

SPAR 
**EUROPEAN
CROSS COUNTRY
CHAMPIONSHIPS**

 **Hyères2015**

 **EUROPEAN
ATHLETICS**
Your Sport for Life

hyeres2015.eu

TEAM MANUAL

**SPAR EUROPEAN
CROSS
COUNTRY
CHAMPIONSHIPS**
13 DEC. 2015
HYERES

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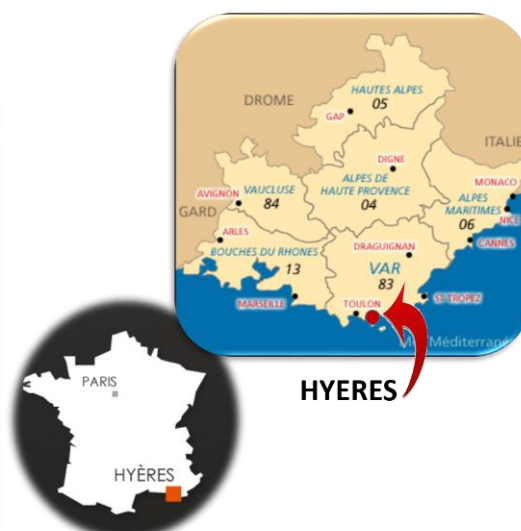
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1. GENERAL INFORMATION

1.1 Host City Hyères



The event will take place in the city of **Hyères**, a Mediterranean South-East city of France. The City has a population of 55,000 inhabitants in the heart of the **Provence-Alpes-Côte d'Azur (five million inhabitants)** and the **Var** department (1 million inhabitants), between Marseille and Nice and next to the city of Toulon.

The city belongs to **"Toulon Provence Méditerranée"** with its 450,000 inhabitants. The **local institutions** have given their full support to stage the event.

1.2 Business Hours Shops, Government Offices, Banks

Most shop are open from 09:00 to 19:00 on weekdays, from 10:00 to 12:00 on Sunday. It is recommended however to check the opening hours displayed in the shops.

Business opening hours of the main establishments are as follows:

	Monday-Friday	Saturday	Sunday
Banks	08:30-13:00, & 14:30-15:30 (generally closed on Monday)	08:30-12:00	Closed
Post Offices	09:00-12:00 & 14:00-17:00	09:00-12:00	Closed
Shops	09:00-19:00	09:00-19:00	Generally closed
Administration	09:00-12:00 & 14:00-17:00	Closed	Closed

Other useful information

Official language	French
Time zone	GMT + 1 hour
Electricity specifications	The power source is 220 Volts (50Hz) and the plugs used are two round pins
Tap water	Tap water is completely safe for drinking
Telephone code	+33 (0) from abroad
Mobile Phone Network	French mobile phone networks operate under 3G, GSM and GPRS. You are advised to contact your own country's mobile phone operator to determine if your country has an international roaming agreement with France, which will allow temporary connection with the French network.
Mobile Phone Companies	Bouygues Telecom, Orange, SFR
International calls	+ or 00 (buzz) - country code - city/town code – telephone number
Currency	<p>Euro (€), based on the decimal system; there are one hundred cents to each Euro(€). Coins are issued to the value of 1c, 2c, 5c, 10c, 20c, 50c, 1€ and 2€.</p> <p>Notes are issued to the value of 5€, 10€, 20€, 50€, 100€, 200€ and 500€. Money can be changed at any bank and at most of the hotel reception desks.</p>

2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President	Svein Arne Hansen (NOR)
First Vice President	Dobromir Karamarinov (BUL)
Vice Presidents	Jean Gracia (FRA) Frank Hensel (GER)
CEO	Christian Milz (SUI)
Council Members	Sylvia Barlag (NED) Gregor Benčina (SLO) José Luis de Carlos (ESP) Panagiotis Dimakos (GRE) Alfio Giomi (ITA) Márton István Gyulai (HUN) Toralf Nilsson (SWE) Antti Pihlakoski (FIN) Jorge Salcedo (POR) Gabriela Szabo (ROU) Erich Teigamägi (EST) Libor Varhaník (CZE) Salih Münir Yaraş (TUR)

2.2 European Athletics Delegates

Organisational Delegate
Technical Delegate
Doping Control Delegate
Jury of Appeal

