

SPAR 

EUROPEAN
CROSS COUNTRY
CHAMPIONSHIPS

 Samokov2014



Team
Manual

SAMOKOV2014.eu

14 December 2014



**SPAR European Cross Country
Championships
Samokov**



Team Manual

www.Samokov2014.eu

SPAR European Cross Country Championships

14 December 2014

Samokov, Bulgaria



SPAR European Cross Country Championships Samokov



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1. GENERAL INFORMATION

1.1 Host City Samokov

Samokov is a town in the southwest of Bulgaria. It is situated in a basin between the mountains Rila and Vitosha, 55 kilometres from the capital Sofia. The total population of the Municipality is 28,000 inhabitants.

Samokov is the capital of winter sports, but now here you can practice many different sports. The Municipality has a multipurpose arena with a capacity for 25 different sports. A stadium, a motor-cycle track, shooting range, outdoor tennis courts, football field and mini football playground are also available on the territory of the Municipality. There are good conditions for extreme sports such as mountain climbing, hang gliding, paragliding, rafting and more.



The actual venue for the SPAR European Cross Country Championships 2014 is in fact the mountain resort Borovets where both the competition course and the accommodation of all participants are located.

Mountain resort Borovets is just 10 km south from Samokov at an altitude of 1350m. It is the oldest and largest winter complex of Bulgaria. It offers opportunities for all kinds of winter sports, combined with high quality service, modern facilities and equipment. There are 24 ski runs with a total length of 58 km. Borovets offers excellent opportunities for recreation in the other seasons of the year too. It is the starting point for trekking up the highest peak on the Balkan Peninsula, Musala peak, 2925 m. Hunters and safari lovers can indulge their pleasure in hunting facilities in the municipality. Various opportunities are available for fishing, kayaking, horseback riding and other adventures. The Borovets Mountain Bike Park, was recently created with over 20 km of marked trails in different levels of difficulty, suitable for both beginners and advanced bikers.



1.2 Business Hours Shops, Government Offices, Banks

Most shops are open from 09:00 to 19:00 on weekdays, from 10:00 to 14:00 on weekends. It is recommended however to check the opening hours displayed in the shops.

Government offices work from 09:00 to 17:00 on weekdays.

The Banks are open from 09:00 to 16:00 on weekdays.



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1.3 Other useful information

- Official language** Bulgarian;
The Cyrillic alphabet is used for reading and writing in Bulgarian
- Time zone** GMT + 2 hours / CET +1 hour in winter time
- Electricity specifications** 220V 50 Hz
Plug with two parallel round prongs (Type C & F)



- Tap water** Safe to drink
- Telephone code** International country code for Bulgaria: +359
- Currency** BGN - Bulgarian Lev (lv). One lev consists of 100 stotinki
1 EUR = 1.95 lv (fixed rate) ◀ ▶ 1 lv = 0.48 €
- Money exchange** There are many currency exchange offices offering a range of exchange services. You should be careful though to choose a bureau with clearly displayed rates on the front and make all transaction inside the office. Never trust anybody on the street! Better exchange your money in a bank office





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2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President	Hansjörg Wirz (SUI)
First Vice President	José Luis de Carlos (ESP)
Vice Presidents	Karel Pilny (CZE) Jean Gracia (FRA) Christian Milz (SUI) Francesco Arese (ITA) Sylvia Barlag (NED) Jonas Egilsson (ISL) Liam Hennessy (IRL) Frank Hensel (GER) Dobromir Karamarinov (BUL) Toralf Nilsson (SWE) Erki Nool (EST) Antti Pihlakoski (FIN) Jorge Salcedo (POR) Gabriela Szabo (ROU) Salih Munir Yaras (TUR) Vadim Zelichenok (RUS)
Director General	Lamine Diack (SEN)
Council Members	Carl-Olaf Homén (FIN)
IAAF President (ex officio member)	
European Athletics Honorary Life President	

2.2 European Athletics Delegates

Vice President	José Luis de Carlos (ESP)
Technical Delegate	Jos Van Roy (BEL)
Doping Control Delegate	Zoran Vrbancic (CRO)
Event Presentation Consultant	Pavel Prusa (CZE)
Jury of Appeal (3)	(to be appointed with a fourth replacement at the Technical Meeting)

