



# TEAM MANUAL

11 December

[piemonte2022-lamandriapark.com](http://piemonte2022-lamandriapark.com)



**28<sup>th</sup> SPAR European Cross Country  
Championships  
Piemonte – La Mandria Park/ITA**



**Team Manual**

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SPAR European Cross Country Championships

**11 December 2022**

Piemonte – La Mandria Park, Italy



# 28<sup>th</sup> SPAR European Cross Country Championships Piemonte – La Mandria Park/ITA



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## 1. GENERAL INFORMATION

### 1.1 Host Country ITALY

Form of Government	Unitary parliamentary republic
Location	Southern Europe
Area	301,230 km <sup>2</sup>
Population	58,983,000
Coastline	7,600 kilometres
Climate	humid continental
Language	Italian
Capital	Rome
Local Time	CET
Electricity	220 Volt (C, F, L plugs)
Driving	Right hand side
Telephone Country Code	+39
Mobile Phone Networks	Vodafone, Tim, WindTre, Fastweb (+ more minor companies)
Currency	EURO



### 1.2 Host Region/City – Piemonte/Turin – La Mandria Park

Piedmont (Italian Piemonte, pronounced [pje' monte]) is a region of Northwest Italy. It borders the Liguria region to the south, the Lombardy and Emilia-Romagna regions to the east and the Aosta Valley region to the northwest; it also borders Switzerland to the northeast and France to the west. It has an area of 25,402km<sup>2</sup> making it the second largest region of Italy after Sicily and a population of 4,269,714 as of 31 January 2021. The capital of Piedmont is Turin.

La Mandria Regional Park is a park in the City of Venaria Reale and Druento, near Turin. Founded in 1978 by the regional council of Piedmont, it occupies a wide area between the Stura di Lanzo torrent and the north-western part of Turin and Venaria. It is the second largest enclosed park in Europe, with a surface of some 3,000 hectares, bounded by a 30 km long wall built in the mid-19<sup>th</sup> century by Victor Emmanuel II of Sardinia, who had moved in the castle here (the Borgo Castello). The park included one of the last relics of the large forest which once covered the whole Po Plain. Fauna includes wild boars and deers.

