib will be distributed at Call Room, which is to be put in the front of the competition clothing (instead of name bib), while keeping the number bib at the back of competition 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 provided by European Athletics by 28 November 2019 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 track-suits.

10.5 Call Room

The Call Room is located at behind of start line. Access will be allowed to athletes only and according to the following reporting times:

| | Call Room opens | Call Room closes | At competition site |
|--------------|-----------------|------------------|---------------------|
| U20 Men | 09:30 | 09:40 | 09:50 |
| U20 Women | 10:00 | 10:10 | 10:20 |
| U23 Men | 10:25 | 10:35 | 10:45 |
| U23 Women | 11:00 | 11:10 | 11:20 |
| Mixed Relay | 11:35 | 11:45 | 11:55 |
| Senior Men | 12:05 | 12:15 | 12:25 |
| Senior Women | 12:50 | 13:00 | 13:10 |

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 athletes, (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 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 briefing 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 service will provide medical information and assistance to all accredited guests (teams, LOC personnel, VIP guests and media) 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:

The LOC Medical Director is **Dr. Nuno Coutinho (+351) 918 252 582**
and the Deputy Medical Director **Dr. Samir Karmali (+351) 915 197 739**

11.1.1 Medical Services in the Team Hotels

The medical services in the Teams Hotels will serve the athletes, coaches, other team members as well as members of the competition organisation. Medical Centres will be operational between 6-8 December 2019, daily from 08:30 until 19:30 and located as follows:

| | |
|----------------------------|-----------------------|
| SANA Metropolitan | Madrid A and Madrid B |
| Ramada Lisbon Hotel | Tejo 1 and Tejo 2 |

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

For emergency needs Team Leaders shall contact the doctor on duty **Dr. Nuno Coutinho** on the following number **(+351) 918 252 582**

11.1.2 Medical Care at the Competition Venue

A medical tent will be active at the Venue site for acute medical assistance. First aid teams supervised by doctors will be 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.

11.2 Physiotherapy Services

11.2.1 Physiotherapy Services in the Team Hotels

For those teams requiring physiotherapy services there will be a team of LOC physiotherapists available at the Team Hotels between 6-8 December 2019, daily from 08:30 until 19:30 in the following locations:

| | |
|----------------------------|-----------------------|
| SANA Metropolitan | Madrid D and Madrid E |
| Ramada Lisbon Hotel | Tejo 1 and Tejo 2 |

The same rooms will be at the disposal of the team physiotherapists.

11.2.2 Physiotherapy Services at warm-up

Equipped physiotherapy facilities in the medical tent will also be available at the Competition venue according to the following schedule:

| | |
|-------------------|----------------|
| 7 December | 10:00 to 12:00 |
| 8 December | 09:00 to 15:00 |

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 2019. 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 DCS 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 National 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.

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

A European Athletics - LOC Dinner will be held at the Restaurante Monte Mar at Cais do Gás, Lisboa, on Saturday 7 December at 19:45. Two members of each Member Federation 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 on Sunday 8 December at 09:45 at the venue, Parque da Bela Vista.

12.3 Victory Ceremonies

The victory ceremony for individuals and teams will take place on the venue as scheduled on the event programme.

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.

- For the U20, U23 athletes, Mixed Relay and Senior Men: each athlete will be given a Victory Ceremony card where the meeting point and time will be mentioned.
- For Senior Women athletes: first three athletes will go through the Mixed Zone. Volunteers will then accompany them to the kit collection. Athletes will be dressing up there and then will be brought directly to the Victory Ceremony Preparation Room by the volunteers.

12.4 Closing Party

The Closing Party will take place on **Sunday 8 December from 20:00 to 24:00 at the Capitólio at Parque Mayer**. Everyone with accreditation or an invitation is welcome to attend. Teams will have their dinner in their respective hotel.

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 Team Hotel 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.

