

EUROPEAN 10,000M CUP

Minsk 2017

10 JUNE

www.minsk2017.org



TEAM MANUAL

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1. GENERAL INFORMATION

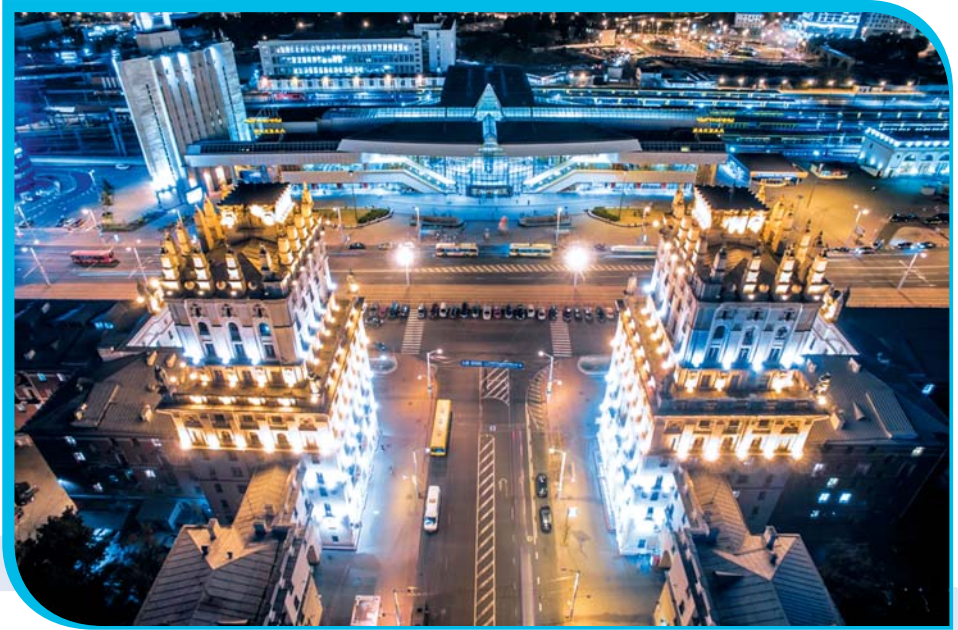
1.1 Host Country Belarus

Location	53°56'39"N, 27°38'11"E 53.944230, 27.636391 (Minsk)
Area	207,000 km ²
Population	9.504,7 million (on 1 January 2017) (Belarus) 1.974,8 million (Minsk)
Climate	Moderately continental
Language	Russian, Belarusian
Religion	Orthodox Christianity
Capital	Minsk
Local Time	Central European time + 2 hours
Electricity	Voltage 220 V, frequency 50 Hz
Driving	Right
International Calls	+ 8-10 – country code –city code – phone #
Telephone Country Code	+375
Mobile Phone Networks	MTS, VELCOM, LIFE
Currency	Belarussian ruble - BYN

1.2 Host city Minsk

The City of Minsk welcomes Europe's best athletes with the charm of the city, the multicultural and friendly spirit of the inhabitants and their great passion for sports!





Minsk is the capital of Belarus, political, scientific, and cultural and sports centre of the country. The area of the city is over 350 square kilometres and a population is more than 1.950.000 people.

Minsk was first mentioned in chronicles in 1067. In 1974, Minsk was awarded the title Hero City in commemoration of merits of its inhabitants in struggle against fascism during the Second World War.

Minsk is one of the oldest European cities with huge cultural heritage and rich traditions. It is a surprising combination of medieval and Soviet architecture, as well as its good maintenance and deliberation.

Business Hours Shops, Government Offices, Banks

In Minsk the Government offices and banks open from Monday to Saturdays from 9am to 6pm.

Shops here open normally every day from 9am to 8pm, big supermarkets are open 24 hours a day.

Useful expressions

Hello

Thank you

Thank you very much

Please

Yes

No

Excuse me

I am sorry

I don`t understand

I don`t speak Russian

Do you speak English?

Where is the bus?

Privet

Spasibo

Spasibo bol`shoe

Pozhaluyta

Da

Net

Izvinite

Proshu proscheniya

Ya ne ponimayu

Ya ne govoryu po Russki

Vi govorite na anglijskom?

