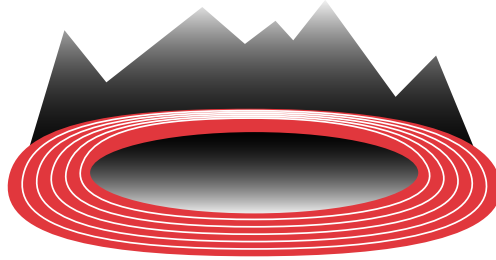




SPAR 

COUPE D'EUROPE



ANNECY 2002



22-23 Juin 2002  
22-23 June 2002



Crédit photo : Christophe GUIBBAUD / Agence Wandystadt

# MANUEL DES ÉQUIPES

## TEAM MANUAL



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#### **LIST OF ABBREVIATIONS**

<b>IAAF</b>	<b>International Amateur Athletic Federation</b>
<b>EAA</b>	<b>European Athletic Association</b>
<b>FFA</b>	<b>French Athletic Federation</b>
<b>LOC</b>	<b>Local Organising Committee</b>
<b>TIC</b>	<b>Technical Information Centre</b>

# 1 GENERAL INFORMATION ON FRANCE AND ANNECY

## 1.1 France

Official language : French.  
Population : 58,027,305 inhabitants; density: 105.2 persons per km<sup>2</sup>; distribution:  
Area : 551,602 km<sup>2</sup>.  
Capital : Paris  
Type of government : Republic  
Elevations : Highest - Mont Blanc : 4.807 m.  
Major religion : Catholicism  
Life expectancy : Women - 84; men - 76.  
Labour distribution : manufacturing - 26,9%; services - 68,3%; agriculture - 4,8%.  
Foreign trade : Principal trade partners - Europe, United States, Japan, Africa.

Currency : The French currency is the Euro which is made up of 100 cents. There are coins of 1, 2, 5, 10, 20, and 50 cents and 1 €, 2 €. Bank notes are of 5 €, 10 €, 20 €, 50 €, 100 €, 200 € and 500 €. You can change your money at any bank and at the hotel reception desks. However, in the hotels the rate of exchange is less favourable. International credit cards are accepted in hotels, shops and restaurants.

## 1.2 Annecy

Time : GMT + 2 hours.  
Water : Tap water is completely safe for drinking.  
Electricity : The electric current for use in homes and hotels is 220 volts (50 Hz) and the plugs used are two round pins.  
Telephone : Public telephones are installed everywhere in Annecy, most will allow calls. There are some telephone booths which accept coins and others which operate with telephone cards. It is possible to buy telephone cards in the hotels. Some telephones will also accept international credit cards.  
Business Hours : Business hours of the main establishments are as follows:

	Weekdays	Saturdays	Sundays
Banks	9:00-17:00	Some-	-
Post Offices	8:00-19:00	8:00-12:00-	-
Shops	9:00-19:00	9:00-19:00	Some
Administrations	9:00-17:00	-	-

Climate in Annecy : The average maximum temperature for June is 19,5 °C and the minimum average is 15,8°C. When coming to Annecy in June you are advised to bring rainwear. The daily average amount of sunshine during June is 7 hours, 10 minutes. The average total rainfall for June is 12mm with two wet days

## 1.3 Diplomatic Missions in Paris

Germany	13/15, avenue Franklin Roosevelt - 8ème	+33 (0)1.53.83.45.00
Great Britain and North Ireland	35, rue du Faubourg Saint Honoré	+33 (0)1.42.66.91.42
Finland	2, rue Fabert – 7 <sup>ème</sup>	+33 (0)1.44.18.19.20
Italy	47, rue de Varenne - 7ème	+33 (0)1.45.44.38.90
Poland	1/3, rue de Talleyrand – 7ème	+33 (0)1.45.51.60.80
Romania	5/7, rue de l'Exposition - 7ème	+33 (0)1.40.62.22.02
Russia	40/50, boulevard Lannes - 16ème	+33 (0)1.45.04.05.50
Ukraine	21, avenue de Saxe - 7ème	+33 (0)1.43.06.07.37

## 2 EAA

### 2.1 EAA Council

<b>PRESIDENT</b>	Hansjörg Wirz (SUI)
<b>HONORARY PRESIDENT</b>	Sir Arthur Gold (GBR) X Carl-Olaf Homén (FIN)
<b>VICE-PRESIDENTS</b>	Valentin Balakhnichev (RUS) Agoston Schulek (HUN)
<b>TREASURER</b>	Karel Pilny (CZE)
<b>GENERAL SECRETARY</b>	Till Lufft (GER)
<b>MEMBERS</b>	Janez Aljancic (SLO) Georgios Constantopoulos (GRE) José Luis de Carlos (ESP) Antonios G. Dracos (CYP) Gianni Gola (ITA) Al Guy (IRL) Ilkka Kanerva (FIN) Philippe Lamblin (FRA) John Lister (GBR) Clemens Prokop (GER) Jorge Salcedo (POR) Erika Strasser (AUT) Irena Szewinska (POL)
<b>IAAF President</b>	Lamine Diack (SEN)

### 2.2 EAA Delegates

ORGANISATIONAL DELEGATE	José Luis de Carlos (ESP)
TECHNICAL DELEGATE	Kari Wauhkonen (FIN)
MEDIA DELEGATE	Nicolas Russi (SUI)
MEDICAL DELEGATE / DOPING DELEGATE	Linda Grijp (BEL)
JURY OF APPEAL	Ramon Docal (ESP) Charles Pfister (SUI) Al Guy (IRL)
SECRETARY TO THE JURY OF APPEAL	Suzanne Cathiard (FRA)
AREA TECHNICAL OFFICIALS	Keith Davies (GBR) Liam Hennessy (IRL) Mark Khavdjou (RUS) Janusz Krynicki (POL) José Moreira (POR) Imre Matrahazi Jr (HUN)

