Team Manual
(version 16 December 2021)

(www.fingal-dublin2021.ie)

SPAR European Cross Country Championships

12 DECEMBER 2021

Fingal-Dublin, Ireland
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1. GENERAL INFORMATION

1.1 Host Country IRELAND

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form of Government</td>
<td>Parliamentary Representative Democracy</td>
</tr>
<tr>
<td>Location</td>
<td>Western Europe</td>
</tr>
<tr>
<td>Area</td>
<td>70,000 km²</td>
</tr>
<tr>
<td>Population</td>
<td>5.00 million</td>
</tr>
<tr>
<td>Climate</td>
<td>Irelands climate is defined as a temperate oceanic climate.</td>
</tr>
<tr>
<td></td>
<td>The average temperature in December is 4-9 degrees Celsius.</td>
</tr>
<tr>
<td>Language</td>
<td>Irish and English</td>
</tr>
<tr>
<td>Capital</td>
<td>Dublin</td>
</tr>
<tr>
<td>Local Time</td>
<td>GMT</td>
</tr>
<tr>
<td>Electricity</td>
<td>220V (power socket type G)</td>
</tr>
<tr>
<td>Driving</td>
<td>On left</td>
</tr>
<tr>
<td>International Calls</td>
<td>+00 353</td>
</tr>
<tr>
<td>Telephone Country Code</td>
<td>353</td>
</tr>
<tr>
<td>Mobile Phone Networks</td>
<td>VODAFONE, 3, EIR, VIRGIN</td>
</tr>
<tr>
<td>Currency</td>
<td>EURO</td>
</tr>
</tbody>
</table>

1.2 Host City FINGAL-DUBLIN

Fingal is one of three areas into which County Dublin was divided in 1994. It has a diverse and growing population of approximately 300,000 and is the third most populated local authority area in Ireland. The county town is Swords which is located to the north and is 14 km from Dublin City Centre. The county is located on the Dublin-Belfast Economic Corridor which should ensure its continued growth. Dublin Airport is located within the county and is the primary economic hub of Fingal.
2. TRANSPORTATION

2.1 Arrivals

2.1.1 Official Airport and Welcome Services
The official airport, located at 10 km from the Sports Campus Ireland is Dublin International Airport, where the LOC will provide adequate welcome services.

Upon arrival at Dublin International Airport, Terminal 1 and Terminal 2, the teams will be met by the LOC at the Welcome Desk located in the arrivals level (immediately after exit from baggage hall). Teams will be escorted to bus pick up point.

Terminal 1

Terminal 2

The 😊 on the above maps indicates the location of the LOC Welcome Desks
Contact the LOC transportation department (+353 876 849 602) in case you need any support.

For any last-minute changes after closing of the Final Entries please send updated travel details to info@fingal-dublin2021.ie with copy to event@european-athletics.org

The transfer time from the airport to the official hotels is 10-20 minutes approximately.

2.1.2 Arrival By Road
Teams arriving by road are kindly asked to go directly to the Team Hotel, where representatives from the LOC will welcome them.

2.1.3 Entry visas
The following countries require visas to enter Ireland:

- ALB
- ARM
- AZE
- BLR
- BIH
- GEO
- MDA
- MKD
- MNE
- SRB
- TUR
- UKR

Visas should be obtained before leaving your country, from the Irish Embassy or Consulate well in advance to ensure all the procedures in due time.

Participants who require a visa should contact the LOC (george_maybury@hotmail.com) as soon as possible to obtain a special invitation letter and visa application information.

The following information shall be included in the request:

- Full Name (First name and Family Name as shown in passport)
- Role at the Championships (e.g. Athlete, Official)
- Gender
- Date of Birth
- Passport Number and Passport Expiry Date

The invitation will be sent to you as soon as possible. Teams are requested to bring their letter of invitation with them.

2.1.4 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.
2.2.1 To the competition venue
Transfer times between the Team Hotel and the competition venue will be between 15 minutes to 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 the 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.
3. ACCREDITATION

3.1 General

Each team member will receive an accreditation card, which must be always worn 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.

Any lost or damaged accreditation cards should be reported to the Team Accreditation and Information Centre at the Team Hotel or to the TIC at the competition venue. Duplicate cards can be obtained where proof of identity can be established at a charge of 25 EUR.

