



34th World Mountain Running Championships

Sunday, 16th September 2018
Canillo – ANDORRA



Team Manual

VERSION 20.7.2018

www.wmrch2018canillo.com/en/

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1. GENERAL INFORMATION

Andorra

- Size: 468 km²
- Population: about 71 000
- Capital city: Andorra la Vella
- Lowest point: 840m (Spanish border)
- Highest point: Coma Pedrosa, 2.942m
- Average elevation: 1.966m

Canillo

- In the center of Andorra
- Population: about 2 000
- Altitude 1550m



Andorra is a country in the middle of the Pyrenees that has an intense relationship with the nature and the mountains, also their people have a marvelous sporting spirit.

In the last decade, many sports competitions have been created and made in the surroundings of the mountains (skiing, bicycles, walking, ...). Andorra has also participated on several occasions in the World Mountain Running Championship and we believe that it is time to bring this event to our valleys and mountains.

Official language	Catalan
Currency	Euro
Time zone	Summer (DST) CEST (UTC+1)
Telephone code	+ 376
Electricity specifications	"Type C " European CEE7/16 Europlug



Some words and phrases in Catalan language:

Hello, Hi	Hola
Good Bye	Adéu
Thank you	Gràcies
How are you?	Com va?
Good morning	Bon dia
Good afternoon	Bona tarda
Good evening	Bon vespre
Good night	Bona nit
Water	Aigua
How much does it cost?	Quant costa ... ?
Where is ...?	A on és... ?
Start/Finish	Sortida/Arribada
Refreshment station	Avituallament
Bag	Bossa
Toilette	Serveis
Shower	Dutxa
Breakfast/Lunch/Dinner	Esmorzar/dinar/sopar
Tap water	Beguda

2. ORGANISATIONAL STRUCTURE

2.1 IAAF

President: CEO:	Sebastian COE (GBR)
Chairman:	Olivier GERS (FRA/USA)

2.2 WMRA Council

President:	Jonathan WYATT (NZL)
Secretary:	Tomo ŠARF (SLO)
Treasurer:	Nancy HOBBS (USA)
Council Members:	Wolfgang MÜNZEL (GER)
	Andrzej PUCHACZ (POL)
	Sarah ROWELL (GBR)
	Giorgio BIANCHI (ITA)

2.3 WMRA Delegate: Tomo ŠARF

Jury of Appeal will be appointed at the Technical Meeting.

2.4 Local Organizing Committee

President	Bernat VILELLA
Event General Coordinator	Efrem ROCA
Competition Director	Carles FONT
Logistics and Transportation	Joan Ramon MOYA
Accommodation	Kevin POULET
Ceremonies & Protocol	Adrià PEREZ
Course Manager	Carles FONT
TIC Data Processing	TOPCRONO
Event Presentation	Efrem ROCA
Promotion	Diana MARTIN
Photographer	Lluís PRIETO
Website manager	Agnès FERRER
Safety & Security	Grim ANDORRA
Medical Services	Anna LÓPEZ
Volunteers	Edgar AMARO
Public Relations	
Technical Manager	
Venue settings coordinator	

3. GENERAL PROGRAMME

Thursday 13 th	All day	Arrival of non-European teams; accreditation
	All day	Course check
Friday 14 th	All day	Arrival of European teams; accreditation
	All day	Course check
	19:30 – 21:30	IAAF/WMRA Mountain Running Conference / Canillo, Palau de Gel
Saturday 15 th	09:00 - 12:00	WMRA Congress / Canillo, Palau de gel
	8h – 13h	Course check
		Press Conference
	16:00 – 17:00	Technical meeting / Canillo, Palau de Gel
	18:00 – 19:00	Opening Ceremony / Canillo city
	20:00 – 21:00	VIP reception
Sunday 16 th	9:15	Start Junior Women – cable car middle station
	10:00	Start Junior Men – cable car middle station
	10:00	Start Senior Women – Canillo
	11:00	Start Senior Men – Canillo
	18:00 – 19:00	Award and closing ceremony
	20:00 – 22:00	Farewell Party
Monday 30 th	All day	Teams depart

4. ARRIVALS

4.1 Arrival by Air

The official airport is Barcelona–El Prat

Team members will be taken to the hotels by buses. LOC will do its best to make the teams waiting less than 1 hour to be taken to Andorra.

Bus service will operate only on Thursday 13th and Friday 14th

The bus trip from Barcelona Airport to the hotels takes approximately 3 hours.

