

**EUROPEAN
CHAMPION
CLUBS CUP**
CROSS COUNTRY

Albufeira 2025

TEAM MANUAL



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1. GENERAL INFORMATION

1.1 Host Country PORTUGAL

Form of Government	Republic
Location	Southern Europe
Area	92.212 Km2
Population	10.500.000
Coastline	943 kilometres
Climate	Average temperature in February is 11-18 degrees.
Language	Portuguese
Capital	Lisboa
Local Time	CET - 1
Electricity	220 Volt 50 Hz
Driving	Right hand
Telephone Country Code	+351
Drinking water	Tap water is completely safe for drinking.
Currency	EURO



1.2 Host Region/ City Albufeira

Located in the south of Portugal, in the centre of the Algarve, Albufeira enjoys Mediterranean climate with pleasant air and water temperatures all year round. With its miles of golden sandy beaches, it is an environment designed for the most diverse sports activities with a fascinating historical and cultural heritage. A cosmopolitan area marked by white houses in the historical town centre, where the blue ocean combines with the blue sky, and where the sun shines over three hundred days a year.

Connected by highways to the main areas of the country, Albufeira has a modern transport system, allowing fast connection throughout the region, and only 42 km away from Faro international airport.

Official language

Portuguese.

Electricity

220 volts (plugs used are two round pins).

Opening Hours

The shops in Albufeira open between 9:00 and 19:00. Some close for lunch from 13:00 to 15:00. Large shopping centres and department stores, however, do not generally close at lunchtime. Some shops and all the shopping centres and department stores open on Saturday afternoon, whilst all shops are closed on Sundays, except for certain special periods throughout the year when the shops have permission to open. Most of the banks open at 8:00 and close at 15:00. However, there is an extensive network of cash dispensers.

Currency

Euro. You can change your money at any bank and at the hotel's reception desks. International credit cards are accepted in hotels, shops and restaurants.

1.3 Organisation Structure

European Athletics Delegates

Technical Delegate	Luis Abegao	(POR)
Doping Control Delegate	Marko Salminen	(FIN)
EA Project Leader	José Luis de Carlos	(ESP)

Local Organising Committee

General Coordinator	Francisco Chumbinho
Accreditation and security	Ana Rodrigues/ Luis Ferreira
Administration and finances	Francisco Chumbinho Tânia Rosária
Competition	Rui Costa Andreia Martins/ José Horta Afonso
Logistics	João Martins
Marketing/Promotions and Media/TV	João Glória
Medical	Dr. Pedro Silva
Antidoping	Nélia Domingos
Protocol	Jorge Costa CMA
Venues and Facilities	Rui Costa José Pimenta
Transportation	Filipe Canário
Event Presentation	Elisabete Simão
TV	Paulo Costa
Timing	Filipe Oliveira
Officials	José Horta Afonso

European Athletics Office

European Athletics Association
 Avenue Louis Ruchonnet 18
 1003 Lausanne, Switzerland
 Tel : +41 21 313 43 50
 Fax : +41 21 313 43 51
 E-mail : competition@european-athletics.org
 Web : www.european-athletics.org

2 TRANSPORTATION

2.1 Arrivals

Faro Airport is the nearest to Albufeira (about 40 km). Faro International Airport will be the official airport for the competition. Please kindly book your travels accordingly. The LOC will ensure the transfer between this Airport and Albufeira.

Upon arrival at Faro airport, the teams will be met by the LOC Staff. The Airport Welcome Desk is situated at the airport and will be open according to travel schedules.

After collecting luggage, team members will be escorted to the official buses by the Airport Welcome Desk staff and taken to the team hotel. Transfer time takes between 30 and 40 minutes, depending on the traffic conditions.

If you choose the Lisbon Airport/POR (250km) or Seville Airport/ESP (240 km) the transfer can be done by bus, but at the participant club costs. Please kindly contact the LOC for these special arrangements (please note *14. Contact Details* below).

2.2 Arrival by Train

There will be no Welcome Desk at the main railway station in Faro our Albufeira. 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.