2.3 European Athletics Office

European Athletics Office
Avenue Louis Ruchonnet, 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 Bulgarian Athletic Federation

President	Dobromir Karamarinov
Vice Presidents	Asen Hristov Ruen Panchev
Council Members	Rumen Yonkov Zlatin Yonkov



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2.5. Local Organising Committee

President	Dobromir Karamarinov, President Bulgarian Athletic Federation
Honorary President	Vladimir Georgiev, Mayor of Samokov Municipality
LOC Event Coordinator	Galia Puhaleva
Operations	Anton Bonov
Venue setting coordinator	Slaveyko Gerginov
Course Manager	Kostadin Chiflidzhanov
Logistics & Accommodation	Joanna Dochevska
Medical & Anti-Doping	Dr. Angel Lozanov
Security	Diyan Ivanov
Ceremonies & Protocol	Velina Tsekova
Marketing & Promotion	Yana Kasova
Communications Manager	Plamen Valkov
Website Manager	Georgi Puhalev
Transportation Manager	Rumen Rangelov
Finance	Georgi Georgiev
IT Manager	Atanas Puhalev Dipl.eng.
Volunteers	Nikoleta Aleksandrova

2.6. Competition Organisation

Competition Director	Kostadin Chiflidzhanov
Meeting Manager	Apostol Slavchev
Technical Director	Slaveyko Gerginov
Event Presentation Manager	Iliya Iliev
Call Room Referee	Grigor Gutev
Referees	Emil Zdravkov
Technical Information Centre Manager	Ivan Slavchev
Secretary of the Jury of Appeal	Ivan Slavchev



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2.7 Participating Federations (based on the preliminary entries)

Country	Junior W	Junior M	U23 W	U23 M	Senior W	Senior M
ALB	0	0	0	0	1	1
AUT	1	4	0	1	2	2
AZE	1	0	0	0	0	0
BEL	2	2	1	1	2	6
BIH	0	1	0	1	0	0
BLR	0	0	3	1	0	1
BUL	5	4	3	1	4	5
CRO	1	1	1	1	1	1
CZE	1	5	1	1	1	1
DEN	6	4	1	6	5	6
ESP	4	4	4	4	6	6
EST	1	0	0	0	1	1
FIN	4	4	4	0	1	1
FRA	6	6	6	6	6	6
GBR	6	6	6	6	6	6
GER	5	5	5	5	1	1
HUN	0	0	0	1	0	0
IRL	6	6	6	6	6	6
ITA	5	5	5	5	5	6
LAT	1	1	1	1	1	3
LTU	0	2	0	0	0	0
MKD	1	1	0	1	1	4
MON	0	0	0	0	0	1
NED	0	4	2	0	2	1
NOR	5	1	0	5	1	3
POL	1	5	1	5	1	1
POR	5	5	5	5	5	5
ROU	6	6	5	5	4	4
RUS	0	5	5	5	0	0
SLO	1	1	1	2	0	1
SRB	4	4	4	4	4	4
SUI	2	1	1	2	0	3
SVK	1	1	0	0	1	1
SWE	4	5	0	1	4	1
TUR	6	6	6	6	6	6
UKR	4	4	4	4	2	4
Total	95	109	81	92	80	98



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3. ARRIVALS

3.1 Arrival by Air

The official airport is Sofia International airport which is situated 65 km from the mountain resort Borovets where the competition course and team accommodation are located.

Upon arrival at Sofia Airport, the teams will be met by volunteers. The Welcome Desk is situated in the arrival area of Terminal 2 at the airport which is the main Terminal for the regular flights. It will be open on 11 and 12 December from 08:00 to 20:00 (depending on travel schedules). For earlier or later arrivals the guests will be welcomed by LOC members individually.

Member Federations are kindly requested to properly indicate the Terminal of arrival / departure when doing their final entries in the Arena system. There will be no welcome desk on Terminal 1, however volunteers will be available to pick up the teams arriving there (mainly low cost flights) according to travel schedules.

After collecting luggage, team members will be escorted to the official buses by the welcome desk staff and taken to the team hotel, approximately 80 minutes' drive from the airport.

3.2 Arrival by Train or regular Bus Line

There will be no Welcome Desks at the main railway station and at the main bus station in Sofia. Teams arriving by train or regular bus line 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 hotel, where representatives from the LOC will welcome them.