### EAA Event Management

TOP EVENTS MANAGER	Luciano Barra (ITA)
EVENT CO-ORDINATION MANAGER	Joanne Dick (GBR)
EVENT CO-ORDINATOR	Sarah Davies (GBR)

### 2.3 EAA Member Federations

ALBANIA	ALB	ISRAEL	ISR
ANDORRA	AND	ITALY	ITA
ARMENIA	ARM	LATVIA	LAT
AUSTRIA	AUT	LIECHTENSTEIN	LIE
AZERBAIJAN	AZE	LITHUANIA	LTU
BELGIUM	BEL	LUXEMBOURG	LUX
BOSNIA & HERZEGOVINA	BIH	Former Yugoslav Rep. Of Macedonia	MKD
BULGARIA	BUL	MALTA	MLT
BELARUS	BLR	MOLDOVA	MDA
CROATIA	CRO	MONACO	MON
CYPRUS	CYP	NETHERLANDS	NED
CZECH REPUBLIC	CZE	NORWAY	NOR
DENMARK	DEN	POLAND	POL
ESTONIA	EST	PORTUGAL	POR
FINLAND	FIN	ROMANIA	ROM
FRANCE	FRA	RUSSIA	RUS
GEORGIA	GEO	SAN MARINO	SMR
GERMANY	GER	SLOVAK REPUBLIC	SVK
GIBRALTAR	GIB	SLOVENIA	SLO
GREAT BRITAIN & NORTHER IRELAND	GBR	SPAIN	ESP
GREECE	GRE	SWEDEN	SWE
HUNGARY	HUN	SWITZERLAND	SUI
ICELAND	ISL	TURKEY	TUR
IRELAND	IRL	UKRAINE	UKR
		YUGOSLAVIA	YUG

## 2.4 Participating Countries


MEN		WOMEN	
GERMANY	GER	UKRAINE	UKR
RUSSIA	RUS	RUSSIA	RUS
GREAT BRITAIN & NORTHERN IRELAND	GBR	GREAT BRITAIN & NORTHERN IRELAND	GBR
UKRAINE	UKR	ITALY	ITA
FINLAND	FIN	ROMANIA	ROM
POLAND	POL	GERMANY	GER
FRANCE	FRA	FRANCE	FRA
ITALY	ITA	POLAND	POL



## 4 ARRIVAL IN GENÈVE

### 4.1 Times of arrival

The times of arrival and departure will be requested with the final entry forms. Any changes should be communicated immediately to the LOC office.

 +33 1 53.80.70.33  
Fax +33 1 45.81.40.30

### 4.2 Welcome Service and Airport Information

To facilitate a smooth immigration transit and prompt customs formalities, LOC staff will be available at both the French and Swiss exits of the **Genève-Cointrin (SUI)** Airport. Those teams requiring a visa for Switzerland (Russia and Ukraine) should use the French exit.

During this period, our staff displaying the official logo of the SPAR European Cup, will be present in the arrivals hall at the airport in case of any problems.

LOC presence at Geneva airport : 20<sup>th</sup> June and 23<sup>rd</sup> June

### 4.3 Immigration

The relevant authorities recognise the importance of the SPAR European Cup and will co-operate with the LOC to facilitate the teams' smooth entry into France.

If required, visas must be produced at the first point of entry into France.

Arrangements have been made with the French Foreign Office to facilitate the issue of visas for participants in the SPAR European Cup.

Countries needing visas to enter France, should obtain them from the French Embassy or Consulate in their country.

### 4.4 Customs formalities

In France, there are strict laws on bringing in of prohibited substances, firearms and weapons. The penalties for breaking these laws are severe and could result in your imprisonment.

If you think you are carrying any goods which may fall into any of the above mentioned categories you must declare them to Customs upon your arrival.

Prohibited substances

If you are carrying any prescribed dependence drugs, declare them to Customs on arrival.

Weapons/Firearms

Many weapons and firearms are prohibited in France while others require a permit and safety testing to import them. You should contact the Customs representative at your nearest overseas mission if you intend to import such items.

Mobile Phones

France's mobile phone networks operate under GSM. Only phones that are manufactured to operate under these systems will work in France. You are advised to contact your own country's mobile phone carrier to determine if your country has an international roaming agreement with France which will allow temporary connection to the French network.

### 4.5 Transportation from the airport

After immigration, teams will be taken to the designated bus by a team liaison officer and taken to your hotels which are located about 1 hour from the airport.

### 4.6 Insurance

Each Federation should take out an insurance policy for their athletes and officials participating in the SPAR European Cup. The LOC will not accept any liability for lost possessions, medical expenses, etc though it will cover the costs of emergency treatment at the competition venue.

## 5 TRANSPORT

### 5.1 Training and Competition

The Parc des Sports with its training areas and team's accommodation are connected by a shuttle service. A detailed timetable will be provided to delegation leaders on their arrival in Annecy.

## 5.2 Airport Service

Airport - Hotels : Buses will be available from Thursday is 20<sup>th</sup> to Monday 24<sup>th</sup> June. Departures must be arranged through the Hotel's welcome desk.

## 6 ATHLETES ACCOMMODATION

### 6.1 Team Hotels

#### 6.1.1 Opening Period

The team hotels will be officially open between June 20<sup>th</sup> and June 24<sup>th</sup>.