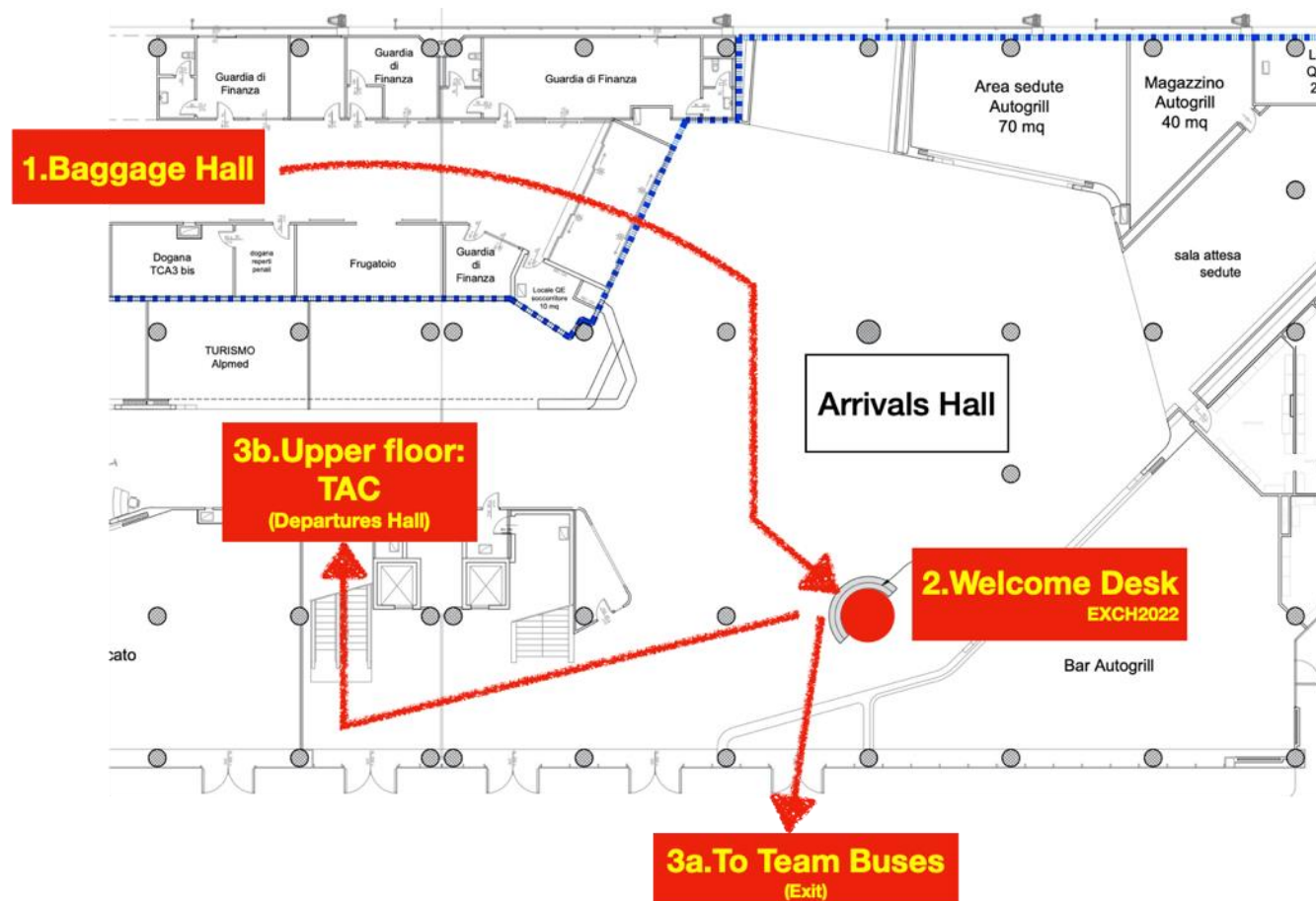
## 2. TRANSPORTATION

### 2.1 Arrivals

#### 2.1.1 Official Airport and Welcome Services

The official airport located 11 km from La Mandria Park is Torino-Caselle International Airport (TRN), where the LOC will provide adequate welcome services.

Upon arrival at Torino-Caselle Airport, the Teams will be met by a volunteer from the LOC at the Welcome Desk located in the arrival's hall (after baggage hall, exit and go on the right hand side to the Welcome Desk, marked with a red dot on the below map). From here, the Team Leader will be escorted to the Teams' Accreditation Centre (a dedicated area on the upper floor – Departures Hall – accessible through an escalator on the left hand side on the below map). The Team Leader could decide whether the Team should wait for her/him to undergo the accreditation process, or the Team could proceed to the buses and go to the designed hotel. If the Team Leader allows the team to go, the Team Leader her/himself will be assigned by the Welcome Desk a later transportation to her/his Team Hotel.



Please report to the Welcome Desk or contact the LOC transportation department ([transportation@piemonte2022-lamandriapark.com](mailto:transportation@piemonte2022-lamandriapark.com) or +39 366 191 1382) in case you need any support.



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For any last-minute changes after closing of the Final Entries please send updated travel details to [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.com) with copy to [event@european-athletics.org](mailto:event@european-athletics.org).

The transfer time from the airport to the official hotels is 10-25 minutes' drive approximately.

### 2.1.2 Arrival By Road

Teams arriving by road are kindly asked to go directly to their hotel, where representatives from the LOC will welcome them. At the hotel's Information Desk, the Team Leader will agree a dedicated transportation to the Teams' Accreditation Centre.

### 2.1.3 Arrival By Train

The official train station – Torino Porta Nuova – is located inside Torino City Center, 15 km from La Mandria Park, where the LOC will provide adequate welcome services.

Upon arrival at Torino Porta Nuova, the teams will be met by a volunteer from the LOC at the beginning of the arrival platform. The Team will be escorted to the buses and go to the designed hotel. At the Hotel's Information Desk, the Team Leader will agree a dedicated transportation to the Teams' Accreditation Centre.

