

CROSS COUNTRY  
CHAMPIONSHIPS

Brussels 2023



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10  
December  
2023

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# Team Manual



**29<sup>th</sup> SPAR European Cross Country  
Championships  
Brussels/BEL**



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**Team Manual**

SPAR European Cross Country Championships  
10 December 2023, Brussels, Belgium



**29<sup>th</sup> SPAR European Cross Country  
Championships  
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## 1. GENERAL INFORMATION

### 1.1 Host Country BELGIUM

Form of Government	Federal, representative democratic, constitutional monarchy
Location	Europe
Area	1020 Brussels - Laeken Park
Population	11.67 million
Coastline	North Sea
Climate	Temperate maritime climate
Language	DUTCH / FRENCH / GERMAN
Religion	Catholicism (44%); Protestantism (1%); Eastern Orthodoxy (1%); Christians (3%); No religion (41%)
Capital	BRUSSELS
Local Time	Belgium the standard time is Central European Time (UTC+01:00).
Electricity	Plug types C, E & F
Driving	Right side of the road
International Calls	+32
Telephone Country Code	+32
Mobile Phone Networks	Base, hey!, Mobile Vikings, Orange, Proximus, Scarlet, Telenet.
Currency	EURO

### 1.2 Host City Brussels

Brussels, the “Heart of Europe”, has a lot to offer. There’s its centre, with the Grand Place’s Gothic town hall and imposing Saint Hubert galleries, home to the best chocolatiers in the country. There are luxurious shops, culturally diverse cultural offering areas, stately districts full of Art Nouveau architecture and green refuges such as Jubelpark. Explore the city’s culinary opulence in countless cafés and restaurants and the cultural opulence of over a hundred museums. Brussels is everything at once.

Brussels is also the capital of the Brussels-Capital Region, of Flanders and of the French Community of Belgium.

Whether you're a spectator or a participant (or both): if you love sports, a visit to Brussels will definitely get your heart rate pumping. In addition to numerous sports clubs and facilities across the region, our capital city boasts a huge range of sporting events: from large, prestigious gatherings like the Brussels Diamond League Meeting or the Brussels Marathons to fun activities open to all levels of fitness.



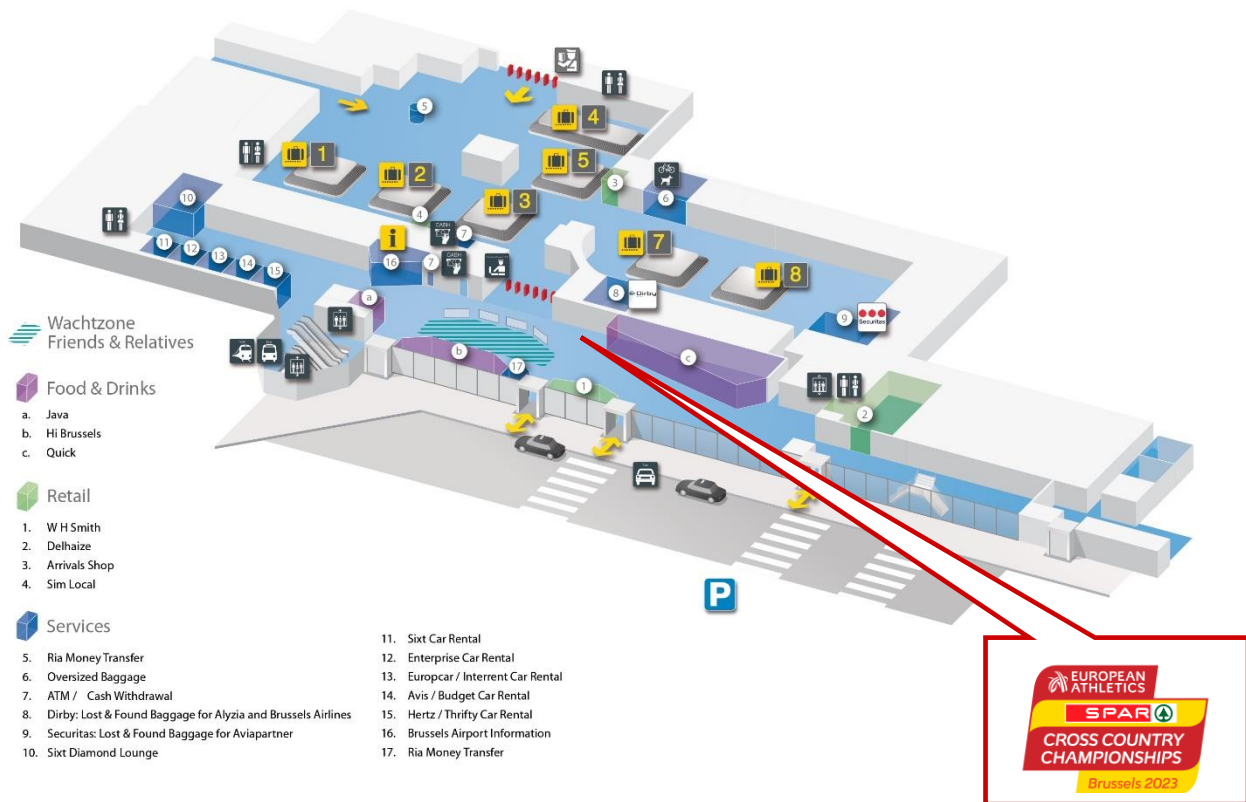
## 2. TRANSPORTATION

### 2.1 Arrivals

#### 2.1.1 Official Airport and Welcome Services

The official airport, located at 16 km from the official course at Laeken Park, is Brussels International Airport, where the LOC will provide adequate welcome services.