#### 6.1.2 Teams' Hotel Details

A draw took place for the team hotels with the following result :

COUNTRY	HOTEL	ADRESS	PHONE Number	FAX Number
FINLAND	Ibis Centre	Manufacture - 12 rue de la Gare Annecy - 74000	+33 4 50 54 43 21	+33 4 50 52 81 08
FRANCE	Trésoms	3 boulevard de la Corniche Annecy – 74000	+33 4 50 51 43 84	+33 4 50 45 56 49
GERMANY	Novel – La Mamma	69 avenue de France Annecy – 74000	+33 4 50 23 75 74	+33 4 50 66 36 31
GREAT BRITAIN	Novotel Atria	1 avenue Berthollet Annecy – 74000	+33 4 50 33 54 54	+33 4 50 45 50 68
ITALY	Holiday Inn	19 avenue du Rhône Annecy – 74000	+33 4 50 52 35 35	+33 4 50 52 35 00
POLAND	Holiday Inn	19 avenue du Rhône Annecy – 74000	+33 4 50 52 35 35	+33 4 50 52 35 00
ROMANIA	Ibis	138 rue des Paquerettes Cran-Gevrier – 74960	+33 4 50 67 42 34	+33 4 50 57 98 45
RUSSIA	Comfort Hotel Mandallaz	1 place Mandallaz Annecy – 74000	+33 4 50 45 51 74	+33 4 50 45 51 75
UKRAINE	Novotel Atria	1 avenue Berthollet Annecy - 74000	+33 4 50 33 54 54	+33 4 50 45 50 68

#### 6.1.3 Team Accommodation Administration

The administration is headed by Romain BAUJARD (Administrative Director F.F.A.). Further queries concerning accommodation, meals and function rooms should be directed to the French Athletic Federation

(Fax : +33 1 45 81 40 30).

#### 6.1.4 Charges

According to EAA regulation 607.8 the EAA resumes the responsibility for the accommodation of :

26 athletes and 9 officials for a men's team,  
26 athletes and 9 officials for a women's team,  
52 athletes and 15 officials in the case of men and women team.

On arrival, additional accommodation requirements must be paid for by each delegation in cash (€) or euros cheques.

The cost for extra persons (full-board per day) have been agreed by the EAA with the LOC as the following :

160 CHF for a single room  
140 CHF for a twin room (per person)

All other extra charges (bar, laundry, telephone, minibar, etc.) must be paid to the hotel desk before departure.

The LOC will provide accommodation for the athletes and officials for the period of opening of the team hotels based on the Final Entries for the SPAR European Cup. Teams arriving in France earlier must make special arrangements with the LOC.

#### 6.1.5 Access to Teams' Hotels

Upon arrival each delegation leader shall make arrangements for the allocation of rooms in co-operation with the accommodation staff. In the Hotel he/she shall collect the room keys for all members of the delegation by presenting the rooming list to the special check-in desk.

### 6.1.6 Telephone Calls

The telephone will not be automatically switched through to the rooms in the hotels. Any athletes or delegation leaders requiring the use of the room phone for outgoing calls must make arrangements at the hotel's front desk. The phone will be made available after the presentation of a credit card to cover all charges.

All delegations will receive a directory of the most important telephone numbers for the SPAR European Cup.

Public telephone booths are available in each hotel.

### 6.1.7 Meals

All meals will be served in the Athletes Dining Rooms at the hotels, apart from the Mandallaz, where guests will take their meals at the Restaurant "Le Bistrôt du Rhône" (located 200m from the hotel). It is essential to show the accreditation card for access to the restaurants.

The teams must take their meals in the hotels where they are accommodated.

Taking into consideration the religions and cultures of participants, various foods will be served in buffet style.

All the meals will be served according to the same timetable

- Breakfast: from 6:30 to 10:00
- Lunch: from 11:00 to 14:30
- Dinner: from 18:30 to 22:00

### 6.1.8 EAA Office

The EAA will have an office in the VIP hotel (Imperial Palace) as well as at the Parc des Sports until 23rd June.

Opening hours	20 <sup>th</sup> to 23 <sup>rd</sup> June	9:00 - 19:00
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## 6.2 Information Desk

An information desk will be available in the teams' hotels and at the TIC in the Stadium. General information for athletes and officials as well as technical information for team leaders will be available.

The information desk will be open from 8:00 to 20:00 from 21<sup>st</sup> June onwards

## 6.3 Other Hotels

The LOC has arranged accommodation for VIPs as follows:

VIPs :

**IMPERIAL PALACE (EAA)**  
**PALACE de MENTHON (EAA)**

## 6.4 Meeting Room for Teams

The LOC will provide meeting rooms for teams. Rooms may be booked from 21<sup>st</sup> to 23<sup>rd</sup> June (8:00 to 22:00). The rooms may be booked through the welcome desk at each hotel.

## 6.5 Security

The LOC, in co-operation with the relevant authorities, will guarantee security measures for the safety of all participants in the SPAR European Cup.

## 6.6 Social Program

### 6.6.1 Tourist Program

Tourist program details will be available from the welcome desk in each team hotel.

### 6.6.2 Closing Banquet

A closing banquet will take place on 23<sup>rd</sup> June. All athletes and officials are invited. The hotel dining rooms will be closed on this evening as a meal will be provided at the function.

### 6.6.3 VIP Functions

An extensive social programme for the SPAR European Cup has been organised. The major VIP functions are currently:

Date	Time	Reception	Location	
21/06/02	20:00	EAA Dinner (Heads of Delegation to be invited)	Tbc	invitation card
22/06/02	20:30	LOC Dinner (Heads of Delegation to be invited)	Tbc	invitation card
23/06/02	12:00	Firenze 2003 Lunch (Heads of Delegation to be invited)	Tbc	invitation card
23/06/02	20:30	Closing Banquet	Tbc	invitation card

#### **6.6.4 VIP Grandstand**

There will be a VIP seating area in the grandstand at the Stadium. All team leaders will be seated in this area.

#### **6.7 Medical Information**

Emergency medical services will be provided for all participants in the SPAR European Cup. These services will be available at the Stadium within the limits of the competition timetable and on a 24 hour basis through existing hospital and emergency care facilities.

##### **6.7.1 At the competition venue**

A medical clinic in the Parc des Sports will take care of all injuries occurring during the competition. It will operate from one hour prior to competition, and will close one hour after the last event finishes.

Team physicians will have access to the Medical Clinic to athletes injured during competition, Team physicians will not have access to the in field area during competition.

