



8 December 2024

Dokumapark- Antalya

Team Manual

30th SPAR European Cross Country Championships
8 December 2024, Antalya, Türkiye

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1. GENERAL INFORMATION

1.1 Host Country Republic of Türkiye

Form of Government	Presidential System
Location	Türkiye occupies a unique geographic position, lying partly in Asia and partly in Europe. Throughout its history, it has acted as both a barrier and a bridge between the two continents.
Area	783.562 km ²
Population	84.680 million
Coastline	The Turkish coastline is 8,333 km long and is bordered by four different seas: the Mediterranean Sea, the Black Sea, the Aegean Sea, and the Marmara Sea, which is connected to the Black Sea by the Bosphorus Strait and the Aegean Sea.
Climate	The coastal areas of Türkiye bordering the Aegean Sea, and the Mediterranean Sea have a hot-summer Mediterranean climate, with hot, dry summers and mild to cool wet winters. The coastal areas of Türkiye bordering the Black Sea have a temperate Oceanic climate with warm, wet summers and cool to cold, wet winters. The average temperature in March is 7-10 degrees Celsius.
Language	Turkish
Religion	Islam 92%, other 8%
Capital	Ankara
Local Time	GMT+3
Electricity	In Türkiye the power plugs and sockets are of type F. The standard voltage is 220 V, and the standard frequency is 50 Hz.
Driving	On the left
International Calls	0090
Telephone Country Code	+90
Mobile Phone Networks	Turkcell, Vodafone, Turk Telekom
Currency	Turkish Lira (TL). Euro (EUR) and Dollar (USD) are also accepted in most places such as restaurants, shops, etc.

1.2 Host City Antalya

Antalya, often referred to as the "Pearl of the Mediterranean," is a vibrant city located on the southwestern coast of Turkey. This stunning coastal city is renowned for its rich history, diverse culture, and breathtaking natural beauty, making it an ideal host for the SPAR European Cross Country Championships 2024.

Antalya boasts a history that spans over two millennia. Founded by King Attalus II of Pergamon in 158 B.C., the city has been a melting pot of various civilizations, including the Romans, Byzantines, Seljuks, and Ottomans. The city's historical legacy is evident in its well-preserved ancient ruins and landmarks. The old town, known as Kaleiçi, is a maze of narrow cobbled streets, historical houses, and Roman-era gates, offering a glimpse into Antalya's storied past.

Antalya is celebrated for its stunning landscapes, characterized by azure waters, pristine beaches, and lush mountains. The Taurus Mountains form a dramatic backdrop to the city, while the Mediterranean Sea offers clear, inviting waters. Konyaaltı and Lara beaches are among the most popular spots for sunbathing and swimming, attracting tourists and locals alike. Additionally, the Duden and Kursunlu Waterfalls are must-visit natural attractions that highlight the region's natural splendour.

The city enjoys a Mediterranean climate, with hot, wet summers and mild, wet winters. In December, when the SPAR European Cross Country Championships take place, participants can expect pleasant, mild weather with average temperatures ranging between 10°C (50°F) and 20°C (68°F). This favourable climate is perfect for outdoor sporting events, providing optimal conditions for athletes.

The culinary scene in Antalya is a delightful fusion of traditional Turkish Flavors and Mediterranean influences. Fresh seafood, locally sourced vegetables, and aromatic spices are staples of the local diet. Visitors should not miss out on trying regional specialties like Piyaz (bean salad), Köfte (meatballs), and various mezes (appetizers). The city's bustling markets and restaurants offer a gastronomic adventure that caters to all tastes.

As a host city for the SPAR European Cross Country Championships, Antalya is no stranger to sports and outdoor activities. The city offers excellent facilities for a variety of sports, from football and tennis to water sports and hiking. The scenic landscapes and favourable climate make it a popular destination for athletes and outdoor enthusiasts.