Please report to the Information Desk or contact the LOC transportation department ([transportation@piemonte2022-lamandriapark.com](mailto:transportation@piemonte2022-lamandriapark.com) or +39 366 191 1382) in case you need any support.

For any last-minute changes after closing of the Final Entries please send updated travel details to [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.com) with copy to [event@european-athletics.org](mailto:event@european-athletics.org).

The transfer time from the train station to the official hotels is 10-20 minutes' drive approximately.

### 2.1.4 Entry visas

Countries requiring visas to enter Italy should obtain them from the Italian Embassy or Consulate in their country. In case there is no Italian Embassy in the country, please contact the nearest Embassy.

The following countries require visas to enter in Italy:

- ARM
- AZE
- KOS
- TUR

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

Participants who require a visa should contact the LOC to obtain a special invitation letter by sending an e-mail to [mauro.decarli@fidal.it](mailto:mauro.decarli@fidal.it) and [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.com) with the following information:

- Full name (first name and FAMILY NAME as shown in passport)



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- Nationality
- Date of birth
- Passport Number and passport expiry date
- Function in the Team (athlete or official)

### 2.1.5 Insurance

According to the Regulation 1610.9 the participating Member Federations are responsible for taking out their own insurance to cover the risk of illness or injury of any member of their team when travelling to and from the European Athletics event and during the event itself. Please take the necessary steps to fulfil these requirements well in advance.

## 2.2 Local Transportation

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

### 2.2.1 To the competition venue

Transfer times between the hotels and the competition venue will be between 15-30 minutes, depending on the hotel location and traffic conditions.

A detailed specific timetable will be posted on the notice boards at the Information desk in each Team Hotel and will be also available in the documents' module of the OCT (for further details about OCT see section 5.1.1 of this manual).

### 2.2.2 To official functions

A detailed specific timetable will be posted on the notice boards at the Information desk in each Team Hotel and will be also available in the documents' module of the OCT.

## 2.3 Departure

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

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





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### 3. ACCREDITATION

#### 3.1 General

Each team member will receive an accreditation card, which must be worn at all times and should be clearly visible. Security personnel will control all areas. The accreditation is **not transferable** and does not allow the holder to take another person beyond checkpoints.

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

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

#### 3.2 Accreditation Centre

The Teams' Accreditation Centre will be located at the Torino-Caselle International Airport (TRN) in a dedicated area on the upper floor (Departures Hall). This is where the Team Leader shall report as soon as possible after his arrival, in order to carry out the administrative procedures.

For the Teams arriving by plane: upon arrival at Torino-Caselle Airport, the teams will be met by a volunteer from the LOC at the Welcome Desk located in the arrival's hall (see map in section 2.1.1). From here, the Team Leader will be escorted to the Teams' Accreditation Centre (a dedicated area on the upper floor – Departures Hall – accessible through an escalator). The Team Leader could decide whether the Team should wait for her/him to undergo the accreditation process, or the Team could proceed to the buses and go to the designed hotel. If the Team Leader allow the team to go, the Team Leader her/himself will be assigned by the Welcome Desk a later transportation to her/his Team Hotel.

For the Teams arriving by train: the Team will be escorted to the buses and go to the designed hotel. At the Hotel's Information Desk, the Team Leader will agree a dedicated transportation to the Teams' Accreditation Centre.

For the Teams arriving by road: at the Hotel's Information Desk, the Team Leader will agree a dedicated transportation to the Teams' Accreditation Centre.

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

Date	Opening hours
Thursday, 8 December	09:00 to 20:00 <sup>1</sup>
Friday, 9 December	09:00 to 20:00 <sup>1</sup>
Saturday, 10 December	09:00 to 20:00 <sup>1</sup>

<sup>1</sup> According to the arrival times of the teams.



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### 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. No changes will be accepted after the final entries' deadline.

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

- LOC accommodation invoice
- Uniform check
- Collection of competition related forms, information and competition bibs
- 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 meals.