2.3 Arrival by Road

Teams arriving by road are kindly asked to go directly to their hotel, where representatives from the LOC will welcome them.

2.4 Return to Airport / Train Stations

The return to the airport / Train Stations will be secure by LOC.

2.5 Visa Requirements

Countries requiring visas to enter Portugal should obtain them from the Portuguese Embassy or Consulate in their country.

In the case of foreign athletes, visas should also be obtained before they leave their countries. Should you have any problems or require a letter of invitation please contact the LOC until 27th December 2024:

Francisco Chumbinho
LOC Event Coordinator
Tel: +351 289 824946
E-Mail: algarve@aaalgarve.org

The following information shall be included in the request:

- Full name (first name and family name as shown in passport)
- Function in the Team (e.g. athlete, official)
- Gender
- Date of Birth
- Passport Number and Passport Expiry Date
- Date of birth
- Passport Number and passport expiry date
- Function in the Team (athlete or official)

European countries where visa is needed: Armenia (ARM) · Azerbaijan (AZE) · Turkey (TUR) · Kosovo (KOS)

2.6 Insurance

According to the European Athletics Competition Regulations, the participants are responsible for taking out their own insurance to cover the risk of illness or injury of any member of their team when traveling to and from the European Athletics event and during the event itself. Please take the necessary steps to fulfil these requirements well in advance.

2.7 Local Transportation

Transportation between the team hotel and the venue, including official/social functions - if any, will be guaranteed by the LOC shuttle service.

2.7.1 Transportation service to competition venue

A regular BUS shuttle service will be provided between the team Hotel AP Adriana Beach Resort and training/competition venues.

A Bus will depart from AP Adriana Beach Resort to the venue every 30 minutes at times indicated below:

A regular bus shuttle service will be provided between the teams Adriana Hotel, training/competition venues.

Transfer times between the Hotels and the training/competition venues will be between 5 minutes.

From the hotel to training and competition venues, the organization will have dedicated bus transfers.

The distance from the Official Hotel to the training and competition venue it is approximately 2 km (less than 15 minutes' walk).

OFFICIAL TRAINING (1 FEBRUARY) - 15:30h/ 17:30h

SCHEDULE TO TRAINING

- 15:00h
- 15:30h
- 16:00h

SCHEDULE TO HOTEL

- 16:30h
- 17:00h
- 17:30h

TRANSPORT DURING COMPETITION (2 FEBRUARY)

SCHEDULE TO COMPETITION VENUE

- 8:00h
- 8:30h
- 9:00h
- 9:30h
- 10:00h
- 10:30h

SCHEDULE TO HOTEL AFTER COMPETITION

- 12:00h
- 12:30h
- 13:00h
- 13:30h
- 14:00h

2.7.2 Transportation Desk

The Transportation Desk, which will also serve as an Information Desk, will be in the lobby of the official hotels and will be open from 31 January (from the first team's arrival time) to 3 February (by the time of the last team's departure), at the following times:

- 31 January 09:00 – 22:00 (depending on arrivals)
- 01 February 09:00 – 22:00
- 02 February 09:00 – 22:00
- 03 February 09:00 – 14:00 (depending on departures)

2.8 Departure

Teams will be asked to provide full travel details together with the final entries. Teams will also receive a departure form, which should be completed and returned to the LOC Information desk in the hotel, at least 24 hours before departure, especially 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 LOC Information desk on Sunday at 07:00

All outstanding fees, charges and possible other expenses must be settled with the cashier. On the day of departure, the LOC Hotel Manager will check the rooms together with the Team Leaders.

3 ACCREDITATION

General

TARGET GROUPS AND ACCREDITATION PROCESSING

3.1.1 Teams

Accreditation cards for the teams will be prepared in advance, based on the information provided by the Member Federation through the online entry system. Accreditation cards will be distributed at the **Accreditation Centre at AP Adriana Beach Resort**.

The Team Leader will be responsible for collecting the team's accreditation cards.