Antalya is a city that captivates with its rich history, stunning natural beauty, and vibrant culture. As the host city for the SPAR European Cross Country Championships 2024, it promises to provide a memorable and enriching experience for athletes, spectators, and visitors alike. Whether exploring its ancient ruins, enjoying its culinary delights, or simply soaking in the Mediterranean sun, Antalya offers something for everyone.

2. TRANSPORTATION

2.1 Arrivals

2.1.1 Official Airport and Welcome Services

The official airport, located at 25 km from the Team Hotels and 18km from the official course at Dokumapark, is Antalya International Airport (AYT), where the LOC will provide adequate welcome services.

Upon arrival at Antalya International 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.

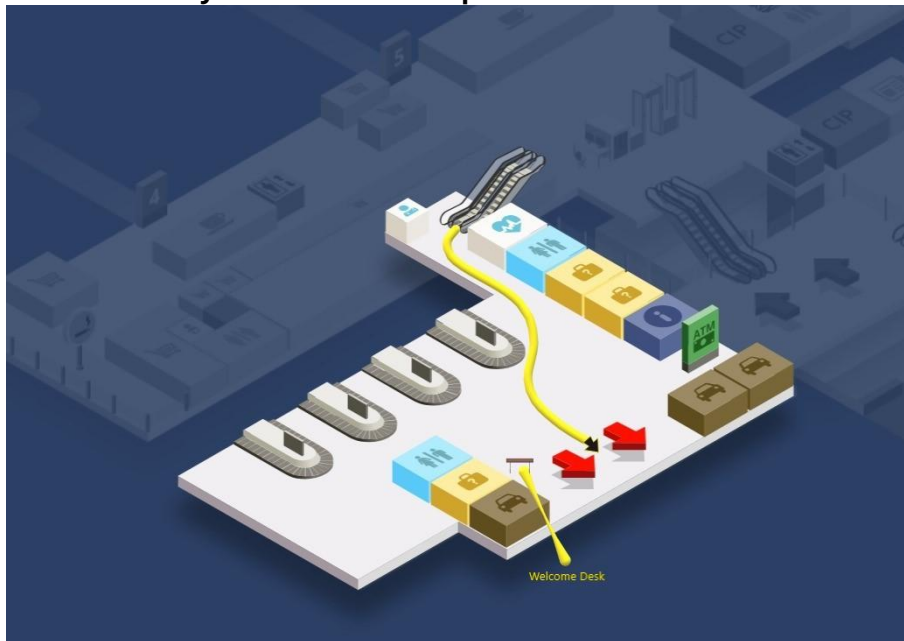
Antalya International Airport - International terminal 1.



Antalya International Airport - International terminal 2.



Antalya International Airport - Domestic terminal



Please report to the Welcome Desk or contact the LOC transportation department +90 553 620 01 71 in case you need any support.

The transfer time from the airport to the official hotels is 50-60 minutes approximately, depending on the traffic conditions.

For any last-minute changes after closing of the Final Entries please send updated travel details to teams@taf.org.tr with copy to competition@european-athletics.org.

2.1.2 Arrival By Road

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

2.1.3 Entry visas

The participants from the following countries require visas to enter Republic of Türkiye:

- Armenia
- Cyprus
- Gibraltar
- Ireland (only official passport holders are required to have visa. Ordinary passport holders are exempted from visa)
- GBR passports holders with "British National Overseas", "British Subject" and "British Protected Person" nationality are subjected to visa, and they can only get their visas from the Turkish diplomatic or consular missions abroad.

The Electronic Visa (e-Visa) Application System was launched on 17 April 2013 by the Ministry of Foreign Affairs of the Republic of Türkiye. This system allows visitors travelling to Türkiye to easily obtain their e-Visas online (www.evisa.gov.tr), in approximately three minutes.

If you need more information about the visa process of Türkiye, kindly visit the web site of <https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa> or send an email to ilgin.yuksel@taf.org.tr.

2.1.4 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.

2.2 Local Transportation

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

2.2.1 To the competition venue

Transfer times between the Team Hotels and the competition venue will be between 20-30 minutes depending on the traffic conditions.