José Luis de Carlos (ESP)
Jos Van Roy (BEL)
Pedro Branco (POR)
will be announced during the Technical Meeting

2.3 European Athletics Office

European Athletics Office
Avenue Louis Ruchonnet, 18
1003 Lausanne
Switzerland

Tel.: +41 21 313 43 50

Fax: +41 21 313 43 51

Email: competition@european-athletics.org

2.4. Executive Board of the French Athletic Federation

President

Bernard Amsalem

Senior Vice President

André Giraud

Vice Presidents

Marie-Claire Bruck

Michel Huertas

Martine Prevost

Doris Spira

Anne Tournier-Lasserve

Pierre Weiss

General Secretary

Jean-Marie Bellicini

Deputy Secretary

Jean-Pierre Fournery

General Treasurer

Christian Roggemans

Deputy Treasurer

Chantal Sechez

Members

Annie Laurent

Janine Legat

General Director

Julien Mauriat

Head Coach

Ghani Yalouz

2.5. Local Organising Committee

President

Bernard Amsalem

President's Delegate

Pierre Weiss

General Director

Julien Mauriat

Event Coordinators

Isabelle Marechal/Souad Rochdi

Local Coordinator

Samuel Bonaudo

Finance

Christian Roggemans/Hervé Ract-Madoux

International relations

Benoît Garnier

Accreditation

Christophe Halleumieux/Christophe Bonnier

Protocol

Ingrid Canpolat-Hourdeau/Régine Massolo

Social Programme

Catherine Oschner/Vittorio Suppini

Transportation

Charles Blanc/Eric Rigaud

Accommodation

Sylvaine Bon/Christophe Catalan

Event Presentation

Thomas Freund/Christine Abel

Medical

Frédéric Depiesse/Martial Audot

Doping Control

Michel Marle /Hervé Legloannec

Communication - Promotion

Cécile Daon/Serge Nuzzo

Ticketing	Julien Janier-Dubry
Media	Laurence Dacoury, consultant/Vincent Lanteri
Security	Daï Dam/Humberto Baptista/Eric Lemeur
Volunteers	Catherine Levis/Julien Zutter
IT	Benjamin Letuppe/Daniel Hue
Facilities	Christophe Camus/Yannick Formal/Alain Prats
Competition	Mickael Pauloby/Roland Corgier/Patrice Gerger
Television	Geoffroy Hinet-Debain/Julien Janier-Dubry
Institutions - External Relations	Elsa Pillette/Florent Bacci
Sustainability	Valentine Thelliez/Christian Tilland

2.6. Competition Organisation

Competition Director	Mickael Pauloby
Technical Director	Roland Corgier
Event Presentation Manager	Thomas Freund
Call Room Referee	Jean Michel Venot
Referees	Jean François Fambon
Technical Information Centre Manager	Catherine Arcuby

2.7 Participating Federations

The list of provisional countries per event after the Preliminary entries is as follows:

Member Federation	Cross Country Junior/U20 M	Cross Country Junior/U20 W	Cross Country Senior M	Cross Country Senior W	Cross Country U23 M	Cross Country U23 W
ALB	0	0	1	0	0	0
AUT	2	1	1	1	4	1
BEL	3	1	3	3	2	2
BIH	0	0	1	0	0	0
BLR	4	0	0	0	0	4
BUL	2	1	1	1	1	1
CRO	0	0	1	1	0	0
CZE	2	2	2	2	1	1
DEN	4	6	5	5	5	0
ESP	4	4	5	5	4	4
EST	1	0	1	0	1	1
FIN	1	2	0	1	0	5
FRA	6	6	6	6	6	6
GBR	6	6	6	6	6	6
GER	5	5	1	1	5	5
HUN	0	1	0	0	1	0
IRL	6	6	6	6	4	4
ITA	6	6	5	5	5	5
LAT	0	0	2	2	0	0
LTU	0	3	0	0	0	0
MON	0	0	1	0	0	0
NED	2	1	1	2	2	2
NOR	0	1	5	2	2	0
POL	5	5	0	0	0	0
POR	6	6	6	6	6	6
ROU	4	4	1	2	1	4
RUS	5	0	5	0	5	0
SLO	1	1	1	1	0	0

