



**54th European Champion Clubs Cup
Cross Country
Albufeira/POR**



Team Manual

Albufeira2017.mozello.com

54th European Champion Clubs Cup Cross Country

5 February 2017

Albufeira, Portugal



54th European Champion Clubs Cup Cross Country Albufeira/POR



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1. GENERAL INFORMATION

1.1 Host City Albufeira

Located in the south of Portugal, in the centre of the Algarve, Albufeira enjoys Mediterranean climate with pleasant air and water temperatures all year round. With its miles of golden sandy beaches, it is an environment designed for the most diverse sports activities with a fascinating historical and cultural heritage. A cosmopolitan area marked by white houses in the historical town centre, where the blue ocean combines with the blue sky, and where the sun shines over three hundred days a year.

Connected by highways to the main areas of the country, Albufeira has a modern transport system, allowing fast connection throughout the region, and only 42 km away from Faro international airport.

Official language

Portuguese.

Time

GMT.

Electricity

220 volts (plugs used are two round pins).

Water

Tap water is completely safe to drink.

1.2 Business Hours Shops, Government Offices, Banks

Opening Hours

The shops in Albufeira open between 9:00 and 19:00. Some close for lunch from 13:00 to 15:00. Large shopping centres and department stores, however, do not generally close at lunchtime. Some shops and all the shopping centres and department stores open on Saturday afternoon, whilst all shops are closed on Sundays, except for certain special periods throughout the year when the shops have permission to open. Most of the banks open at 8:00 and close at 15:00. However, there is an extensive network of cash dispensers.

Currency

Euro. You can change your money at any bank and at the hotels reception desks. International credit cards are accepted in hotels, shops and restaurants.



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2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President

First Vice President

Vice Presidents

CEO

Council Members

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

IAAF President (ex officio member)

European Athletics Honorary Life Presidents

2.2 European Athletics Delegates

Technical Delegate

Doping Control Delegate

Jury of Appeal

Anacleto Jimenez (ESP)

Lucienne Attard (MLT)

(to be appointed at the Technical Meeting)

2.3 European Athletics Office

European Athletics Association

Avenue Louis Ruchonnet 18

1003 Lausanne, Switzerland

Tel: +41 21 313 43 50

Fax: +41 21 313 43 51

E-mail: ecccc@european-athletics.org

Web: www.european-athletics.org



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2.4. Executive Board of the Portuguese Athletics Federation

President	Jorge Vieira
Vice-Presidents	Samuel Lopes Luís Figueiredo Paulo Bernardo
Directors	Carlos Borges Edivaldo Monteiro Fernando Tavares José Regalo José Luís Honório M ^a Fernanda Ribeiro Nuno Rangel Rui Loução Susana Feitor

2.5. Local Organising Committee

President	Artur Lara Ramos
Vice-President	Paulo Dias
Event Coordinator	Rui Costa
Event Management	Carla Ponte
Protocol / Hospitality	Cristiano cabrita
Press / Media	Ricardo Silva
Finance	Carlos Pereira
Travel / Accommodation	José Luis Sousa
Marketing	Nuno Henrique
Ceremonies	Silvia Salero

2.6. Competition Organisation

Competition Director	Rui Costa
Meeting Manager	João Martins
Technical Manager	Horta Afonso
Event Presentation Manager	Artur Lara Ramos
Call Room Referee	Leandro Fonseca
Technical Information Centre Manager	Francisco Chumbinho
Announcer	Pedro Rocha/ Luis Lopes

2.7 Participating Clubs

Senior Men	
BEL	DC Leuven A
CZE	VSK Univerzita Brno
DEN	Odense GF Atletik
ESP	Atletismo Bikila
FIN	Turun Toverit
FRA	Ales Cevennes Athletisme
GBR	Aldershot, Farnham and District AC
GER	LAC Quelle Fürth
IRL	Raheny Shamrock AC
ISR	Hasimta South Tel-Aviv
ITA	C.S. Esercito
LUX	Celtic Diekirch
NED	Leiden Atletiek
NOR	IK Tjalve
POR	Sporting Clube de Portugal
SUI	LG Basel Regio
SWE	Spårvägens FK
TUR	Istanbul BBSK
TUR	Galatasaray SK