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

2.3 Departure

A transportation service will also be in place for team departures. This service will be based on the departure schedule, which will be posted at the Information Desk in 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 (through the Information Desk at the Team Hotels) as soon as possible to guarantee airport transfers.

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 7 to 28 November 2024. 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 Centre or TIC at the competition venue. Duplicate cards can be obtained where proof of identity can be established at a charge of 100 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 Republic of Türkiye must sign and submit an official declaration and parental consent form to be eligible for participation at the SPAR European Cross Country Championships 2024. The form must be also signed by the athlete's parent/guardian and acknowledged by the representative of the respective Member Federation. The dully 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 Porto Bello Hotel. 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
05 December 2024	16:00 – 22:00 ¹
06 December 2024	09:00 – 22:00 ¹
07 December 2024	09:00 – 20:00

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

¹ According to the arrival times of the teams

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 one special Mixed Zone pass per team for access to athletes at the end of the mixed zone.

4. ACCOMMODATION

4.1 General Information

The LOC has made accommodation arrangements for team members in two hotels of same standard.

The hotels will officially open with full services on 4 December 2024 (Official Period: 6 – 9 December 2024). If members of your federation are planning to arrive earlier, please contact the LOC via teams@taf.org.tr 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 Antalya are indicated below with the internet address of their home page where further details can be found:

Teams Hotels

Porto Bello Hotel Resort & Spa

Liman, Akdeniz Bulvarı,
07070 Konyaaltı, Antalya
<https://www.portobello.com.tr/en>

Sealife Family Resort Hotel

Sahil Şerid, 1, Gazi Mustafa Kemal Bulvarı,
07895 Konyaaltı, Antalya
<https://www.sealifehotel.com/en>

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

European Athletics Family Hotel

Crown Plaza Antalya

Gürsu, Akdeniz Bulvarı. 304. Sokak
07070 Konyaaltı/Antalya, Türkiye
<https://www.ihg.com/crowneplaza/hotels/gb/en/antalya/aytya/hoteldetail>

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:
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

Team Officials include: Head of Delegation, Team Leader(s), Coaches², 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 accreditation (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 accreditation cards 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 6 December 2024 and check-out on Monday 9 December 2024.

² Coaches also include Personal Coaches

The additional nights have been fixed for Wednesday, 4 December and Thursday, 5 December 2024. This means that if your team is planning to stay in the official Team Hotels outside the period from 4 December until 9 December (5 nights), the below rates will not apply, and a separate agreement will have to be made directly with the LOC/respective hotels.

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	195 EUR per night	290 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 195 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 (290 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 3 December 2024. Advance payments should be made in EUR by bank transfer to the following account:

Bank account name: Türkiye Atletizm Federasyonu Başkanlığı

Bank reference:

Bank account number:0000000114718787

Bank Address: Kızılay Mah., Necatibey Cad., No:25/B, 06420, Çankaya/Ankara

Swift no: TEBUTRIS

IBAN: TR50 0003 2000 0000 0114 7187 87

VAT: 3930445489

Please note, that the team leader is requested to provide the LOC with 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 only made by cash (in TRY or EUR; ATM machines will be available at the location of the Team Accreditation Centre) or by credit card (Mastercard & Visa).

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 teams@taf.org.tr and 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 06:00 – 11:00
- Lunch 12:30 – 15:30
- Dinner 18:30 – 21:30

Meals times on 8 December (competition day) will be as follows:

- Breakfast 06:00 – 11:00
- Lunch 12:30 – 16:00
- Dinner 18:30 – 21:30

On the competition day light catering services with fruits, biscuits, water and hot drinks will be available in the team area at the competition venue.

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.

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 Antalya. The Information Desks' opening hours will be as follows:

Date	Opening hours
4 December 2024	Subject to arrivals
5 to 8 December 2024	08:00 to 21:00 ³
9 December 2024	08:00 to last departure

4.6.2 Meeting Rooms

Rooms for meeting opportunities are available in each Team Hotel. 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: ghaleplioglu@gmail.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 Hotels.