Upon arrival at Brussels Airport the teams will be met by the LOC at the Welcome Desk located in the arrivals area (after baggage reclaim). Upon arrival teams will be escorted to the team buses pick-up point by LOC volunteers.



Please report to the Welcome Desk or contact the LOC transportation department +32 479 45 99 26 (during race week) in case you need any support.

The transfer time from the airport to the official hotels is 30 minutes approximately, depending on the traffic conditions.

For any last-minute changes after closing of the Final Entries please send updated travel details to [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com) with copy to [competition@european-athletics.org](mailto:competition@european-athletics.org).



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### 2.1.2 Arrival By Train

Teams arriving by train to Brussels-North Railway Station (Bruxelles-Nord) shall proceed to the main departure/arrival hall of the station, where representatives from the LOC will welcome them and guide them to the Team Hotel located app. 5 minutes' walk from the train station.

For any last-minute changes after closing of the Final Entries please send updated travel details to [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com) with copy to [competition@european-athletics.org](mailto:competition@european-athletics.org).

### 2.1.3 Arrival By Road

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

### 2.1.4 Entry visas

If you are a citizen of the following countries, you will need a tourist/visitor short stay visa to enter Belgium for a maximum of 90 days: Armenia, Azerbaijan, Kosovo, Türkiye

It is the federations' own responsibility to apply for visas at the embassies or consulates and to make sure that all documents required for the application are complete. Incomplete applications slow down the process and may lead to a visa not being issued on time.

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

Participants who require a visa should contact the LOC to obtain a special invitation letter by sending an e-mail to [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com) with the following information:

- Full name (first name and FAMILY NAME as shown in passport)
- Nationality
- Date of birth
- Passport Number and passport expiry date
- Function in the Team (athlete or official)

### 2.1.5 Insurance

According to the Regulation 1610.9 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.

## 2.2 Local Transportation

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





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### 2.2.1 To the competition venue

Transfer times between the Team Hotel and the competition venue will be between 15 and 20 minutes depending on the traffic conditions.

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

### 2.3 Departure

A shuttle service will also be in place for team departures. The frequency of this service will be based on the departure schedule, which will be posted at the Information Desk of each team hotel at least 24 hours before departure.

Teams will be asked to provide full travel details together with the final entries. Team leader will have to confirm departure details during the accreditation process. Any changes to the provided details shall be communicated to the LOC (Information Desk at the team hotel), at least 48 hours before departure.



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## 3. ACCREDITATION

### 3.1 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.

A photo (passport type, jpeg format, max 500kb in size) is required for the accreditation. Photos must be uploaded online through the European Athletics Entry System. The upload function will be available during the final entries from 14 to 30 November 2023. Any insufficient photo will be required to be re-taken on site during accreditation process.

Any lost or damaged accreditation cards should be reported to the Main Accreditation Center or TIC at the competition venue. Duplicate cards can be obtained where proof of identity can be established at a charge of 50 EUR.

**Unauthorised use of an accreditation card will result in the card being confiscated.**

### 3.2 Procedure for minor athletes

**All athletes who have not yet reached the age of 18 on the day of their arrival to Belgium must sign and submit an official declaration and parental consent form** to be eligible for participation at the SPAR European Cross Country Championships 2023. The form must be also signed by the athlete's parent/guardian and acknowledged by the representative of the respective Member Federation. The duly signed forms must be obtained, received, and stored by the concerned Member Federation and made available for European Athletics where requested.

### 3.3 Accreditation Centre

The Teams' Accreditation Centre will be located at official Team Hotel (Thon Hotel Brussels City Centre). This is where the Team Leader shall report as soon as possible after his arrival, in order to carry out the administrative procedures.

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

Date	Opening hours
04 – 06 December 2023	15:00 – 17:00
07 – 09 December 2023	09:00-18:00 <sup>1</sup>
10 December 2023	09:00 – 13:00

In case of arrival outside of the opening times, Team Leaders are kindly requested to report to the Teams' Accreditation on the next morning.

<sup>1</sup> Opening times will be according to the arrival times of the teams



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### 3.4 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the Member Federation through the European Athletics Event Management System. No changes will be accepted after the final entries deadline.

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

- LOC accommodation invoice
- Check of athletes' passport (or a copy) for U20 and U23 age groups – if necessary
- Uniform check
- Collection of competition related forms, information and bibs
- Confirmation of departure details

### 3.5 Access Areas for Teams and Special Passes

All team accreditation cards will allow access to the team areas, warm-up area, TIC, changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the course. Furthermore, the accreditation can be used to access the Team Shuttle Buses.