If teams arrive earlier than 13th, LOC will do its best to organize the transfer at the team costs (the same applies for departures after the 17th)

4.2 Arrival by Train

Upon request, transfers can also be organized from the main train station in Barcelona.

4.3 Arrival by Road

Andorra is easily reachable in less than 3 hours by car from Barcelona.

Coming from Barcelona: use the web site www.viamichelin.es and insert: “Barcelona-airport to Canillo”

Teams driving to the venue will have to go directly to the TIC.

4.4 Visa Requirements

Every country need to ask in their own country the specifics for ANDORRA.

5. ACCREDITATION

5.1 General

The accreditation will be located in the Palau de Gel in Canillo downtown.

Some teams will be accommodated in a walking distance to the TIC, some will stay in Soldeau, 5km from Canillo.

Each team member will receive an accreditation card, which must be worn at all times and should be clearly visible.

Photos are not required for the accreditation card system.

5.2 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the participating federation in the final entries. The Team Leader will be responsible for collecting the accreditation cards of all team members

Team Leaders are requested to collect all the athletes' passports or IDs and take them to Accreditation Centre in order to allow verification of the participants' age and nationality.

5.3 Access Areas for Teams

All team accreditation cards will allow access to the warm-up area, changing facilities and shuttle bus service. Only athletes who are directly involved in the competition will have access to the call room and to the course.

Separate cards will be issued for the Team Leaders, for access to the information available in the Technical Information Centre (TIC).

5.4 Loss of Accreditation

- Any lost or damaged accreditation cards should be reported to LOC or to the team reference person. Duplicate cards can be obtained where proof of identity can be established.

6. **TECHNICAL INFORMATION CENTER (TIC)**

An Information Desk will be set up in Canillo in the building “Palau de Gel”, downtown Canillo. Volunteers will be available to help with every aspect of the event.

- E-mail: f.a.atletisme@gmail.com
- Tel: +(376) 890 395

For any need or information, the Team Attaché, who will welcome the teams at the airport, will be available at any time during the event.

7. **ACCOMMODATION**

7.1 **General Information**

Teams will be accommodated in 3 hotels:

- Hotel Ski Plaza Canillo, 5 stars



- Hotel Bonavida – Canillo, 3 stars



- Hotel Himalaia – Soldeu, 4 stars (5km from Canillo)



7.2 Costs and WMRA Quota

The LOC is responsible for the cost of the accommodation of the teams based on the following:

- for three nights (four nights if the flight exceeds 4 hours)
- for a maximum four runners per category
- 1 official for teams of 5 runners or less, 2 officials for teams between 6 and 10 runners, 3 officials for teams of 11 runners or more.
- Meals are due from the lunch of the first day until the breakfast of the departure day.
- Additional team members and officials will meet accommodation expenses themselves.

For additional team members and for additional days the following rates apply:

- Twin room: 80 Euros per day/per person *
 - Single room: 110 Euros per day/per person *
- . * Full Board accommodation, including all event related transportations.

All participants should be listed in the Final Entry form in order to secure proper accommodation for everyone. 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 any subsequent reduction in the actual numbers of athletes and/or officials.

7.3 Payment Procedures

An invoice will be sent to each Federation detailing the amount they owe based on their final entries. Federations can make an advance payment in EUR by bank transfer to the following account:

- Beneficiary: FEDERACIÓ ANDORRANA D'ATLETISME
- Bank: CREDIT ANDORRA
- IBAN: AD30 0003 1101 1069 7701 0101
- BIC:
- Reason for payment: "Extra Payment *NAME OF THE COUNTRY* – Invoice number"

Note: A copy of the bank transfer will be required upon accreditation in case of unsettled balance, it should be cleared on-site by the Team Leader.

- Upon arrival, payment can be made by cash in Euros or with credit cards VISA and MASTERCARD (to be confirmed).
- The team leader may be requested to provide a credit card at the time of checking in at the reception desk to cover any extras.

7.4 **Meals Plan**

	Thursday 13th	Friday 14th	Saturday 15th	Sunday 16th
Breakfast		7:30 - 9:30 in hotels	7:30 - 9:30 in hotels	6:00 - 9:30 in hotels
Lunch	12 :30 - 14:30 in hotels	12:30 - 14:30 in hotels	12:30 - 14:30 in hotels	11:30 -14:30 Forn middle station
Dinner	19:30 - 21:30 in hotels	19:30 - 21:30 in hotels	19:30 - 21:30 in hotels	19:30 - 21:30 in hotels

8. **TRANSPORT**

8.1 **Bus Shuttle Service**

Dedicated bus shuttle service will operate between the team hotels, the competition site and other venues related to the event (Technical Meeting...). Details on the schedule and routes will be displayed in each hotel and will be given to the Team Leaders by Team Attaché.