SRB	2	2	2	2	2	2
SUI	5	4	1	2	1	0
SVK	1	1	3	3	0	0
SWE	6	2	2	2	2	0
TUR	6	6	6	2	5	6
UKR	4	4	2	2	4	4
Total	99	87	83	71	75	69

3. ARRIVALS

3.1 Arrival by Air

The most convenient airport is **TOULON-HYÈRES (TLN)** which is situated 7 km (15 mn drive) from the team hotel (Belambra Club Les Criques). This airport has 6 daily connections from/to Paris-Orly Airport (ORY). This airport is highly recommended to all teams who can have a connection via Orly. This is considered as the best option for ALB, CZE, DEN, FIN, HUN, IRL, NOR, POL and SWE.

Itinerary between Toulon Hyères Airport and Belambra Club Les Criques



The second option is the airport of **MARSEILLE PROVENCE (MRS)** which is located 120km away from the team hotel (1:30-1:45 drive depending on traffic conditions). This airport has direct connections to several European capitals (BEL, ESP, GBR, GER, ITA, NED, POR and TUR).

Itinerary between Marseille Provence Airport and Belambra Club Les Criques



Upon arrival at one of these two airports, the teams will be met by their Team Attachés. There will be a permanent Welcome Desk in the arrival hall at both airports; it will be open on Friday 11 December 2015 from 08:00 to 21:00 but also on additional days/ time depending on travel schedules of teams and guests.

After collection of the luggage, team members will be escorted to their bus by the welcome desk staff and transferred to the team hotel.

3.2 Arrival by Train

There will be no Welcome Desk at the **main railway station in Hyeres**. Teams arriving by train will be met by LOC representatives and taken to the 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 the Belambra Club Les Criques Presqu'île de Giens, where representatives from the LOC will welcome them.

3.4 Visa Requirements

Countries requiring visas to enter France should obtain them from the French Embassy or Consulate in their country. The following countries require visas to enter France: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Turkey and Ukraine.

Citizens of Albania, Bosnia and Herzegovina, FYR of Macedonia, Montenegro and Serbia who have biometric passports are allowed to freely enter France. Those who have the older type of passport (not containing biometric information) are still required to apply for French visa.

Those federations should contact the FFA (International@athle.fr) well in advance and send a long list of participants, containing the names and passport data (date of birth, date of delivery and expiration) of all persons who could be part of the team coming to France. The LOC will then send a visa invitation letter and will assist with visa issuance procedures.

Holders of valid Schengen visas can freely enter France without additional French visa.

4. TRANSPORT

4.1 Transportation Desk

The Transportation Desk will be located at the Information Desk of the Team Hotel, i.e. Belambra Club Les Criques, with the following opening dates/hours:

Thursday 10	12:00 – 19:00
Friday 11	09:00 – 19:00
Saturday	08:00 – 19:00
Sunday 13	07:00 – 19:00
Monday 14	08:00 – 12:00

4.2 Bus Service

A regular bus service will be provided between the team hotel, official training/venue inspection, social functions and the competition venue. Transfer times between the hotels and the competition venue will be available at the information desk.

Provisional schedule for the competition day: Buses will depart from 07:30 until 16:45 **every 30 minutes. Same schedule for the return from 08:00 until 17:30.** The travel time from the Hotel to the competition venue (Hippodrome du Var) is about 20 minutes.

4.3 Return to Airport / Train station

Transport will be arranged according to the flight schedules submitted by the teams. Further information will be available at the Information Desk in the hotel.

5. ACCOMMODATION

5.1 General Information

All teams and the European Athletics Family members will be accommodated in the same hotel: **Belambra Club Les Criques**. This is a summer resort which is normally closed at this time of the year and will re-open especially for the SPAR European Cross Country Championships, starting Monday 07 December. In case some teams would like to come earlier than Friday 11 December, please contact the French Athletics Federation at Hebergement.Hyeres2015@athle.fr.