3.1.2 Media

Accreditation cards can be prepared in advance through the event web page and delivered before/during the event day at the **Accreditation Centre located at AP Adriana Beach Resort and/or at the competition course TIC**.

3.1.3 Volunteers

Volunteer's accreditation cards will be managed by the LOC in advance. The cards should be taken by the volunteers at the Accreditation Centre located at **AP Adriana Beach Resort**.

3.1.4 Competition Officials

Competition officials' accreditation cards will be defined and prepared in advance by the LOC. The cards will be distributed to the Judges/Referees by the Meeting Manager.

3.1.5 VIP

VIPs passes for the event main sponsors and other personalities defined by the LOC will also be prepared in advance and can be taken at the **Accreditation Centre located at AP Adriana Beach Resort and/or at the competition course TIC**.

3.1.6 LOC

LOC accreditation cards will be prepared in advance and delivered to the members at the Accreditation Centre located at **AP Adriana Beach Resort**.

3.1.7 EUROPEAN ATHLETICS

Accreditation cards for the European Athletics family/officiating persons will be prepared in advance according to the names list received. The cards will be delivered to the European Athletics members at the Accreditation Centre located at **AP Adriana Beach Resort**.

3.2 ACCREDITATION CARD SAMPLE



3.3 SPECIAL PASSES

The following number of special passes will be issued for the event:

- ✓ **Doping Control** – 32 passes (16 tests x 2 persons)
- ✓ **TIC** – 90 passes – 1 per team

SPECIAL PASS SAMPLE



3.4 Accreditation Zones

The circulation in the event area and the entrance in each one of the event zones will be secured by Security Members/Volunteers. Only persons with the distributed accreditation zone numbers will be allowed to enter each zone. The map of the event zones and circulation plan of the different accredited people can be found at the end of this document.

ACCREDITATION ZONES	
1	Media / Hospitality & VIP Areas
2	Competition Area (Call Room & Infield)
3	Competition Area (Off the racecourse/Warm-up area/Teams´ tents and Changing and Physio rooms)
4	Mixed Zone
5	Media Center
6	Event Management (all access)

3.5 Accreditation System

	1	2	3	4	5	6
Athlete		X	X	X		
Head of Delegation / Team Leader	X		X	X		
Team Official			X	X		
Coach			X			
LOC / Portuguese Athletic Federation	X	X	X	X	X	X
EA	X	X	X	X	X	X
Competition Official		X	X			
Volunteer	X	X	X	X	X	X
Medical Staff	X	X	X	X	X	X
Media	X			X	X	
Security	X	X	X	X	X	X
VIP	X					

3.6 Accreditation Centre

The Accreditation Centre at AP Adriana Beach Resort shall be dedicated to the accreditation of all the Athletes and team related staff.

This Centre will function according to following time schedule (depending on arrivals):

- 31 January 14h:00 – 20:00
- 01 February 09h:00 – 22:00

3.7 Accreditation Procedure

The accreditation processing and printing will be managed by the LOC and will start on 13 January and will end on 27 January. The printing of the accreditation cards will occur in the LOC Room.

3.8 Key dates

- 24 January – Reception of the Final Entries summaries
- 27 January – Start of the Accreditation Cards printing.
- 28 January – End of the Accreditation Cards printing
- 31 January – Opening of the Accreditation Centre

4 ACCOMMODATION

4.1 General Information

All teams will be accommodated in **AP Adriana Beach Resort**.

A four-star hotel in Aldeia das Açoteias, Albufeira, providing full board accommodation, is reserved for the teams.

4.2. Information desk

An Information Desk will be in the lobby of the team's hotel with qualified personnel offering relevant information about all aspects of the European Champion Clubs Cup Cross Country.