Buses will operate frequently on the day of the races among the various accommodation facilities and Canillo, in such a way to be able to guarantee transportation of athletes and officials.

8.2 **Return to Airport / Train stations**

Transport will be arranged according to the flight/train schedules submitted by the teams. Detailed departure charts will be displayed in each hotel.

9. **TECHNICAL INFORMATION**

9.1 **Courses**

The 34th edition of the World Mountain Running Championships will be held on the Forn de Canillo course.

Course parameters:

Categ.	Distance	Tot.Uphill	Downhill	Start	Finish
Senior M & W	12,0 km	1028m	117m	Canillo - 1515m	El Forn peak 2430m
Junior M & W	7,3km	576m	117m	El Forn - 1941m	

Detailed maps and profiles of the courses are available in Appendix 1 of this Manual.

Only first km of the senior's course is on asphalted road, all the rest in on trails and 4WD roads.

9.2 **Technical Information Centre (TIC)**

On the days of the event, Race office will be set up in Canillo, in the "Palau de Gel".

- The main function of the Race office is to ensure smooth communication among each Team Delegation and the LOC regarding all technical matters, such as:
 - Handing out the results (one for team)
 - Collecting protest forms.

9.3 Technical Meeting

- The Technical Meeting will be held on Saturday 15th August 2018 at 16:00, in Canillo, Palau de Gel
- The Meeting will be held in English. Each team may be represented by a maximum of two team delegates and, if necessary, an interpreter. It is very important that all teams are present at the Technical Meeting.
- All questions related to the Technical Meeting must be presented in writing, in English, at the venue of the Meeting, at least 1 hour before the beginning.
- The Technical Meeting will be attended by:
 - WMRA Delegate
 - Doping Control Delegate
 - Representatives of the Organizing Committee National Competition Official
- Teams that are not able to attend the Technical Meeting, under extreme circumstances, can collect their information material from the TIC after the technical meeting.

- Preliminary agenda of the Technical Meeting includes:
 - Welcome by the LOC and the WMRA Representatives
 - Presentation of the Competition Officials
 - Information briefing by the WMRA Delegate on important technical matters
 - Presentation of the competition and warm-up venues
 - Ceremonies
 - Presentation of Jury of Appeal
 - Answering of questions submitted in writing by federations

10. COMPETITION REGULATIONS

10.1 Teams composition

Each member federation could be represented by one male and one female, junior or senior team.

Juniors under 16 years of age in the year of competition are not allowed to start.

Each team will consist of a maximum of 5 athletes, including 1 as alternate (only 4 can start).

10.2 Age Categories

Juniors under 18 years of age in the year of competition are not allowed to start the senior's race.

The passports of ALL athletes will be collected and photocopied upon Accreditation.

10.3 Citizenship

WMRA Members shall be represented only by Citizen of the Country (or Territory) which the affiliated Member represents, in accordance with the terms of the IAAF Constitution.

Exceptions to the clause above are accepted for the teams representing a Country (or Territory) with less than 50,000 inhabitants and at the condition that these athletes can proof that they are resident in this Country (Territory) since at least 5 years at the date of the competition.

10.4 Scoring

The team results shall be decided by the aggregate of places recorded by the three best competitors of each team. The team with the lowest aggregate of points will be judged the winner. In assessing the aggregate, no adjustment to the scoring placing of the finishing teams shall be made in respect of any non-scoring team runners or of individual entries.

If a team fails to finish with a complete scoring team, the runners finishing shall be counted as individuals in the race result and be eligible for the individual awards.

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

10.5 Entries Deadlines

The Preliminary and Final Entries should be made by WMRA member federations using the respective forms, to be sent to WMRA and the LOC.

- | | |
|--|---|
| <ul style="list-style-type: none">• Deadline for the Preliminary Entries• Deadline for the Final Entries: | <ul style="list-style-type: none">16. July3. September |
|--|---|

The Travel Grant will not be paid if the Final entries arrive after the set deadline.

10.6 Final Confirmation

Team Leaders or their representatives must confirm upon accreditation the athletes already entered who will actually take part in the competition.