Group accommodated	Teams
Hotel name	Belambra Club Les Criques
Category	3*
Address	Presqu'île de Giens - 406 avenue de l'Esterel
City/town	83 408 Hyères-les-Palmiers
Location description	Close to the competition site, on the seashore
Contact details	
Phone	+33 (0)4 94 58 21 51
Fax	+33 (0)4 94 58 90 71
Website	http://www.belambra.fr/club-presqu-ile-de-giens-riviera-beach-club/ete
E-mail	Hebergement.Hyeres2015@athle.fr
Distance	
To the competition venue	5km
To the airport	Toulon-Hyères 7km – Marseille 120km
Hotel services (included)	free Wi-Fi, parking

5.2 Information Desk

An Information Desk will be located in the lobby with qualified personnel offering relevant information about all aspects of the SPAR European Cross Country Championships Hyères 2015. The Information Desk opening hours are the same as for the transportation desk (see 4.1)

5.3 Costs and 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) athletes in each of the six races.**

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.

Ratio of Athletes & Officials

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	15	5

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

	Single (EUR)	Twin / Triple (EUR)
Athletes in quota (covered by EA) and in ratio officials & Out of quota athletes	90*	90
Out of ratio officials	120	90
Additional nights (outside of the 3 nights) for Athletes & Officials	120	105

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 twin room. Additional single rooms can be requested and will be given according to availability. The price for additional single room is 120€.

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 Payment Procedures

LOC will send a final invoice for the full amount after the final entries closing. Federations are kindly encouraged to pay in Euros by bank transfer to the following account:

Bank account name:	FEDERATION FRANCAISE D'ATHLETISME
Bank reference:	CAISSE EPARGNE ILE DE FRANCE
Bank account number:	17515 90000 08227851208 02
Swift No:	CEPAFRPP751
IBAN:	FR76 1751 5900 0008 2278 5120 802

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

On site payment can be made by credit card (Visa and MasterCard only) or by cash in Euros.

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.

5.5 Rooming list

The Federations will have to enter the rooming list (twin-single) in the ARENA system by the final entry deadline as usual. However, please note that accommodation at the Belambra Club Les Criques will be mainly in triple rooms. The LOC will contact each Federation after the final entries to reconfirm their room allocation and rooming list.

5.6 Meals

All meals will be taken in the teams' hotel restaurant. The restaurant opening times are:

Thursday 10 – Friday 11 – Saturday 12 – Monday 14

Breakfast	from 06:30 to 10:00
Lunch	from 12:00 to 15:00
Dinner	from 19:00 to 22:00

Sunday 13 December

Breakfast	from 06:30 to 11:30
Lunch	from 13:30 to 17:00
Dinner	from 19:00 to 21:00

Accreditation cards will allow access to meals in the hotel restaurant.

5.7 Meeting Rooms for Teams

There are meeting rooms reserved for the teams in the team hotel. Arrangements can be made for a team meeting room through the Information Desk in the team hotel. Requests shall be made 12 hours in advance.

5.8 Telephone Calls

The telephone will be automatically activated to make room to room calls. Any athletes or delegation officials requiring the use of the room phone for outgoing calls must make arrangements with the hotel reception. The telephone will be made available upon the presentation of a credit card to cover all charges.

6. ACCREDITATION

6.1 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.

6.2 Accreditation Procedure

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

Accreditation cards will be distributed in the Main Accreditation Centre located at the Belambra Club Les Criques. The Team Leader will be responsible for collecting the team's accreditation cards.

Team Leaders are requested to take the athletes' passports (or a copy) to the Accreditation Centre in order to allow verification of Junior and Under 23 participants' age.

The Team Leader will settle the payment of accommodation for team members outside the European Athletics quota and confirm the athletes participating in the Championships. Payment can be made on site by credit card – only VISA and Master Card will be accepted. After the payment and confirmation the Team Leader can collect the accreditations cards for the whole team.

6.3 Loss of an Accreditation Card

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

6.4 Access Areas for Teams

All team accreditation cards will allow access to the teams' tent, warm-up area and post event area. 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) and Mixed Zone.

Access to the Doping Control: 1 pass will be given to the athlete upon notification and an additional pass for an accompanying person. Passes will be collected once they enter the Doping Control Station.