Senior Women	
BEL	DC Leuven A
CZE	USK Praha
DEN	Blovstroed Loeverne
ESP	Bilbao Atletismo
FIN	Kuopion Reipas
FRA	Endurance 72
GBR	Aldershot, Farnham and District
GER	LAC Quelle Fürth
GRE	Gas Holargos
IRL	Dundrum South Dublin AC
ITA	ATL Alta Valtellina
LUX	Celtic Diekirch
NOR	Strindheim
POR	Sport Lisboa e Benfica
SUI	LC Uster
SWE	Sävedalens AIK
TUR	Üsküdar Belediye SK
TUR	Bursa Büyükşehir BSK

U20 Men	
BEL	AC Lebbeke
CZE	AK SSK Vítkovice
DEN	Sparta AM
ESP	Playas de Castellon
FIN	Turun Urheiluliitto
FRA	Clermont Athletisme Auvergne
GRE	Glyfadas AC
IRS	Clonliffe Harriers AC
ISR	Hasimta South Tel-Aviv
ITA	CUS Torino
POR	Sport Lisboa e Benfica
SUI	STB Leichtathletik
TUR	Fenerbahçe SC
TUR	Darica Belediyesi SK

U20 Women	
BEL	AVT
CZE	TJ Slezan Frýdek-Místek
DEN	Sparta AM
ESP	Atletismo Alcorcon
FIN	Lahden Ahkera
GER	LG Eichsfeld
IRL	Dundrum South Dublin AC
LTU	Nike Klaipeda
POR	União Desportiva da Várzea
SUI	STB Leichtathletik
TUR	Fenerbahçe SC
TUR	Bursa Büyükşehir BSK



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3. ARRIVALS

3.1 Arrival by Air

Faro Airport is the nearest to Albufeira (about 40 km). Faro International Airport will be the official airport for the competition. Please kindly book your travels accordingly. The LOC will ensure the transfer between this Airport and Albufeira.

Upon arrival at Faro airport, the teams will be met by the LOC Staff. The Airport Welcome Desk is situated at the airport and will be open according to travel schedules.

After collecting luggage, team members will be escorted to the official buses by the Airport Welcome Desk staff and taken to the team hotel. Transfer time takes between 30 and 40 minutes, depending on the traffic conditions.

If you choose the Lisbon Airport/POR (250km) or Seville Airport/ESP (240 km) the transfer can be done by bus, but at the participant club costs. Please kindly contact the LOC for these special arrangements (please note 14. *Contact Details* below).

3.2 Arrival by Train

There will be no Welcome Desk at the main railway station in Faro or Albufeira. 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 their hotel, where representatives from the LOC will welcome them.

3.4 Visa Requirements

Countries requiring visas to enter Portugal should obtain them from the Portuguese Embassy or Consulate in their country.

In the case of foreign athletes, visas should also be obtained before they leave their countries. Should you have any problems or require a Letter of Invitation please contact the LOC until 15th January 2017:

Rui Costa
LOC Event Coordinator
Tel: +351 289 824946
E-Mail: aaalgarve@mail.telepac.pt.



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4. TRANSPORT

4.1 Transportation Desk

The Transportation Desk, which will also serve as an Information Desk, will be located in the lobby of the official hotels and will be open from 2 February (from the first team's arrival time) to 6 February (by the time of the last team's departure), at the following times:

2 February	14:00 – 20:00
3 February	09:00 – 20:00
4 February	09:00 – 20:00
5 February	09:00 – 20:00
6 February	09:00 – 20:00

4.2 Bus Service

Due to the vicinity of **Hotel Alfamar** (700m´ distance), no regular bus service will be provided between the team hotel, training venues, social functions, TIC, the technical meeting and the competition venue.