3.4 Visa Requirements

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

The following countries require visas to enter:

ALB*, ARM, AZE, BLR, GEO, MKD*, MDA*, MNE*, SRB*, TUR, UKR

* Citizens of ALB, MKD, MDA, MNE and SRB who have passports with biometrical data can freely enter Bulgaria

Holders of valid Schengen visa can enter Bulgaria without a separate Bulgarian visa (multiple entry Schengen visa is recommended).

Those Federations who need visa for Bulgaria are kindly requested to send well in advance their list of participants including the passport data of each person (names, date of birth, passport number, passport validity date) to Galia Puhaleva at galia@bulathletics.info, in order to receive a visa invitation letter. Please take note that the standard visa issuance takes up to 14 days.

In case of problems please contact the Local Organising Committee:

Galia Puhaleva

e-mail: galia@bulathletics.info; bul@mf.iaaf.org

tel: +359 2 9885462 ; mobile: +359 888 566603



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4. TRANSPORT

4.1 Transportation Desk

The Transportation Desk will be located at the Team Hotel Rila in the Triaditsa room, same room as the Accreditation Centre. The Transportation Desk will have the following opening dates/hours:

Thursday 11 December 2014	12:00 – 19:00
Friday 12 December 2014	09:00 – 19:00
Saturday 13 December 2014	08:00 – 19:00
Sunday 14 December 2014	08:00 – 19:00
Monday 15 December 2014	08:00 – 12:00

4.2 Bus Service

A regular bus service will be provided between the team hotels, official training/venue inspection, social functions, and the competition venue. Transfer times between the hotel and the competition venue will be less than 10 minutes.

Full details of the transfer schedules between the teams' hotel and the various venues will be available at the Information Desk in the hotel.

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 Information Desk in the hotel.



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5. ACCOMMODATION

5.1 General Information

A 4 star hotel in the Borovets mountain resort providing full board accommodation, is reserved for the teams.

Hotel Rila,
2010 Borovets, Bulgaria
<http://www.rilaborovets.com>

The hotel is situated in the centre of the resort Borovets, 4 km / 8min drive from the competition course.

The hotel has a 25m indoor swimming pool whose access is free for hotel guests. Free Wi-Fi is available in the hotel lobby.



5.2 Information Desk

An Information Desk will be located in the lobby of the team hotel with qualified personnel offering relevant information about all aspects of the SPAR European Cross Country Championships Samokov 2014. The Information Desk opening hours will be as follows:

Thursday 11 December 2014	12:00 – 19:00
Friday 12 December 2014	09:00 – 19:00
Saturday 13 December 2014	08:00 – 19:00
Sunday 14 December 2014	08:00 – 19:00
Monday 15 December 2014	08:00 – 12:00

5.3 Official Hotels

The official hotels for the SPAR European Cross Country Championships Samokov 2014 are:

Team Hotel

Hotel Rila,
2010 Borovets, Bulgaria
<http://www.rilaborovets.com>

European Athletics Family Hotel

Euphoria Club Hotel & Spa
Shiroka polyana 216,
2010 Borovets, Bulgaria
<http://www.borovetseuphoria.com>



Media Hotel

Hotel St. George
2010 Borovets, Bulgaria
<http://st.george-borovets.com>



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

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

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 - 40	15	5
41 - 45	17	6
46 - 50	18	7
51 - 55	19	9
56 - 60	20	10

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

Group	Single room	Twin room
Athletes outside the quota and in ratio officials	75 EUR*	75 EUR
Officials outside the ratio	90 EUR	80 EUR
Additional nights (Athletes and Officials)	90 EUR	80 EUR

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 the additional single room is 90 EUR.

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.



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5.4.1 Payment Procedures

The final invoices will be sent to the Member Federations after the final entries closing. Federations are kindly encouraged to make an advance payment. Advance payments should be made in Euros by bank transfer to the following account:

Beneficiary:	Bulgarian Athletic Federation
Bank name:	First Investment Bank
Bank address:	10, Stefan Karadzha Str. 1000 Sofia, Bulgaria
BIC (Swift):	FINVBGSF
IBAN:	BG70 FINV 9150 1214 8224 04

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

If not made in advance 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 credit card or by cash in Bulgarian levs or Euros. MasterCard and Visa credit cards are accepted.

The Team Leader must settle all other services at the hotel reception, before departure. All payments must be made in Bulgarian levs or by credit card.