Gde stoit avtobus?

2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President

Svein Arne Hansen (NOR)

First Vice President

Dobromir Karamarinov (BUL)

Vice Presidents

Jean Gracia (FRA)

Frank Hensel (GER)

CEO

Christian Milz (SUI)

Council Members

Sylvia Barlag (NED)

Gregor Benčina (SLO)

José Luis de Carlos (ESP)

Alfio Giomi (ITA)

Márton Gyulai (HUN)

Toralf Nilsson (SWE)

Panagiotis Dimakos (GRE)

Antti Pihlakoski (FIN)

Jorge Salcedo (POR)

Gabriela Szabo (ROU)

Erich Teigamägi (EST)

Libor Varhaník (CZE)

Salih Münir Yaraş (TUR)

**IAAF President
(ex officio member)**

Sebastian Coe (GBR)

**European Athletics
Honorary Life Presidents**

Carl-Olaf Homén (FIN)

Hansjörg Wirz (SUI)

2.2 European Athletics Delegates

European Athletics Delegate Jorge Salcedo (POR)

Technical Delegate Ludmila Pudilová (CZE)

Doping Control Delegate Aleksander Vujcic (MNE)

Jury of Appeal (to be appointed at the Technical Meeting)

2.3 European Athletics Office

European Athletic Association

Avenue Louis-Ruchonnet 16

1003 Lausanne, Switzerland

Tel: +41 21 313 43 50

Fax: +41 21 313 43 51

E-mail: competition@european-athletics.org

Web: www.euroepan-athletics.org

2.4 Executive Board of Belarus Athletic Federation

President	Vadim Devyatovskiy
Vice President	Vasil Ivaniuk
Vice President	Igar Sivadedau
Executive Director	Maryia Badzich
General Secretary	Aliaksandr But-Husaim
Sport Director	Nadya But-Husaim

2.5 Local Organising Committee

President	Aliaksandr Shamko
General Secretary	Mikalai Vasilyeu
Event Management	Maryia Badzich
Protocol/Hospitality	Aliona Kuzmina
Press/Media	Palina Palekhina
Finance	Volha Rabinava
Accreditation	Uladzimir Zhurauliou
Travel	Hanna Minina
Medical & Anti-Doping	Dzianis Muzzukhin
Competition	Aliaksandr But-Husaim
Accommodation	Krystsina Yermashevich
Marketing / Promotion	Aliona Kuzmina
Ceremonies	Marina Kachan

2.6 Competition Organisation

Competition Director	Aliaksandr But-Husaim
Meeting Manager	Nadya But-Husaim
Technical Manager	Dzmitry Dziamidzik
Event Presentation Manager	Maryia Badzich
Track Referee	Leanid Kustau
Call Room Referee	Euahenie Kapliarchyk
Chief Timekeeper	Aliaksandr Karneenka
Chief Photo Finish	Anton Herkusau
Chief Starter	Aliaksandr Terlyukevich
TIC Manager	Vera Epimashka
Secretary Jury of Appeal	Nadya But-Husaim

2.7 Participating Federations (based on the preliminary entries)

Men	Women
1. Austria	1. Belarus
2. Belarus	2. Bulgaria
3. Bulgaria	3. Czech Republic
4. Denmark	4. Denmark
5. France	5. France
6. Germany	6. Germany
7. Great Britain & NI	7. Great Britain & NI
8. Ireland	8. Greece
9. Israel	9. Israel

10. Italy	10. Italy
11. Latvia	11. Lithuania
12. Luxemburg	12. Poland
13. Poland	13. Portugal
14. Portugal	14. Romania
15. Romania	15. Serbia
16. Slovenia	16. Slovak Republic
17. Slovak Republic	17. Spain
18. Spain	18. Switzerland
19. Switzerland	19. Sweden
20. Sweden	20. Turkey
21. Turkey	21. Ukraine
22. Ukraine	

3. TRAVEL TO MINSK

3.1 Official Airport and Arrival Information

The official airport is Minsk National Airport, located 28 km from the RCOP Stadium – the competition venue of the Cup. The LOC will provide adequate welcome services at the airport.

3.1.1 Welcome Service

Upon arrival at Minsk National Airport, the teams will be met by the LOC representatives.