7. TECHNICAL INFORMATION

7.1 The Course

The place is a Horse Race Course (Hippodrome du Var) located on an isthmus linking the city of Hyères to the peninsula of Giens. The course was originally totally flat but obstacles will be built (buttes of 3m height, 3 trees trunks and a sand stroke of 30m). The difficulty and the particularity of this course is the variety of these tiled floors: some sections are ash-coated, some others are covered by grass and finally, there will be a path in a Provençale pine forest covered of pine needles. Long straights will alternate with technical passages composed of curves and tight bends. There will be two different loops: a long one of 1550m and a short one of 1310 m.

The meteorological conditions can significantly harden the race. The geographical position can expose the route to some strong winds coming from the East or to the Mistral coming from the West. The rain could also make the ground saturated with water (especially in the grass parts of the route), but without becoming muddy.

The distances per race are as follows:

Junior Women	4157m	Start/Finish + 1 short loop + 1 long loop
Junior Men and U23 Women	5947m	Start/Finish + 3 long loops
Senior Women and U23 Men	8087m	Start/Finish + 4 short loops + 1 long loop

Senior Men

10117m Start/Finish + 2 short loops + 4 long loops

7.2 Technical Information Centre (TIC)

The main function of the Technical Information Centre is to ensure smooth communication between each Team Delegates and the LOC, the European Athletics Technical Delegate and the Competition Management, regarding technical matters.

The TIC will be open on Friday 11 December (09:00 – 19:00) at the Information Desk located at the Belambra Club Les Criques.

It will then be operative at the competition venue:

Saturday 12 December 09:00 – 12:00

Sunday 13 December 08:00 – 16:00

The TIC will be linked to the Hotel Information Desk and shall be responsible for the following:

- Settlement of technical enquiries from delegations
- Competition information
- Recovery of items confiscated at the Call Room
- 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

All technical information regarding the competition will be distributed to each delegation in a pigeon box given to each team. This information will also be displayed on information boards. Access to the information to be distributed at the TIC will be controlled by a separate card, not by the accreditation 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.

7.3 Technical Meeting



The Technical Meeting will be held on Saturday 12 December at 17:00, in the Team Hotel.

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.

All questions related to the Technical Meeting must be presented in writing in English, at the Information Desk at the teams' hotel before 12:00 on Saturday 12 December 2015 in the appropriate form.

The Technical Meeting will be held in English.

The Technical Meeting will be attended by:

- European Athletics President
- LOC President
- European Athletics Officiating Persons (Technical and Doping Control Delegates)
- Jury of Appeal
- Competition Director
- Competition Officials
- TIC Manager
- European Athletics Staff

7.3.1 Technical Meeting Agenda

The preliminary agenda of the Technical Meeting includes:

- Welcome by the President of the Local Organising Committee
- Welcome by the European Athletics President or his representative
- Information about members of Jury of appeal
- Presentation of the Competition Officials
- Information briefing by the Technical Delegate on matters not covered by the Team Manual
- Presentation of the competition and warm-up venues
- Opening/Closing Ceremony and Closing Banquet
- Information briefing by the Doping Control Delegate
- Information about selection of Team Europe for the BUPA Great Edinburgh Cross Country
- Answering of questions submitted in writing by federations

At the end of the Technical Meeting and in the same room there will be a presentation from the SPAR European Cross Country Championships 2016 organisers: Chia, Italy.

7.4 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 12 December from 10:00 to 12:00 during the official training at the course.

7.5 Dressing Rooms

Dressing rooms are located in the Teams Tent close to the Start/Finish area.

7.6 Training

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

Transport will be provided from team's hotel to the course by shuttle busses. Detailed transportation schedule will be also displayed at the Information Desk in the hotel.

8. COMPETITION REGULATIONS

8.1. Entries

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 Junior 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, 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.

8.2 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 5 (five) days before the first competition day. According to the regulations the deadlines for the final entries are :

- **Opening of the final entries:** **17 November 2015**
- **Deadline for the final entries:** **03 December 2015, 24:00 (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 or triple (on a format to be finalised) is mandatory to enable the accurate calculation of required rooms, which will be the basis of the accommodation invoice.

8.3 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 09:00 on Saturday 12 December at the Information Desk at the Teams Hotel.**

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 together with the bibs after the Technical Meeting.

8.4 Withdrawal

Withdrawal of any confirmation must be indicated to the TIC or at the Information Desk in the Teams' Hotel, in writing on the official withdrawal form.

8.5 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.

8.6 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.