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

European Athletics shall provide special passes as required for the following zones:

- Mixed zone (for access to athletes at the end of the mixed zone) – one per team.
- Doping Control (to be given to the athlete selected for testing at the moment of notification)



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### 4. ACCOMMODATION

#### 4.1 General Information

The LOC has made accommodation arrangements for team members in one hotel.

The hotels will officially open with full services on Wednesday 6 December 2023. If members of your federation are planning to arrive earlier, please contact the LOC via [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com) well in advance to make sure specific arrangements are made.

#### 4.2 Official Hotels

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

##### Teams Hotel

Thon Hotel Brussels City Centre  
Avenue du Boulevard 17,  
1210 Sint-Joost-ten-Node  
Belgium

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

##### European Athletics Family Hotel

DoubleTree By Hilton Brussels City  
Ginestestraat 3,  
1210 Brussels  
Belgium

#### 4.3 Accommodation Costs and European Athletics Quota

##### 4.3.1 European Athletics Quota

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

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

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

##### 4.3.2 Ratio of Athletes & Officials

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

Number of Athletes from - to	Number of Team Officials up to <sup>(1)</sup> :
1 - 3	3
4 - 6	4
7 - 10	7
11 - 15	11
16 - 20	13
21 - 25	17
26 - 30	19
31 - 35	23
36 - 40	25
41 - 45	29
46 - 50	32
51 - 55	37
56 - 60	40
Plus 10	+ 9

- (1) Team Officials include: Head of Delegation, Team Leader(s), Coaches<sup>2</sup>, Medical Staff (medical doctors and physiotherapists), Team Press Liaison and others. The number of above-mentioned team officials is eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.

The teams may purchase additional coach packages (without accommodation and transportation but including accreditation with access to the warm-up, training facilities and team areas) only in case the maximum number of team officials as per the above ratio have been reached and fully used. Those packages will be charged at the rate of 150 EUR for the duration of the Championships and directly incorporated to the invoice of the respective Member Federations.

#### 4.3.3 Accommodation Costs

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

The official period is thus 3 nights: check-in on Friday 8 December 2023 and check-out on Monday 11 December 2023.

The additional nights have been fixed for Wednesday, 6 December and Thursday, 7 December 2023. This means that if your team is planning to stay in the official Team Hotel 'Thon Hotel Brussels City Centre' outside the period from 6 December until 11 December (5 nights), the below rates will not apply and a separate agreement will have to be made directly with the LOC/respective hotels.

<sup>2</sup> Coaches also include Personal Coaches



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The following rates apply for team members. This includes full board accommodation.

Team Members	Single room	Twin room
In-quota Athletes during official period	(N/A)	covered by LOC/EA
Accommodation cost	200 EUR per night	300 EUR per night

All prices include meals, VAT and City tax

For the official period each Team will be allocated a minimum number of single rooms equivalent to 10% of the total number of athletes and officials registered in the Final Entries. Additional single rooms can be requested and will be given according to availability. The price for the additional single room is 200 EUR for the full board accommodation for all days.

In case of later arrival/early departure of the sharing person, the night the twin room is used as a single room will be charged at the rate of the twin room (300 EUR during the official period and for additional nights)

#### 4.3.4 European Athletics Regulation 303.6 and 310.8

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

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

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

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

#### 4.3.5 Payment Procedures

Shortly after the closing of the final entries an invoice will be sent to each Federation detailing the amount they owe based on their final entries. Federations are kindly encouraged to make an advance payment of the outstanding amount by 6 December 2023. Advance payments should be made in Euros by bank transfer to the following account:

Bank account name: Golazo Sports nv  
Bank reference: BNP Paribas Fortis



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Bank account number: 001-6299932-52  
Bank Address: Ridderportmanstraat 1, 3500 Hasselt  
Swift no: GEBABEBB  
IBAN: BE64 0016 2999 3252  
VAT: BE 0442.115.211

Please note, that the team leader is requested to provide the LOC with a proof of payment upon arrival at the Accreditation Centre, otherwise the balance of the payment must be paid on-site by the Team Leader. Payment on-site can be made by credit card<sup>3</sup> (Mastercard & Visa) or by cash in Euros.

### 4.4 Rooming list

Detailed information about athletes and officials' rooming list will have to be entered by the Member Federations during the Final Entries process. For any last-minute changes after closing of the Final Entries please send updated rooming list to [competition@european-athletics.org](mailto:competition@european-athletics.org).

While registering their final entries, Member Federations will be requested to sign a consent form to allow the list of the room numbers for the members of the respective team to be communicated to Sample Collection Officials. Where this information is obtained, it will only be used for the purposes of the blood and urine testing, will be confidentially treated and destroyed once it is no longer required for these purposes.

### 4.5 Meals

Meals will all be served in buffet style. A large selection of suitable food will be available taking into consideration special diets, religion and culture of the participants.

Meals times shall be as follows on pre-and post-competition days:

- Breakfast 07:00 – 10:30
- Lunch 12:00 – 14:30
- Dinner 18:00 – 21:00

Meals times on 10 December (competition day) will be as follows:

- Breakfast 07:00 – 13:00
- Lunch light snacks will be offered in the Team Tent.
- Dinner 17:00 – 20:00

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

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

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<sup>3</sup> In case of payment by credit cards an additional 2% commission will be charged to the teams



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

### 4.6 Services in the Team Hotels

#### 4.6.1 Information Desks

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

Date	Opening hours
06 – 07 December 2023	15:00 – 17:00 <sup>4</sup>
08 – 11 December 2023	09:00 – 17:00

#### 4.6.2 Meeting Rooms

Rooms for meeting opportunities are available at all team hotels. Reservation shall be required via the Information Desk at a reasonable time in advance.

