33èmes CHAMPIONNATS DU MONDE de l'IAAF
CROSS COUNTRY
SAMEDI 19
DIMANCHE 20
MARS 2005
HIPPODROME DE SAINT-GALMIER
IAAF
ATHLETISME
SAINT-ETIENNE / 19-20 mars 2005
SAINT-GALMIER
33èmes Championnats du Monde
de Cross-Country de l'IAAF

TEAM MANUAL

33rd IAAF World Cross-Country Championships

St-Etienne / St-Galmier (FRA)

March 19th and 20th 2005

TEAM MANUAL

Index **Page**

1		**ORGANISATION**	**3**
	1.1	IAAF Council	3
	1.2	IAAF Cross Country & Road Running Committee	3
	1.3	IAAF Delegates	4
	1.4	Organising Committee	4
2		**GENERAL PROGRAMME**	**5**
	2.1	General programme	5
3		**ARRIVAL AND ACCREDITATION**	**5**
	3.1	Location of welcome centres	5
	3.2	Location of accreditation centres and Welcome Desk	6
	3.3	Attachés	6
	3.4	Procedures	6
4		**ACCOMMODATION**	**7**
	4.1	Location of Hotels	7
	4.2	Charges	9
	4.3	Reservations	9
	4.4	Meal Times, etc.	9
5		**TRANSPORTATION**	**10**
	5.1	From Airport to accreditation and hotels	10
	5.2	From hotels to competition venue	10
	5.3	From hotels to training venues	11
	5.4	Transport for other purposes	11
6		**ENTRIES**	**11**
	6.1	IAAF Rules	11
	6.2	IAAF Scoring	12
	6.3	Deadlines	12
	6.4	Deadlines rules application	12

7		**FINANCIAL SUPPORT**	**13**
	7.1	IAAF Quota	13
	7.2	Accommodation support	13
	7.3	Travel support	14
	7.4	LOC Accommodation costs	14
	7.5	Procedures	14
8		**TECHNICAL**	**14**
	8.1	Location of competition offices	14
	8.2	Competition and warm-up Facilities	15
	8.3	Training Facilities	15
	8.4	Competition procedures	15
	8.5	Technical Meeting	17
	8.6	Protests	17
	8.7	Results	18
9		**DOPING / MEDICAL**	**18**
	9.1	Doping Control	18
	9.2	Medical Services	18
10		**CEREMONIES, AWARDS & PROTOCOL**	**19**
	10.1	Opening Ceremony	19
	10.2	Award Ceremonies	19
	10.3	Competition Awards	20
	10.4	Interviews	20
	10.5	Protocol and Social Programme	20
11		**GENERAL INFORMATION**	**21**
	11.1	Visa Information	21
	11.2	Other useful Information	22
	11.3	Appendices	24

1. ORGANISATION

1.1 IAAF Council

President :	Lamine Diack (SEN)
Senior Vice President :	Arne Ljungqvist (SWE)
Vice Presidents :	Helmut Digel (GER) Amadeo Francis (PUR) Dapeng Lou (CHN)
Honorary Treasurer :	Jean Poczobut (FRA)
General Secretary :	István Gyulai (HUN)
Members :	Dalhan Al-Hamad (QAT) Bill Bailey (AUS) * Sergey Bubka (UKR) Leonard Chuene (RSA) * Sebastian Coe (GBR) Nawal El Moutawakel (MAR) Roberto Gesta De Melo (BRA) * Robert Hersh (USA) Abby Hoffman (CAN) Alberto Juantorena Danger (CUB) Suresh Kalmadi (IND) * Ilkka Kanerva (FIN) Isaiah Kiplagat (KEN) Minos Kyriakou (GRE) Teddy McCook (JAM) * Cesar Moreno Bravo (MEX) José Maria Odriozola (ESP) Jung-Ki Park (KOR) Jamel Simohamed (ALG) Taizo Watanabe (JPN) Hansjorg Wirz (SUI) *

** Area Representatives*

1.2 IAAF Cross Country & Road Running Committee

Chairman :	Otto Klappert (GER)
Members :	David Bedford (GBR) Carlos Cardoso (POR) Hiroaki Chosa (JPN) Ingrid Kristiansen (NOR) Luis Miguel Landa (ESP) David S Okeyo, (KEN) Marcos Oviedo (VEN) Rabi Rajkarnikar (NEP) Alan Stevens (NZL) Mohammed Sulaiman Taib (QAT) Anne Timmons (USA) Salih Munir Yaras (TUR)

1.3 IAAF Delegates

Organisational Delegate :	Jean Poczobut (FRA)
Technical Delegate :	Otto Klappert (GER)
Medical/Doping Delegate :	Dr Frédéric Depiesse (FRA)
Press Delegate :	Anna Legnani (ITA)
Television Delegate :	Boris Acquadro (SUI)
Jury of Appeal :	Abby Hoffman (CAN) David Okeyo (KEN) Salih Munir Yaras (TUR)
ICROs :	Jos Van Roy (BEL) Massimo Magnani (ITA)