There will be a medical team including first aid, physiotherapy and massage at the Warm-Up Track for those athletes who do not have this assistance. Rooms will be provided at the Warm-Up Track for visiting medical teams with massage beds.

##### **6.7.2 In the Training Centre**

The Medical Centre will care for athletes in the training centre in Parc des Sports.

Special consultations may be arranged for other services such as orthopaedics, dentistry and optometry on a fee for service basis.

##### **6.7.3 Instructions to visiting medical personnel**

Medical officers of visiting teams are required to send transcripts of their qualifications for submission to the relevant Registration Boards in France to enable them to attend their team while in France.

It is also advisable to contact the French Embassy in your home country prior to departure for France concerning guidelines on the importation of medical supplies and equipment into France. Medical staff are welcome to contact LOC Medical staff who will do their best to provide assistance during the competition period.

#### **6.8 Team's Delegates**

The LOC will designate delegates to be at the teams' disposal. They will be in charge of helping the delegations during their stay in Annecy.

These volunteers will be considered as "intermediates" between Teams and the LOC.

The training they will have received will allow them to give answers to the delegation's questions on the following matters :

- General organisation of the competition,
- Transportation and accommodation
- Annecy sightseeing, etc...

## **7 ACCREDITATION**

### **7.1 General**

The accreditation system, without photography, is designed to provide security for all team members and facilitate the smooth running of the event. Security personnel will control all access areas.

The accreditation card must be carried at all times. It is not transferable and does not allow the holder to take another person beyond checkpoints.

### **7.2 Accreditation Procedure**

The accreditation cards will be provided at the hotels of each Delegation.

Teams arriving earlier than June 20<sup>th</sup> may be processed after arrival by arrangement with the LOC.

### **7.3 Loss of Accreditation Card**

The loss of an accreditation card must be reported immediately to the Technical Information Centre in the Room Olympiades (Parc des Sports).

### **7.4 Special Accreditation Card**

All Delegations will receive the following special accreditations :

Access to the Doping Control :	2 accreditations per Delegation
Access to TIC :	2 accreditations per Delegation
Access to Pole Vault coaches' seats :	1 accreditation per Delegation
Access to LT/TJ coaches' seats :	1 accreditation per Delegation

## 8 SCHEDULE AND COMPETITION TIMETABLE

### 8.1 General Programme

Sunday June 16	24:00	Deadline for receipt of Final entries
Thursday June 20	08:00	Team hotels open officially
Friday June 21	12:00	Confirmation of Final entries
Friday June 21	16:00	Technical Meeting Team Site Visit
Saturday June 22	14:10 15:05 17:50	Beginning of Competition (first day) Opening Ceremony End of Competition (first day)
Sunday June 23	14:10 17:40 17:50 20:30	Beginning of Competition (second day) End of Competition (second day) Closing ceremony Final Banquet
Monday June 24		Team hotels close

All times are given in French local Time (GMT + 2 hour).

### 8.2 Competition Timetable

The EAA Council approved the following competition timetable 21st October 2001.

<b>SATURDAY JUNE 22nd</b>		<b>MEN</b>	<b>WOMEN</b>
14 H 10		Hammer	
14 H 20			100 m (B)
14 H 35		100 m (B)	
<b>15 H 05</b>	<b>OPENING CEREMONY</b>		
15 H 35		High Jump	Pole Vault
15 H 40			Triple Jump
15 H 45			400 m Hurdles
15 H 50			Discus
15 H 55		400 m Hurdles	
16 H 05			100 m
16 H 15		100 m	
16 H 20		Shot Put	
16 H 25			800 m
16 H 35		1500 m	
16 H 45			3000 m
16 H 50		Long Jump	Javelin
17 H 00			400 m
17 H 10		400 m	
17 H 20		5000 m	
17 H 40			4x100m
17 H 50		4x100m	
<b>SUNDAY JUNE 23rd</b>		<b>MEN</b>	<b>WOMEN</b>
14 H 10			Hammer
15 H 10		Pole Vault	
15 H 20		Triple Jump	
15 H 25		110 m Hurdles	High Jump
15 H 30		Discus	
15 H 35			100 m Hurdles
15 H 45		800 m	
15 H 55		3000 m Steeplechase	
16 H 05			Shot Put
16 H 10			1500 m
16 H 20			200 m
16 H 30		200 m	
16 H 35			Long Jump
16 H 40		Javelin	3000 m Steeplechase

16 H 55	3000 m	
17 H 10		5000 m
17 H 30		4x400m
17 H 40	4x400m	
17 H 50		

**CLOSING CEREMONY**

**9 ENTRIES**

**9.1 Individual Entries**

A maximum of one athlete from each EAA Member Federation may compete in each event.

**9.2 Relays**

One hour before the start of the relay races, the names of the 4 athletes nominated to compete and their running order must be submitted to the Technical Information Centre.

**9.3 Final Entries**

As with all EAA events, team entries will be handled with online forms available on the EAA website.

The address for access to the forms is [www.european-athletics.org](http://www.european-athletics.org). Member federations should use the already known ID and password. A short user manual can be obtained from the EAA website.

**Final entries can be made until June 16<sup>th</sup> midnight at the latest.**

Upon arrival, team leaders will receive a copy of their final entry forms, on which they can make any last minute changes. The final declaration of athletes and confirmation of entries must be made by 12:00 noon on Friday 21<sup>st</sup> June 2002.

After the Technical Meeting justified changes due to injury, illness or other uncontrollable matters will be possible until the beginning of the respective event, provided that the Technical Delegate has been previously informed and has accepted the change.

The final relay team and the running order must be submitted to the TIC using the respective form not later than one hour prior to the start of the event.

For more details please refer to EAA Regulation 603.

**9.4 Final Confirmation of Entries**

The final confirmation of members of the relay teams and their order will be accepted at the Technical Information Centre (TIC) no later than 60 minutes prior to the start of the relay, see schedule below.