The Information desk opening hours will be as follows - 29 January (from the first team's arrival time) to 02 February (by the time of the last team's departure), at the following times:

- **29 January (Wednesday): 14:00 – 20:00 (depending on arrivals)**
- **30 January (Thursday): 09:00 – 22:00**
- 31 January (Friday): 09:00 – 22:00
- 01 January (Saturday): 09:00 – 21:00
- 02 February (Sunday): 09:00 – 20:00 (depending on departures)

Team leaders will be asked to complete the following formalities before they can collect accreditation cards and then they can do the check in in the hotel:

- LOC accommodation invoice.
- **Check of athletes' passport (to allow verification of Nationality and U20 participants' age).**
- Collection of competition related forms and information.
- Confirmation of departure details.

Team Leaders are requested to take the athletes' passports to the Accreditation Centre.

4.3 Official Hotel

The official hotel for the European Champion Clubs Cup Cross Country is AP Adriana Beach Resort, located at a 2 km distance from the training and competition venue, as follows:

Name: AP Adriana Beach Resort

Address: Estrada da Rocha baixinha, Apartado 6115, 8200-379 Albufeira Portugal

Website: <https://ap-hotelsresorts.com/adriana/>

Phone: +351 289 540 100

4.4 Accommodation Costs and European Athletics Quota

According to Regulation 1310.1.1 the organising club undertakes to cover accommodation and full board costs of each participating team (except the host) for no more than 2 (two) days and for a maximum of 3 athletes in each race, 4 in the Senior Mixed Relay and 1 official.

In case the U20 Team is from the same club as the Senior team, the Organiser will not cover the accommodation costs for any additional official for the U20 Team.

According to Regulation 1310.6.1 each participating team (except the host) should pay a contribution of 500 € (price to be charged per night is 250 €) to the organiser (at the venue) for accommodation to be provided by the organiser, according to above quota.

The following rates must be paid by the teams for “out of quota” team members and additional days:

Team Members	Single room	Twin(2) room
Out of quota Athletes / Officials	140 € per person/night	120 € per person/night
Athletes and Officials Additional nights	140 € per person/night	120€ per person/night

- Full board price
- All prices include meals and VAT.
- The out-of-quota meals will be charging 25€ per meal.

4.5 Payments Procedures

An invoice will be sent in advance to each club detailing the amount they owe based on the numbers declared in the Final Entries and this shall be paid in full, according to the EA Regulation 1410.7., no allowance being made for subsequent any reduction in the actual numbers of athletes and/or officials.

The teams must pay in advance through bank transfer before travelling using the following data:

- **Bank account name:** Associação de Atletismo do Algarve
- **Bank name:** Novo Banco
- **Bank address:** Av. da República 48, 8700-002 Olhão
- **IBAN:** PT50 0007 0000 0020 6750 2632 3
- **Swift N°:** BESCPTPL

- **Reference code:** Please mention "ECCC XC 2024" and **club name** in the comment section while making the bank transfer.

Note: A copy of the bank transfer will be required upon arrival.

On arrival at the Accreditation Centre, Team Leaders will settle the payment of accommodation for team members outside the European Athletics quota.

4.6 Meals

All meals will be taken in the team's hotel restaurants. The restaurants opening times are:

- Breakfast from 07:00 to 10:00
- Lunch from 12:30 to 14:30 (Sunday 2 February up to 16:30)
- Dinner from 18:30 to 21:30

For lunch and dinner, mineral water and one soft drink per person are available free of charge. All other drinks must be paid for.

All food restrictions (celiac, vegan, vegetarian, etc.) should be communicated to the LOC in advance, by the email dtr.algarve@aaalgarve.org

On the competition date late serving provisions will be made for those athletes detained at the venue due to doping controls or protests.

4.7 Meeting Room for teams

The organization will provide a meeting room by request and booking and will be available at the hotel:

- 23 February from 10.00 to 21.00
- 24 February from 10.00 to 13.00 and from 15.00 to 22.00

4.8 Physician room for teams

The organization will provide a physician room by request and booking and will be available at the hotel:

- 31 January from 10.00 to 13.00 and from 15.00 to 19.00
- 02 February from 10.00 to 13.00 and from 15.00 to 19.00

4.9 Telephone calls

The Team Leader must settle phone bills and all other extra services at the hotel reception before departure. The Team Leader will be requested a credit card by the hotel reception desk for extras.