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

Teams requiring any additional service may make separate arrangements through the information desk. There is also the possibility to reserve office/meeting rooms for Teams, with exclusive right for the whole duration of the Championships. Please contact: [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com).

#### 4.6.3 Rooms for Physiotherapy

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

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

#### 4.6.4 Internet Access

Free internet access will be provided at the Team Hotel.

#### 4.6.5 Check-in / check-out times

Check-in after 14:00 and check-out by 10:00.

Please contact the LOC via [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com) for specific arrangements outside these times.

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<sup>4</sup> According to the arrival times of the teams





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## 5. TECHNICAL INFORMATION

### 5.1 Communication with Teams

#### 5.1.1 Technical Information Centre (TIC)

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

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

The TIC will be open according to the following schedule:

Date	Opening hours
Saturday 9 December	10:00 to 12:00
Sunday 10 December	10:00 to 18:00

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

- Display on the relevant notice board of official communications to the teams, including start lists, results and Call Room reporting times
- Distribution of urgent notices to the delegations from the Technical Delegate and competition management
- Receipt of written questions to be answered during the Technical Briefing
- Settlement of technical enquiries from delegations
- Receipt of withdrawal forms
- Distribution of items confiscated at the Call Room
- Managing additional doping control requests
- Protests and written appeals

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

All competition related information will be also sent by emails to the team leaders to the email addresses communicated in the final entries. Any relevant additional email addresses can be communicated to the TIC ([TIC@brussels2023.com](mailto:TIC@brussels2023.com)) prior to the start of the Championships. When the Team Leaders are collecting the team accreditation cards and bibs they will be asked to confirm the e-mail addresses.

Individual communications to specific teams will be nevertheless also posted through the pigeonholes preceded by a notice through Team Leaders' WhatsApp group.

#### Online Confirmation Tool - Virtual TIC

Team Leaders will also be provided with an individual and personalised access to European Athletics Online Confirmation Tool (OCT), where they will be able to



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- make their final confirmations,
- download information posted by the LOC / European Athletics (technical information, start box distribution, call room schedule ...)
- fill-in competition forms (question for Technical Briefing, technical enquiries to TIC, withdrawal forms ...)

The platform will be accessible at a link to be communicated to the Teams at a later stage, together with a detailed user manual.

### 5.1.2 Orientation visit and technical briefing

There will be an orientation visit organised at the course on Saturday 9 December at 10:30, in order for the team leaders to inspect access routes and other facilities which will be important to the teams. Team leaders are to meet LOC members at the TIC, from where they will be escorted to this visit. The inspection will be held in English. The competition venue inspection will be followed by a Technical Briefing.

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

There will be no dedicated transport provided for this activity. Team delegates shall use the Team Shuttle Service from the team hotel. Please refer to the Information Desk in the Team Hotel for detailed information.

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

- Timetable amendments (if any)
- Start procedures
- Mixed relay procedures
- Answers to written questions

Any enquiries concerning the technical conduct of the Championships must be made in writing (in English). These questions will be answered at the Technical Briefing. The forms on which the questions must be written shall be returned to the TIC or filled-in online on the OCT, no later than Friday 8 December at 18:00.

### 5.1.3 Team Leaders' WhatsApp group

A WhatsApp group including all member federations' team leaders will be created on site, in order to offer an additional platform to address instant messages and announcements. Major information of interest for all will be communicated to the teams by the TIC/European Athletics via this group.

## 5.2 Competition venue

### 5.2.1 The course

The 29<sup>th</sup> of the SPAR European Cross Country will be contested on a 1000m and a 1500m lap course. The course is with grass surface and with mud expected due to the time of the year. 3 obstacles will be put on the course.



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Detailed map of the course is available in appendix 2 of this manual.

The distances per race are as follows:

Race	Distance <sup>5</sup>	Number of loops and respective length
U20 Women	5000 m	2 x 1000 m + 2 x 1500 m
U20 Men	5000 m	2 x 1000 m + 2 x 1500 m
U23 Women	7000 m	1 x 1000 m + 4 x 1500 m
U23 Men	7000 m	1 x 1000 m + 4 x 1500 m
Senior Women	9000 m	6 x 1500 m
Senior Men	9000 m	6 x 1500 m
Mixed Relay	4 x 1500 m	4 x 1500 m

### 5.2.2 Training at the Course

The course will be open for training on Saturday 9 December from 10:00 to 12:00.

For the transportation arrangements to the training session please refer to section 2.2. of this manual.

### 5.2.3 Team boxes

Team boxes located in the warm-up area will be assigned to the participating teams according to the number of athletes registered in the final entries. The distribution of the team boxes will be confirmed and communicated shortly after the final entries.