EVENT	MEN	WOMEN
4 x 100 m	16 h 50 - Saturday 22 <sup>nd</sup> June	16 h 40 - Saturday 22 <sup>nd</sup> June
4 x 400 m	16 h 40 - Sunday 23 <sup>rd</sup> June	16 h 30 - Sunday 23 <sup>rd</sup> June

**9.5 Withdrawal**

Withdrawals after final confirmation must be reported to the TIC at the Stadium of Parc des Sports, using the appropriate form. Forms are available from the TIC, at the Stadium.

**10 TECHNICAL INFORMATION**

**10.1 Technical Information Centres (TICs)**

**10.1.1 General**

The main function of the centres is to ensure smooth liaison between each delegation and the LOC, the EAA Technical Delegates and the Competition Administration, regarding technical matters.

**10.1.2 Location**

The information desk in the Parc des Sports Accreditation Centre will be open :

- 20<sup>th</sup> June from 8:30 to 20:00,
- 21<sup>st</sup> June from 8:30 to 12:30.

The TIC in the Parc des Sports will be open :

- 21<sup>st</sup> June from 12:00 to 20:00
- 22<sup>nd</sup> and 23<sup>rd</sup> one hour before the first event and one hour after the last event each day.

### 10.1.3 Information Desk in the Accreditation Centre

The Information desk in the Accreditation Centre shall be in charge of, but not limited to, the following:

- Technical Meeting  
Distribution of the relevant papers and receipt of written inquiries.
- Competition Information
  - Notification of lists of competitors.
  - Settlement of technical inquiries from team delegations.
- Final confirmation of competitors.
- Transportation Information

Competition numbers will be distributed at the Technical Meeting. Teams that are not able to attend the Technical Meeting under extreme circumstances can collect their numbers from TIC in the Stadium after the Technical Meeting.

### 10.1.4 Technical Information Centre (TIC) in the Parc des Sports

The TIC in the Parc des Sports shall be responsible for, but not limited, to the following:

- Competition Information
  - Notification of lists of competitors, start-lists and results.
  - Liaison point concerning technical matters between team delegations and Technical Delegates / LOC / Competition Operation Headquarters.
  - Settlement of technical inquiries from delegations.
  - Appeals to the Jury.
- Accepting applications for 'National Records' doping control and Seiko photo finish print.
- Urgent Notices  
Collection and delivery of any urgent written notices to the delegations from Technical Delegates, Competition Operation Headquarters and EAA.
- Relay Teams  
Receipt of final declaration of relay team members.
- Publication of Results  
Results will be displayed on the notice boards near the TIC.

## 10.2 Technical Meeting

### 10.2.1 General

The Technical Meeting will take place on Friday 21<sup>st</sup> June at 16:00 in the Olympiades Room at the "Parc des Sports".

Each delegation leader will be given a form, in the team package upon arrival in Annecy, inviting questions for the Technical Meeting. These forms are to be submitted by 12:00 on 21<sup>st</sup> June to the information desk in the Accreditation Centre.

### 10.2.2 Attendance

No more than 2 representatives (and, if necessary, an interpreter) from each delegation may attend the Technical Meeting.

### 10.2.3 Conduct of the Meeting

The EAA Technical Delegate will preside over the meeting, which shall be conducted in English, with translation into French when required.

#### Agenda :

- 1) Greetings from LOC President
- 2) Greetings from EAA President or his representative
- 3) Presentation of EAA delegates, competition officials and ATOs
- 4) Final timetable
- 5) Operation of the Call Room
- 6) Height of the bar in vertical jumps
- 7) Protests
- 8) Doping Control procedures
- 9) Opening and closing ceremonies
- 10) Victory ceremonies
- 11) Advertising Rules and Regulations
- 12) Answers to questions previously submitted in writing

### 10.3 Orientation Visit

An orientation visit to the competition venue will be held immediately after the Technical Meeting on Friday 21<sup>st</sup> June.

In order to facilitate this visit the delegations are requested to send no more than two representatives.

### 10.4 Order of competition and Allocation of lanes

MEN		WOMEN	
A	GER	A	UKR
B	RUS	B	RUS
C	GBR	C	GBR
D	UKR	D	ITA
E	FIN	E	ROM
F	POL	F	GER
G	FRA	G	FRA
H	ITA	H	POL

#### Allocation of lanes for men

	A	B	C	D	E	F	G	H
	GER	RUS	GBR	UKR	FIN	POL	FRA	ITA
100m, 1500m, high jump	1	2	3	4	5	6	7	8
200m, 5000m, pole vault	2	3	4	5	6	7	8	1
400m, 3000m, long jump	3	4	5	6	7	8	1	2
800m, 3000m steeplechase, triple jump	4	5	6	7	8	1	2	3
110m hurdles, shot put	5	6	7	8	1	2	3	4
400m hurdles, discus	6	7	8	1	2	3	4	5
4X100m, hammer	7	8	1	2	3	4	5	6
4X400m, javelin	8	1	2	3	4	5	6	7

#### Allocation of lanes for women:

	A	B	C	D	E	F	G	H
	UKR	RUS	GBR	ITA	ROM	GER	FRA	POL
100m, 3000m, long jump	1	2	3	4	5	6	7	8
200m, shot put	2	3	4	5	6	7	8	1
400m, discus	3	4	5	6	7	8	1	2
800m, javelin, 3000m steeplechase	4	5	6	7	8	1	2	3
100m hurdles, 1500m, hammer	5	6	7	8	1	2	3	4
4X100m, 5000m, pole vault	6	7	8	1	2	3	4	5
4X400m, triple jump	7	8	1	2	3	4	5	6
400m hurdles, high jump	8	1	2	3	4	5	6	7

## 11 TECHNICAL FACILITIES

### 11.1 Training Areas

#### 11.1.1 General

The following training facilities are available:

- Parc des Sports d'Annecy,
- Jogging Trails (Annecy Lake)

The details of each individual facility are detailed below.