A regular bus shuttle service will be provided between **Hotel Luna Alpinus**, training venues, social functions, TIC, the technical meeting and the competition venue. Full details of the schedule will be displayed at the Transportation Desk in the hotel. Transfer time between the hotel and the competition venue will be approximately 5 minutes, depending on the traffic conditions. The following arrangements have been made:

Saturday, 4 February

Activity: Training

From Hotel Luna Alpinus to the Course – 15:00 | 15:30

From the Course to Hotel Luna Alpinus – 16:30 | 17:00

Saturday, 4 February

Activity: TIC/Technical Meeting

From Hotel Luna Alpinus to Hotel Alfamar – 15:45 | 18:45

From Hotel Alfamar to Hotel Luna Alpinus – 16:45 | 20:00 | 21:00

Sunday, 5 February

Activity: Competition

From Hotel Luna Alpinus to the Course – 08:30 | 09:15 | 10:00 | 10:45 | 11:30

From the Course to Hotel Luna Alpinus – 11:45 | 12:30 | 13:15 | 13:45

In addition, shuttles will be provided on the competition day, for doping control purposes.

4.3 Return to Airport / Train Stations

Transport will be arranged according to the flight schedules submitted by the teams. Further information will be available at the Transportation Desk at the hotels.



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5. ACCOMMODATION

5.1 General Information

A four-star hotel in Açoteias (Hotel Alfamar), providing full board accommodation, is reserved for the teams. A second back-up four-star hotel (Hotel Luna Alpinus) shall also be at the team's disposal.

5.2 Information Desk

An Information Desk will be located in the lobby of the teams' hotels with qualified personnel offering relevant information about all aspects of the European Champion Clubs Cup Cross Country. The Information Desk opening hours will be as follows - from 2 February (at the first team's arrival time) to 6 February (by the time of the last team's departure):

2 February	14:00 – 20:00
3 February	09:00 – 20:00
4 February	09:00 – 20:00
5 February	09:00 – 20:00
6 February	09:00 – 20:00

5.3 Official Hotels

The main official hotel (Hotel Alfamar) for the European Champion Clubs Cup Cross Country is located at walking distance (700m) from the competition venue. The back-up four-star hotel (Hotel Luna Alpinus) is 1500m from the competition venue.

Teams Hotels

Name: Hotel Alfamar
Address: Praia da Falésia – 8200-916 Albufeira – Portugal
Website: <http://www.alfamar.pt>
Tel: +351 289 501 351

Name: Hotel Luna Alpinus
Address: Urbanização Pinhal do Concelho - 8200-593 Albufeira – Portugal
Website: <http://www.alpinushotel.com>
Tel: +351 289 247 270

5.4 Costs and European Athletics Quota

According to Regulation 1310.1.1 the organising club undertakes to cover accommodation and full board costs of each participating team (except the host) for no more than 2 (two) days and for a maximum of 4 athletes in each race and 1 official. In case the U20 Team is from the same club as the Senior team, the Organiser will not cover the accommodation costs for any additional official for the U20 Team.

According to Regulation 1310.6.1 each participating team (except the host) should pay a contribution of 300 € (price to be charged per night is 150 €) to the organiser (at the venue) for accommodation to be provided by the organiser, according to above quota.



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The following rates must be paid by the participating teams for “out of quota” team members and additional days:

Team members	Single room	Twin room
Out of quota athletes / officials	100 € (per person/night)	90 € (per person/night)
Additional nights	100 € (per person/night)	90 € (per person/night)

Cancellation Policy

The final account for accommodation attributable to each club team 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.

Any club team, which having agreed to participate with a team, withdraws and does not compete after their declaration at the closing date for Preliminary Entries shall pay to the organising club for any irrevocable costs related to the cancellation.

5.4.1 Payment Procedures

An invoice will be sent to each club detailing the amount they owe based on their Final Entries. Advance payments should be made in Euros by bank transfer to the following account:

Account holder: Associação de Atletismo do Algarve
Bank name: Novo Banco, S.A.
Bank address: Rua Bombeiros Portugueses, 7 8000-233 Faro
Account number: 0002 0675 0263
IBAN: PT50 0007 0000 0020 6750 2632 3
Swift: BES CPTPL

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

The balance of the payment must be paid on-site by the Team Leader on arrival at the Accreditation Centre. Payment can only be made by credit card or by cash on site.