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

A photo (passport type) is required for the accreditation. Photos must be uploaded online through the European Athletics Entry System (final entries). Please upload digital photos (as a jpeg file) for all team members before arriving on-site in order to speed up the accreditation process and reduce the last-minute work of the LOC.

3.2 Team Accreditation and Information Centre

The Team Accreditation and Information Centre will be located at the Clayton Hotel, Dublin Airport. This is where the Team Leader shall report as soon as possible after his arrival, to carry out the administrative procedures.

The opening dates and times of the Team Accreditation and Information Centre will be as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 9 December</td>
<td>12:00 to 22:00¹</td>
</tr>
<tr>
<td>Friday 10 December</td>
<td>09:00 to 22:00¹</td>
</tr>
<tr>
<td>Saturday 11 December</td>
<td>08:00 to 22:00</td>
</tr>
<tr>
<td>Sunday 12 December</td>
<td>07:00 to 22:00</td>
</tr>
<tr>
<td>Monday 13 December</td>
<td>06:00 to 12:00</td>
</tr>
</tbody>
</table>

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

3.3 Accreditation Procedure

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

¹ According to the arrival times of the teams
A COVID Certificate based on vaccination, recovery or a negative RT-PCR test - all of them complying with the detailed conditions stated in the medical clearance and sanitary protocol developed for the event - will have to be presented in order to receive the accreditation. Therefore, please note that the **Team Leader will NOT be able to pick up the accreditation card for the whole team, as each person will have to present his/her own COVID Certificates together with the ID cards or passports.**

In addition, the Team Leader will be asked to complete the following formalities:
- LOC accommodation invoice
- Check of athletes’ passport (or a copy) for U20 and U23 age groups – if necessary
- Uniform check
- Collection of competition bibs and information
- Confirmation of departure details

### 3.4 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 and team catering areas.

European Athletics shall provide special passes as required for the following zones:
- Media Zone – for Team Press Liaisons registered in the final entries
- Mixed zone – for access to athletes at the end of the mixed zone (one per team)
- Medical Pass – for access to the main medical centre located at the venue (one per team a with medical personnel)

Note: due to the applicable COVID sanitary restrictions the Heads of Delegations from the participating teams will not be granted with access to the VIP Hospitality area.
4. ACCOMMODATION

4.1 General Information

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

The hotel will officially open with full services on Wednesday 8 December. If members of your federation are planning to arrive earlier, please contact the LOC (der.nagle@gmail.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 Fingal-Dublin are indicated below with the internet address of their home page where further details can be found:

Team Hotel
The Clayton Hotel, Dublin Airport
Stockhole Lane, Swords, Co. Dublin, Ireland. K69 X345
+00 353 1 871 1000
Info.dublinairport@claytonhotels.com
www.claytonhoteldublinairport.com

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

European Athletics Family Hotel
Crowne Plaza Dublin Blanchardstown
Blanchardstown Town Centre, Dublin 15
+00 353 1 897 7777
meetings@cpblanchardstown.ie
www.cpireland.ie

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.

<table>
<thead>
<tr>
<th>Number of Athletes From - to</th>
<th>Number of in-ratio Team Officials up to:</th>
<th>Maximum number of additional officials (out-of-ratio):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4 - 6</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7 - 10</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>11 - 15</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>16 - 20</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>21 - 25</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>26 - 30</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>31 - 35</td>
<td>13</td>
<td>5</td>
</tr>
<tr>
<td>36 - 40</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>41 - 45</td>
<td>17</td>
<td>6</td>
</tr>
<tr>
<td>46 - 50</td>
<td>18</td>
<td>7</td>
</tr>
<tr>
<td>51 - 55</td>
<td>19</td>
<td>9</td>
</tr>
<tr>
<td>56 - 60</td>
<td>20</td>
<td>10</td>
</tr>
</tbody>
</table>

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 10 December and check-out on Monday 13 December.

The additional nights have been fixed to the following: Wednesday 8 and Thursday 9 December. This means that if your team is planning to stay in Ireland outside the period the below rates will not apply, and a separate agreement will have to be made directly with the LOC (e-mail to: der.nagle@gmail.com).

The following rates\(^3\) apply for team members:

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Single room</th>
<th>Twin room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes and Officials</td>
<td>130 EUR per night</td>
<td>180 EUR per night</td>
</tr>
<tr>
<td>Official period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletes and Officials</td>
<td>150 EUR per night</td>
<td>240 EUR per night</td>
</tr>
<tr>
<td>Additional nights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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\(^2\) Team Officials include: Head of Delegation, Team Leader(s), Coaches, Medical Staff (medical doctors and physiotherapists), Team Press Liaison and others. European Athletics will not cover these officials' accommodation costs.