1.4 Organising Committee

Organising Member Federation

Fédération Française d'Athlétisme
33 avenue Pierre de Coubertin
75640 - Paris cedex 13, France
Tel.: + 33 (0) 1 53 80 70 11
Fax : + 33 (0) 1 45 81 40 30
Email : international@athle.org

President :	Bernard Amsalem
General Secretary :	Annie Laurent
General Director :	Jean Gracia

Organising Committee

General Coordination	Jean Gracia
Local Co-Presidents	Frédéric Augagneur – Pierre Toussaint
Protocol	Annie Laurent – Gérard Gounon
Accommodation & Transport	Pierre Toussaint – Romain Baujard – Jérémie Fayein
Marketing	Thierry Bertrand
Communication & Promotion	Isabelle Collette – Thierry Bertrand
Media & Television	Laurence Dacoury
Technical & Facilities	Philippe Propage – Christian Bautrau
Volunteers	Frédéric Augagneur
Security	Jacques Duperrin
Medical	Dr Béchir Boudjemaa – Dr Christine Poulard
Doping Control	Michel Marle
Finances	Christian Saby – Christian Roggemans

2. GENERAL PROGRAMME

2.1 General Programme

Date	*Time*	*Event*
17-18 March		Arrival of Teams and accreditation
Fri. 18 March	12:00	IAAF Press Conference, Stade Geoffroy Guichard
	13:00	Lunch Fukuoka 2006, Château de Valbois *- by invitation only*
	15:00 – 17:00	Course Visit (Team Leaders and Athletes)
	16:00	Technical Meeting, Hippodrome St-Galmier
	20:00	IAAF Reception, Casino St-Galmier *- by invitation only*
Sat. 19 March	13:45 – 14:15	Opening Ceremony
	14:30	Junior Women's Race
	15:20	Men's Short Race
	16:00	Women's Long Race
	20:00	Paris 2012 and LOC Dinner, Palais des Congrès St-Etienne *- by invitation only*
Sun. 20 March	14:25	Junior Men's Race
	15:15	Men's Long Race
	16:15	Women's Short Race
	20:00	Closing Dinner, St-Just / St-Rambert
Mon. 21 March		Departure of Teams

3. ARRIVAL AND ACCREDITATION

3.1 Location of Welcome Centres

A Welcome Desk will be set up as follows:

Address	Lyon St-Exupéry airport	
Opening dates	From: Thu. 17th March	To: Fri. 18th March
Opening hours*	From: 08:00	To: 22:00
	Saturday 19th March : From 08:00 till 12:00	

(*) For the Teams arriving before or after the opening hours, an attaché will be waiting for them if LOC knows the arrival time and flight number.

3.2 Location of Accreditation Centres and Welcome Desk

The Accreditation Centre is located as follows :

Address	**Mercure Saint-Étienne Parc de l'Europe**	
	Rue de Wuppertal	
	42100 Saint-Étienne	
Tel:	+ 33 (0) 4 77 42 81 81	
Fax:	+ 33 (0) 4 77 42 81 89	
Web:	www.mercure.com	
Opening dates	From: Thu. 17th March	To: Fri. 18th March
Opening hours	From: 08:00	To: 21:00
Opening dates	On Sat. 19th March	
Opening hours	From: 08:00	To: 12:00

3.3 Attachés

A Team Attaché will be assigned to one or more competing countries according to Team composition. They will ensure a smooth liaison between the Teams and the LOC for any matter regarding the organisation of the competition.

3.4 Procedures

It is kindly requested that all participating Federations communicate flight details, as well as number of people on each flight, to the Local Organising Committee as soon as possible in order to ensure a smooth transportation to the hotels and accreditation centre.

Upon arrival, all teams will be transferred to their Hotels. After completing the necessary check-in arrangements, the Team Leader will be escorted by the assigned team-coordinator to the Mercure Saint-Etienne hotel where accreditation formalities will take place, necessary accounting procedures finalised and payments made. The Team Leader is requested to take with him all the **Athletes'** passports. Teams or individual athletes arriving prior to Thursday March 17th will be handled on an individual basis ; please inform LOC as soon as possible for transport organisation.

The accreditation cards must be worn visibly and must be presented upon request. They are personal and non transferable. The loss or theft of an accreditation card must be reported immediately to the Accreditation Centre. In order to obtain a new accreditation, the athlete in question, accompanied by his official and carrying an appropriate identification document, must request it personally.

During accreditation, Team Leaders will be required to check the team accommodation invoices, and settle any outstanding payments (for team members above quota, extra days, and / or team officials). Until payments have been finalised, the athletes will be taken to the hotel, but no accreditation card shall be given to Delegations.