#### 11.1.2 Stadium (Parc des Sports)

The Stadium was built in 1997 and has a capacity of 14,000 spectators for athletics competitions.

The Centre has a synthetic (Resisport) surfaced track, and jumping and throwing areas as follows:

- 8 lane 400m synthetic track
- 1 high jump area

- 2 pole vault runways
- 2 long jump / triple jump facilities with combined runways
- 2 concrete shot put circles
- 1 concrete opposite direction hammer / discus circle
- 1 opposite direction javelin runway

The seats for the teams are situated in the curved stands (on the bends).

**Opening Hours:**

20<sup>th</sup> to 23<sup>rd</sup> June -- 14:00 - 17:00

The main stadium is available for training, 21<sup>st</sup> Friday : 16:00 - 18:00

**11.1.3 Jogging Trails**

Grass jogging trails of different distances, dirt tracks and roads are located on the Lake of Annecy.

**11.2 Warm-up Areas**

**11.2.1 General**

For warming-up and competition preparation, facilities at the Parc des Sports Warm-Up area are available.

Warm-up facilities will require security access; the public will not be admitted. Only accredited team members and accredited personal coaches will have the right of entry. Members of the media will not be admitted.

4 lane 180m synthetic track (with one curve) is available

The following implements will be provided for warm up:

- starting blocks
- hurdles

**11.3 Training with Official Starters**

Starters will be available at the main stadium track for practice starts at the following times:

21<sup>st</sup> June -- 16:00 - 18:00

**12 COMPETITION REGULATIONS**

**12.1 Clothing**

Competitors must wear their Federation uniform as approved by the EAA.

In order to ensure that the competitors observe such rules, each delegation leader shall be requested to present a complete set of his/her official uniform to the TIC at the Stadium. These will be photographed for the inspection and approval by the Technical Delegate and copies shall be handed to Call Room officials so that they are able to inspect each competitor's clothing.

**12.2 Competition Numbers**

After the Technical Meeting delegation leaders will receive four (4) number bibs per athlete. Two are to be worn on the vest (one on the front, one on the back), and one each for the track suit and bag.

For high jump and pole vault events, it is permissible to wear one number only, either on the front or on the back.

In all track events, adhesive lane numbers will be provided at the Call Room and must be fixed to both sides of the shorts/hip.

In the relay events, special bibs will be given to the athletes which will bear the three-letter abbreviation of their country. These bibs are to be fixed on the front and the individual numbers are to be fixed to the back of the vest.

Numbers must not be cut or folded or obscured in any way.

**12.3 Starter's Commands**

The starter's commands will be given in French.

Up to and including the 400 metres, the following commands will be used:

- **A VOS MARQUES**
- **PRETS**
- **fire**

For races of 800 metres and over the following commands will be used:

- **A VOS MARQUES**
- **fire**

Note that an electronic gun provided by Seiko will be used for all track events.

## 12.4 Markers

### 12.4.1 Run-up Markers

Athletes competing in field events must use the run-up markers supplied by the officials at the event and must not make any indelible marks on the runways. Each athlete may use up to two markers.

### 12.4.2 Relay Markers

In the Call Room each relay team will be given adhesive strips (5cm x 40cm each), one for each take-over zone. No other marks may be used. The strips are not to be cut (one per zone).

## 12.5 Leaving the competition site during competition

Athletes may only leave the competition area when accompanied by a competition official. If athletes need to leave the competition area, they should approach the Chief Judge of the event.

## 12.6 Medical services during competition

In the case of injuries, only official medical officers provided by the LOC will be permitted to enter the in-field. The medical officer will determine what further treatment is required.

## 12.7 Protests

Protests shall, in the first instance, be made orally to the Referee by the athlete himself/herself or by someone acting on his/her behalf as stated in the IAAF Rules 146.

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 which is when the results appear on the electronic scoreboard.

After the decision of the Referee, there shall be the right of appeal to the Jury. All appeals to the Jury shall be made in English or French through the TIC.

The appeal to the jury must be made on the Appeal Form which can be obtained at the TIC, signed by a responsible official on behalf of the athlete and must be accompanied by a deposit of 100 € which will be forfeited if the appeal is dismissed.

A copy of the signed appeal will be given to the individual lodging the appeal. The copy will indicate the official appeal time and indicate payment of the protest fee.

The Jury of Appeal will provide a written response to the appeal as soon as possible. A copy will be placed in the team's pigeon box at the TIC.

## 12.8 Equipment

### 12.8.1 Official Implement List

Implements will be provided for warm-up and training (except hammer).

The EAA Council has approved the implements provided by the organisers for the competition.

They are as follows:

<b>SHOT PUT – MEN (7.26 kg)</b>				
Article	Catalogue Number	Certification Number	Material	
NORDIC	5132726	I-99-0021	Brass	110 mm
POLANIK	PK134	I-99-0152	Red Matt	120 mm
POLANIK	PK134	I-99-0152	Red Matt	125 mm
<b>SHOT PUT – WOMEN (4 kg)</b>				
Article	Catalogue Number	Certification Number	Material	
POLANIK	PK124	I-99-0150	Red Matt	95 mm
POLANIK	PK124	I-99-0150	Red Matt	104 mm