\(^3\) All prices include full board accommodation and VAT.
Each Team will be allocated a minimum number of single rooms equivalent to 10% of the total number of Athletes and in-ratio officials registered in the Final Entries at the price of a twin room in single occupancy (90 EUR) Any single rooms above the threshold will be charged at the rate of 130 EUR during the official period and 150 EUR outside of the official period.

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 in single occupancy (90 EUR during the official period /120 EUR for additional nights)

Please note: In addition to the accommodation costs, out-of-ratio officials will be charged a lodging fee of 90 EUR, for the whole duration of the event.

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.

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
An invoice will be sent to each Member Federation detailing the amount they owe based on their Final Entries. Federations are requested to proceed with the payment no later than 3 working days after receipt of the invoice. A copy of the bank transfer will be required upon arrival.

Payments should be made in Euros by bank transfer to the following account:
Bank account name: Allied Irish Bank
Bank reference: 932132
Bank account number: 31479186
Sort code: 932132
Bank address: 53/54 Main Street, Finglas, Dublin 11
Swift No: AIBKIE2D
IBAN: IE02AIBK93213231479186

In exceptional circumstances payment can be made upon arrival by credit card (Mastercard or 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 request to info@fingal-dublin2021.ie with copy to event@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:
- Breakfast 07:00 to 10:00
- Lunch 12:00 to 15:00
- Dinner 19:00 to 22:00

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 as well as tea/coffee is available free of charge. All other drinks must be paid for.

Accreditation cards will allow access to meals.

4.6 Services in the Team Hotel

4.6.1 Team Accreditation and Information Centre

An Information Desk will be located in the Team Accreditation and Information Centre in the Team Hotel with qualified personnel offering relevant information about all aspects of the SPAR European Cross Country Championships Fingal-Dublin 2021. The Information Desk opening hours will be as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 9 December</td>
<td>12:00 to 22:00</td>
</tr>
<tr>
<td>Friday 10 December</td>
<td>09:00 to 22:00</td>
</tr>
<tr>
<td>Saturday 11 December</td>
<td>08:00 to 22:00</td>
</tr>
<tr>
<td>Sunday 12 December</td>
<td>07:00 to 22:00</td>
</tr>
<tr>
<td>Monday 13 December</td>
<td>06:00 to 12:00^5</td>
</tr>
</tbody>
</table>

4 On the competition day, Sunday 12 December lunch will be served at the competition venue, at the Athletes Club (see Appendix 1) between 11:00 and 15:30.
5 According to the departure times of the teams.
4.6.2 Meeting Rooms
Rooms for meeting opportunities are available at the Team Hotel. Reservation shall be required via the Information Desk located in the Team Accreditation and Information Centre at a reasonable time in advance.

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

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 12:00 and check-out by 11:00.
Please contact der.nagle@gmail.com for specific arrangements outside these times.
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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 11 December</td>
<td>10:00 to 12:00</td>
</tr>
<tr>
<td>Sunday 12 December</td>
<td>08:00 to 16:00</td>
</tr>
</tbody>
</table>

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@fingal-dublin2021.ie) prior to the start of the Championships.

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 11 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 Team Accreditation and Information Centre 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 includes:
- Timetable amendments (if any)
- Start box allocation
- 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 filled-in online on the OCT, no later than Friday 10 December at 21:00.

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 27th edition of the SPAR European Cross Country will be disputed on a 1000m and a 1500m lap course. The course is purpose built with the surface a mixture of grass and sand with mud expected due to the time of year. The course which contains a hill is sufficiently difficult not to warrant any further obstacles.