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5.5 Meals

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

Thursday 11 – Friday 12 – Saturday 13 – Monday 15 December 2014

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

Sunday 14 December 2014

Breakfast	from 06:30 to 11:00
Lunch	from 12:00 to 17:00
Dinner	from 18:00 to 21:00
Closing Party	from 21:30

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

For lunch and dinner, mineral water is available free of charge. All other drinks have to be paid for.

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 and Physiotherapy Rooms for Teams

There will be rooms reserved for teams meetings and physiotherapy 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.

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 Accreditation Centre located in Triaditsa room in the lobby of the team hotel. The Team Leader will be responsible for collecting the team's accreditation cards. The Accreditation Centre opening hours will be as follows:

Thursday 11 December 2014	12:00 – 19:00
Friday 12 December 2014	09:00 – 19:00
Saturday 13 December 2014	08:00 – 19:00
Sunday 14 December 2014	08:00 – 19:00
Monday 15 December 2014	08:00 – 12:00



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Team Leaders are requested to take the athletes' passports 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. 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. 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 TIC. Only athletes who are directly involved in the competition will have access to the call room and to the course.

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

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

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.



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7. TECHNICAL INFORMATION

7.1 The Course

The 21st edition of the SPAR European Cross Country will be disputed on a 1455m lap course with a smaller lap of 610m to adjust the races to the official distances. The terrain is quite challenging with natural curves and undulations. The surface is dirt road and grass. The championships course is located 1300m above the sea level.

The distances per race are as follows:

Category	Total Distance	Race composition
Junior Women	4158m	2 short laps, 2 long laps
Junior Men and U23 Women	6223m	3 short laps, 3 long laps
Senior Women and U23 Men	7913m	1 short lap, 5 long laps
Senior Men	9978m	2 short laps, 6 long laps

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.

From Saturday 13 December the TIC is located at the competition venue.

Opening hours:

Saturday 13 December 2014 09:00 – 12:00

Sunday 14 December 2014 08:00 – 16:00

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

- Settlement of technical enquiries from delegations
- Competition information
- Recovery of items confiscated at the Call Room
- Requests for additional doping control tests
- Urgent notices – collection and delivery of any urgent written notices to the Team Delegations from Technical Delegate, European Athletics and LOC
- Publication and distribution of results (results will also be displayed at the teams tent)
- 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.



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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 or after the technical meeting.

7.3 Technical Meeting

The Technical Meeting will be held on Saturday 13 December at 12:00 in the team hotel, room "Sredets" on the second floor above the restaurant.

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 hotel before 10:00 on Saturday 13 December 2014 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 Delegate)
- Jury of Appeal
- Competition Director
- Competition Officials
- TIC Manager
- 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
- 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 Party
- 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

In the end of the Technical Meeting and in the same room there will be a presentation from the SPAR European Cross Country Championships 2015 organiser.

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 13 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.



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7.6 Training

The Course will be open for training on

Saturday 13 December from 10:00 to 12:00

Transport will be provided from the teams' hotel to the course by shuttle busses every 10 minutes. Detailed transportation schedule will be 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 by the Technical Delegate an official document stating their date of birth.

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

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

8.1.1 Final Entries

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

Final entries indicating the names and individual logistical information (**detailed travel arrangements, accommodation request and rooming list**) of the competitors and of the officials must be received not later than 5 (five) days before the first competition day. According to the regulations the deadlines for the final entries are:

- Opening of the final entries: Thursday 20 November 2014
- Deadline for the final entries: Thursday 4 December 2014, 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.



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

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

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 in the Accreditation Centre upon arrival **or no later than 09:00 on Saturday 13 December at the TIC or 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.

8.2.1 Withdrawal

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

8.3 Scoring

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

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

8.3.1 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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 4 December 2014 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.