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.

5.5 Meals

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

Breakfast	from 07:30 to 10:00	
Lunch	from 12:30 to 14:30	(to 16:30 on Sunday 5 February)
Dinner	from 18:30 to 21:30	(incl. Sunday 5 February)

For lunch and dinner, mineral water and one soft drink per person are available free of charge. All other drinks have to be paid for.



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On the competition date late serving provisions will be made for those athletes detained at the venue due to doping controls or protests.

5.6 Meeting Room for Teams

Arrangements can be made for a team meeting room through the Information Desk in the Teams' hotels. Requests shall be made at reasonable time in advance.

5.7 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 Information Desk at the hotel. The telephone will be made available upon the presentation of a credit card to cover all charges.



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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 clubs through the online entry system. No changes will be accepted after the final entry deadline. Accreditation cards will be distributed in Hotel Alfamar, at the Accreditation Centre whose opening hours will be as follows - from 2 February (at the first team's arrival time):

2 February	14:00 – 20:00
3 February	14:00 – 22:00
4 February	09:00 – 12:00 / 14:00 – 22:00

The Team Leader will be responsible for collecting the team's accreditation cards.

Team Leaders are requested to take the athletes' passports to the Accreditation Centre at Hotel Alfamar in order to allow verification of Nationality and U20 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 European Champion Clubs Cup Cross Country. After the payment and confirmation, the Team Leader can collect the accreditation cards for the whole team.

6.3 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the LOC, at Hotel Alfamar 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 warm-up area, changing facilities and physiotherapy rooms. 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).

Doping Control Passes will be managed by the Doping Control Delegate according to the number of tests.



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7. TECHNICAL INFORMATION

7.1 The Course

The European Champion Clubs Cup Cross Country will be disputed on a 1.820km lap course typically grassed and partially solid ground.

The distances per race are as follows:

	Distance	Number of laps
U20 Women	3.770 metres	2 Laps + 130mt
U20 Men	6.090 metres	1 short lap (500mt) + 3 Laps + 130mt
Senior Women	6.090 metres	1 short lap (500mt) + 3 Laps + 130mt
Senior Men	9.730 metres	1 short lap (500mt) + 5 Laps + 130mt

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.

Until 4 February at 22:00, the TIC will be located at the Accreditation Centre in Hotel Alfamar.

2 February	14:00 – 20:00
3 February	14:00 – 22:00
4 February	09:00 – 12:00 / 14:00 – 22:00

On 5 February, from 09:00 to 14:00, the TIC will be located at the competition venue.

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

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

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.



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7.3 Technical Meeting

The Technical Meeting will be held on the 4 February at 19:00, at Hotel Alfamar. 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 TIC (Hotel Alfamar) before 16:00 on 4 February in the appropriate form. The Technical Meeting will be held in English.

The Technical Meeting will be attended by:

- LOC President;
- European Athletics Officiating Persons (Technical and Doping Control Delegate);
- Jury of Appeal;
- Competition Director;
- Competition Officials;
- TIC Manager;
- Competition Data Handling Representative (if required);
- European Athletics Staff.

7.3.1 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;
- 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;
- Election of the Jury of Appeal;
- Opening/Closing Ceremony;
- Information briefing by the Doping Control Delegate;
- Answering of questions submitted in writing by federations.

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.

7.5 Dressing / Physiotherapy Rooms

Dressing rooms and physiotherapy rooms will be located in the Hotels.

7.6 Training

The Course will be open for training on Saturday, 4 February, from 15:30 to 17:00.



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8. COMPETITION REGULATIONS

8.1. Entries

The European Champion Clubs Cup Cross Country comprises separate competitions for U20 and senior men's and women's teams representing the long distance National Champion Clubs of European Athletics Member Federations.