Detailed map of the course is available in appendix 2 of this manual.
The distances per race are as follows:

<table>
<thead>
<tr>
<th>Race</th>
<th>Distance (m)</th>
<th>Number of loops and respective length</th>
</tr>
</thead>
<tbody>
<tr>
<td>U20 Women</td>
<td>4000</td>
<td>1 X 1000m + 2 X 1500m</td>
</tr>
<tr>
<td>U20 Men</td>
<td>6000</td>
<td>4 X 1500m</td>
</tr>
<tr>
<td>U23 Women</td>
<td>6000</td>
<td>4 X 1500m</td>
</tr>
<tr>
<td>U23 Men</td>
<td>8000</td>
<td>2 X 1000m + 4 X 1500m</td>
</tr>
<tr>
<td>Senior Women</td>
<td>8000</td>
<td>2 X 1000m + 4 X 1500m</td>
</tr>
<tr>
<td>Senior Men</td>
<td>10000</td>
<td>1 X 1000m + 6 X 1500m</td>
</tr>
<tr>
<td>Mixed Relay</td>
<td>6000</td>
<td>4 X 1500m</td>
</tr>
</tbody>
</table>

5.2.2 Training at the Course
The course will be open for training on Saturday 11 December between 10:00 and 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 team tent next to 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.

5.2.4 Shower facilities
Limited number of showers will be available for the teams’ use at the competition venue (see appendix 1.)

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 Championships, and he/she can only compete in the individual race for which he/she was entered.

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6 The exact distance of each race will be declared at the technical briefing.
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 is Woman – Man – Woman – Man.

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 Entry 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: Tuesday 16 November
- Deadline for the final entries: Thursday 2 December 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 11 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 order of running shall be officially declared online via European Athletics OCT (see point 5.1.1) no later than 10:46 on Sunday 12 December 2021, one hour before the published first call time of the mixed relay race.

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 of this manual 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.

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 available online and accessible at the following link: https://arena.european-athletics.org/.

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 2 December 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 Victory 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 at the competition venue (see appendix 1.). Access will be allowed to athletes only and according to the following reporting times:

<table>
<thead>
<tr>
<th></th>
<th>Report Call Room</th>
<th>Call Room closes</th>
<th>Leaving Call Room</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>U20 Men</td>
<td>09:25</td>
<td>09:35</td>
<td>09:50</td>
<td>10:00</td>
</tr>
<tr>
<td>U20 Women</td>
<td>09:53</td>
<td>10:03</td>
<td>10:18</td>
<td>10:28</td>
</tr>
<tr>
<td>U23 Men</td>
<td>10:20</td>
<td>10:25</td>
<td>10:40</td>
<td>10:50</td>
</tr>
</tbody>
</table>

7 Considering the specification of the course an increased length of the sizes of the spikes (more than 9mm) will be permitted.
<table>
<thead>
<tr>
<th>Event</th>
<th>Report Call Room</th>
<th>Call Room closes</th>
<th>Leaving Call Room</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixed Relay</td>
<td>11:46</td>
<td>11:56</td>
<td>12:11</td>
<td>12:21</td>
</tr>
</tbody>
</table>

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

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.

6.6 Specific Event Procedures

Competition Regulations are available at [https://european-athletics.com/competition-regulations](https://european-athletics.com/competition-regulations).

6.6.1 Starting Stations

According to 305.2 the allocation of starting gates should be as follows:

- The first 5 (five) teams from the previous year’s championships will be allocated the 5 (five) starting gates in the centre of the start area.
- The host country will be added next followed by the previous year’s individual winner’s team (if the individual winner is declared in this year’s team) and they have not already been allocated a starting gate.
- All teams with the maximum number of athletes (6 (six)), will be allocated starting gates either side of the above.
- Then teams with 5 (five) competitors will be added to each side followed by teams with 4 (four) and then teams of 3 (three) and finally teams of 2 (two).
- Any team with only one athlete will be allocated a starting gate with another country’s athlete who only have 1 (one) single athlete.

The exact placing in the various groups being made by the drawing of lots by the Technical Delegate. The result of the draw will be communicated to the team shortly after the final entries (uploaded to the “Document” module of the OCT) and displayed at the Call Room and the Information Desk in the Team Hotel.

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 Mixed Relay
Members of the mixed relay shall report to the call room at the same time. After the completion of the call room procedures the first runners will be escorted to the start area, while the 2nd, 3rd and 4th runners of the relays will be guided to a preparation area near the relay exchange zone located in front of the media/VIP tribune (see appendix 1). Upon the approach of the running athletes the next relay members will be requested to enter the exchange zone. Team members finishing their leg will be guided to the post event area where they will be allowed to wait for the finishing of their last runner.

In case of bad weather conditions 2nd, 3rd and 4th runners of the relays will be offered the opportunity to leave the call room in light protective clothes (e.g. rain jacket). Such items shall be placed into the designated bags in the exchange preparation area, and will would be eventually brought to the post event area.