## 5.3 Entry regulations & Final confirmations

### 5.3.1 Entry Rules

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

#### Individual Entries

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

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

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

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

<sup>5</sup> Note: anticipated distances. Exact measurements will be confirmed shortly before the championships.



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### Mixed Relay Teams

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

The running order of Senior Mixed Relay (except for the first runner) is no longer fixed. The team composition and declaration of the first leg runner (as well as the provisional runners of the 2nd, 3rd and 4th legs) is to be announced as per below section.

### 5.3.2 "I Run Clean" Certification

Each European Athletics Member Federation may enter only those athletes who have received and hold a valid certification for having completed European Athletics Anti-Doping Education Programme – I Run Clean. The certification is to be achieved by all athletes in addition to fulfilling any requirements for the qualification for the event they are entered in.

### 5.3.3 Entry Procedures

Entries shall be made through the European Athletics Event Management System, 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

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

- **Opening of the final entries: Tuesday 14 November**
- **Deadline for the final entries: Thursday 30 November, 14:00 (CET)**

Detailed travel and rooming list information will have to be registered for each athlete and official during the final entries process.

### Final Confirmation

Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition **no later than 10:00 on Saturday 9 December**. Confirmation of athletes will not be accepted after the above deadline.

Final confirmations will have to be made online, via European Athletics OCT, which will be accessible at a link to be communicated to the Teams following the final entries (see point 5.1.1).

### Relays Declaration Forms

The composition of each relay team as well as the declaration of the first leg runner (and the provisional runners of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> legs) shall be officially declared online via European Athletics OCT (see point 5.1.1) no later than 12:40 on Sunday 10 December (the first call time of the mixed relay race; as per World Athletics Technical Rule 24.11), however teams are kindly requested to proceed with the confirmation as soon as possible.



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The eventually running order of the athletes confirmed for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> legs shall be declared by the nominated Mixed Relay Head Coach directly at the relay exchange zone within two minutes after the start of the previous leg. Further information about the declaration of the runners and the management of the mixed relay will be provided at the technical briefing (see section 5.1.2).

### **Withdrawals**

Withdrawals after final confirmation, have to be submitted, on the official Withdrawal Form, to the TIC.

## 6. COMPETITION PROCEDURE

### 6.1 Timetable

Please refer to appendix 3 for the competition timetable.

### 6.2 Competition Bibs

#### 6.2.1 General

For individual events, each competitor will receive 4 bibs: 3 name bibs and 1 number bib. The 3 name bibs have to be put as follows: one on the front, one on the warm-up track suit and the other one for the bag. The number bib will have to be worn on the back of the singlet.

Bibs must not be cut, folded or covered in any way.

#### 6.2.2 Mixed Relay

Each runner in a relay team must wear the bib with the official three-letter country code of his/her national federation on his/her front. These bibs will be distributed in the Call Room. On his/her back the runner must wear the personal bib.

### 6.3 Chip Transponders

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



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.



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### 6.4 Competition Clothing

Competitors must wear the Federation's official team clothing. World Athletics TR 5 will be strictly applied. Please make sure to follow the World Athletics Marketing and Advertising Regulations in force. Clothing and items not conforming to this rule and the current World Athletics Marketing and Advertising Regulations will be removed/taped at the Call Room.

The European Athletics has a record of the Team vests of all Member Federations accessible at the following link: <https://eathletics.sharepoint.com/sites/EASExtranet>.

Member Federations shall confirm their team vests. If the uniform on its website. If the uniform displayed differs from your current official uniform, the revised Team Vests form must be uploaded by Thursday 30 November 2023, 14:00 (CET) using the form sent by European Athletics for that specific purpose. 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.

The rule stipulating the compulsory wearing of the official competition clothing will be applied during the competition but also during any victory lap, interviews at the Competition Venue and Medal Ceremonies.

#### 6.4.1 Competition Shoes

All the competition shoes must comply with World Athletics TR5, including the sole and/or heel and the spikes dimensions. It is the athletes' responsibility to make sure that the shoes to be used for competition are on the current list of approved shoes models by the World Athletics. In case of no compliance with the TR5 or the list of approved shoes, an athlete may be not allowed to compete or disqualified after the competition with the result being void. The shoes will be checked at the Call Room as the clothing items.

### 6.5 Call Room

The Call Room is located next to the Team Tent (see detailed map in appendix 1). Access will be allowed to athletes only and according to the following reporting times:

	Report Call Room	Call Room closes	At competition site
<b>U20 Women</b>	11:55	12:00	12:15
<b>U20 Men</b>	12:20	12:25	12:40
<b>Mixed Relay</b>	12:40	12:45	13:00
<b>U23 Women</b>	13:05	13:10	13:25
<b>U23 Men</b>	13:35	13:40	13:55
<b>Senior Women</b>	14:05	14:10	14:20
<b>Senior Men</b>	14:45	14:50	15:05

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.



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In the Call Room the judges will check the following in accordance with World Athletics Rules:

- Competition Bibs
- Shoes and Spikes
- Uniforms
- Any other kind of advertising

Athletes will leave the Call Room ready to compete (in competition clothing only) unless weather conditions require otherwise. Changes to this procedure will be confirmed by the Technical Delegate during the Technical Briefing.

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.