Final start lists will be ready for collection after the Technical Meeting.

10.7 Competition Bibs

Each competitor receives 2 competition bibs (+ 1 for the bag). The bibs shall be worn according to IAAF Rule 143.

The competition bibs may not be cut, bent or covered in any way.

The competition bibs will be distributed immediately after the Technical Meeting.

10.8 Competition Clothing

Competitors must wear the Federation's official team clothing. IAAF Rule 8 & 143 will be strictly applied. Please make sure to follow the latest version of the IAAF Advertising Regulations in force at the time of the event. Clothing and items not conforming to this rule IAAF and the current Advertising Regulations will be removed or taped at the Call Room.

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.

11. COMPETITION PROCEDURE

11.1 Call Room Procedures

All athletes must report to the Call Room starting 20 minutes before the Start, but no later than 10 minutes.

It is the responsibility of the Team leaders 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.

The following checks will be carried out on equipment that must comply with IAAF Advertising and Competition Rules:

- Competition clothing

- Bags

11.2 Starter Commands

All instructions will be given in English. The command is: "On your marks!" followed by a shot from the starter's gun.

11.3 Refreshment Stations

There will be several Refreshment Stations with water, sponges, food and beverage along the course, plus refreshment points arranged close to the arrival area. They will be presented on a map during the Technical Meeting.

Personal refreshment may be handed over to athletes by their coaches or other team members on the official Refreshment Stations only.

An athlete who collects refreshment from a place other than the refreshment stations renders himself liable to disqualification by the Referee.

11.4 Timing

The official timing will be provided by TOPCRONO using chip timing system. The chips will be distributed along with and attached to the bib numbers. The results will be displayed on the info board near the Finish Area.

11.5 Luggage

Athletes will have the possibility to leave their clothes and bags in a dedicated place, close to Start Area. All bags from one team will be collected in one big bag, signed with the Country code. Those bags will be transported to the finish. Latest time for collecting the luggage is 30 min before the start of each category. Light clothing that will be left at the start just before the start, will be taken to the TIC.

A general supervision of the bags is guaranteed by LOC, but we highly recommend not to leave personal belongings in the bags.

11.6 Protests and Appeals

Protests 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 a responsible official acting on his/her behalf (Rule 146.3). 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 official Information board).

Any written appeal to the Jury of Appeal must be signed by a responsible official on behalf of the athlete and submitted to TIC / TID within 30 minutes after the official announcement of the decision made by the Referee.

When submitting an appeal form, a deposit of 100 EUR must be paid. If the protest is unsuccessful, the deposit will not be returned. The Jury's decision will be provided in writing at the TIC.

11.7 Doping Control

General Information

Doping control shall be conducted in accordance with IAAF Rules and Regulations under the supervision of the 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 confirmation of notification. Athletes who are to be tested may invite a team official to accompany them to the Doping Control Station (DCS). Selected shall identify with the passport or ID (also as a picture on the cell phone)

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 Doping Control Delegate. In addition, the selection of further athletes may be ordered at the discretion of the Doping Control Delegate.

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 DCC. Athletes are reminded that refusal to provide a sample can render them liable to disqualification and may lead to 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 Championships.

12. MEDICAL SERVICES

12.1 General

The medical service is in charge of any medical assistance to teams, the competition organization, the personnel, the honorary guests as well as, during the competition, to the spectators.

In case of an emergency please contact the nearest medical first aid station or the local doctor, who is in charge of the medical service.

12.2 Medical Services in the Hotels

For medical or emergency needs Team Leaders shall refer to general Emergency number (112) or to hotel Staff.

12.3 Medical Services at the Competition Venue

Medical teams will be available near the Finish lines for acute medical assistance. First aid team of the Mountain Rescue Service marked with Red Cross, supervised by a doctor, will be positioned along course. They will be able to transport severely injured athletes to ambulance waiting in Canillo.

The local medical service will be responsible for any problem concerning the athletes' health both at competition and warming up areas. In case of injuries, only the official 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 his/her own team is hurt or is in need of other medical attention.

12.4 Physiotherapy

A physiotherapy space will be set up near the Finish area in El Forn. Local physiotherapists will offer free of charge treatment to athletes. The team physiotherapists and doctors may use the equipment in co-operation with the medical staff.

12.5 Insurance

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 World Mountain Running Championships and during the event itself. Please take to fulfill the necessary steps these requirements well in advance.