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

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

- 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
- Coaching Zone – up to 2 per team according to the number of athletes and officials registered
- Relay Team Coaching Zone – one per team

### 3.5 Personal Coach Accreditation

An accreditation package will be available for purchase for personal coach. The price is 100 EUR for the in-ratio and 150 EUR for the out-of-ratio personal coaches and will include:

- Access to the team areas
- Access to warm-up areas
- Access to the Championships transportation system

Personal coaches must be entered by the Member Federations in the European Athletics Event Management System, during the final entries.

The cost of the accreditation package will be settled as part of the team accommodation invoice.



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## 4. ACCOMMODATION

### 4.1 General Information

The LOC has made accommodation arrangements for team members in 6 hotels of similar standard.

The hotels will officially open with full services on Wednesday 7 December. If members of your federation are planning to arrive earlier, please contact the LOC [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.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 Piemonte – La Madria Park are indicated below:

#### Teams Hotels

- Atlantic Congress & Spa Hotel  
Address: Via Lanzo 163  
10071 Borgaro Torinese TO  
<https://www.hotelatlantic.com>
- J Hotel  
Address: Via Traves, 40  
10151 Torino TO  
<https://www.jhotel.eu>
- Blu Hotel - Sure Hotel Collection by BW  
Address: Via Torino, 154  
10093 Collegno TO  
<https://www.bluhotel torino.it>
- Record Hotel  
Address: Via Leini, 101  
10036 Settimo Torinese TO  
<https://www.recordhotel.it>
- Hotel Glis  
Address: Corso Lombardia, 42  
10099 San Mauro Torinese TO  
<https://www.hotelglis.it/>
- Jet Hotel  
Address: Via della Zecca, 9  
10072 Caselle Torinese TO  
<http://jet-hotel.com>



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Please refer to Appendix 3. for a City Map with Team Hotels and Championships sites.

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

### European Athletics Family Hotel

Art Hotel Olympic

Address; Via Verolengo, 19

10149 Torino TO

<https://www.arthotelolympic.com/>

## 4.3 Accommodation Costs and European Athletics Quota

### 4.3.1 European Athletics Quota

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

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

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

### 4.3.2 Ratio of Athletes & Officials

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

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



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- (1) 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.
- (2) Out-of-ratio officials above the maximum quota will be considered as Personal Coaches and will have to purchase the Personal Coach accreditation package.
- (3) The total number of Personal Coaches shall not exceed the total number of team officials (in and out-of-ratio).

### 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 9 December 2022 and check-out on Monday 12 December 2022

The additional nights have been fixed to Wednesday 7 December and Thursday 8 December. This means that if your team is planning to stay in Piemonte - Turin 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: [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.com)).

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

Team Members	Single room	Twin <sup>(2)</sup> room
Athletes and Officials Official period	130 EUR per night <sup>(1)</sup>	180 EUR per night
Athletes and Officials Additional nights	130 EUR per night	200 EUR per night

All prices include meals and VAT

- (1) 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 10% threshold will be charged at the rate of 130 EUR during and outside of the official period.
- (2) 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 / 100 EUR for additional nights)



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**Please note:** In addition to the accommodation costs, out-of-ratio officials will be charged a lodging fee of 30 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.

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

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

#### 4.3.5 Payment Procedures

A proforma invoice was sent to each Federation based on their preliminary entries. A pre-payment was required by 21 October 2022, according to the indications given in the proforma invoice.

The remaining sum (= final entry sum – pre-payment) will be invoiced after the final entry deadline. Should the remaining amount (after the final entries) be settled by bank transfer, the team leader is requested to provide the LOC with a proof of payment upon arrival at the Accreditation Centre, otherwise the balance of the payment must be paid on-site by the Team Leader by credit card (accepted credit card types: VISA and Mastercard) or by cash in Euros (maximum amount allowed: 2.000 EUR per Federation).

Payments should be made in Euros by bank transfer to the following account:

Bank account name: Comitato Passion For Cross Country – Parco La Mandria  
Bank reference: Banca del Piemonte  
Bank account number: 93702  
Bank address: Via Cernaia, 7 – 10121 Torino Italy  
Swift No: BDCPITTT  
IBAN: IT 92 H 03048 01000 000000093702  
VAT: 12014350016

#### 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.



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While registering their final entries, Member Federations will be requested to give consent 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 and, to the extent possible, will be similar in all hotels. 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 14:00
- Dinner 19:30 to 21:30

On Competition Day, the restaurant opening times shall be:

- Breakfast 06:00 to 10:30
- Lunch 13:00 to 16:00\*
- Dinner 19:30 to 21:30

A late serving provision (after 16:00) will be made for those athletes retained at the course due to doping controls or protests.