4. ACCOMMODATION

4.1 Location of Hotels

The hotels chosen by the Organising Committee are:

TEAMS – CATEGORY A HOTELS (HIGHER STANDARD)

Albatros
67 rue Saint Simon
42000 - Saint-Etienne
Tel : +33 (0) 4 77 41 41 00
Fax :+33 (0) 4 77 38 28 16

Centre de Formation aux Métiers du Sport
Rue du Verdun
42580 - L'Etrat
Tel : +33 (0) 4 77 91 17 17
Fax :+33 (0) 4 77 91 17 17

Novotel Andrézieux
1 rue du 18 juin 1827
42160 - Andrézieux Bouthéon
Tel : +33 (0) 4 77 36 10 50
Fax :+33 (0) 4 77 36 10 57

TEAMS – CATEGORY B HOTELS (BASIC STANDARD)

Ibis Gare
35 avenue Denfert Rochereau
42000 - Saint Etienne
Tel : +33 (0) 4 77 37 90 90
Fax :+33 (0) 4 77 38 47 65

Ibis Terrasse
35 place Massenet
42000 - Saint Etienne
Tel : +33 (0) 4 77 93 31 87
Fax :+33 (0) 4 77 93 71 29

Austria
21 place Massenet
42000 - Saint Etienne
Tel : +33 (0) 4 77 93 47 77
Fax :+33 (0) 4 77 92 54 32

Kyriad Saint-Etienne Centre
77 rue de la Montat
42100 - Saint Etienne
Tel : +33 (0) 4 77 21 12 21
Fax :+33 (0) 4 77 41 57 28

Kyriad Givors
1 quai Georges Lévy
69700 - Givors
Tel : +33 (0) 4 72 49 04 04
Fax :+33 (0) 4 72 49 03 05

Campanile Saint-Chamond
Gentialon – ZAC du Bourdon
42400 - Saint Chamond
Tel : +33 (0) 4 77 22 01 01
Fax :+33 (0) 4 77 22 52 72

Campanile Villars La Terrasse
Rue de l'Artisanat
42390 - Villars
Tel : +33 (0) 4 77 92 37 37
Fax : +33 (0) 4 77 93 18 58

Les Balladins
Rue Jean Moulin - ZAC du Crêt de Mars
42150 – La Ricamarie
Tel : +33 (0) 4 77 80 06 01
Fax :+33 (0) 4 77 57 27 45

Cyrius
Boulevard du Château
42210 – Montrond-les-Bains
Tel : +33 (0) 4 77 54 89 22
Fax :+33 (0) 4 77 54 84 32

Le Gil de France
18 bis boulevard Lachèze
42600 - Montbrison
Tel : +33 (0) 4 77 58 06 16
Fax :+33 (0) 4 77 58 73 78

Marytel
95 route de Lyon
42600 - Montbrison
Tel : +33 (0) 4 77 58 72 00
Fax :+33 (0) 4 77 58 42 81

IAAF FAMILY

Mercure Saint-Etienne Parc de l'Europe
Rue de Wuppertal
42100 - Saint-Etienne
Tel : +33 (0) 4 77 42 81 81
Fax : +33 (0) 4 77 42 81 89
Website :www.mercure.com

La Charpinière (for next organisers delegation)
42330 - Saint-Galmier
Tel : +33 (0) 4 77 52 75 00
Fax : +33 (0) 4 77 54 18 79

Tenor (for Athletes' representatives)
42 rue Blanqui
42000 - Saint-Etienne
Tel : +33 (0) 4 77 33 79 88
Fax : +33 (0) 4 77 41 69 81

MEDIA

Terminus du Forez
31 avenue Denfert Rochereau
42000 - Saint-Etienne
Tel : +33 (0) 4 77 32 48 47
Fax : +33 (0) 4 77 34 03 30

Hôtel du Midi
19 boulevard Pasteur
42100 – Saint-Etienne
Tel : +33 (0) 4 77 57 32 55
Fax : +33 (0) 4 77 57 28 00

Tenor
42 rue Blanqui
42000 - Saint-Etienne
Tel : +33 (0) 4 77 33 79 88
Fax : +33 (0) 4 77 41 69 81

Furania
18 rue de la Résistance
42000 – Saint-Etienne
Tel : +33 (0) 4 77 32 19 82

SERVICE SPONSORS

Actuel Hôtel
ZA Les Communaux — Tel : +33 (0) 4 77 36 52 52
42160 - Andrézieux Bouthéon — Fax : +33 (0) 4 77 36 52 51

4.2 Charges (Apply to Teams only)

The cost of full board accommodation for Teams is the following :

Costs in US dollars *(per person per day)*		**Subsidised Period** *(March 17 – 21)*		**Other Period**	
		Cat B	**Cat A**	**Cat B**	**Cat A**
Quota	**Twin room**	0	25	130	160
	Single room	30	55	160	190
Out-of quota	**Twin room**	85	110	130	160
	Single room	115	140	160	190

All Teams are required to check-out prior to their departure from St-Etienne / St-Galmier. All extra charges (telephone, laundry, bar, etc.) must be paid for by the teams directly at the hotel's reception desk the night before they leave. Team members may be asked to leave a deposit or a copy of a credit card as guarantee towards the extra expenses.

4.3. Reservations

All reservations must be made through IAAF via the Preliminary Entry Form and the On-line entry system.

IAAF will inform individually all the participating Member Federations about the venue of their accommodation as soon as allocated.

4.4 Meal times

Entry to the teams' restaurant will only be permitted with the corresponding accreditation and appropriate voucher.

The timetable for meals is:
Breakfast: 07:00 – 10:00
Lunch: 12:00 – 14:00
Dinner: 19:00 – 21:00

Saturday and Sunday : Breakfast : 07:00 – 09:30
Lunch : 10:30 – 14:00
Saturday Dinner : 19:00 – 21:00

Apart from the Closing Banquet, meals have to be taken in the hotel where the teams are accommodated.