4.6.5 Check-in / check-out times

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

Please contact the LOC via teams@taf.org.tr for specific arrangements outside these times.

³ According to the arrival times of the teams

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 7 December 2024	10:00 to 12:00
Sunday 8 December 2024	08:30 to 17:00

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@taf.org.tr) prior to the start of the Championships. When the Team Leaders are collecting the team accreditation cards 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

- 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 7 December at 10:30, 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:

- Bib number and timing transponder distribution
- 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 6 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, 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 SPAR European Cross Country Championships 2024 will be contested on a 1500m lap course. The course is rather flat one but with changing terrain (dirt road, grass, mud, and sand) and 3 obstacles will be also placed on the course.

A detailed map of the course is available in appendix 1 of this manual.

The distances per race are as follows:

Race	Distance
U20 Women	4814 m
U20 Men	4814 m
U23 Women	6324 m
U23 Men	6324 m
Senior Women	7834 m
Senior Men	7834 m
Mixed Relay	Total 6324 m (1 x 1710 m; 2 x 1510 m; 1x 1594 m)

5.2.2 Training at the Course

The course will be open for training on Saturday 7 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.

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 which will be accessible at the following link: <https://evententry.worldathletics.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: Thursday, 7 November**
- **Deadline for the final entries: Thursday, 28 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 7 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 2nd, 3rd and 4th legs) shall be officially declared online via European Athletics OCT (see point 5.1.1) no later than 11:30 on Sunday 8 December (the first call time of the mixed relay race; as per World Athletics TR 24.11), however teams are kindly requested to proceed with the confirmation as soon as possible.

The eventually running order of the athletes confirmed for the 2nd, 3rd and 4th 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, must be submitted, on the official Withdrawal Form, to the TIC.

6. COMPETITION PROCEDURE

6.1 Timetable

Please refer to appendix 2 for the competition timetable.

6.2 Competition Bibs

6.2.1 General

For individual events, each competitor will receive 3 bibs: 2 name bibs and 1 number bib. The 2 name bibs must be put as follows: one on the front of the competition singlet and the other one for the athlete's personal 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.

Bibs will be distributed during the technical briefing (see section 5.1.2).

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 the back of his/her competition singlet. These bibs will be distributed in the Call Room. On the front of his/her the competition singlet the runner must wear the personal bib which will be distributed during the technical briefing.

6.3 Chip Transponders

A transponder chip will be distributed together with the competition bibs (during the technical briefing). This chip must be put on one of the shoes. **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 must be handed back immediately after the Mixed Zone, at the kit collection area.

For each timing chip lost, the Member Federation concerned will have to pay a contribution of 50 EUR, which will be deducted from European Athletics Subvention to be paid by the end of the year.

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 28 November 2024, 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 may be checked at the Call Room and/or Post Event Area.

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 Start Line
U20 Women	10:30	10:35	10:55
U20 Men	10:59	11:04	11:24
Mixed Relay	11:25	11:30	11:50
U23 Women	11:55	12:00	12:20

	Report Call Room	Call Room closes	At Start Line
U23 Men	12:30	12:35	12:55
Senior Women	13:01	13:06	13:26
Senior Men	13:41	13:46	14:06

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.

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 pre-start area to prepare for the race and from where they will be escorted to the start line area as per start procedures detailed in section 6.6.1 of this manual.

The clothing items left in the Call Room will be brought to the Kit Collection Area.

6.6 Specific Event Procedures

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

6.6.1 Start procedures

Considering 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 pre-start area and will be called 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” (located close to the start of the new lap) 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.

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 2nd, 3rd and 4th 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 and results 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 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.

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 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.

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 Hotels 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 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 needs other medical attention.

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

Date	Opening hours
Saturday, 7 December 2024	09:00 – 12:00
Sunday, 8 December 2024	08:30 – 16:30

Outside the official opening hours, a doctor and nurse will be on duty in case Teams need urgent medical assistance or advice: +90 555 4897391

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.