6.7 Timing & Measurement
The official timing will be provided by ATOS transponder system and will be displayed on the official electronic timing instrument provided by ATOS.

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 clothing baskets will be brought to the kits collection area located after the mixed zone.
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, a deposit of 75 EUR, as set in the rules, must be paid. If the protest is unsuccessful, the deposit will not be returned. The Jury's decision will be provided in writing.
7. MEDICAL SERVICES & DOPING CONTROLS

7.1 Medical clearance and sanitary protocol
Despite the positive trends in the Covid-19 pandemic situation and vaccination programmes across the continent, participants registering for the 27th SPAR European Cross Country Championships would be requested to comply with an event based medical clearance and sanitary protocol which will be circulated to the teams in due course.

7.2 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.

7.2.1 Medical Services in the Team Hotels
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, Dr May Tan +353 863 858 808.

7.2.2 Medical Care at the Competition Venue
The main medical centre serves the athletes, coaches, other team members as well as members of the competition organisation. The medical centre is located near the mixed zone (see appendix 1) and will be open according to the following schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 11 December</td>
<td>10:00 to 12:00</td>
</tr>
<tr>
<td>Sunday 12 December</td>
<td>08:00 to 16:00</td>
</tr>
</tbody>
</table>

During other hours there will be a doctor and nurse on duty.

First aid teams – marked appropriately with the St John's Ambulance Amalfi Cross - 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.
7.3 Physiotherapy Services

7.3.1 Physiotherapy Services in the Team Hotel
There will be some rooms available for physiotherapy use in the Team Hotel equipped with ice and towels.

A LOC team of physiotherapists will also be available to teams who don't have a team physiotherapist. Athletes willing to book a treatment shall proceed to the Information Desk at the Team Hotel where volunteers will make arrangements according to the availability.

7.3.2 Physiotherapy Services at competition venue
There will be LOC physiotherapy facilities in the main medical centre at the competition venue (see appendix 1), moreover all teams can use the team tent area to set-up their own physio benches.

The LOC physiotherapy services at the competition venue will be available as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 11 December</td>
<td>10:00 to 12:00</td>
</tr>
<tr>
<td>Sunday 12 December</td>
<td>08:00 to 16:00</td>
</tr>
</tbody>
</table>

Athletes willing to book a treatment shall proceed to the TIC where volunteers will make arrangements according to the availability.

The team physiotherapists and doctors may use the equipment in the physiotherapy facilities in cooperation with the medical staff.

7.4 Import of Medication and Medical Equipment
Teams can import certain pharmaceutical products for human use without payment of Customs Duty and Value-Added Tax (VAT) when entering Ireland.

However, only the quantity of products necessary to meet the team's requirements during its stay in Dublin can be imported and the products shall be accompanied by a letter signed by a doctor, confirming the need for the products. This letter should be available in the medical bag and marked as ‘customs document’.

7.5 Doping Controls

7.5.1 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.

7.5.2 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.

7.5.3 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. Following the completion of the form, the athlete and his/her representative can proceed to the Doping Control Station. The filled out and duly signed form will grant access to the Doping Control Station.

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

8.1 Opening Ceremony
The Opening Ceremony will take place on Sunday 12 December at 09:38 at the venue. No team members will be involved in the ceremony.

8.2 Victory Ceremonies
The victory ceremony for individuals and teams will take place on the venue as scheduled on the event programme.

Athletes must wear the official team clothing for the ceremonies, and no other items shall be taken to the podium, such as flags, bags or other.

Individual medallists of all the races (except Senior Women) as well as the winning teams of the Mixed Relay will be given a Victory Ceremony card indicating the meeting point and time for their respective Victory Ceremony.

A similar Victory Ceremony card will be distributed to the winning teams of all the races (except Senior Women) via the TIC shortly after the publication of the team standings. Moreover, the leaders of the respective teams will be also contacted by the LOC.