POLANIK	PK124	I-99-0150	Red Matt	100 mm
POLANIK	PK124	I-99-0150	Red Matt	108 mm
<b>DISCUS – MEN (2.0 kg)</b>				
Article	Catalogue Number	Certification Number	Material	
OBOL (African)	003462	I-99-0142	Steel rim, fibreglass red	
GILL HOLLOWOOD STAR	300	I-99-0035	Steel rim, Hollowood	
<b>DISCUS – WOMEN (1.0 kg)</b>				
Article	Catalogue Number	Certification Number	Material	
OBOL (African)	003454	I-99-0141	Steel rim, fibreglass red	
GILL HOLLOWOOD STAR	313	I-99-0039	Steel rim, Hollowood	
UCS PURPLE FLYER	720.2100	I-99-0121		
<b>HAMMER – MEN (7.26 kg)</b>				
Article	Catalogue Number	Certification Number	Material	
NORDIC	5125726	I-99-0008	Brass	110mm
POLANIK	PM159S	I-00-0203	Stainless steel	110mm
NORDIC	5128726	I-99-0032	Stainless steel	115mm
<b>HAMMER – WOMEN (4.0 kg)</b>				
Article	Catalogue Number	Certification Number	Colour	
POLANIK	PM154	I-99-0156	Yellow	95mm
POLANIK	PM156S	I-00-0201	Silver	95mm
<b>JAVELIN – MEN (800g)</b>				
Article	Catalogue Number	Certification Number	Colour	
NORDIC (Orbit 100m)	7916808	I-99-0014	Red and white	
NORDIC (Super Elite 90m)	7916801	I-99-0020	White	
NORDIC (Super Elite 80m)	7916802	I-99-0019	White	
NORDIC (Master 70m)	7913800	I-99-0013	Purple	
NORDIC (Master 60m)	7912800	I-99-0012	Purple	
NEMETH (2000 Classic 90m)	800 CS 90	I-99-0100		
NEMETH (2000 Classic 95m)	800 CS 95	I-99-0101		
<b>JAVELIN – WOMEN (600g)</b>				
Article	Catalogue Number	Certification Number	Colour	
NORDIC (Diana 80m)	7916603	I-99-0018	Orange	
NORDIC (Diana 70m)	7917600	I-99-0017	Orange	
NORDIC (Diana 60m)	7917601	I-99-0015	Orange	
NORDIC (Diana 50m)	7917602	I-99-0016	Red	
NEMETH (Classic 75m)	600 CS 75	I-99-0110		

### 12.8.2 Personal Throwing Implements

Personal implements can be taken into the competition provided that:

- They carry a valid IAAF Certificate.
- They are from outside of the list provided by the organisers.
- They are checked and marked as approved by the organisers before the competition and made available to all competitors.

Personal implements to be included in the competition pool should be taken to the following location between the following times :

June 21st : Technical Information Centre (Room Olympiades) from 17:00 to 19:00

June 22nd : Technical Information Centre (Room Olympiades) from 17:00 to 19:00

### 12.8.3 Vaulting Poles

Poles and Pole bags should be clearly marked with the athlete's name and number.

All poles will be transported from the airport to the team hotel where they will be stored throughout, except when needed at the competition.

Before the competition the poles will be placed at the competition site at the TIC.

Event	Deadline deposit
Women	Saturday 22 <sup>nd</sup> June - 13:00
Men	Sunday 23 <sup>rd</sup> June- 12:00

The poles will be taken to the competition arena and removed from there by officials.

## 12.9 Timing

The timing is performed with the official fully automatic electronic timing instrument and photo-finish cameras provided by SEIKO. For all races of 800 metres or longer, the elapsed times will be displayed on electronic timers located at the end of each straight.

Athletes who break National Records will receive a copy of the photo finish print upon request. Requests should be made to the TIC at the Parc des Sports.

A false start detection apparatus will be used.

## 12.10 Measurements

All field events will be measured by electronic distance measuring apparatus.

# 13 COMPETITION PROCEDURES

## 13.1 Movement of Athletes from the Warm-up Areas to the Call Room

Athletes are responsible for checking the starting times of their events on the notice board at the Warm-Up Track (copies of the start lists will be made available to the delegation leaders on the evening prior to each day's competition). Two calls will be made for athletes to check-in for each event. The calls will be made in English and French through the loudspeaker address system.

The calls to report to the Call Room will be made according to the following schedule (all times are prior to the actual starting time for the event):

Event group	First call	Final call
Hurdles	30 minutes	25 minutes
Other track events	25 minutes	20 minutes
Long/Triple jump/High Jump	45 minutes	40 minutes
Pole Vault	75 minutes	70 minutes
Shot Put/Discus/Javelin	50 minutes	45 minutes
Hammer	50 minutes	45 minutes
Relays	35 minutes	30 minutes

## 13.2 Call Room

### 13.2.1 General Information

The Call Room is located between the Warm-Up Track and the main track.

The main task of the Call Room is the control and the check-in of athletes before the start of each event. It also enables the judges to group the athletes according to the starting lists of each event for their entry to the competition site.

The athletes must appear on their own and at the scheduled time at the Call Room. This means that all delegations must ensure that their athletes are aware of the last check-in time for entry to the Call Room. Athletes arriving late at the Call Room may be excluded from participation in the event.

Officials, team representatives, coaches, media etc will not have any right of access to the Call Room.

### 13.2.2 Procedures

Once in the Call Room, athletes will be identified by their accreditation card and their competition numbers. After identification the following checks will be carried out:

- Competition Numbers
- Competition Clothing
- Competition shoes

The following maximum spike lengths will be allowed:

- Track, long and triple jumps, pole vault **9 mm**

- High jump and Javelin

**12 mm**

All spikes shall have a maximum diameter of 4mm.

Please note that during the clothing check, officials will require that no advertising appears, apart from the manufacturer's logo which must be no larger than 40cm<sup>2</sup> with a maximum height of 4cm. This is in accordance with IAAF Advertising Regulations.

- Other items

Other items including bags, drink bottles etc will also be checked for illegal advertising.

It is not permitted to take competition equipment (implements) or any technical devices (radios, walkman, cellular phone, etc) into the competition arena.

Any of these articles, not allowed in the competition area must be left in the Call Room and collected after the event.

Articles not allowed in the competition area may be collected at the conclusion of the event at the TIC.

After being checked by the officials, the athletes will proceed to the waiting area within the Call Room to receive final instructions before moving to the event site.