The clothing items left in the Call Room will be brought to the teams' respective box in the Team Tent area.

### 6.6 Specific Event Procedures

Competition Regulations are available at <https://european-athletics.com/competition-regulations>.

#### 6.6.1 Start procedures

Taking into account the space and equal conditions available at start line and first straight, the start procedures detailed in the competition regulations will be adjusted and executed as follows.

After leaving the call room, athletes will have the chance to do some last strides in the start area and will be called back to the pre-start line by competition officials app. 5 minutes before the start.

Selected top athletes – to be confirmed and declared after the final entries – will be presented through a special gate and will have the first option to select a starting position on the start line.

Once all the top athletes are presented and have positioned themselves on the start line, the remaining athletes can advance from the pre-start line to the actual start line and select the position they prefer.

Note: no positions will be allocated to athletes or teams.

Further information about the start procedures will be confirmed and presented during the technical briefing (see section 5.1.2).

#### 6.6.2 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.

#### 6.6.3 Lapped athletes

As per the competition regulation 302.10., lapped athletes cannot continue their race and shall leave the course at the designated “drop-out point” (see appendix 2.) as instructed by the competition officials. Athletes lapped will be included to the results (in the position they were competing at the moment of lapping), but without official time result and thus will not be considered for the calculation of the team results.





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### 6.6.4 Mixed Relay

After the call room procedures all athletes shall proceed to the start line to take part in the team presentation. As soon as the presentation is done, the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> runners will be requested to proceed to the relay exchange zone. Relay teams can be accompanied by a coach who will be allowed to assist his/her athletes in from the respective area in the relay exchange zone. The team coaches (one per relay team) shall report to the Call Room together with the athletes competing in the mixed relay.

### 6.7 Timing & Measurement

The official timing will be provided by ATOS transponder system.

### 6.8 Scoring

Each race shall be scored separately. In all races, 3 (three) athletes shall score. The team results shall be decided by the aggregate of placing recorded by the scoring athletes of each team. The team with the lowest aggregate of placing points will be judged the winner.

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

### 6.9 Ties

In the event of a tie, it shall be resolved in favor 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.

### 6.10 Post Competition Procedures

After the competition, athletes leave immediately through the mixed zone.

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.

The first three athletes in each event may be asked to attend an official press conference. These press conferences will take priority over all other interview requirements. They will usually be held before doping controls.

### 6.11 Protests and Appeals

Protests and appeals are permitted and will be processed in accordance with World Athletics TR 8.

In the first instance, protests must be made orally to the Referee by the athlete himself/herself or by someone acting on his/her behalf or by an official representative of a team (World Athletics TR 8.3). Such



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person or team may protest only if they are competing in the same race to which the protest (or subsequent appeal) relates.

Where the appropriate Referee is not accessible or available, the protest should be made to him through the TIC. 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).

If the final decision of Referee is not satisfactory a written appeal can be submitted to the Jury of Appeal also through the TIC.

Any written appeal to the Jury of Appeal must be made in accordance with World Athletics TR 8.7 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, the team acknowledges that a fee of 100 EUR will be deducted from European Athletics Subvention to be paid by the end of the year unless the appeal is successful. The Jury's decision will be provided in writing.



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## 7. MEDICAL SERVICES & DOPING CONTROLS

### 7.1 Medical Services

The LOC medical service is in charge of any medical assistance to all accredited guests (Teams, LOC personnel, VIP guests and media) as well as, during the competition, to the spectators at the competition venue.

Below you can find information about the medical care sites and relevant instructions.

In case of emergency, please contact the nearest medical first aid station or call the 24/7 Medical Emergency number 112.

#### 7.1.1 Medical Services in the Team Hotels

The main medical centre located at the competition venue serves the athletes, coaches, other team members as well as members of the competition organisation.

Medical services at the Team Hotel will be available on call (see point 7.1.2).

#### 7.1.2 Medical Care at the Competition Venue

A medical tent will be active at the Venue site for acute medical assistance. First aid teams operated by MedPrevent, 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 warm-up area. In case of injuries, only LOC 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 their own team is hurt or is in need of other medical attention.

The medical centre is located next to the Team Tent and will be open according to the following schedule:

Date	Opening hours
Saturday, 9 December	09:30 to 13:00
Sunday, 10 December	10:00 to 18:00

Outside the official opening hours a doctor and nurse will be on duty in case Teams need urgent medical assistance or advice: +32 479 45 99 27.

### 7.2 Physiotherapy Services

#### 7.2.1 Physiotherapy Services in the Team Hotels

There will be some rooms available for physiotherapy use in the Team Hotels, equipped with ice and towels.



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A LOC team of physiotherapists will be also available on call. Athletes willing to book a treatment shall proceed to the Information Desk in the Team Hotel where volunteers will make arrangements according to the availability.

### 7.2.2 Physiotherapy Services at the Competition Venue

There are well equipped physiotherapy facilities in the warm-up area.

All teams have their own facilities prepared as well as a well-equipped physiotherapy room, including the availability of a LOC physiotherapist. The physiotherapy room will be open as follows:

Date	Opening hours
Saturday, 9 December	09:30 to 13:00
Sunday, 10 December	10:00 to 18:00

The team physiotherapists and doctors may use the equipment in the physiotherapy room in co-operation with the medical staff.