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9. COMPETITION PROCEDURE

9.1 Timetable

The timetable on Sunday 14 December 2014 will be:

Event	Start Time
Opening Ceremony	10:15
Junior Women	10:30
Junior Men	10:48
<i>Junior Women Victory Ceremony – Individual</i>	<i>11:14</i>
<i>Junior Women Victory Ceremony – Team</i>	<i>11:19</i>
U23 Women	11:32
<i>Junior Men Victory Ceremony - Individual</i>	<i>11:58</i>
<i>Junior Men Victory Ceremony – Team</i>	<i>12:03</i>
U23 Men	12:16
<i>U23 Women Victory Ceremony - Individual</i>	<i>12:48</i>
<i>U23 Women Victory Ceremony – Team</i>	<i>12:53</i>
Senior Women	13:06
<i>U23 Men Victory Ceremony - Individual</i>	<i>13:40</i>
<i>U23 Men Victory Ceremony – Team</i>	<i>13:45</i>
Senior Men	13:58
<i>Senior Women Victory Ceremony - Individual</i>	<i>14:37</i>
<i>Senior Women Victory Ceremony – Team</i>	<i>14:42</i>
<i>Senior Men Victory Ceremony - Individual</i>	<i>14:55</i>
<i>Senior Men Victory Ceremony – Team</i>	<i>15:00</i>
Closing Ceremony – Flag Handover	15:13

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 clothing in dedicated baskets identified with the respective country code name (one for each Federation). These will be transported by the LOC staff from the start to the mixed zone.



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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	10:05	10:20	10:30
Junior Men	10:23	10:38	10:48
U23 Women	11:07	11:22	11:32
U23 Men	11:51	12:06	12:16
Senior Women	12:41	12:56	13:06
Senior Men	13:33	13:48	13:58

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 Competition Preparations

9.4.1 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.

9.4.2 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.

9.5 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.

9.6 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.

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 zone. One exception though is the Senior Men who will be accompanied directly to the Victory Ceremony zone 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.



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9.7 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.

9.8 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.

9.9 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.

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 zone.

Only Senior Men athletes attending the individual victory ceremony will be accompanied directly from the finish line to the Victory Ceremony preparation room (without going through the Mixed Zone). Their bags with clothes and shoes will be taken to this area by the volunteers. **Therefore, Senior Men are urged to have their clothing and shoes in their individual backpack, with their bib number attached to their bag as it will be taken directly to the Victory Ceremony preparation room by volunteers and so should be easily and clearly identifiable.**



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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 Bulgarian and English.

10.3 Start Lists

Start Lists will be available for the Team Leaders at the end of the Technical Meeting on Saturday 13 December and will be displayed at the Info Desk in the 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 made available at the Team Hotel Information Desk.



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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 Angel Lozanov on the following number +359 884 402 145

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 doctors, will be stationed 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 allowed on the course. The respective physician will decide on 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 injured or is in need of other medical attention.

11.1.3 Physiotherapy

For teams requiring physiotherapy services there will be a team of physiotherapists available at the Team Hotel in room Diel at the ground floor in the following schedule:

Friday 12 December	14:00 – 19:00
Saturday 13 December	09:00 – 19:00

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

Sunday 14 December	09:00 – 16:00
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11.1.4 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.

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.



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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.

11.2.1 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.

11.2.2 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.



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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. OPENING CEREMONY AND CLOSING PARTY

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, Team Leader or any representative as registered through the Dinner reply form sent back to the European Athletics Office. The dinner will be held at 19:30 on Saturday 13 December at St. George restaurant in Borovets, which is located within walking distance from the Team Hotel. 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. Volunteers will assist the guests in finding the way to the restaurant. Exact schedule will be provided at the Information Desk in the Team Hotel.

13.2 Opening Ceremony

The Opening Ceremony will take place on Sunday 14 December at 10:15 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 next organisers and will take place Sunday 14 December at 15:13 on the competition course.

13.4 Closing Party

The Closing Party will take place on Sunday 14 December at 21:30 at the Team Hotel in the main restaurant and the room Sredets right above it. Everyone with accreditation 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, 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.



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15. CONTACT DETAILS

For further details about the SPAR European Cross Country Championships 2014 in Samokov please contact:

Bulgarian Athletic Federation
75, Vassil Levski blvd. 1040 Sofia, Bulgaria
tel: (+359 2) 988 54 62; 93 00 669; 93 00 631
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Mrs Galia Puhaleva
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e-mail: galia@bulathletics.info, bul@mf.iaaf.org
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16. GREAT EDINBURGH INTERNATIONAL CROSS COUNTRY – TEAM EUROPE SELECTION

Team Europe will be selected, in principle, after the end of each race at the SPAR European Cross Country Championships Samokov 2014. 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 2014 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.