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

Accreditation cards will allow access to meals. Furthermore, access to restaurants will only be possible at the hotel where the accredited person is accommodated.

### 4.6 Services in the Team Hotels

#### 4.6.1 Information Desks

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

Date	Opening hours
Thursday, 8 December	12:00 to 22:00 <sup>2</sup>
Friday, 9 December	09:00 to 22:00 <sup>2</sup>
Saturday, 10 December	08:00 to 22:00
Sunday, 11 December	07:00 to 22:00
Monday, 12 December	06:00 to 12:00 <sup>3</sup>

<sup>2</sup> According to the arrival times of the teams

<sup>3</sup> According to the departure times of the teams



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### 4.6.2 Meeting Rooms

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

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

Teams requiring any additional service may make separate arrangements through the Information Desk. There is also the possibility to reserve office/meeting rooms for Teams, with exclusive right for the whole duration of the Championships. Please contact: [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.com).

### 4.6.3 Rooms for Physiotherapy

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

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

### 4.6.4 Internet Access

Free internet access will be provided at team hotels.

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

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

Please contact [teamservices@piemonte2022-lamandriapark.com](mailto:teamservices@piemonte2022-lamandriapark.com) for specific arrangements outside these times.





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## 5. TECHNICAL INFORMATION

### 5.1 Communication with Teams

#### 5.1.1 Technical Information Centre (TIC)

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

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

The TIC will be open according to the following schedule:

Date	Opening hours
Saturday, 10 December 2022	10:00 to 13:00
Sunday, 11 December 2022	08:00 to 16:00

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

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

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

All competition related information will be also sent by emails to the team leaders to the email addresses communicated in the final entries. Any relevant additional email addresses can be communicated to the TIC (tic@piemonte2022-lamandriapark.com) prior to the start of the Championships. When the Team Leaders are collecting the team accreditation cards and bibs they will be asked to confirm the e-mail addresses and mobile numbers provided in the final entries to ensure smooth on-site communication.

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



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### Online Confirmation Tool - Virtual TIC

Team Leaders will also be provided with an individual and personalized 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, transportation schedule, etc...)
- 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 10 December at 10:30 in order for the team leaders to inspect access routes and other facilities which will be important to the teams. Team leaders are to meet LOC members at the TIC, from where they will be escorted to this visit. The inspection will be held in English. The competition venue inspection will be followed by a Technical Briefing.

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

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

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

- Timetable amendments (if any)
- Start 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 returned to the TIC or filled-in online on the OCT, no later than Friday 9 December at 16:00.

### 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.



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## 5.2 Competition venue

### 5.2.1 The course

The 28th edition of the SPAR European Cross Country will be disputed on a 1000m and a 1500m lap course. The course is with a grass surface and with mud expected due to the time of year, except short section run inside the ancient castle and crossing points over stony and concrete parts, which will have a synthetic grass surface fixed on a wood floor. The long lap of the course will also incorporate significant ascent and descent (with no technical difficulties but summing up 23m of altitude gain/loss within a 600m course segment).

Due to the various surfaces the suggested length of the spikes should not exceed 12 mm.

Detailed map and profile of the course is available in appendix 1 of this manual.

The distances per race are as follows:

	Distance	Number of laps
<b>U20 Women</b>	4000m	1x short lap + 2x long laps
<b>U20 Men</b>	6000m	4x long laps
<b>U23 Women</b>	6000m	4x long laps
<b>U23 Men</b>	8000m	2x short laps + 4x long laps
<b>Senior Women</b>	8000m	2x short laps + 4x long laps
<b>Senior Men</b>	10000m	1x short laps + 6x long laps
<b>Mixed Relay</b>	4 x 1500m	4x 1 long lap

### 5.2.2 Training at the Course

The course will be open for training on Saturday 10 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 warm-up area will be assigned to the participating teams according to the number of athletes registered in the final entries. The distribution of the team boxes will be confirmed and communicated shortly after the final entries.