### 7.3 Import of Medication and Medical Equipment

Teams can import certain pharmaceutical products for human use without payment of Customs Duty and Value-Added Tax (VTA) when entering Belgium.

### 7.4 Doping Controls

#### 7.4.1 General Information

Doping controls will be conducted in accordance with World Athletics Anti-Doping Rules which are compliant with the WADA code in force since 1 January 2021. The controls will be done under the supervision of the European Athletics Doping Control Delegate. Both urine and blood samples may be collected immediately before, and during, the Championships.

Athletes selected for doping control shall be informed by anti-doping officials. Athletes will be required to sign a doping control notification form after leaving the Mixed Zone. Athletes have the right to be accompanied to the Doping Control Station (DCS) by an accredited team representative of their choice.

A selected athlete should report immediately to the DCS unless there are valid reasons for delay. All selected athletes will be accompanied by a trained chaperone or Doping Control Officer from the time of notification until arrival at the DCS. Athletes are reminded that refusing or failing to comply with the anti-doping procedures may constitute an anti-doping rule violation and could render them liable to disqualification and may result in further disciplinary action.

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



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### 7.4.2 Selection of Athletes

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

### 7.4.3 Additional Controls

Athletes requiring doping control (e.g. for ratification of performance) may request to be tested by reporting to the TIC, where a "Doping Control Request Form" should be completed. They will then be escorted to the Doping Control Station.

The cost of this control (including the sample collection material and requested analysis) will be paid by European Athletics and will be deducted from the member federation's European Athletics subvention after the Championships.



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## 8. CEREMONIES AND SOCIAL FUNCTIONS

### 8.1 European Athletics - LOC Dinner

A European Athletics - LOC Dinner will be held on Saturday 9 December at 20:00 in the centre of Brussels. Up to two persons from each team will be invited. Invitations will be distributed electronically, as long as guest names were previously confirmed.

Name, position and email address of the delegation representative(s) shall be declared latest by 6 December 2023 via email to [teamservices@brussels2023.com](mailto:teamservices@brussels2023.com).

The LOC will provide a shuttle service from the official Team Hotel.

### 8.2 Opening Ceremony

The Opening Ceremony will take place on Sunday 10 December at 12:15.  
No team members will be involved in the ceremony.

### 8.3 Medal Ceremonies

The medal 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.



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## **9. CONTACT DETAILS**

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

Local Organising Committee  
[teamservices@brussels2023.com](mailto:teamservices@brussels2023.com)  
+32 479 45 99 91<sup>6</sup>

European Athletics  
Avenue Louis-Ruchonnet 16  
1003 Lausanne, Switzerland  
Tel: +41 21 313 43 50  
E-mail: [competition@european-athletics.org](mailto:competition@european-athletics.org)  
Web: [www.european-athletics.com](http://www.european-athletics.com)

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<sup>6</sup> Operational during race week



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### 10. APPENDICES

- Appendix 1 – Plan of the Competition Venue
- Appendix 2 – Map of the course, loops and course profile
- Appendix 3 – Timetable
- Appendix 4 – City Map with Team hotels & Championships sites
- Appendix 5 – Key dates and General Programme