Individual and team medallists of the Senior Women race will be accompanied by volunteers right after the mixed zone. These volunteers will immediately escort the concerned athletes to the kit collection area (for dressing up) and right after to the Victory Ceremony Preparation tent.
9. CONTACT DETAILS

For further details about the 27th SPAR European Cross Country Championships in Fingal-Dublin please contact:

Local Organising Committee
Mr Liam Hennessy
Chairman LOC
liamhennessy1@gmail.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
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 hotel & 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

<table>
<thead>
<tr>
<th>Distance</th>
<th>Number of loops and respective length</th>
</tr>
</thead>
<tbody>
<tr>
<td>U20 Women</td>
<td>4000m: 1X Short Lap + 2X Long Laps</td>
</tr>
<tr>
<td>U20 Men</td>
<td>6000m: 4X Long Laps</td>
</tr>
<tr>
<td>U23 Women</td>
<td>6000m: 4X Long Laps</td>
</tr>
<tr>
<td>U23 Men</td>
<td>8000m: 2X Short Laps + 4X Long Laps</td>
</tr>
<tr>
<td>Senior Women</td>
<td>8000m: 2X Short Laps + 4X Long Laps</td>
</tr>
<tr>
<td>Senior Men</td>
<td>10000m: 1X Short Lap + 6X Long Laps</td>
</tr>
<tr>
<td>Mixed Relay</td>
<td>6000m: 4X Long Laps</td>
</tr>
</tbody>
</table>
## Appendix 3 – Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:38</td>
<td>Opening Ceremony</td>
</tr>
<tr>
<td>10:00</td>
<td>U20 Men Race (6000m)</td>
</tr>
<tr>
<td>10:28</td>
<td>U20 Women Race (4000m)</td>
</tr>
<tr>
<td>10:50</td>
<td>U23 Men race (8000m)</td>
</tr>
<tr>
<td>11:23</td>
<td>U23 Women race (6000m)</td>
</tr>
<tr>
<td>11:53</td>
<td>VC U20 Men individual</td>
</tr>
<tr>
<td>11:58</td>
<td>VC U20 Men team</td>
</tr>
<tr>
<td>12:05</td>
<td>VC U20 Women Individual</td>
</tr>
<tr>
<td>12:10</td>
<td>VC U20 Women team</td>
</tr>
<tr>
<td>12:21</td>
<td>Mixed Relay (4 x 1500m)</td>
</tr>
<tr>
<td>12:45</td>
<td>VC U23 Men individual</td>
</tr>
<tr>
<td>12:50</td>
<td>VC U23 Men team</td>
</tr>
<tr>
<td>12:57</td>
<td>VC U23 Women individual</td>
</tr>
<tr>
<td>13:02</td>
<td>VC U23 Women team</td>
</tr>
<tr>
<td>13:13</td>
<td>Senior Men race (10,000m)</td>
</tr>
<tr>
<td>13:53</td>
<td>Senior Women Race (8000m)</td>
</tr>
<tr>
<td>14:28</td>
<td>VC Mixed Relay</td>
</tr>
<tr>
<td>14:35</td>
<td>VC Senior Men individual</td>
</tr>
<tr>
<td>14:40</td>
<td>VC Senior Men team</td>
</tr>
<tr>
<td>14:55</td>
<td>VC Senior Women individual</td>
</tr>
<tr>
<td>15:00</td>
<td>VC Senior Women team</td>
</tr>
</tbody>
</table>
Appendix 4 – City Map with Team hotel & Championships sites
### Appendix 5 – Key dates and General Programme

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 10 December</td>
<td>21:00</td>
<td>Deadline for submitting written questions for the Technical Briefing</td>
<td>OCT</td>
</tr>
<tr>
<td>Saturday 11 December</td>
<td>10:00</td>
<td>Final Confirmation</td>
<td>OCT</td>
</tr>
<tr>
<td></td>
<td>10:00 – 12:00</td>
<td>Official training at the competition venue</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>10:00 – 12:00</td>
<td>TIC open</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>10:30</td>
<td>Orientation Visit and Technical Briefing</td>
<td>TIC</td>
</tr>
<tr>
<td>Sunday 12 December</td>
<td>08:00 – 16:00</td>
<td>TIC open</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>09:38</td>
<td>Opening Ceremony</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>Start – U20 Men race</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>10:28</td>
<td>Start – U20 Women race</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>10:46</td>
<td>Declaration of running order for Mixed Relay</td>
<td>OCT</td>
</tr>
<tr>
<td></td>
<td>10:50</td>
<td>Start – U23 Men race</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>11:23</td>
<td>Start – U23 Women race</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>12:21</td>
<td>Start – Mixed Relay</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>13:13</td>
<td>Start – Senior Men race</td>
<td>Course</td>
</tr>
<tr>
<td></td>
<td>13:53</td>
<td>Start – Senior Women race</td>
<td>Course</td>
</tr>
</tbody>
</table>