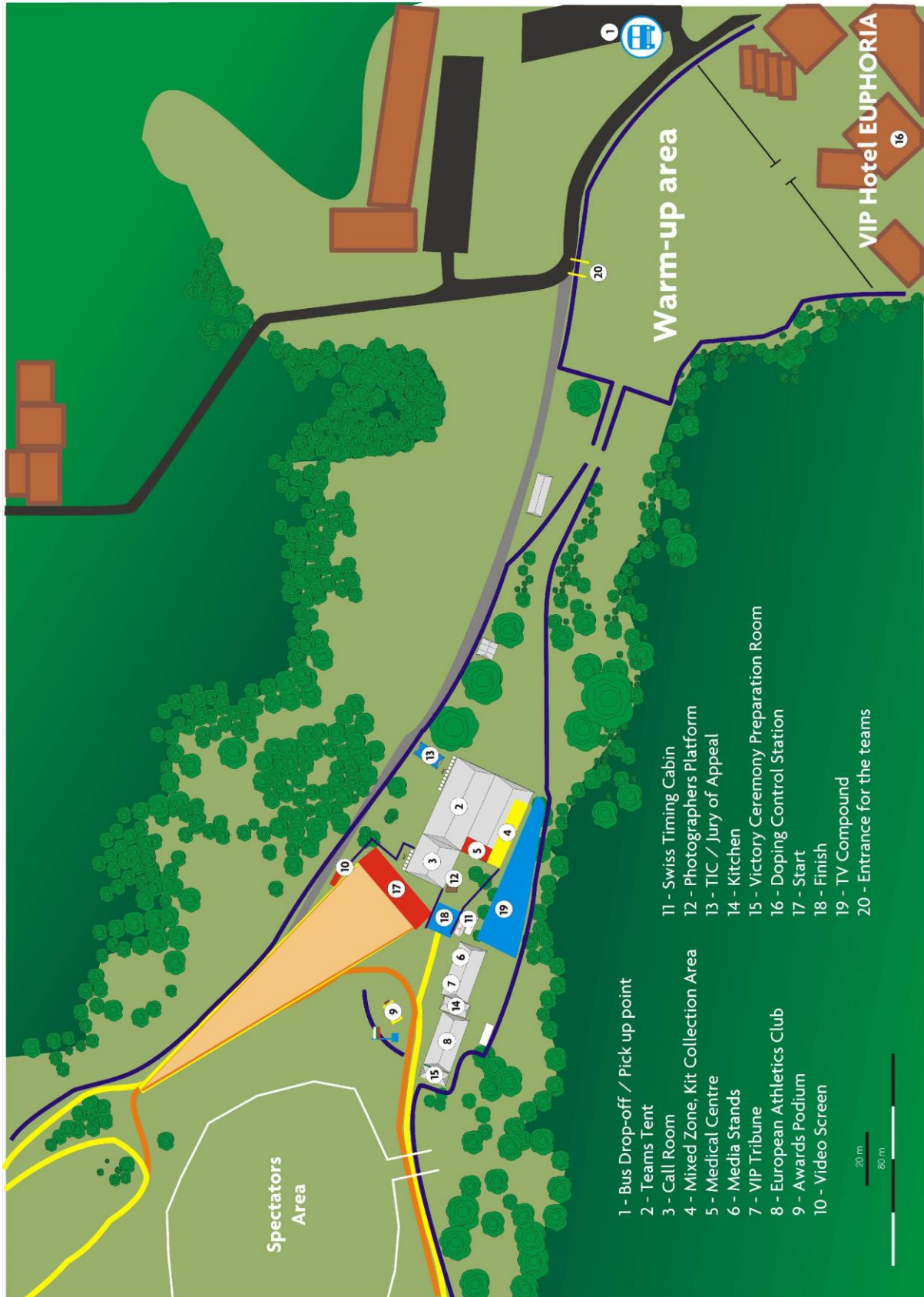
The names of the selected athletes will be put up at the TIC and the Welcome Desk at the Team Hotel immediately after the final race of the day. The selected athletes and their respective Team Leaders are kindly requested to come to a designated meeting room at 17:00 in the team hotel to confirm participation and receive all the information about the Great Edinburgh International Cross Country event. Selected athletes, who confirm participation, will also be issued air-tickets and invitation letters in order to expedite visa processes.