5. TRANSPORTATION

5.1 From Airport to Accreditation and Hotels

Upon arrival at Lyon St-Exupéry airport once Teams have cleared the customs and have their luggage, they will be picked-up and escorted to the TGV station inside the airport where drinks will be available while waiting for the buses. The wait will not excess 30 minutes. Then Teams will be transferred by bus to their hotels with their Luggage.

Please ensure that your Team has supplied accurate arrival information to the LOC, so that it can be met upon arrival and adequate transport can be arranged in advance. The duration of transfer to the hotels will take approximately one hour and half.

Please confirm the Info Desk in your hotel or your Team attaché with your departure details so that transport from the hotel to the airport can be arranged in time. Departure times from your hotel will be displayed on the information board in the lobby of your hotel, but the usual departure will take place at least 4 hours prior to flight departure.

5.2 From Hotels to Competition Venue

On the days of the competition, a shuttle bus transport will be arranged from the Team hotels to the competition site according to the following timetable.

Friday, March 18th – Course visit

Departure from Team hotels:	Arrival at the course:
14:00	around 14:45* *(*) depending hotel location*

Departure from the course:	Arrival at the Team hotels:
17:15	around 18:00* *(*) depending hotel location*

Saturday, March 19th – Competition site

Departure from Team hotels:	Arrival at the venue:
12:30	around 13:15*
13:30	around 14:15* *(*) depending hotel location*

Departure from the venue:	Arrival at the Team hotels:
17:00	around 17:45*
17:30	around 18:15* *(*) depending hotel location*

Sunday, March 20th – Competition site

Departure from Team hotels:	Arrival at the venue:
12:30	around 13:15*
13:30	around 14:15*
	(*) depending hotel location

Departure from the venue:	Arrival at the Team hotels:
17:00	around 17:45*
17:30	around 18:15*
	(*) depending hotel location

Transfers from hotels to Closing Banquet : details will be available at the Infodesk in the Team hotels.

5.3 From Hotel to Training Venue

No transportation will be needed as training venues are within walking distance from all hotels. For further information, please refer to § 8.3.

5.4 Transport for other purposes

Special transports will be available for official dinners, other social functions and doping control. Information will be displayed on the information board in the lobby of your hotel.

6. ENTRIES

6.1 IAAF Rules

For all the races, teams of not more than eight (8) competitors per race can be entered. Six (6) competitors will be allowed to start in each race of whom four (4) will score.

AGE CATEGORY :

- **Junior athletes (born in 1986 or 1987) may compete in one race only (Junior or Senior Short or Senior Long)**
- **Youth athletes (born in 1988 or 1989) can compete in one race (Junior or Senior Short) but not in any case in the Senior Long Race.**

The Final Entries should preferably be submitted using the IAAF on-line Event Entry System - the link is http://evententry.iaaf.org. The login parameters (username and password) have not changed since the World Championships in Athletics 2003 in Paris. Member Federations that cannot submit the Final Entry Forms on-line are kindly requested to inform the IAAF so that a hard copy can be sent to them.

On arrival, Team Leaders must present athletes' passports or other official documents which indicate at least the year of birth and citizenship, in order for photocopies to be made by the organisers.

6.2 IAAF Scoring

For all races, four competitors shall score. Each race shall be scored separately.

The team results shall be decided by the aggregate of places recorded by the scoring competitors of each team. The team with the lowest aggregate of points will be judged the winner.

In assessing the aggregate, no adjustment to the placing of the finishing teams shall be made in respect of any non scoring team runners or of individual entries. If a team fails to finish with a complete scoring team, the runners finishing shall be counted as individuals in the race result and be eligible for the individual awards.

Any tie will be decided in favour of the team whose last scoring member finishes nearer the first place.

6.3 Deadlines

- Final Entries : **7 March 2005** *(midnight Monaco time)*
  To be submitted via the IAAF on-line Event Entry System (http://evententry.iaaf.org)

- Final Confirmation (*) **Not later than the start of the Technical Meeting** (Friday, 18th March – 16:00)

  (*) Preferably upon arrival at the Accreditation Centre (IAAF Hotel), otherwise at the TIC.

6.4 Deadlines rules application

As per the decisions taken by the IAAF Council during its meeting in Helsinki (December 2004) and publicised through the Circular M/28/04, the following will now apply :

a/ Number of Entries

A penalty will be imposed on a Member which :

- after having announced its participation in an IAAF competition, does not take part ;
- after having entered more than two athletes, attends the competition with a number 25% higher or lower than the number of entered athletes. The penalty will be US $ 1,000 per athlete, after the first two athletes.

Examples:

- 4 athletes entered, 1 participated = 3 – minus 2 allowance = 1
  ➔ US $ 1,000 penalty
- 40 athletes entered, 25 participated = 15 – minus 2 allowances = 13
  ➔ US $ 13,000 penalty
- 3 athletes entered, 1 participated = 2 – minus 2 allowances = 0
  ➔ no penalty
- 20 athletes entered, 17 participated = 3 = 15% difference

➔ no penalty (15% is less than the 25% allowance)

b/ Respect of deadlines:

A US $ 1,000 penalty per 10 participating athletes (with a tolerance of 2) will be imposed on any Member Federation which does not respect the Preliminary and/or Final Entry deadlines.