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

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, 7 December 2024	10:00 – 12:00
Sunday, 8 December 2024	08:30 – 16:30

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

Team healthcare personnel are responsible for the compliance with the administrative and custom regulations (visit: https://www.mfa.gov.tr/turkiye_ye-ait-gumruk-bilgileri.tr.mfa) concerning medication as well as for the storage and safekeeping of their delegation's medicines and supplies. The LOC of Antalya 2024 is not responsible for, and shall have no liability relating to, or arising out of the bringing to Republic of Türkiye, storage or monitoring of the supplies and medicines by the team.

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.

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.

8. CEREMONIES AND SOCIAL FUNCTIONS

8.1 European Athletics & LOC Brunch

A European Athletics & LOC Brunch will be held on 8 December 2024 at 09:00 in the European Athletics Club at Dokumapark. The Head of Delegation of each Teams will be invited after the Final Entries by European Athletics.

8.2 Opening Ceremony

The Opening Ceremony will take place on Sunday 8 December at 10:40 at the competition venue (Dokumapark). No team members will be involved in the ceremony.

8.3 Medal Ceremonies

The medal ceremony for individuals and teams will take place at the Medal Plaza located at Dokumapark 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.

The LOC will be gifting the athletes with olive trees at the medal ceremony instead of mascots to create a legacy for Dokumapark and the medallist. The athletes can either plant the trees themselves at the botanical park at the venue or give the trees to the dedicated volunteers at the medal plaza and the volunteers will plant the trees on behalf of the athletes. For those athletes who like to plant themselves, they will be guided by the LOC staff from the medal plaza to the planting area.

9. SAFEGUARDING

European Athletics is committed to the principle of safeguarding in our sport and has developed a safeguarding and abuse prevention programme, to ensure the protection and safety of everyone involved in athletics from harassment, abuse and exploitation. To this end, European Athletics has taken several measures including the implementation of a [European Athletics Safeguarding Policy](#), the availability of a secured and independent [reporting platform](#) and the appointment of a Safeguarding Officer, whose contacts can be found hereunder:

Name: Mathilde Grenet
Mobile: +41 75 425 50 00
Email: safeguarding.officer@european-athletics.org

If you have any question or concern about your safety or somebody else's safety during this event, please contact European Athletics Safeguarding Officer. If the concern relates to an imminent risk to someone's physical integrity or to an emergency for medical assistance, please contact immediately the LOC and/or the local authorities through the contacts provided in this Team Manual.

10. SUSTAINABILITY

European Athletics and the Local Organising Committee are committed to setting a benchmark for other Athletics events by delivering a set of sustainable practices which aim to minimise the overall environmental impacts of the SPAR European Cross Country Championships in the local area and promote a social and economic legacy for the benefit of the host community.

We aim to make a positive contribution to the promotion of a sustainable future in our sport, therefore we encourage all team members to support us in our ambition and commitment to sustainability by embarking on a journey to reduce the carbon footprint of athletics events.

Our sustainability plans are aligned with the Region of Kepez's priorities and include:

- [Reduced Printing](#) - Limiting printing and encouraging digitalisation across a range of event-related products and services will produce less and unnecessary waste,
- [Reduction of single-use plastics](#) - Catering providers are committed to using reusable crockery, cutlery and glassware across several catering areas,
- [Land Regeneration](#) - The redevelopment of the Dokumapark includes the renovations of existing infrastructure to be used after the event by the local community,
- [Increased Participation in Sports](#) - A new running course will be built with the intent to be used by the general public after the championships,
- [Ecosystem Preservation](#) - Olive trees will be gifted to all medallists and will be planted in a dedicated area inside the Dokumapark. A beach cleaning initiative has been planned to raise environmental awareness and to make a contribution towards reducing the effects of mass tourism in Antalya,
- [Boosting the Local Economy](#) - Preference for procuring local providers when delivering a range of services such as printing and venue dressing as well as for promoting local flavours in catering facilities,
- [Waste Management](#) - Waste will be managed and collected by a local provider, and additional recycling bins will be available in and around the competition and training venue.

Further information about the Sustainability Strategy for this event will be shared ahead of the event through the official communication channels.