The nomination of Team Europe's officials (physician/medical doctor (1), physiotherapist (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.

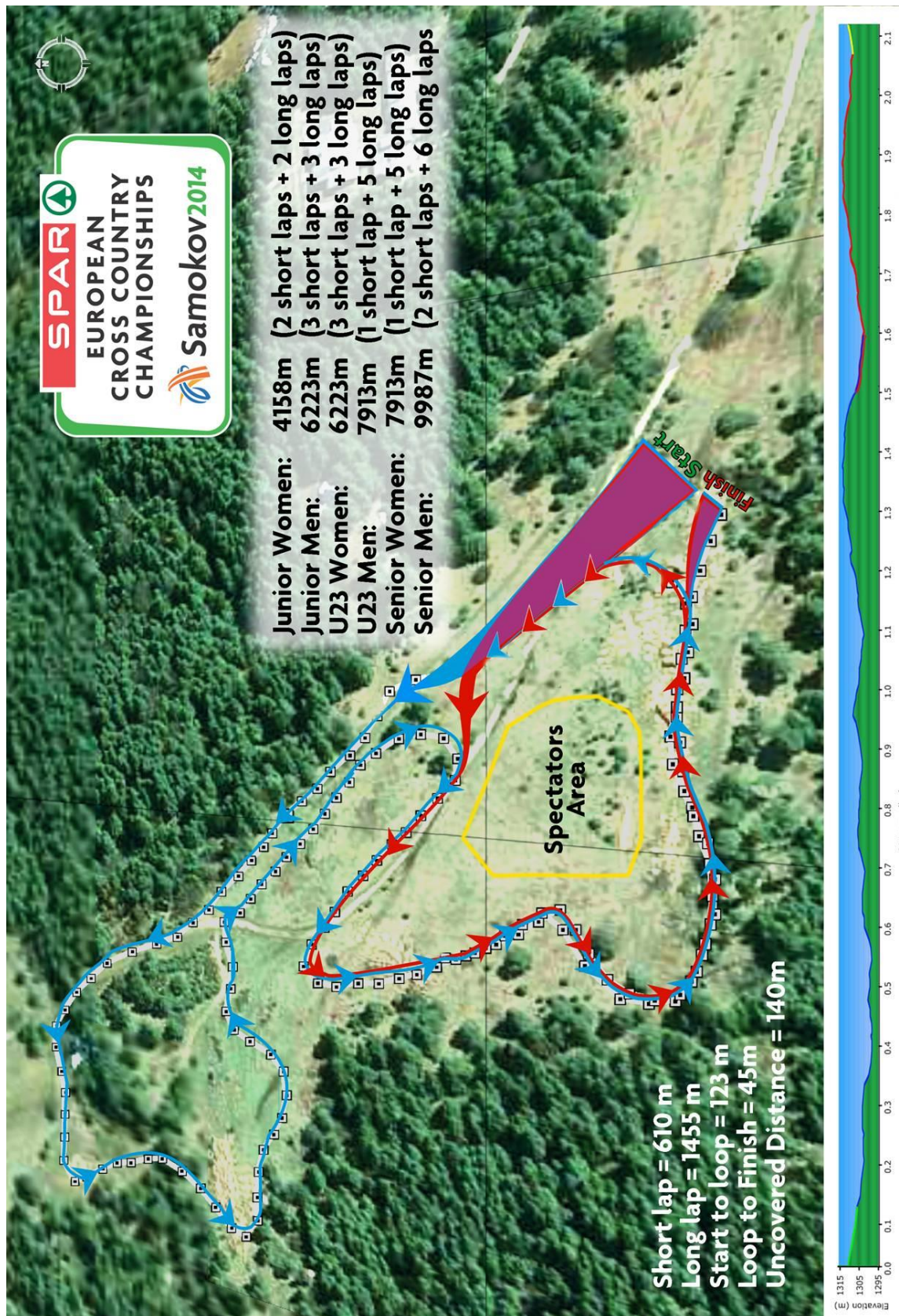
The Great Edinburgh International Cross Country will take place on the 10 January 2015.

17. APPENDICES

Appendix 1 – Plan of the Competition Venue



Appendix 2 – Map of the course and course profile





INTERNATIONAL PARTNERS



OPERATED BY EBU

NATIONAL PARTNERS



HOST INSTITUTIONS