4.10 Hotel location Map



4.11 Hotel room transfer

The hotel will provide a dedicated transfer cart to take the teams from the lobby of the hotel to the rooms.

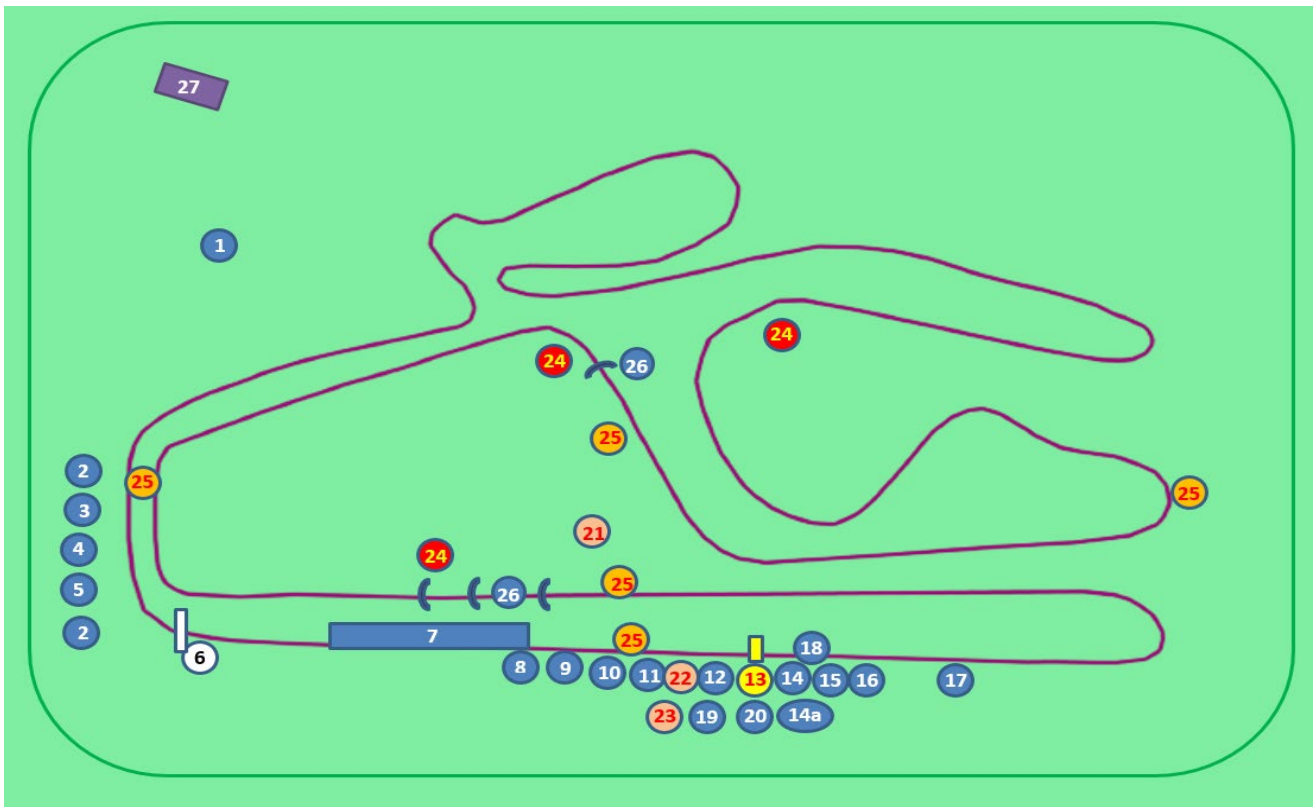
5 COMPETITION VENUE

5.1 The Course

Competition will be held in 2 courses with natural grass, permanent and artificial obstacles, and uphill/downhill areas to make it more challenging. All the course is suitable to use spikes. Long course (1830m) will be used for Senior and U20 races (all genders) and short course (1500m) will be the one used for Mixed Relay race (See images).