## 5.3 Entry regulations & Final confirmations

### 5.3.1 Entry Rules

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

#### Individual Entries

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

- Only athletes aged at least 16 (sixteen) and not more than 19 (nineteen) years on 31 December of the year of the competition may participate in the U20 events;



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- 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.

#### 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 Man – Woman – Man – Woman.

#### 5.3.2 “I Run Clean” Certification

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

#### 5.3.3 Entry Procedures

Entries shall be made through the European Athletics Event Management System, which will be accessible at the following link: <https://evententry.worldathletics.org>. Member Federations' entries manager shall use their already known individual and personalised access.

#### Final Entries

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

- Opening of the final entries: **Tuesday 15 November**
- Deadline for the final entries: **Thursday 1 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 10 December**. Confirmation of athletes will not be accepted after the above deadline.



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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 9:00 on Sunday 11 December 2022, 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 2 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

For all the races, a chip transponder to be put on one of the shoes will be handed out in the call room. **Athletes must ensure the proper placement of the transponder.**



When exiting the Call Room, it is the responsibility of each athlete to check that her/his name appears on the control screen when they walk over the transponder mat.

Athletes and Coaches must ensure the proper return of the chip transponder after the race: transponders have to be handed out immediately after the Mixed Zone, at the kit collection area.



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### 6.4 Competition Clothing

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

The European Athletics has a record of the Team vests of all Member Federations available online and accessible at the following link: [www.eathletics.sharepoint.com/sites/EASExtranet](http://www.eathletics.sharepoint.com/sites/EASExtranet)

Member Federations shall confirm their team vests. If the uniform on its website. If the uniform displayed differs from your current official uniform, the revised Team Vests form must be uploaded by Thursday 1 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. In case of doubts or not possible to identify the model quickly, the athlete's shoes will be thoroughly checked at the end of his/her competition in the post event area.

### 6.5 Call Room

The Call Room is located at the competition venue (see detailed map in Appendix 1). Access will be allowed to athletes only and according to the following reporting times:

	Report Call Room	Call Room closes	Leaving Call Room
<b>U20 Men</b>	9:00	9:10	9:27
<b>U20 Women</b>	9:28	9:38	9:55
<b>Mixed Relay</b>	10:00	10:10	10:20
<b>U23 Men</b>	10:55	11:05	11:22
<b>U23 Women</b>	11:28	11:38	11:55
<b>Senior Women</b>	11:58	12:08	12:25
<b>Senior Men</b>	12:35	12:45	13:02



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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://www.european-athletics.com/competitions/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 hotels.

#### 6.6.2 Top Runners and Relay teams presentation

The favourites, the national and international stars will be presented in slight advance by the announcers, entering the start line through a dedicated gantry.

All teams of the mixed relay will be presented by the announcers, parading on the finish straight (team by team presentation).

Detailed briefing about the special presentation procedures will be given during the technical briefing as well as in the call room.





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### 6.6.3 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, approximately 100 m from the start line.

### 6.6.4 Mixed Relay

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

### 6.6.5 Coaching Zone

There will be a special coaching zone located near to the change from the short to the long lap, adjacent to the uphill/downhill section of the course (see appendix 1). Due to the limited size of this area access will be controlled with a special pass which will be distributed to all teams during the accreditation procedure.

## 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 favor of the team whose last scoring runner finishes nearest to the first place in accordance with European Athletics Regulation 302.16.

If two or more athletes tie for a place in any event, the attributable points shall be divided equally between them.

## 6.10 Post Competition Procedures

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

In the mixed zone, all athletes meet the media: first TV, then radio and finally the written press. It is for the athlete to decide whether he/she will give an interview.



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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.