The opening dates and times of the Welcome Desk, situated on the exit from the gate at the airport will be the following:

08 June 2017 from 09:00 - 20:00

09 June 2017 from 09:00 - 20:00



The directions for European 10,000m Cup participants and delegation will be indicated by signs (arrows) in the terminal. After collecting luggage, team members will be escorted to the official buses by the welcome desk staff and taken to the team hotel.

The transfer time from the airport to the official hotel is about 30-40 minutes depending on the traffic.

3.2 Arrival by Train

There will be no Welcome Desk at the main railway station in Minsk. Teams arriving by train will be met by LOC representatives and taken to the team hotel, according to the arrival times given in the final entry system.

3.3 Arrival by Road

Teams arriving by bus or car are requested to go directly to their hotel, where representatives from the LOC will welcome them.

3.4 Visa Requirements

The foreign citizens of 80 countries (including most European countries) can enter Belarus for up to 5 days and exit from the territory of Belarus only through the State border checkpoint of the Republic of Belarus "Minsk National Airport". For visa free entry, the passport should be valid for at least six months after expected date of departure from a foreign country and contain at least two blank pages, intended for visas or other marks.

The given order of visa-free movement through the airport does not extend to persons coming to Belarus by plane from the Russian Federation, as well as to those who intend to fly to the airports of the Russian Federation (such flights are considered as domestic ones and do not have border control). Therefore, persons travelling through Russia need to make a transit visa and a Belarusian visa must be obtained at the Embassy.

The visa free movement does not apply to foreigners paying official visits. Diplomatic, official, special and other passports equal to them are not covered by the above movement.

To enter the Republic of Belarus in the visa-free regime through the checkpoint "Minsk National Airport", foreign nationals must have the following documents:

- a valid passport or another substituting document for traveling abroad;
- financial means: at least 25 Euros (or equal amount in dollars or Belarusian rubles) for each day of stay;
- medical insurance with coverage for at least 10,000 Euros that covers the territory of Belarus.

The following European Countries require visas to enter Belarus if their stay in the country exceeds 5 days:

ALB, AND, AUT, BEL, BIH, BUL, CRO, CYP, CZE, DEN, EST, FIN, FRA, GER, GIB, GBR, GRE, HUN, ISL, IRL, ITA, KOS, LAT, LIE, LTU, LUX, MLT, MON, NED, NOR, POL, POR, ROU, SMR, SVK, SLO, ESP, SWE, SUI.

Any participants who require visas should contact Dzmitry Dziamidzik at the following e-mail address EC10000Minsk@gmail.com to get a necessary invitation letter.

The e-mail should include the following information:

- Full Name of the Participant (First and Family)
- Date of Birth
- Number of the Passport on Which the Participant Is Travelling
- Date of Issue and Date of Expiration of the Passport
- Place of Work and Position

The data for visa should be sent **by 22nd of May, 2017 the latest.**

A photocopy of the photo page of the passport should be included in the e-mail.

Please, submit all documents, required for a visa, to your local Embassy/Consulate of Belarus. Full list of documents may be found here: <http://mfa.gov.by/en/visa/procdurevisa>.

You can make an appointment at the Embassy/Consulate of Belarus in your country following the link http://belarusfacts.by/belembassy/index_eng.html.

3.5 Insurance

According to the Regulation 110.9, 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.

4. ACCREDITATION

4.1 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.

Photos are not required for the accreditation card system.

4.2 Accreditation Procedure

The Teams' Accreditation Centre will be located at Victoria Olimp Hotel. This is where the Team Leader shall report as soon as possible after his arrival, in order to carry out the administrative procedures.

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

09 June 2017 from 09:00 - 20:00

10 June 2017 from 09:00 - 20:00

11 June 2017 from 09:00 - 13:00

4.3 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the Member Federation in the European Athletics event management system. No changes will be accepted after the final entries deadline.

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

- LOC accommodation invoice
- Check of athletes' passport (or a copy)
- Uniform check
- Final confirmation of entries
- Collection of competition related forms and information
- Confirmation of departure details

4.4 Access Areas for Teams and Special Passes

All team accreditation cards will allow access to the team seating area, warm-up area and training areas, changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the infield. Furthermore, the accreditation can be used to access the Team Shuttle Buses.