Examples:

- 3 to 10 athletes entered late ➔ US $ 1,000 penalty
- 11 to 20 athletes entered late ➔ US $ 2,000 penalty
- 21 to 30 athletes entered late ➔ US $ 3,000 penalty
- etc.

7. FINANCIAL SUPPORT

7.1 IAAF Quota

Information was provided by Circular M/27/04 dated November 15th, 2004. See below.

MEN					Nb	WOMEN				
FRA					**host**	FRA				
ESP	ETH	KEN	MAR	USA	**12**	ESP	ETH	GBR	KEN	USA
ERI	GBR				**11**	JPN				
ALG	ITA				**10**	CAN	MAR			
CAN	JPN	POR			**9**	POR				
AUS	BEL				**8**	AUS				
TAN					**7**	ITA	RUS			
IRL	RUS	RWA			**6**	BEL				
UGA					**5**	IRL	RSA			
BOT	EGY	NZL	RSA	SUD	**4**	ALG	CHN	ERI	SUI	TAN
SUI	ZAM					TUN				

All the others, 1 athlete for each of the three races Men and Women.

7.2 Accommodation support

For the quota athletes : free accommodation, in a Twin room, for a maximum of 4 nights (from March 17th till March 21st) in the lower B category hotels.

7.3 Travel support

50% of the cheapest economy fare for the quota athletes. The cost of the travel has to be first approved by the IAAF.

Federations were asked to provide their quote at the same time as the Preliminary Entries. Team Leaders will be required to provide a copy of the tickets and of the travel agency invoice.

7.4 Accommodation costs

Accommodation costs are in US dollars and are payable in Euros or US dollars. The official exchange rate will be set prior to the Championships and will remain the same throughout the Championships. Visa Credit cards will be accepted.

The IAAF Council decided that the minimum accommodation invoices will be based on the information (number of persons, arrival and departure details) provided on the Final Entry Form; with a tolerance of 2

7.5 Procedures

Upon arrival at the accreditation centre, the Team Leader will be asked to settle the payments for the extra delegation members in respect of the given IAAF quota or for the extra days accommodation in St-Etienne / St-Galmier.

8. TECHNICAL

8.1 Location of Competition Offices

All the following offices will be located at the:

Mercure Saint-Etienne Parc de l'Europe

Rue de Wuppertal
42100 - Saint-Etienne

Tel : +33 (0) 4 77 42 81 81
Fax : +33 (0) 4 77 42 81 89
Website : www.mercure.com

- IAAF Main Office
- IAAF Competitions Department / Finance Office
- DENTSU/AMS
- LOC
- Accreditation Centre

8.2 Competition and warm-up facilities

- ***Course***

The course is located in the Hippodrome of Saint-Galmier. (see map for full description)

The course has a basic lap length of 1 956 m.
The lap breakdown for each race will be as follows :

Race	Total laps	Total length
Men Long	6 laps + start	12 020 m
Men Short	2 laps + start	4 196 m
Men Junior	4 laps + start	8 108 m
Women Long	4 laps + start	8 108 m
Women Short	2 laps + start	4 196 m
Women Junior	3 laps + start	6 152 m

- ***Warm-up***

A large area is located nearby the start area and will serve as warm-up area prior to the event (see attached lay out). Access to the pre-start area, after the call room check, will be allowed 20 minutes before the start of each race.

8.3 Training Facilities

There are many training facilities located near team hotels.

8.4 Competition Procedures

- ***Start, Call Room and Reporting Times***

All participants will have access to the Start after having passed through the Call Room that is situated in the changing tent.

Athletes should report to the Call Room not later than 20 minutes before the start of each race. Competitors who fail to appear at the call room on time, will not be allowed to compete. Team Officials will not be allowed in the Call Room. Once in the Call Room, athletes will not be allowed to return to the changing tent.

- ***Bibs***

Team Leaders will be given the bib numbers after the Technical Meeting.
Each participant will be given three bib numbers: one of them must be worn in a visible manner, without it being manipulated, on the chest and another on the back also clearly visible.
The third one can be placed on the bag used for keeping personal belongings (which will be labelled with the name of the athlete's country) or on the tracksuit.

- ***Transponders***

Seiko/Winning Time will supply a transponder system (chip) to back-up the timing and the intermediate times and also offer the possibility of providing almost live information on the individual and team standings to the spectators. **Two transponders per athlete will be provided (to be worn on each ankle)**. A special team will be responsible for attaching the chips (in the call room). A special team will collect chips after the race in a designated area. Athletes not finishing the race should report to this area and return the chip(s).

Further information on the use and distribution of the transponders will be provided during the Technical Meeting, however Member Federations should be advised that, for every transponder not returned, they will be charged US $10.

- ***Uniforms and Personal Belongings***

In each race, all athletes from the same team must wear their Federation's approved uniform in competition. The IAAF Council recommended that the front and the back of the uniforms have the same colour.