To make the Call Room procedures and the athletes' waiting time as short as possible it is important that the athletes co-operate by entering the Call Room at the scheduled times without any prohibited implements and devices or clothing and bags which have prohibited advertising.

### 13.3 Call Room Timetable

Events	Final entry to Call Room	Depart Call Room	Arrival at event site
Hurdles events	25 minutes before	20 minutes before	15 minutes before
Other track events	20 minutes before	15 minutes before	10 minutes before
Long/Triple jump/High Jump	40 minutes before	35 minutes before	30 minutes before
Pole Vault	70 minutes before	65 minutes before	60 minutes before
Shot put/Discus/Javelin	45 minutes before	40 minutes before	35 minutes before
Hammer	45 minutes before	40 minutes before	35 minutes before
Relays	30 minutes before	20 minutes before	15 minutes before

The full Call Room schedule will be provided daily to each team.

### 13.4 Entry and Exit from the Competition Site

#### 13.4.1 Instructions

After the completion of all necessary procedures in the Call Room, the athletes participating in an event will be gathered together. From the Call Room, athletes will be escorted by an official to their start area on the track or to the applicable field event site. Track athletes shall, before the start of the race, place their personal belongings in baskets.

When a field event is in progress, athletes may not leave the field unless they have been previously authorised to do so by the Chief Judge of that event, and only if accompanied by an official.

However athletes are now permitted (according to the Rule 144.2(i)), to go to the nearest "coaching zone" to communicate with his/her coach. Care must be taken in places where the athlete must cross the running track.

#### 13.4.2 Competition preparation - field events

Athletes participating in the jumps will be given sufficient time to adequately prepare for their competition.

#### 13.4.3 Exit Procedures from the Field

All athletes must leave the track via the Mixed Zone and the Post Event Control Area.

- Track events
  - Immediately after the finish.
- Field events
  - At the end

- High jumpers and pole vaulters may leave the field, via the Mixed Zone and the Post Event Control Area, accompanied by an official, as soon as they are excluded from further participation in the competition.

### **13.5 Control Area / Mixed Zone**

#### **13.5.1 Mixed Zone**

All athletes must depart from the track via the Mixed Zone. In the mixed zone the media may conduct flash interviews. Further details on interviews appear below.

After passing through the Mixed Zone athletes move on to the Post Event Control Area.

#### **13.5.2 Post Event Control Area**

All participants, upon completion of their event, must proceed to this area located under the Grandstand opposite the finish line. Here, track athletes will collect their clothing. At the Control area, all athletes selected for doping control will be informed. A Doping Control official will be appointed to each athlete and will accompany the athlete.

Those athletes who are not being tested or who are not involved in the awards presentations may leave the area and proceed to the stands. Once an athlete has left the area, he/she may not return. Those involved in doping control will be escorted to the Doping Control Centre.

#### **13.5.3 Interviews**

- Flash Interviews  
Flash interviews will be conducted in the Mixed Zone immediately following each event. Following television interviews, the athletes will be available for the media.
- Official  
Official interviews will be conducted where requested. The press conferences will take priority over all other interview requirements once flash interviews have been completed. They will usually be held before doping control testing.

#### **13.5.4 Doping Control Centre**

The athletes selected for doping control will be accompanied to the Doping Control Centre.

Athletes should not go to the toilet until after they have provided a urine sample at the Doping Control Centre. Athletes should be aware that refusal to provide a urine sample will be considered as a doping offence.

Athletes who are to be tested may invite a team official with a special accreditation card to accompany them to the Doping Control Centre.

The EAA Doping Delegate will supervise the doping controls which will be conducted in accordance with IAAF guidelines. The French laboratory of Paris is an official IAAF and IOC laboratory.

#### **13.5.5 National Records testing**

All athletes who have achieved a national record and were not chosen for doping controls may voluntarily submit themselves to testing.

Athletes must complete and sign the form "EAA Doping Control Test" at the TIC

The costs for such a doping test must be settled by the athlete's Federation at the TIC in the stadium prior to the test being conducted. This may be done by payment of the fee or by completing a form indicating that the Federation will be charged by the EAA.

The cost of the doping test is 200 €.

Note that copies of the photo finish print will be available if required to claim National Records. Inquire at the TIC at the Parc des Sports.

### **13.6 Announcement of Results**

The results of each event will appear on the electronic scoreboard as soon as possible after the end of each event. The results will be considered official from the moment they appear on the scoreboard. The announcers will draw the attention of the spectators to the fact that the results of a certain event have been displayed. These announcements will be made in English and French.

Copies of the results will be displayed at the TIC.

### **13.7 Result Packages**

Three types of result packages will be produced.

- Immediate written results, these results will be posted on notice boards in the TIC
- Session results packages, these results will be placed in the team pigeon holes.
- SPAR European Cup results package. When the SPAR European Cup is finished, a complete summary of all official results will be published.

## **14 CEREMONIES**

### **14.1 Opening Ceremony**

The Opening Ceremony will take place on Saturday 22<sup>nd</sup> June from 15:05 on the track of the Main Stadium.

Further details concerning the ceremony will be available upon arrival in Annecy.

### **14.2 Closing Ceremony**

Further details concerning the ceremony will be available upon arrival in Annecy.

## **15 DEPARTURE**

### **15.1 General**

Prior to departure delegation leaders must settle any outstanding charges at the accommodation venue.

Check-out time at all the hotels is before 12:00 on the day of departure.

### **15.2 Departure Times**

Team departure times were on the final entries. Please report changes immediately to the Information Desk. Transport to the airport will be arranged for all delegations. The Information Desk will confirm transport arrangements.

### **15.3 Flight Confirmation**

It is the responsibility of each team to confirm their own departure from Geneva Airport 24 hours before departure of their flight.

### **15.4 Luggage**

Each hotel and accommodation centre has facilities for storing luggage on the day of departure if it is required.



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