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 categories:

- TIC (only for collecting items from the pigeon hole) – up to 4 per team depending on the size of the team.

Access to the Doping Control: 1 pass will be given to the athlete upon notification and an additional pass for an accompanying person. Passes will be collected once they enter the Doping Control Station.

4.5 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the Local Organising Committee at Hotel where concern person is, accommodated. Duplicate cards can be obtained where proof of identity can be established.

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

5. ACCOMMODATION & HOTEL INFORMATION

5.1 General Information

The Local Organising Committee has made accommodation arrangements for team members in Victoria Olimp Hotel.

5.2 Information Desk

An Information Desk will be located in the lobby of hotel with qualified personnel offering relevant information about all aspects of the European 10,000m Cup.

The Information Desk(s) opening hours will be as follows:

08 June 2017 from 09:00 - 20:00

09 June 2017 from 09:00 - 20:00

10 June 2017 from 09:00 - 20:00

11 June 2017 from 09:00 - 15:00

5.3 Official Hotels

The details of the official hotel for the European 10,000m Cup 2017 are indicated below with the internet address of their home page where further information can be found:

Victoria Olimp Hotel

loc. Pobediteley avenue, 103, Minsk

Tel. +375 17 308 7777

Website: olimphotel.by

E-mail: EC10000Minsk@gmail.com

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

Victoria Olimp Hotel will be also European Athletics Family and Media Hotel for the event.



5.4 Accommodation Costs and European Athletics Quota

5.4.1 European Athletics Quota

According to European Athletics Regulation 910.4, European Athletics shall bear the board and lodging expenses of the visiting teams at the venue of the competition for a maximum period of not more than 2 (two) days and for a maximum number of up to 3 (three) male and up to 3 (three) female runners (scoring athletes) from each visiting Member Federation.

5.4.2 Accommodation Costs

The following rates must be paid for out of quota athletes, for all team officials and for additional days:

GROUP	PRICE PER/NIGHT
Athletes within European Athletics Quota	Covered by European Athletics
Athletes (outside the Quota),	60 € - in twin occupancy
Team Officials (in ratio)	70 € - in single occupancy
Team Officials (outside ratio),	65 € - in twin occupancy
Additional nights (athletes or Team officials),	75 € - in single occupancy
Additional single rooms (upon availability)	

Note: Prices are set per person/per night with full board accommodation; VAT included

Each participating team shall be allocated a minimum number of single rooms equal to 10 per cent of the total number of athletes and in quota or in ratio officials entered in the final entries. This will be charged at the rate of a twin room (only for the duration of the official period of the competition).

5.4.3 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 in-ratio Team Officials Up to:	Maximum number of additional officials (out-of-ratio):
1 - 3	1	1
4 - 6	2	1
7 - 10	3	2
11 - 15	5	3
16 - 20	7	3

Team Officials include: Head of Delegation, Team Leader(s), Coaches, Medical Staff (medical doctors and physiotherapists), Team Press Liaison and others.

1. The number of above mentioned team officials is eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.
2. For Personal coaches beyond the maximum number of out-of-ratio officials, packages can be offered without accommodation including accreditation with access to the warm-up, training facilities and team seats.

5.4.4 Cancellation Policy

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.

5.4.5 Payment Procedures

An invoice will be send to each Federation detailing the amount they owe based on their final entries. Payment must be paid on site by the Team Leader on arrival at the Reception of the Hotel. Payment can be made **by credit card or by cash in Belarus Rubles.**

The following credit card type will be accepted on site: **VISA, MASTERCARD.**

Extra Charges

The team leader must settle any extra charges (bar, laundry, telephone etc.) at the hotel reception, before departure. The team leader will be requested to provide a credit card at the time of checking in at the reception desk to cover any extras.

All payments must be made in Belarus Rubles.

5.5 Rooming list

Detailed information about athletes' and officials' rooming list will have to be entered by the Member Federations during the Final Entries process. Further amendments will have to be communicated directly to the Local Organising Committee after the closing of the Final Entries.

5.6 Meals

All meals will be served in buffet style.