11. CONTACT DETAILS

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

Turkish Athletic Federation
Osmanlı Bulvarı No:25/2 Balgat
Çankaya/Ankara, Türkiye

Tel: +90 537 723 31 51

E-mail: exch2024.foreignaffairs@taf.org.tr

Web: <https://exchantalya2024.com/>

European Athletics

Avenue Louis-Ruchonnet 16

1003 Lausanne, Switzerland

Tel: +41 21 313 43 50

E-mail: competition@european-athletics.org

Web: www.european-athletics.com

12. APPENDICES

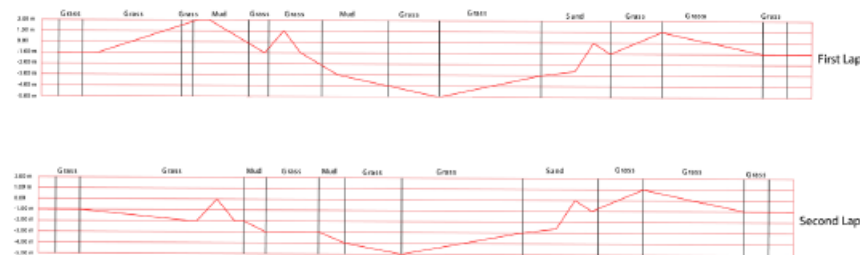
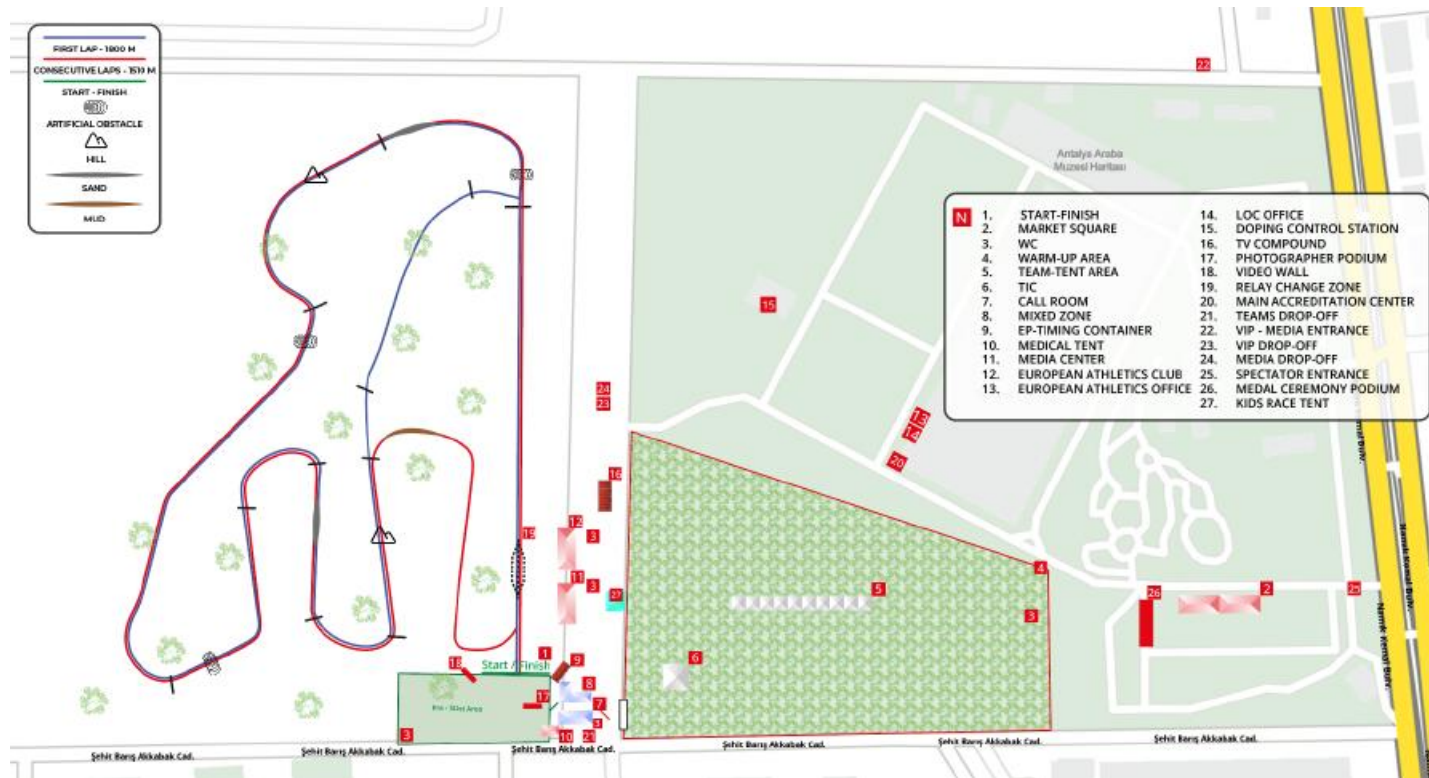
Appendix 1 – Plan of the Competition Venue, Map of the course, loops and course profile