Please note that the IAAF Advertising Rules and Regulations applicable for this competition specify a maximum of 30 cm^2 for the Manufacturer's logo on the competition wear and 40 cm^2 on sweatshirts, t-shirts and jackets.

There can be **no logo of the Member Federation's national sponsors** on the Athletes' clothes, bags etc.
A large tent for athletes to change, with separate areas for each Team, will be arranged just next to the call room. The participants will deposit the bag containing personal belongings just before the call room in the seperate area for each team (boxes). A second possibility of bag deposit will be just behind the start line.
The bags will be transported by the LOC to the athletes' clothes deposit tent, next to the finish line and the mixed zone.

- ***Start Line***

Each Team will be allocated a starting box, for each of the Championship races, according to a draw made by the IAAF Technical Delegate. Individual athletes will share a box according to the draw made by the IAAF Technical Delegate. The result of this draw will be displayed at the start area during the course inspection.

- ***Starters' Instructions***

All instructions will be given in French. The command in French *"à vos marques"* will be followed by a shot from the starter's gun. In case of a false start the starter will fire a second shot and officials will raise a rope across the start straight, fifty (50) metres from the start line.

- ***Finish Area*** *(See appendix)*

At the finish, funnels will be set up 15 metres behind the finish line, through which the judges will direct the athletes with the help of ropes. After the arrival, the athletes will have to give their transponders back and will be directed to the mixed zone and the athletes clothes deposit tent. Those to be awarded will be gathered in a specific area.

8.5 Technical Meeting

The Technical Meeting will take place on Friday 18th March, at 16:00, after the course visit, at the Hippodrome in Saint-Galmier.

A maximum of two representatives from each delegation may attend. The Meeting shall be conducted in French and English. An interpreter may assist at the Technical Meeting.

Questions for the Technical Meeting must be written in French or English on the form provided and handed in at the Information Desk located in each hotel. The Team Attaché will ensure that these forms reach the IAAF official Hotel by 13.00, on Friday 18th March.

- ***Agenda***

1. Opening of the Meeting by the IAAF President or his representative and by the LOC President or his representative
2. Presentation of IAAF Delegates and main Competition Officials
3. Technical information about the race (distance, laps, etc...)
4. Start procedures and Call room
5. Transponders
6. Finish procedures
7. Individual and Team Classification & procedure in the case of a tie
8. Protests
9. Doping Control
10. Opening and Award Ceremonies
11. Transport arrangements
12. Answers to written questions
13. Distribution of bib numbers

8.6 Protests

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. Any protest shall, in the first instance, be made orally to the Referee by the athlete himself or by someone acting on his behalf.

The Referee may decide on the protest or may refer the matter to the Jury of Appeal. If the Referee makes a decision, there shall be a right of appeal to the Jury. An appeal to the Jury of Appeal must be made within 30 minutes of the official announcement of the decision made by the Referee, in writing, signed by a responsible official on behalf of the athlete, and shall be accompanied by a deposit of US $ 100, or its equivalent in euros, which will be forfeited if the protest is not upheld.

The protest must be handed in at the TIC and the decision of the Jury of Appeal shall be published in an official manner on the TIC results' board. The claimant will receive a copy of the receipt.

8.7 Results

The results will be pinned up in the Technical Information Centre (TIC) at the competition site.

9. DOPING / MEDICAL

9.1 Doping Control

Doping Control shall be conducted in accordance with:

- IAAF Procedural Guidelines for Doping Control,
- French legal authorities,
- under the supervision of the IAAF Medical/Anti-Doping Control Delegate.

Athletes selected for the control shall be informed in writing and will be required to sign a confirmation of notification. A person of the athlete's choosing may accompany him/her to the Doping Control station.

As soon as the award ceremony is over, the athletes selected for doping control will be accompanied directly to the doping control station. A selected athlete, if so required, must go first to the Interview Room, always accompanied by a doping control official.

However he/she should report to the Doping Control Station as soon as possible after the interviews and, in any case, no later than one hour after receipt of the notice.

The athlete should carry with him an appropriate identity document and his accreditation card.

9.2 Medical Services

- ***General***

The National Federations are responsible for their own medical insurances.
The LOC will provide health care and sport medicine services including a 24 h medical access (on call) for emergency and immediate treatment.
The team leaders will be provided all the necessary information and the relative phone numbers in order to react immediately in case of any health problem.
A team of physicians specialised in general medicine, orthopaedics, anaesthesiology and sport medicine will be present in different places at specified schedules.

- ***Assistance in Team Hotels***

Adequate facilities at each hotel will be available to the teams with medical staff in order to practice massage and physiotherapy. All information will be at the Info Desk of your hotel.
For those without medical team, they will have to go to the Centre de Formation des Métiers du Sport (located in Etrat) where the permanence is.

- ***Medical Centre at the Course***

During the competition, emergency medical teams will be stationed on the course and a Medical Centre will be set up near the finish line.

10. CEREMONIES, AWARDS AND PROTOCOL

10.1 Opening Ceremony

An Official Opening Ceremony will be held at the competition site on Saturday March 19th at 13:45. It will consist in a children parade and no athlete will take part.