A large selection of suitable food will be available taking into consideration special diets, religion and culture of the participants.

Meal times shall be as follows:

Breakfast 07:00 – 10:30

Lunch 12:30 – 15:00

Dinner 19:00 – 22:00

Note: On 10th June, on the occasion of the Final Banquet, dinner will NOT be served in the team hotel.

On the competition days, a late serving provision will be made for those athletes and officials retained at the stadium due to doping controls or protests.

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

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

5.7 Services in the Team Hotels

5.7.1 Meeting Rooms

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

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

Teams requiring any additional service may make separate arrangements through the information desk. There is also the possibility to reserve office/meeting rooms for Teams, with exclusive right for the whole duration of the Cup. Please contact: **Krystina YERMASHEVICH, +35291466918**

5.7.2 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.

5.7.3 Internet access

Free internet access will be provided at the hotel.

6. TRANSPORTATION

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

6.1 Transport Desk

The main transport desk will be located at Victoria Olimp Hotel and will be open from:

08 June 2017 from 09:00 - 20:00 or until the last team's arrival

09 June 2017 from 09:00 - 21:00 or until the last team's arrival

10 June 2017 from 09:00 – 21:00

11 June 2017 from 08:00 – 15:00 or until the last team's departure

6.2 Bus Shuttle Service

A detailed timetable will be posted on the notice boards at the Information desk in the team hotel.

Transfer times between the hotel and the competition venue will be about 25 minutes depending on traffic conditions.

The following arrangements have been made for the team hotel:

	Departure from Victoria Olimp Hotel	Departure from RCOP Stadium
Friday, 09 June 2017	16.40, 17.00	19.00, 19.20
Saturday, 10 June 2017	14.00 – 17.00 (every 20 minutes)	16.40, 17.20, 18.00 – 21.00 (every 20 minutes)

6.3 Return to Airport

Transport will be arranged according to the flight schedules submitted by the teams. Further information will be available at the Local Organising Committee Information Desk.

7. TECHNICAL INFORMATION

7.1 Technical Information Centre (TIC)

The TIC is located at the competition venue (see Appendix 2).

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

The TIC will be open at the following times:

09 June 2017 from 10:00 - 20:00 (at the Victoria Olimp Hotel)

10 June 2017 from 12:00 – 22:00

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 via the pigeonholes. It is the Team Leader's duty to collect this kind of information in due time.
- Receipt of written questions to be answered during the Technical Meeting
- Settlement of technical enquiries from delegations
- Receipt of Final Confirmations
- Distribution of items confiscated at the Call Room
- Managing national record doping control requests
- Receipt of withdrawal forms
- Written Appeals

Access to the information in the teams' pigeon boxes at the TIC will be controlled by separate entry cards, **NOT** by the accreditation card (see point 6.4.).

Teams that were not able to attend the Technical Meeting, under extreme circumstances, can collect their competition bibs from the TIC after the Technical Meeting.

7.2 Technical Meeting

The Technical Meeting will be held on 10 June at 10:00, in the Victoria Olimp Hotel.

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 Meeting.

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

- Timetable amendments (if any)
- Distribution of athletes in races (i.e. Race A and Race B)
- Pacing times for the pacemakers
- Appointment of the Jury of Appeal
- Answers to written questions

Start lists for the first competition day will be ready for collection together with the bibs after the Technical Meeting.

Written Questions

Any enquiries concerning the technical conduct of the competition must be made in writing (in English). These questions will be answered at the Technical Meeting.

The forms on which the questions must be written will be distributed upon arrival at the Accreditation Centre. These forms must be returned to the TIC no later than **on 9 June at 20:00**. No questions will be accepted during the Technical Meeting.

8. COMPETITION & TRAINING VENUES

8.1 Competition Venue

RCOP Stadium in Minsk and its surrounds are shown in Appendix 2 of this document. There are 1200 of seats in the stadium.

The stadium has the following competition sites:

- 8 lanes

The Warm-up Area has the following competition sites:

- *Asphalt road 1 km*
- *Runners road inside the forest zone closed by stadium*
- *Indoor Arena with circle 200m*

8.2 Training Venue

Athletes will have the possibility to train in the warm-up areas and at the competition venue.