Appendix 2 – Timetable

Appendix 3 – City Map with Team Hotels & Championships sites

Appendix 4 – Key dates and General Programme

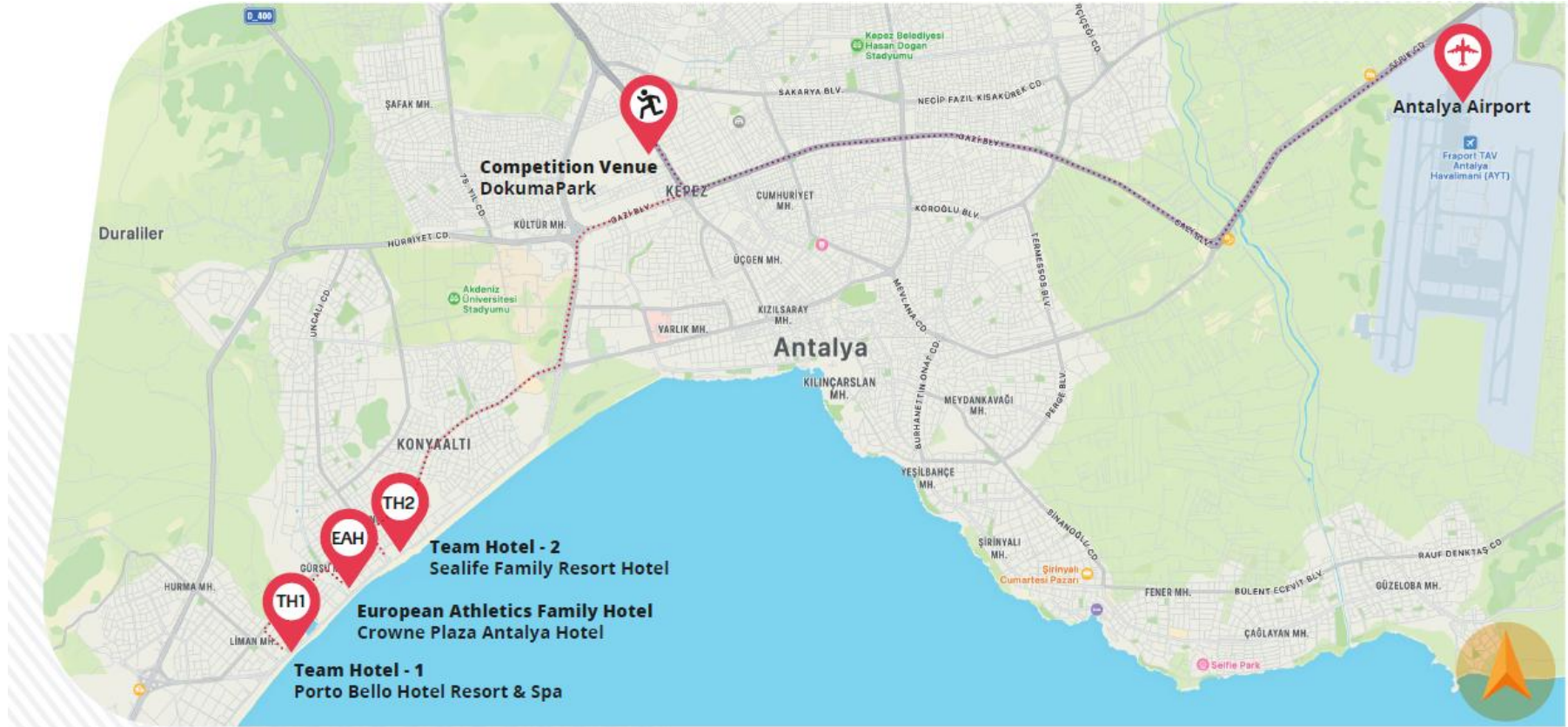
Appendix 1 - Plan of the competition venue, map of the course, loops and course profile