10.2 Award Ceremonies

The Ceremonies shall take place immediately after each race next to the Finish line :

- Individual medals (gold, silver and bronze) for the first three men and women
- Team medals (gold, silver and bronze) for the first three classified teams, men and women.

The flags of the athletes' and teams' home country will be raised while the national anthem of the winning athlete and team is played.

The athletes must be present at the Award Ceremonies wearing their country's official uniform, according to the IAAF Advertising Rules and Regulations.

These Award Ceremonies will take place as soon as possible after the end of each race (individual and team awards). The athletes being part of these ceremonies will have to stay in the award area until completion of the ceremonies.

10.3 Competition Awards

Individual (Senior only)

1st	US $ 30,000	2nd	US $ 15,000	3rd	US $ 10,000
4th	US $ 7,000	5th	US $ 5,000	6th	US $ 3,000

Team (Senior only) :

1st	US $ 20,000	2nd	US $ 16,000	3rd	US $ 12,000
4th	US $ 10,000	5th	US $ 8,000	6th	US $ 4,000

These awards will be paid when the athlete has complied with the following conditions:

- the doping control on site is negative;
- the athlete has duly filled out the form for payment;
- in the case where an athlete is on the IAAF's Registered Testing Pool, he/she has filed 2 out-of-competition tests one year prior to the said competition.

10.4 Interviews

After each race, the first three athletes will be taken to the Interview Room in the Press Centre.

10.5 Protocol and social programme

The following social activities programme is organised in connection with the Championships:

Date	*Time*	*Event*
March 18th	13:00	**Fukuoka 2006** – Château de Valbois *Team Leader only - by invitation*
March 18th	20:00	**IAAF Dinner** – Casino de St-Galmier *Team Leader only - by invitation*
March 19th	20.00	**Paris 2012 and LOC Dinner** – Palais Congrès St-Etienne *Team Leader only - by invitation*
March 21st	20:00	**Closing Banquet** – St-Just / St-Rambert *All athletes and Officials*

Specific transport information will be made available at the hotels.

11. GENERAL INFORMATION

11.1 Visas

Passports must be valid for the intended length of stay.
In case of problems please contact the Organising Committee immediately for assistance.

List of countries whose citizens DO NOT NEED a visa to enter the Schengen area :

ASIA

BRU	HKG	JPN	KOR	MAC	MAS	SIN

EUROPE

AND	AUT	BEL	BUL	CRO	CYP	CZE	DEN	ESP	EST
FIN	GBR	GER	GIB	GRE	HUN	IRL	ISL	ISR	ITA
LAT	LIE	LTU	LUX	MLT	MON	NED	NOR	POL	POR
ROM	SLO	SMR	SUI	SVK	SWE				

NACAC

AHO	ARU	CAN	CRC	ESA	GUA	HON	ISV	MEX	NCA
PUR	USA								

OCEANIA

ASA	AUS	COK	GUM	NMA	NZL	PYF

CONSUDATLE

ARG	BOL	BRA	CHI	ECU	PAN	PAR	URU	VEN

List of countries whose citizens DO NEED a visa to enter the Schengen area and HAVE a French Embassy :

ASIA

BAN	BRN	CAM	CHN	INA	IND	IRI	JOR	KAZ	KGZ
KSA	KUW	LAO	LIB	MGL	NEP	OMN	PAK	PHI	QAT
SRI	SYR	THA	TKM	UAE	UZB	VIE	YEM		

AFRICA

ALG	ANG	BDI	BEN	BOT	BUR	CAF	CGO	CHA	CIV
CMR	COD	COM	CPV	DJI	EGY	ERI	GAB	GBS	GEQ
GHA	GUI	KEN	MAD	MAR	MLI	MOZ	MRI	MTN	NAM
NGR	NIG	RSA	RWA	SEN	SEY	SUD	TAN	TOG	TUN
UGA	ZAM	ZIM							

EUROPE

ALB	ARM	AZE	BIH	BLR	GEO	MDA	MKD	RUS	SCG
TUR	UKR								

NACAC
CUB DOM HAI JAM LCA TRI

OCEANIA
FIJ PNG VAN

CONSUDATLE
COL PER SUR

List of countries whose citizens DO NEED a visa to enter the Schengen area and DO NOT HAVE a French Embassy (please urgently contact the French Athletics Federation for immediate assistance):

ASIA
BHU IRQ MDV MYA PLE PRK TJK TPE

AFRICA
ETH GAM LBA LBR LES MAW SLE SOM STP SWZ

NACAC
AIA ANT BAH BAR BER BIZ CAY DMA GRN IVB
MNT SKN TKS VIN

OCEANIA
ASA FSM KIR MSH NFI NMA NRU PLW SAM SOL
TGA

CONSUDATLE
GUY

11.2 Other useful information on France and St-Etienne / St-Galmier

Population
- 58 226 000 inhabitants (as of January 2000)

Population density
- 105 inhabitants per km^2 (as of January 2000)

Surface area
- 551 602 km^2

Capital
- Paris

National language
- French

Time zone
- GMT + 1 (when 12:00 in London, 13:00 in St-Etienne / St-Galmier by the time of the Championships)

Weights and measures

- metric system

Domestic electricity
- 220 V AC – 50 Hz (two circular plugs)

Access
- Lyon Saint-Exupéry airport
- Direct train connection by TGV from Paris to St-Etienne Châteaucreux train station

Climate
- Central and eastern areas of France have a more continental climate with colder winters and a little warmer summers. Rainfall is usually low and tends to fall in summer
- Average temperatures in March in St-Etienne are around 7 degrees.