For Mixed Relays there will be a takeover zone of 20m in the middle distance between the Start and Finish line with the purpose of exchange relays (wristbands) in that

COURSE MAP



MAP DETAILS

<ul style="list-style-type: none"> 1 Warm Up Area 2 Athletes WC 3 Teams Tent Physio Area 4 Call Room 5 Chip Transponder Control 6 Start Line 7 Relay Transmission Area 8 Merchandising 9 Bar 10 Spectators WC 11 VIP Tribune 12 Media 13 Finish Line 14 Timing 14a TIC 15 Medical Services 16 Mixed Zone 17 Transponder and Kit Collection Area 18 Photographers Platform 19 Doping Control Transfers 20 Emergency Vehicles 21 Victory Ceremonies Podium 22 Event Presentation / Announcers 23 Jury Of Appeal Meeting Point 24 Infield First Medical Aid Teams 25 Spectators Crossing Points / Security 26 Artificial Obstacles 27 Doping Control Centre 	<p>Flow before Start Line</p> <ul style="list-style-type: none"> 1 Warm Up Area 3 Teams Tent Physio Area 4 Call Room 5 Chip Transponder Control 6 Start Line 	<p>Flow After the Finish Line</p> <ul style="list-style-type: none"> 13 Finish Line 16 Mixed Zone 17 Kit Collection Area 21 Victory Ceremonies Podium
	<p>RELAY Flow before Start Line</p> <ul style="list-style-type: none"> 1 Warm Up Area 3 Teams Tent Physio Area 4 Call Room 5 Chip Transponder Control 6 Start Line 7 Relay Transmission Area 	
	<p>Start Line</p> <p>Finish Line</p> <p>Relay Laps 1x1.565m + 1x1.500m + 1x1.500m + 1x1565m Big Lap – 1.830m</p>	

PROFILE

LONG LAP PROFILE



RELAY LAP PROFILE



The distances per race are as follows:

Category	Distance	Laps
Under 20 women	5.620m	3B
Under 20 men	5.620m	3B
Senior women	9.280m	5B
Senior men	9.280m	5B
Mixed relay	6130m (4 x 1 lap)	4A

- Course A = 1.500 Metres
- Course B = 1.830 Metres
- Start / Finish = 130 Metres

5.2 Training at the Course

Official training for all athletes at the course will take place on **Saturday 1 February 2025 from 15:30 to 17:30**. The warm-up area will also be available during this time.

5.3 Dressing Rooms

No dressing rooms will be available.

6. COMPETITIONS REGULATIONS - ENTRY, QUALIFICATION SISTEM & CONFIRMATIONS

6.1 Club Participants

The ECCC Cross Country includes separate events for U20 and Senior men's and women's teams representing the long-distance Cross Country national champion and national vice-champion clubs of European Athletics Member Federations and a Mixed Relay event. If a Member Federation does not have National Championships for any of these categories, Member Federations may select a participating club team according to the paragraph below. However, if the champion and/or the vice-champion club(s) is/are not able to take part then the Member Federation may nominate the third and/or fourth placed club team(s) and so on to be able to participate in the ECCC Cross Country with at least 2 club teams.

Moreover, the first 3 (three) placed clubs of the previous ECCC Cross Country Cup competition in each event and the organizer (if a club) will be eligible to compete with one team in that same event, in addition to 1302.4.1, being such a right not transferable to any other club.

To be eligible to participate in an ECCC event, a club must be an affiliated member of, and/or registered by, or otherwise recognised by a written instrument by the Member Federation.

6.2 Entry Rules

Following European Athletics Regulation 1302.7, each team may enter a maximum of 6 (six) athletes in each event, of which not less than 3 (three), no more than 4 (four) will be allowed to start the race, in the following conditions:

- No athletes aged less than 16 (sixteen) years on 31 December of the year of the competition may compete in the ECCC Cross Country.
- Only athletes aged at least 16 (sixteen) and not more than 19 (nineteen) years on 31 December of the year of the competition may take part in the U20 events.