13. SECURITY

Security will be provided in cooperation with the local Police force. Instructions given by the LOC, the security personnel and the police must be followed in all areas, as well as during transport from one location to another.

The accreditation card must be worn at all times. If an accreditation is lost, this should be reported immediately to any LOC information desk.

The emergency phone number is 112 (police, ambulance and fire department). If necessary, the police can be contacted via the Information Desk in the Team hotels.

14. CEREMONIES AND PROTOCOL

14.1 Opening Ceremony

The Opening Ceremony will take place on Saturday 15th August 2018 in the Streets of Canillo. All team members are invited to attend the Opening ceremony. Teams should gather in front of Palau de Gel at 16:30 and then march a flag parade.

Transportation will be provided accordingly. Details on the ceremony will be given upon arrival. Athletes must wear the official team clothing.

14.2 Flower Ceremonies

The Flower Ceremonies for the individual winners will take place immediately after the finish of each race near the Finish line.

14.3 Award & Closing Ceremonies

The Award & Closing Ceremonies will take place on Sunday 16th August starting at 18:30 in the Palau de Gel. Individual and team winners will be invited to gather at the medal preparation area. Athletes must wear the official team clothing for the Awarding ceremonies. No national flags will be allowed on the podium.

A short Closing Ceremony will follow immediately after the awards and will consist of WMRA flag handover to the next host of the World Mountain Running Championships.

15. DEPARTURE

Teams will be asked to provide full travel details on the Final Entry Form. The Team Leader must indicate to the LOC any change in the departure schedule.

Departure times of the shuttle buses from the hotels will be displayed at the Information Boards of each hotel.

All outstanding fees, charges and possible other expenses must be settled with the hotel reception before departure.

16. CONTACT DETAILS

For further details about World Mountain Running Championships please contact f.a.atletisme@gmail.com

17. APPENDICES

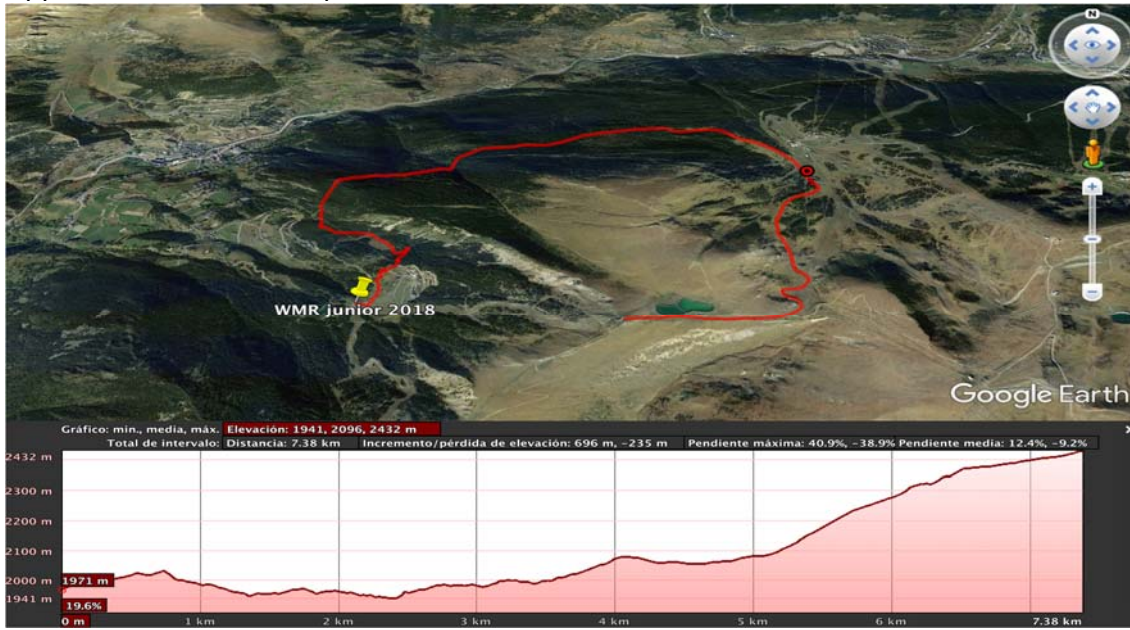
Appendix 1 – Course Map

Appendix 2 – Map of the region

Appendix 3 – Map of Canillo

Appendix 4 – Map of Canillo City Centre

Appendix 1 – Course Map & Profile Juniors



Course Map & Profile Seniors



Appendix 2 - Map of the region and Andorra