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## 7. MEDICAL SERVICES & DOPING CONTROLS

### 7.1 Medical Services

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

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

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

#### 7.1.1 Medical Services in the Team Hotels

The main medical centre serves the athletes, coaches, other team members as well as members of the competition organisation. The medical centre is located in Atlantic Hotel and will be open according to the following schedule:

Date	Opening hours
Friday, 9 December	15:00 to 20:00
Saturday, 10 December	09:00 to 12:00 / 15:00 to 20:00
Sunday, 11 December	15:00 to 20:00

During other hours there will be a doctor and nurse on duty and available. Contact details to the medical personnel on call will be provided on site and displayed at the Information Desk in each Team Hotel.

#### 7.1.2 Medical Care at the Competition Venue

A medical tent will be active at the Venue site for acute medical assistance. First aid teams, supervised by doctors, will be distributed around the course during the competition.

The local medical service will be responsible for any problem concerning the athletes' health both at competition and warm-up area. In case of injuries, only LOC physician will be admitted to the course. The respective physician will decide on the further treatment of the injured athlete.

Team doctors will have access to the medical service facilities when an athlete of their own team is hurt or needs other medical attention.

## 7.2 Physiotherapy Services

### 7.2.1 Physiotherapy Services in the Team Hotels

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

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



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#### 7.2.2 Physiotherapy Services at the Competition Venue

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

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

Date	Opening hours
Sunday, 11 December	07:30 to 14:00

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

#### 7.3 Doping Controls

##### 7.3.1 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.

##### 7.3.2 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.

##### 7.3.3 Additional Controls

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



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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.



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## 8. CEREMONIES AND SOCIAL FUNCTIONS

### 8.1 European Athletics - LOC Dinner

A European Athletics - LOC Dinner will be held at the Esperia - Società Canottieri in Turin on Saturday 10 December 2022 at 20:00. One person from each team will be invited. Invitation cards will be given together with accreditation cards, as long as guest names were previously confirmed.

### 8.2 Opening Ceremony

The Opening Ceremony will take place on 11 December at 9:15 at the competition venue. The teams will not be involved in the ceremony.

### 8.3 Victory Ceremonies

The victory ceremony for individuals and teams will take place on the venue as scheduled on the event programme (Appendix 2).

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



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### 9. CONTACT DETAILS

For further details about the SPAR European Cross Country Championships in Piemonte – La Madria Park please contact:

Local Organising Committee  
Passion For Cross Country - Parco La Mandria  
Via Giordano Bruno 191  
10134 Torino, Italy  
Web: [www.piemonte2022-lamandriapark.com](http://www.piemonte2022-lamandriapark.com)