# Appendix 1

## Plan of the Competition Venue



# Appendix 2

## Map of the course, loops and course profile





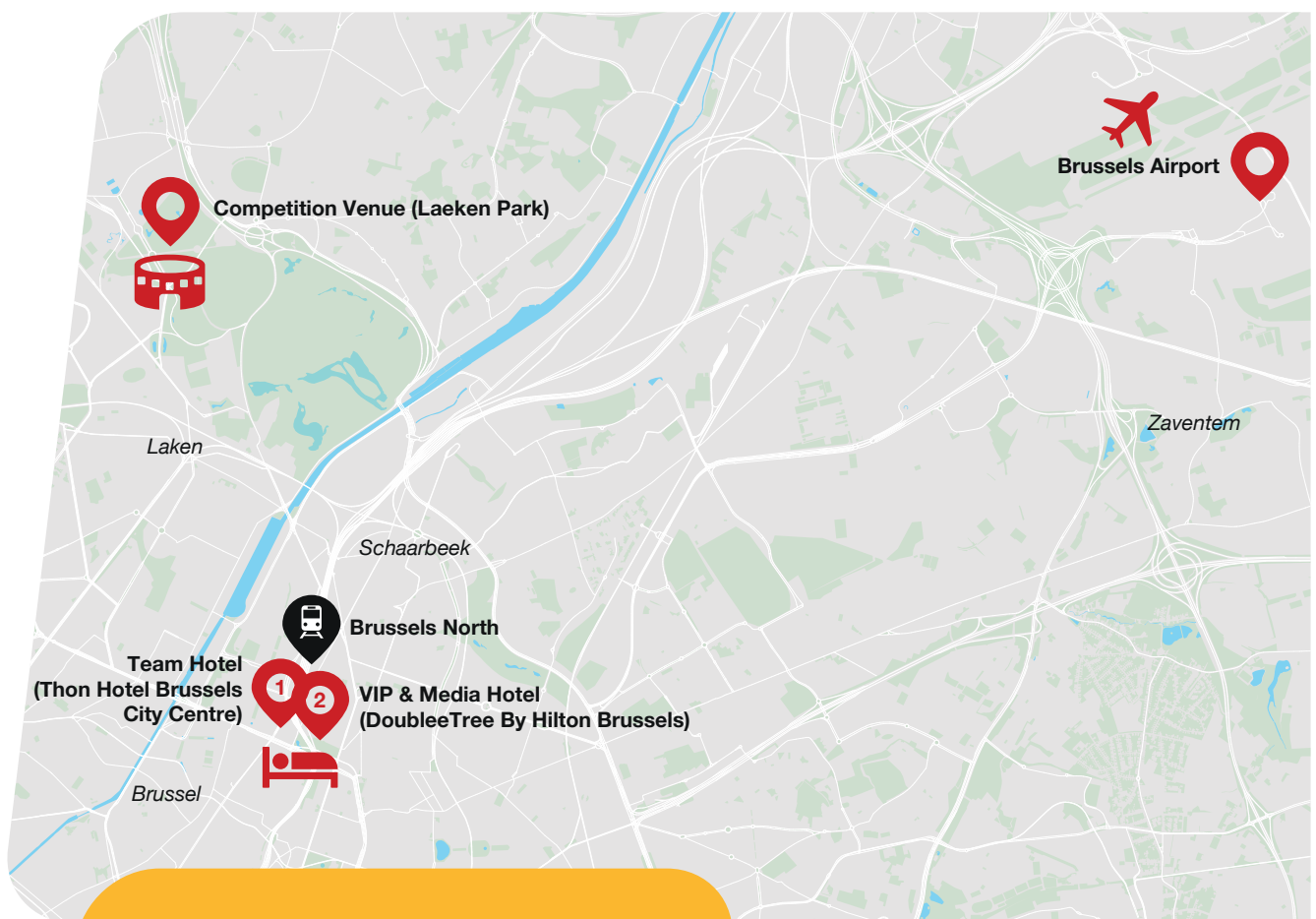
# Appendix 3

## Timetable

12:15	Opening ceremony		
12:25	U20 Women	5.000 m	2 x 1000 m + 2 x 1500 m
12:50	U20 Men	5.000 m	2 x 1000 m + 2 x 1500 m
13:10	Senior Mixed Relay	4 x 1.500 m	4 x 1500 m
13:35	U23 Women	7.000 m	1 x 1000 m + 4 x 1500 m
14:05	U23 Men	7.000 m	1 x 1000 m + 4 x 1500 m
14:35	Senior Women	9.000 m	6 x 1500 m
15:15	Senior Men	9.000 m	6 x 1500 m
16:00	U20 Women Medal Ceremony (individuals)		
16:05	U20 Women Medal Ceremony (teams)		
16:12	U20 Men Medal Ceremony (individuals)		
16:17	U20 Men Medal Ceremony (teams)		
16:25	Mixed Relay Medal Ceremony		
16:32	U23 Women Medal Ceremony (individuals)		
16:37	U23 Women Medal Ceremony (teams)		
16:44	U23 Men Medal Ceremony (individuals)		
16:49	U23 Men Medal Ceremony (teams)		
16:56	Senior Women Medal Ceremony (individuals)		
17:01	Senior Women Medal Ceremony (teams)		
17:06	Senior Men Medal Ceremony (individuals)		
17:13	Senior Men Medal Ceremony (teams)		

## Appendix 4

### City Map with Team hotels & Championships sites



- 1** **Thon Hotel Brussels City Centre** → Laeken Parc  
 6 km (15 min.)  
 Brussels Airport → **Thon hotel Brussels City Centre**  
 15 km (20 min.)
- 2** **DoubleTree by Hilton Brussels** → Laeken Parc  
 6 km (15 min.)  
 Brussels Airport → **DoubleTree by Hilton Brussels**  
 15 km (20 min.)



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**Appendix 5 – Key dates and General Programme**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Place</b>
Wednesday, 06 December		Deadline for accommodation invoice payment	n/a
		Confirmation of attendees at the European Athletics – LOC Dinner	Email
Friday, 08 December	18:00	Deadline for submitting written questions for the Technical Briefing	OCT
Saturday, 09 December	10:00	Final Confirmation	OCT
	10:00 – 12:00	Official Training at the Competition Venue	Course
	10:00 – 12:00	TIC open	Course
	10:30	Orientation Visit and Technical Briefing	Course
Sunday, 10 December	10:00 – 18:00	TIC open	Course
	12:15	Opening Ceremony	Course
	12:25	Start – U20 women race	Course
	12:40	Declaration of running order for Mixed Relay	OCT
	12:50	Start – U20 men race	Course
	13:10	Start – Mixed Relay	Course
	13:35	Start – U23 women race	Course
	14:05	Start – U23 men race	Course
	14:35	Start – Senior women race	Course
	15:15	Start – Senior men race	Course
	16:00	Start medal ceremonies	Course

## OFFICIAL PARTNERS



## BROADCAST PARTNER



## NATIONAL PARTNERS



## HOST INSTITUTIONS



## NATIONAL MEDIA PARTNERS



## OFFICIAL SUPPLIERS