Water Quality
- Tap water is completely safe for drinking

Driving
- Driving is on the right. National licence is required. Minimum driving age is 18.

Health
- Vaccinations are not required

Currency
The national currency of France is Euro
Currency paper notes are 5, 10, 20, 50, 100, 200 and 500 euros.
Coins are 1 and 2 euro and 1, 2, 5, 10, 20 and 50 Cents.

As at 20 January 2005, the exchange rate is the following :
→ € 1 = US $ 1.30 = £ 0.70

Credit cards and travellers cheques are widely accepted.

Mobile Communications

Travel preparations
Before setting off, check that your mobile is activated for telephoning abroad. Your provider will give you information on this. You may need an adapter to recharge your mobile in France.

Travellers from USA and Japan: Phoning in France requires a triband device that works on both American and European networks. The mobile phone network in France is the European Network.

Car Rental
All major car-hire companies are represented at French airports and in large French cities.

Shopping
Large choice of department stores, de luxe boutiques, souvenir shops, open air markets

Business hours :

- Banks = 09:00-12:00 & 14:00-16:00 Mon-Fri
- Offices = 09:00-12:00 & 14:00-18:00 Mon-Fri
- Shops = 09:00-18:30 Mon-Sat (some shops close between 12:00-14:30 & many close all or pm Mon)

11.3 Appendices

1. Map of access
2. Map of the Region
3. Competition Venue
4. Course Laps
5. Finish Area
6. Overview of allocated Areas

Glasgow
Dublin
Hambourg
Amsterdam
Berlin
London
Brussels
Paris
Munich
Rhône-Alpes
Region
Genève
Saint-Galmier
Lyon
Saint-Etienne
Torino
Nice
Marseille
Roma
Barcelona
Madrid
Lisboa
Tunis
Alger

VILLEFRANCHE-SUR-SAONE
69 - RHÔNE
Lyon Saint-Exupéry
Aéroport
Airport
Vaulx-en-Velin
Villeurbanne
LYON
Feurs
42 - LOIRE
Saint-Priest
80 km
Vénissieux
Saint-Galmier
Site de la compétition
Competition site
Chazelles-sur-Lyon
Saint-Galmier
Givors
60 km
20 km
VIENNE
Saint-Just-Saint-Rambert
Saint-Chamond
SAINT-ETIENNE
Firminy
Le Chambon-Feugerolles
Saint-Etienne
Hébergement
Accommodation site
Bourg-Argental

Plan du site et parcours / Site map and parcours

Profil / Profil

◆ JUNIORS WOMEN

- 3 LAPS (5 868 M) + START (284 M) = 6 152 M

◆ JUNIORS MEN

- 4 LAPS (7 824 M) + START (284 M) = 8 108 M

◆ SHORT RACE WOMEN

- 2 LAPS (3 912 M) + START (284 M) = 4 196 M

◆ SHORT RACE MEN

- 2 LAPS (3 912 M) + START (284 M) = 4 196 M

◆ LONG RACE WOMEN

- 4 LAPS (7 824 M) + START (284 M) = 8 108 M

◆ LONG RACE MEN

- 6 LAPS (11 736 M) + START (284 M) = 12 020 M

26/01/05

Premier soin
First aid
Contrôle anti dopage
Doping control
Salle d'interview
Press interview
Podium
Zone mixte
Mixed zone
Vestiaire arrivée
Finish changing-room
Centre de presse
Team center
Presse accès interview
Press interview acces
Salle de détente des athlètes
Athlète's relaxation room
Athlètes accès départ et vestiaire
Start acces athletes and changing-room
Parking athlètes
Aathletes 's parking
ZONE DE SORTIE
EXIT AREA
Sortie/ exit
Couloir sécurité / Security lane
Couloir N°4 / Lane 4
Couloir N°3 / Lane 3
Vidéo / photo
Couloir N°2 / Lane 2
Couloir N°1 / Lane 1
Ligne d'arrivée
Finish line
Vestiaire départ
Start changing-room
Chambre d'appel
Call room
Zone échauffement
Warming up zone
DEPART/START
W.C
Zone départ / arrivée
Finish / start zone
11/12/04

7 VIP
Salon IAAF
6 Tribune de presse
Press tribune
28 Centre de presse
Press center
8 Salle de détente des athlètes
Athlete's relaxation room
Commentateurs / Speakers
IAAF
France télévision
Seiko
Reproduction
Délégués techniques IAAF
IAAF technique deleguates
Réfrigérateur cadenassé
Lock fridge
Controle sanguin
blood test
Salle d'interview
Room interview 23
WC
1 Controle anti dopage
Doping control
Salle d'attente anti dopage
Anti dopage waiting room
24 Vestiaire arrivée / Finish changing room
Médical
Podologue
22 Jury
17 Buvette public
Public refreshments

25/01/05