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



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## 10. APPENDICES

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

Appendix 2 – Timetable

Appendix 3 – City Map with Team hotels & Championships sites

Appendix 4 – Key dates and General Programme



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





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**Appendix 2 – Timetable**

09:15 Opening Ceremony

**09:35 U20 Men Race (6000m)**

**10:03 U20 Women Race (4000m)**

**10:30 Mixed Relay (4 x 1500m)**

10:55 VC U20 Men individual

11:00 VC U20 Women Individual

11:05 VC U20 Men team

11:12 VC U20 Women team

11:19 VC Mixed Relay

**11:30 U23 Men race (8000m)**

**12:03 U23 Women race (6000m)**

**12:33 Senior Women Race (8000m)**

**13:10 Senior Men race (10.000m)**

13:53 VC U23 Men individual

13:58 VC U23 Women individual

14:03 VC U23 Men team

14:10 VC U23 Women team

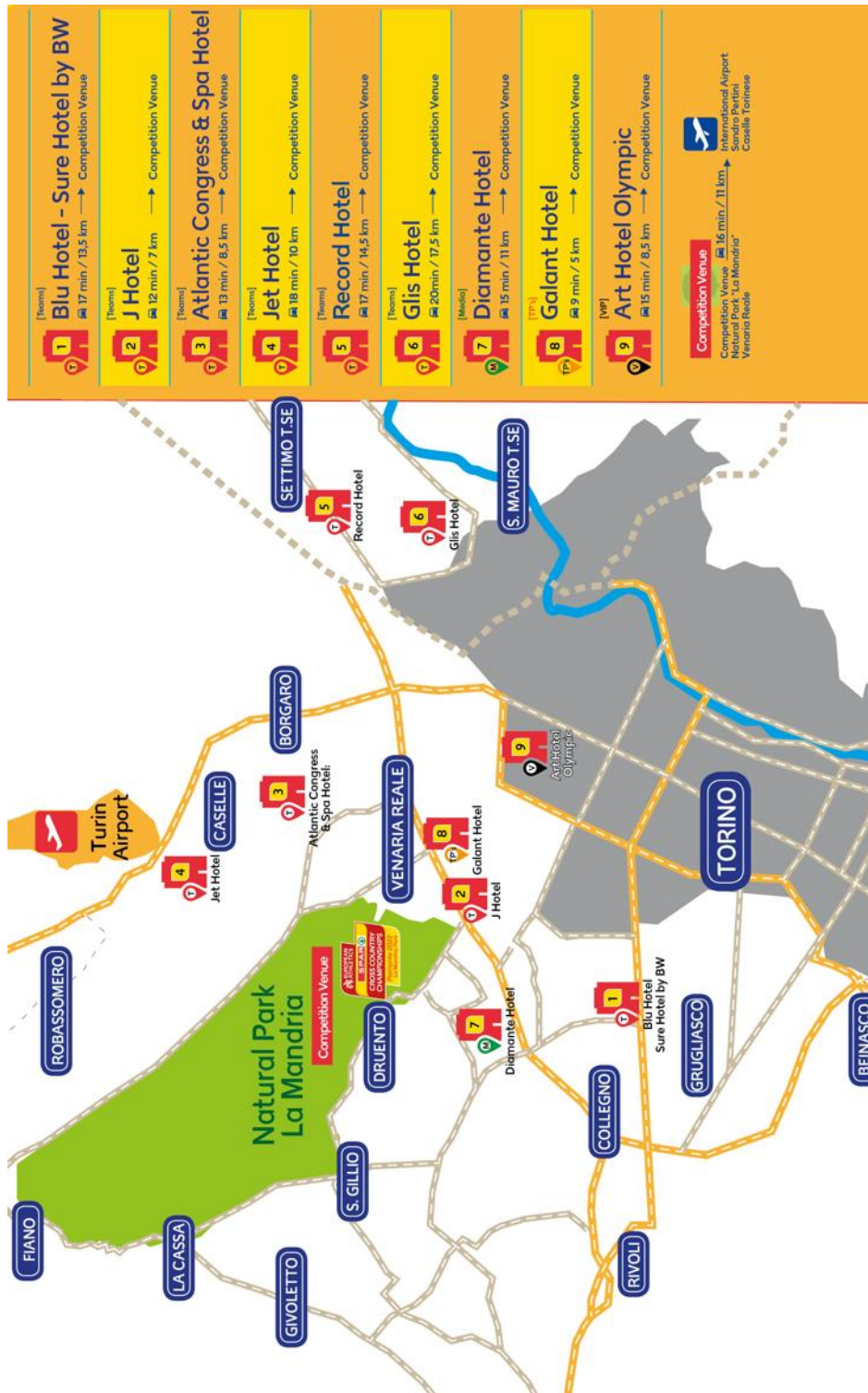
14:17 VC Senior Women individual

14:22 VC Senior Men individual

14:27 VC Senior Women team

14:34 VC Senior Men team

### Appendix 3 – City Map with Team hotels & Championships sites





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#### Appendix 4 – Key dates and General Programme

Date	Time	Event	Place
Friday, 9 December	16:00	Deadline for submitting written questions for the Technical Briefing	OCT
Saturday, 10 December	10:00	Final Confirmation	OCT
	10:00 - 12:00	Official Training at the Competition Venue	Course
	10:00 - 13:00	TIC open	Course
	10:30	Orientation Visit and Technical Briefing	Course
Sunday, 11 December	08:00 - 16:00	TIC open	Course
	09:05	Declaration of running order for Mixed Relay	OCT
	09:15	Opening Ceremony	Course
	09:35	Start – U20 men race	Course
	10:03	Start – U20 women race	Course
	10:30	Start – Mixed Relay	Course
	11:30	Start – U23 men race	Course
	12:03	Start – U23 women race	Course
	12:33	Start – Senior women race	Course
13:10	Start – Senior men race	Course	

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