In accordance with European Athletics Regulation 1302.7, each team may enter a maximum of 8 (eight) athletes in each event, of which not less than 4 (four), no more than 6 (six) will be allowed to start the race, in the following conditions:

- No athletes aged less than 16 (sixteen) years on 31 December of the year of the competition may compete in the ECCC Cross Country.
- 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.

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

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

The number of **foreign athletes** is strictly limited to 1 (one) for each club team in ECCC Cross Country. Member federations must provide the list of eligible national and foreign athletes to European Athletics by **10 January** of the year of the ECCC Cross Country.

8.1.1 Registration fees

In addition to the accommodation fee described in 5.4, the following contribution must be paid to the organising club by each participating club team (except host):

- Registration Fee: EUR 200 – which must be paid at the latest by the date of the closing of the preliminary entries.

8.1.2 Final Entries

Final Entries shall be made through the European Athletics Online Event Management System, called Arena, 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 event. According to the regulations the deadlines for the Final Entries are:

- Opening of the final entries: 11 January;
- Deadline for the final entries: 26 January, 14:00 (CET).



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8.2 Final Confirmation

Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition. Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. These forms must be completed and returned immediately or no later than Saturday 4 February at 16:00 at the TIC.

Final start lists will be ready for collection together with the bib numbers after the Technical Meeting.

8.2.1 Withdrawal and Replacement

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

8.3. Starting Stations

For each race, each team will be allocated a starting station, the position of which will be drawn by the Technical Delegate. The result of the draw will be announced at the Technical Meeting and displayed at the Information Desk in the teams' hotels as well as on the start gantry at the course.

8.4 Competition Numbers

Each athlete will receive 2 bib numbers: 1 to be put on the back of the singlet and the other one **to be pinned in front of the singlet** (this one will include the chip transponder). Both bibs numbers will be delivered after the Technical Meeting.

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

8.5 Scoring

Each race shall be scored separately.

Each team's score shall be determined by the aggregate of finishing positions achieved by its 4 (four) best placed athletes. If two or more athletes tie for a place in any event, the attributable points shall be divided equally between them.

A team with fewer than 4 (four) finishing athletes shall not be counted in the team classification.

No adjustment to teams' scores shall be made in respect of any non-scoring team members or athletes participating as individual.

Teams shall be classified according to their scores, the team in each event having the lowest score being the winner, and so on.

A tie shall be decided in favour of the team whose last scoring athlete finishes nearest to first place.

8.6 Competition Clothing

All competitors must wear registered vest of the same design and colour of the club they are representing.



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Participating clubs in the ECCC Cross Country must provide European Athletics / Local Organising Committee with a full set of photographs of their club team uniforms (preferably in an electronic version) until the closing of the Final Entries (26 January 2017) and will have the obligation to wear them throughout the competition:

- JPEG file, maximum resolution and size 300 dpi / 500KB
- Compressed ZIP file, if possible
- Mail to: ecccc@european-athletics.org / aaalgarve@mail.telepac.pt

9. COMPETITION PROCEDURE

9.1 Timetable

The timetable on 05 February 2017 will be:

10:30	U20	Women	
10:50	U20	Women	Victory Ceremony - Individual
11:00	U20	Women	Victory Ceremony - Team
11:10	U20	Men	
11:35	U20	Men	Victory Ceremony - Individual
11:45	U20	Men	Victory Ceremony - Team
11:55	Senior	Women	
12:20	Senior	Women	Victory Ceremony - Individual
12:30	Senior	Women	Victory Ceremony - Team
12:40	Senior	Men	
13:15	Senior	Men	Victory Ceremony - Individual
13:25	Senior	Men	Victory Ceremony - Team

9.2 Warming Up Before Events

Warming up will take place in defined area (see Appendix 1). At the end of the warming up the athletes shall prepare for the race and will put the removed clothing in dedicated baskets identified with the respective country code name (one for each team). These will be transported by the LOC staff from the start to the mixed zone.

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 managers 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.