Appendix 2 – General Programme and Timetable

9:00	European Athletics & LOC Brunch (see section 8.1. of this manual for further information)
10:40	Opening Ceremony
11:00	U20 Women Race (4814m)
11:29	U20 Men Race (4814m)
11:55	Mixed Relay (6324m; 1 x 1710 m; 2 x 1510 m; 1x 1594 m)
12:25	U23 Women race (6324m)
13:00	U23 Men race (6324m)
13:31	Senior Women Race (7834m)
14:11	Senior Men race (7834m)
15:00	U20 Women Medal Ceremony (individuals)
15:05	U20 Women Medal Ceremony (teams)
15:12	U20 Men Medal Ceremony (individuals)
15:17	U20 Men Medal Ceremony (teams)
15:24	Mixed Relay Medal Ceremony
15:31	U23 Women Medal Ceremony (individuals)
15:36	U23 Women Medal Ceremony (teams)
15:43	U23 Men Medal Ceremony (individuals)
15:48	U23 Men Medal Ceremony (teams)
15:55	Senior Women Medal Ceremony (individuals)
16:00	Senior Women Medal Ceremony (teams)
16:07	Senior Men Medal Ceremony (individuals)
16:12	Senior Men Medal Ceremony (teams)

Appendix 3 - City Map with Team Hotels & Championships sites



TH1
Team Hotel - 1
 Porto Bello Hotel Resort & Spa → DokumaPark
 🚗 10,5 Km (18 min.)
 Antalya Airport → Porto Bello Hotel Resort & Spa
 🚗 26,4 Km (34 min.)

TH2
Team Hotel - 2
 Sealife Family Resort Hotel → DokumaPark
 🚗 8,9 Km (17 min.)
 Antalya Airport → Sealife Family Resort Hotel
 🚗 24 Km (31 min.)

EAH
European Athletics Family Hotel
 Crowne Plaza Antalya Hotel → DokumaPark
 🚗 9,4 Km (16 min.)
 Antalya Airport → Crowne Plaza Antalya Hotel
 🚗 24,6 Km (33 min.)

Appendix 4 - Key dates and General Programme

Date	Time	Event	Place
Friday, 6 December	18:00	Deadline for submitting written questions for the Technical Briefing	OCT
Saturday, 7 December	10:00	Final Confirmation	OCT
	10:00	Official Training at the Competition Venue	Course
	10:00 - 12:00	TIC open	Course
	10:30	Orientation Visit and Technical Briefing	Course
Sunday, 8 December	08:30 - 17:00	TIC open	Course
	9:00 - 10:40	European Athletics & LOC Brunch	Course
	10:40	Opening Ceremony	Course
	11:00	Start - U20 women race	Course
	11:29	Start - U20 men race	Course
	11:30	Declaration of running order for Mixed Relay	OCT
	11:55	Start - Mixed Relay	Course
	12:25	Start - U23 women race	Course
	13:00	Start - U23 men race	Course
	13:31	Start - Senior women race	Course
	14:11	Start - Senior men race	Course
	15:00	Medal ceremonies	Course

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