14. Contact Details

For further details about SPAR European Cross Country Championships in Parque da Bela Vista please contact:

Mrs. Elisabete Simão / Mr. Sérgio Xavier
Accommodation & Transportation Managers
(+351) 968 630 223 | (+351) 914 948 419

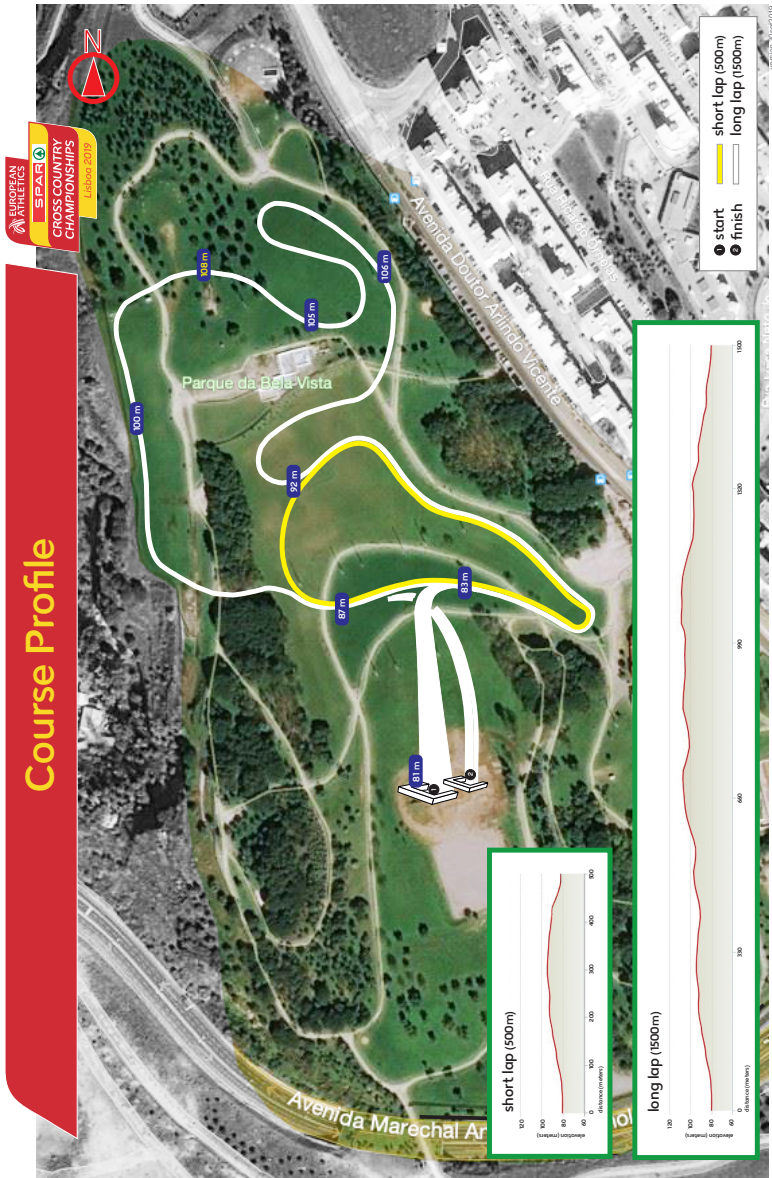
15. Appendices

- Appendix 1 – Plan of the Competition Venue
- Appendix 2 – Map of the course, loops and course profile
- Appendix 3 – Key dates and General Programme

Appendix 1 – Plan of the Competition Venue



Appendix 2 – Map of the course, loops and course profile



Appendix 3 – Key dates and General Programme

| Date | Time | Event | Place |
|-----------------|-------|--|-----------------------------|
| 6 December 2019 | 08:00 | Team Accreditation Centre opens | Team Hotels |
| 6 December 2019 | 20:00 | Deadline for submitting written questions for the Technical Briefing | Information Desks or Online |
| 7 December 2019 | 10:00 | Final Confirmation of Entries | Online |
| 7 December 2019 | 10:00 | Athletes Training | Venue |
| 7 December 2019 | 10:30 | Orientation Visit and Technical Briefing | TIC |
| 8 December 2019 | 09:45 | Opening Ceremony | Venue |
| 8 December 2019 | 20:00 | Closing Party | Capitólio |
| 9 December 2019 | ... | Departure | Lisbon Airport |

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