Details about transportation for training sessions are included in the transport section of this manual. The transport schedule will be displayed at the information desks in team hotel.

8.3 Orientation visit to the Competition Venue

Heads of Delegation may visit the RCOP Stadium in Minsk inspecting access routes and other facilities which will be important to the teams on Friday 9 June at 17:00. Heads of Delegations are to meet LOC members at the hotel information desk, from where they will be escorted on this visit.

9. ENTRY, QUALIFICATION SYSTEM & FINAL CONFIRMATIONS

9.1 Entry Rules

9.1.1 Team Entries

According to the Regulation 902.7, each European Athletics Member may enter 1 (one) men's team and 1 (one) women's team, of a maximum of 6 (six) runners each of whom 3 (three) will score.

In case a Member Federation participates with two athletes who have achieved the entry standard a third athlete may be allowed to take part without entry standard in order to complete a scoring team of three.

9.1.2 Individual Entries

Although the Cup is basically a team competition, individual entries may be accepted (902.13), according to the qualification standards, for those European Athletics members which are unable to send full teams.

Only Member Federations which have no athletes with entry standards may enter 1 (one) athlete in each event, even if he/she has not fulfilled the entry standards, provided that such Member Federation has participated in the preceding year's European Cup 10000m (902.14).

The individual ranking will be applied for all runners.

9.2 Qualification standards

EVENT	MEN	WOMEN
5000m	14:04.25	16:13.92
10000m	29:28.08	34:29.19
3000m Steeplechase	8:52.29	10:16.97
10km	29:47	34:09
Half Marathon	1:05:26	1:15:11
Marathon	2:18:44	2:39:57

- The time which is equal to the hundredth best in the European Best Lists of 5000m, 10 000m, 3000m Steeplechase, 10km, Half Marathon and Marathon of the year 3 (three) years preceding the event, achieved between the 1st of January 2 (two) years preceding the year of the competition and the closing date for the final entries.
- Runners having finished in the first 50 (fifty) in any of the last 3 (three) IAAF World Cross Country Championships, or in the first 20 (twenty) in the Senior Events of the European Cross Country Championships held in the year preceding the European Cup 10 000 m, or in the first 10 (ten) in the Under 23 Events of the European Cross Country Championships held in the year preceding the European Cup 10 000 m.

Qualification for the European Athletics Championships

The first three placed athletes (men & women) of the European 10,000m Cup will be eligible to take part in the next edition of the European Athletics Championships even if the entry standard was not achieved. The entry of such athlete will be up to his/her National Federation.

9.3 Entries Procedures

Entries shall be made through the European Athletics online Event Management System, called Arena, which will be accessible at the following link: <https://arena.european-athletics.org/>.

Member federations' entries managers shall use their already known individual and personalised access.

9.3.1 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 submitted not later than 10 (ten) days before the event. According to the regulations, the deadlines for the final entries are:

- Opening of the final entries: 16 May 2017
- Closing of the final entries: 31 May 2017 14:00 (CET)

All member Federations will be able to consult and print out their entries at any time during the opening period and will receive a pdf report with a status of

their entries 24h before the deadline as well as one pdf confirmation after the closing of the system.

Detailed travel and rooming list information will have to be registered for each athlete and official during the final entries process. Amendments and updates will then be possible through the accommodation and transportation modules after the closing of the final entries.

9.3.2 Final Confirmation

Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition.

Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. These forms must be completed and returned immediately or **no later than 19:00 of Friday 9 June 2017.**

Any team foreseeing to arrive later than this deadline shall confirm the respective athletes' participation via email to competition@european-athletics.org.

9.3.3 Withdrawal

Withdrawal of any confirmation must be indicated to the TIC in writing on the official withdrawal form.

9.4 Scoring

The women's and men's races are scored separately.

If A and B races are held, the results are merged into one list. The team ranking is decided on the basis of the 3 (three) best times of the team members in the A and B races. A team with fewer than 3 (three) finishing athletes shall not be counted in the teams' classification.

The individual ranking is decided by merging together the results of A and B races into 1 (one) list of results.

9.4.1 Ties

In the event of a tie, it shall be resolved in favour of the team whose last scoring runner finishes with the better time.