8.7 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 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.

8.8 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.

8.9 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.

8.10 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 **03 December 2015** 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.

9. COMPETITION PROCEDURE

9.1 Timetable

The timetable on Sunday 13 December 2015 is:

Opening Ceremony		10:30
Junior Women		10:46
Junior Men		11:05
Junior Women Victory Ceremony – Individual Junior Women Victory Ceremony – Team		11:31 11:36
U23 Women		11:46
Junior Men Victory Ceremony - Individual Junior Men Victory Ceremony – Team		12:13 12:18
U23 Men		12:28
U23 Women Victory Ceremony - Individual U23 Women Victory Ceremony - Team		13:00 13:05
U23 Men Victory Ceremony – Individual U23 Men Victory Ceremony - Team		13:15 13:20
Senior Women		13:30
Senior Women Victory Ceremony – Individual		14:05
Senior Men		14:10
Senior Men Victory Ceremony – Individual Senior Women Victory Ceremony - Team Senior Men Victory Ceremony – Team		14:49 14:54 15:04
Closing Ceremony – Flag Handover		15:15

9.2 Warming Up Before Events

Warming up will take place in the warm-up area which is a secured zone of restricted access. At the end of the warming up the athletes shall prepare for the race and will put the removed cloth and personal belongings in dedicated baskets/plastic bags identified with the respective country code name (one for each Federation). These will be transported by the LOC to the kit collection area.

9.3 Assembly and Call Room Procedures

The first call for the participants will be made in the Call Room near the start line. 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.

Athletes must report to the Call Room before each event as follows

Category	Call room open	Call room close	Start
Junior Women	10:21	10:36	10:46
Junior Men	10:40	10:55	11:05
U23 Women	11:21	11:36	11:46
U23 Men	12:03	12:18	12:28
Senior Women	13:05	13:20	13:30
Senior Men	13:45	14:00	14:10

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.

9.4 Starter's Commands

All instructions will be given in English. The command is "On your marks" followed by a shot from the starter's gun.

9.5 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, 100m from the start line.

9.6 Timing

The official timing will be provided by OMEGA and will be displayed on the official electronic timing instrument and photo finish cameras provided by OMEGA.

9.7 Leaving the course after the competition

After the competition, athletes leave the course immediately through the mixed zone where the media interviews will take place. They will find their clothes in the kit collection area, which is right after the Mixed Zone. Athletes will be asked to hand in their competition chips, after each race, upon leaving the kit collection area.

9.8 Protests and Appeals

Protests and appeals are permitted and will be processed in accordance with IAAF Rule 146.

In the first instance, protests must be made orally to the Referee by the athlete himself/herself or by a responsible official acting on his/her behalf (Rule 146.3). Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event (posted on the TIC information board).

Any written appeal to the Jury of Appeal must be made in accordance with Rule 146.5 and signed by a responsible official on behalf of the athlete and submitted to TIC within 30 minutes after the official announcement of the decision made by the Referee.

When submitting an appeal form, a deposit of EUR 75, as set in the rules, must be paid. If the protest is unsuccessful, the deposit will not be returned.

The Jury's decision will be provided in writing.

9.9 Interviews

Immediately after the competition, the flash interview group will interview the winning athletes. These interviews will be distributed through the CIS (Commentators Information System). In the mixed zone, all athletes meet the media: first TV, then radio and finally the written press. It is for the athlete to decide whether he/she will give an interview.

9.10 Victory Ceremonies

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

Athletes attending the individual victory ceremonies will be accompanied to the kit collection area where they should dress up and then to the Victory Ceremony Preparation Room. One exception though is the Senior Women and Men who will be accompanied directly to the Victory

Ceremony Preparation Room and their bags with clothes and shoes will be taken to this area by the volunteers. Therefore, athletes are requested to have in their bag the necessary clothing and shoes for the ceremonies and bag must be easily identifiable.

10. INFORMATION

10.1 Clocks

A clock showing the race time will be positioned on the finish line gantry as well as at the lap point. Final and intermediate results of the races and the respective team points will be indicated on the video board.

10.2 Announcements

Official announcements will be made in French and English.

10.3 Start Lists

Start Lists will be available for the Team Leaders at the end of the Technical Meeting on Saturday 12 December and will be displayed at Info Desks in Team Hotel.