All athletes must report to the call room before each event as follows:

	First Call	Last Call
U20 Women	10:10	10:25
U20 Men	10:50	11:05
Senior Women	11:35	11:50
Senior Men	12:20	12:35

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.



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9.4 Event Presentation Format

Once the athletes are at the start area before the start of the relevant race, the names and the countries of the participant teams will be announced. As the athletes line up for the start, selected athletes will be introduced to the public.

9.5 Competition Preparations

9.5.1 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.

9.5.2 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.

9.6 Timing

The official timing will be provided by Associação de Atletismo do Algarve and will be displayed on the official electronic timing instrument and photo finish cameras.

9.7 Leaving the Course after the Competition

After the competition, athletes leave immediately the course through the mixed zone where they will find the clothing baskets and the media interviews will be carried out.

Athletes attending the award ceremony will be accompanied directly to the Victory Ceremony zone.

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 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

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.



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9.10 Doping Control

9.10.1 General Information

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 who are to be tested may invite a team official to accompany them to the Doping Control Centre (DCC).

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 of Doping Control Officer from the time of notification until arrival to the DCC. Athletes are reminded that refusal to provide a sample can render them liable to disqualification and may lead to further disciplinary action.

During the control procedures, athletes will need their identity card or passport, together with their accreditation card.

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 event.

9.10.2 Selection of Athletes / Additional Controls

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.

9.11 Victory Ceremonies

The victory ceremonies will take place on the venue immediately after the finish of each race, as scheduled on the event programme.

Athletes must wear the official team clothing for the ceremonies.



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10. INFORMATION

10.1 Clocks

A clock showing the race time is 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 Portuguese and English.

10.3 Start Lists

Start Lists will be available for the Team Leaders on Saturday 4 February after the Technical Meeting.

10.4 Result Lists / Intermediate Scores

Results will be displayed on the notice boards located at the course after each race. A copy of each event results will be available at the TIC in each team pigeon box.



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11. MEDICAL SERVICES

11.1 General

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. Dr. Pedro Silva will be in charge of the medical service and can be reached at +351 919805331

11.2 Medical Services in the Hotels

Medical services and/or emergency calls will be available by phone (information available at the hotels welcome desk).

11.3 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 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.

11.4 Physiotherapy

Equipped physiotherapy facilities will be available at the venue.

A room for massages will be available at the teams' hotels:

3 February from 15:00 to 21:00

4 February from 10:00 to 13:00 and from 15:00 to 23:00

11.5 Insurance

According to the Regulation 1310.9 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.



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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. DEPARTURE

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

Departure times of the shuttle buses from the hotel will be provided and displayed at the LOC Information desk.

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

14. CONTACT DETAILS

For further details about the European Champion Clubs Cup Cross Country in Albufeira please contact:

Rui Costa
LOC Event Coordinator
Mobile: +351 916 171 600
Tel: +351 289 824946
E-Mail: aaalgarve@mail.telepac.pt.

15. APPENDICES

Appendix 1 – Plan of the Competition Venue





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Appendix 2 – Profile of the course





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Appendix 3 – Access Zones

The accreditation cards will be issued without names and without photos.

Access zones:

- 1 VIP Stands & Hospitality Area
- 2 Competition Management
- 3 Mixed Zone
- 4 Media Centre/Tribune
- 5 Warm-Up Area
- 6 TIC
- 7 Competition Area (off the race course)
- 8 Call Room/Race Course

Team Categories	1	2	3	4	5	6	7	8
Team Leader	Yes	-	Yes	-	Yes	Yes	Yes	-
Team Official	-	-	Yes	-	Yes	-	Yes	-
Coach	-	-	-	-	Yes	-	Yes	-
Athlete	-	-	Yes	-	Yes	-	-	Yes

All team accreditation cards will allow access to the warm-up area, changing facilities and physiotherapy rooms.

Only athletes who are about to compete will have access to the Call Room and to the race course.

Special and temporary passes for teams:

- TIC (one per team)
- Doping control (for selected athlete and accompanying person).