10. COMPETITION PROCEDURE

10.1 Timetable

Please refer to Appendix 1 for the competition timetable.

10.2 Competition Bibs

The LOC will provide the teams with competition bibs after the Technical Meeting.

Each competitor receives 3 numbers. The bibs shall be pinned on the front and the back of the competition clothing, and on the back of the tracksuit. The competition numbers may not be cut, bent or covered in any way.

10.3 Competition Clothing

Competitors must wear the Federation's official team clothing. IAAF Rule 143 will be strictly applied. Please make sure to follow the IAAF Advertising Regulations in force. Clothing and items not conforming to this rule and the current IAAF 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 on European Athletics event management system, Arena, accessible at the following link: <https://arena.european-athletics.org/>.

Member Federations shall confirm their team vests via European Athletics Arena System. If the uniform displayed in Arena System differs from your current official uniform, the revised Team Vests form must be uploaded by **31 May** 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 Stadium and Victory Ceremonies.

10.4 Call Room

The Call Room is located on the venue map Appendix 2. Access will be allowed to athletes only and according to the following reporting times:

Report Call Room	Call Room closes	At competition site
40 Minutes	30 Minutes	10 Minutes Before

All times are prior to the actual starting time of the event.

10.4.1 Call Room Procedures

In the Call Room, the judges will check the following in accordance with IAAF Rules:

- Competition bibs
- Shoes and spikes
- Uniforms
- Any other kind of advertising

Personal belongings (video cameras, tape recorders, radios, CD players, radio transmitters, MP3/MP4, cell phones or similar devices) will not be permitted in the infield as per IAAF Rule 144.2.

10.5 Specific Event Procedure

Tracksuits and bags shall be placed in baskets at the Call Room, and these will be taken directly to the Post Event Area for collection after the race.

10.6 Timing

For all races, the elapsed time will be displayed on the electronic timers located at the 200m start line, the finish line and on the video board.

Transponders

Time keeping will be affected by means of chips which should be tied to the athletes' foot. Transponders will be handed out at the Call Room.

10.7 Protests and Appeals

Protests and appeals are permitted and will be processed in accordance with IAAF Rule 146.

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 (Rule 146.3).

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 Rule 146.5 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 EUR 75, 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.

11. MEDICAL SERVICES & DOPING CONTROL

11.1 Medical Services

The 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 in the stadium.

In case of emergency, please contact the nearest medical first aid station or call the 24/7 Medical Emergency number 103

11.1.1 Medical Services in the Hotel

The medical centre serves the athletes, coaches, other team members as well as members of the competition organization. The medical centre will be open from 10:00 until 20:00 from 9 to 11 June.

11.1.2 Medical Services at the Stadium

The stadium medical service is responsible for any problems concerning the athletes' health. There is also a room for medical attention next to the finish line. The team doctor has access to the medical service facilities when an athlete of his/her own team is hurt or is in need of other medical attention. The stadium medical service is also responsible for first aid in the warming up area.

There are 2 of first aid teams near the infield, supervised by a doctor and marked with red crosses.

11.2 Physiotherapy Services

There are well equipped physiotherapy facilities in the Medical Centre. The physiotherapy rooms are equipped with ultrasound and will be open from 09 June 2017 by 10:00 until 10 June 2017, 14:00. Please reserve treatments at the Medical Centre office, in case of need. The team physiotherapists and doctors may use the equipment in the physiotherapy rooms in co-operation with the medical staff.

Team tents for physiotherapy with space for tables will be provided in the warm-up area. The ice will be also available.

11.3 Doping Control

11.3.1 General Information

Doping controls will be conducted in accordance with IAAF Rules and Anti-doping Regulations. They are in accordance with the revised WADA code in force since 1 January 2015. 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 Cup.

Athletes selected for doping control shall be informed by anti-doping officials. Athletes will be required to sign a doping control notification form. They can 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 refusal to provide a sample result is 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 Therapeutic Use Exemption system prior to attending the Cup.

11.3.2 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.

All athletes setting World or European records must report to the DCS to provide a sample. Failure to provide a sample will result in the record not being ratified.

11.3.3 Additional Controls

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

The cost of this control will be paid by the European Athletics and will be deducted from the member federation's European Athletics subvention after the Cup.