10.4 Result Lists / Intermediate Scores

Results will be displayed on the notice boards located near the entrance of the Teams tent immediately after the completion of each race. A copy of each event results will be available at the TIC in each team pigeon box.

The complete results of the SPAR European Cross Country Championships in the form of a booklet will be issued and distributed to the Team Leaders at the Closing Banquet.

11. MEDICAL SERVICES & DOPING CONTROLS

11.1 Medical Services

The medical service will provide medical information and assistance to teams, organisation personnel, and honorary 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 112.

11.1.1 Medical Services in the Hotel

For medical or emergency needs Team Leaders will contact the doctor on duty Dr Martial Audot on the following number +33 6 87 03 23 05 (7/7 -24/24). In case of vital emergency call the 112 before to call the LOC Doctor.

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 Red Cross marked, supervised by local medical 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.

11.1.3 Physiotherapy

For those teams requiring physiotherapy services there will be a team of physiotherapists available at the Team Hotels in the following schedule:

Friday 11 December	14:00 – 19:00
Saturday 12 December	09:00 – 19:00

There are also physiotherapy rooms reserved for the teams, who bring their own physiotherapists, in the team hotel.

Equipped physiotherapy facilities will also be available on Sunday at the Competition venue from 09:00 to 16:00.

11.2 Doping Controls

Doping control shall be conducted in accordance with IAAF Rules and Anti-doping Regulations 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 confirmation of notification. 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 may invite a team official to accompany them to the Doping Control Station (DCS).

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.

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 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.

12. SECURITY

Instructions given by the LOC, the security personnel and the police must be followed in all areas, as well as during transport from one location to another.

The accreditation card must be worn at all times. If an accreditation is lost, this should be reported immediately to any LOC information desk.

If necessary, the police can be contacted through the LOC information desk at your hotel.

13. OPENING AND CLOSING CEREMONIES

13.1. European Athletics / Local Organising Committee Dinner

European Athletics and the Local Organising Committee will jointly host a Dinner for European Athletics Family guests, including representatives of the Member Federations, i.e. President, General Secretary or Team Leader.

The dinner will be held at 20:00 on Saturday 12 December at the so-called "Espace Villette" in Hyères. All those invited will be given an invitation card upon arrival at the accreditation centre. The invitation card is personal and will be required to access the Dinner venue. Exact transfer schedule will be provided at the Information Desk in the team hotel.

13.2 Opening Ceremony

The Opening Ceremony will take place on Sunday 13 December at 10:30 at the competition course. Team members will not be involved in the ceremony.

13.3 Closing Ceremony

The Closing Ceremony consists of the flag handover to the organisers 2016 Chia/ITA and will take place on Sunday 13 December at 15:15 on the competition course.

13.4 Closing Party

The Closing Party will take place on Sunday 13 December at 21:30 at the Belambra Club Les Criques in the same room where the Technical Meeting will be held. It consists of a disco party and everyone is welcome to attend.

14. 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, **in case there are any changes to the provided details**. Exact departure times of the buses from the hotel will be provided and displayed at the Information Desk.

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

15. CONTACT DETAILS

For further details about the SPAR European Cross Country Championships 2015 in Hyères please contact:



FEDERATION FRANÇAISE D'ATHLETISME

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tel +33.1.53.80.70.11

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Email: International@athle.fr

LOC General Coordination: Hyer2015@athle.fr

16. GREAT EDINBURGH INTERNATIONAL CROSS COUNTRY – TEAM EUROPE SELECTION

European Athletics has decided to take part to this event (9 January 2016). The Team Europe will be selected, in principle, after the end of each race at the SPAR European Cross Country Championships Hyères 2015. 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 2015 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 Junior 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 2015 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.

17. APPENDICES

Appendix 1 – Venue Plan – Map of the course, loops and course profile

Appendix 2 – Access Zones

Appendix 1 – Plan of the Competition Venue - Map of the course, loops and course profile



Appendix 2 – Access Zones

- 1-** VIP Area
- 2-** Infield
- 3-** Team Area
- 4-** Mixed Zone
- 5-** Media Centre
- 6-** Media Tribune
- 7-** TV/Radio Area
- 8-** Event Management

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