12. CEREMONIES & SOCIAL FUNCTIONS

12.1 Opening Ceremony

The Opening Ceremony will take place on 10 June 2017 at 16:00 at the stadium.

12.2 Victory Ceremonies

The victory ceremonies for the winning individuals and teams (Men and Women) will take place at the competition venue. Athletes must wear the official team clothing for the ceremonies.

12.3 Closing Ceremony

The Closing Ceremony will take place at the competition venue.

12.4. Closing Banquet

The Closing Banquet will take place on 10 June 2017 at 22:00 in the restaurant of Marriott Hotel. Everyone with accreditation or an invitation is welcome to attend.

13. DEPARTURE

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

Teams will be asked to provide full travel details together with the final entries. Team leader will have to confirm departure details during the accreditation process, however teams will also receive a departure form, which should be completed and returned to the LOC Information Desk in the hotel, at least 48 hours before departure, **only** if there are any changes to the provided details. Departure times of the shuttle buses from the hotel will be provided and displayed at the hotel Information Desks.

14. CONTACT DETAILS

For further details about the European 10,000m Cup 2017 in Minsk/BLR please contact the Local Organising Committee at any of the below options.

LOC Minsk: Belarus Athletic Federation

Adress: Kalinovskogo Street, 111, Minsk 220119, Belarus,

E-mail: EC10000Minsk@gmail.com, belarus.athletics@gmail.com

Website: www.minsk2017.org

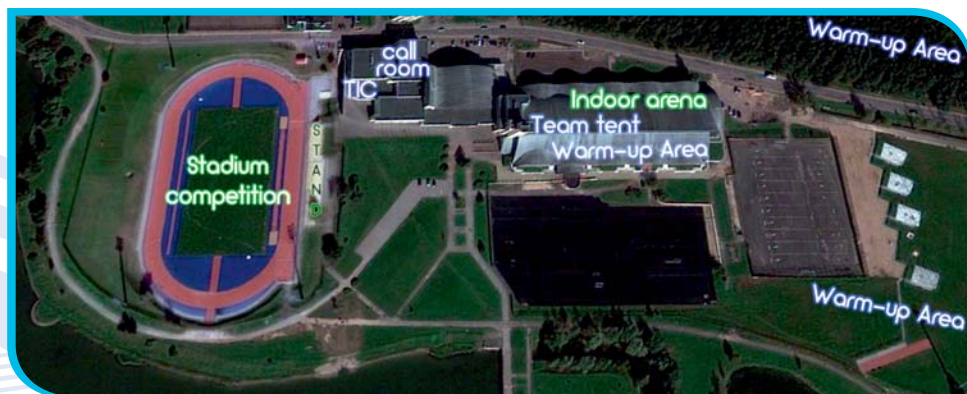
Mobile: +37529-7968044

15. APPENDIXES

Appendix 1 – Timetable

Saturday 10 June	12:30 - 15:30	Youth Regional races, Kids athletics competition
	16:00	Opening Ceremony at the Stadium
	16:20	Start Men Race B
	17:05	Start Women Race B
	17:55	Start Men Race A
	18.35	Individual Victory Ceremony (Men)
	18:45	Start Women Race A
	19:30	Individual Victory Ceremony (Women)
	19:36	Team Victory Ceremony (Men)
	19.47	Team Victory Ceremony (Women)
	19:55	Closing ceremony

Appendix 2 - Map of the Competition Venue



Appendix 3 - Key dates and General Programme

Date	Time	Event	Place
09-10 June	09:00 - 20:00	Team Accreditation centre open	Victoria Olimp Hotel
11 June	09:00 - 13:00		
9 June	17:00-19:00	Orientation Visit and Athletes Training	Stadium
9 June	19:00	Final Confirmation of Entries	Victoria Olimp Hotel
9 June	20:00	Deadline for submitting written questions for the Technical Meeting	Victoria Olimp Hotel
10 June	10:00	Technical Meeting	Victoria Olimp Hotel
10 June	16:00	Opening Ceremony	Stadium
10 June	22:00	Closing Party	Marriot Hotel
11 June	All day	Departure	Victoria Olimp Hotel



PUBLIC INSTITUTIONS



NATIONAL PARTNERS