All athletes must be able to present, if requested to do so by the Technical Delegate, an official document saying their date of birth.

A Club may only select national or foreign athletes to compete in the ECCC Cross Country who are eligible under the World Athletics terms of eligibility at the date in the year in which the ECCC Cross Country is held, provided that such an athlete is a bona fide member of that club for a period starting at least on 1 January of the year of the ECCC Cross Country.

Will be considered as national athletes, the athletes having the nationality of the country, and recognized by World Athletics to represent this country in international competition.

Each athlete may only be entered in one race of the championships, and he/she can only compete in the race for which he/she was entered.

The number of **foreign athletes** is limited to 1 (one) for each club team in ECCC Cross Country. Member Federations must supply the list of eligible national and foreign athletes to European Athletics by **10 January** of the year of the ECCC Cross Country.

An athlete cannot compete for 2 different clubs which participate in at least one of the ECCC competitions of the same year.

An athlete cannot be declared eligible to compete by two participating clubs. If an athlete does appear on two lists of eligible athletes, then the clubs' respective federations may consult together (before the final entries) to agree for which club the athlete will compete in that competition. In the event there is no agreement between the involved federations, then the athlete will be excluded from that competition.

6.3 Scoring

Each race shall be scored separately. Each team's score shall be determined by the aggregate of finishing positions achieved by its 3 (three) best-placed athletes. If two or more athletes tie for a place, in any event, the attributable points shall be divided equally between them.

A team with fewer than 3 (three) finishing athletes shall not be counted in the team classification.

No adjustment to teams' scores shall be made in respect of any non-scoring team members. Teams shall be classified according to their scores, with the team in each event having the lowest score being the winner, and so on. A tie shall be decided in favor of the team whose last scoring athlete finishes nearest to first place.

Scoring is not applicable for the Mixed Relay race where classification will be done according to the final position of the last athlete entering to finish line.

6.4 Competition Clothing

Participating clubs in the ECCC Cross Country or corresponding Member Federations must provide European Athletics/Local Organizing Committee with a full set of photographs of their club team uniforms (preferably in an electronic version) by 22 January 2025 and will have the obligation to wear them throughout the competition:

- JPEG file, maximum resolution, and size 300 dpi / 500KB
- Compressed ZIP file, (if possible)
- Mail to : competition@european-athletics.org/ algarve@aaalgarve.org

All competitors must wear registered vest of the same design and colour of the club they are representing.

The competition and the warm-up attire of the athletes representing qualified clubs in the ECCC events may have advertising, as permitted, under the regulations of the respective Member Federations. If a Member Federation's regulations differ from the World Athletics Advertising Regulations, regarding clothing of athletes, Member Federation's regulations shall prevail for the ECCC events, on exceptional basis.

6.5 Competition Shoes

All the competition shoes must follow 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

<https://www.worldathletics.org/about-iaaf/documents/technical-information>

In case of no compliance with TR5 or the list of approved shoes, an athlete may not be 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.

6.6 Registration fees

In addition to the accommodation fee described in "Accommodation" of website, following contribution must be paid to the organizing club by each participating club team (except host):

- Registration Fee: EUR 250 – which must be paid at the latest by the date of the closing of the preliminary entries.

6.7 "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 Program – I Run Clean. The certification and be fulfilled by athletes at following link: <https://www.irunclean.org/>

6.8 Entry Procedures

Entries shall be made through the European Athletics Entry System which will be accessible at the following link: <https://evententry.worldathletics.org>

Member Federations' entries managers shall use their already known individual and personalized access.

6.9 Preliminary Entries

Each Member Federation shall send to European Athletics a preliminary number of athletes and of accompanying officials, together with their travel and accommodation details.

- Opening of preliminary entries: Monday 21 October 2024
- Deadline for preliminary entries: Monday 04 November 2024 (14:00 CET)

6.10 Final Entries

Final entries showing 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 event. According to the regulations the deadlines for the final entries are:

- Opening of final entries: Thursday 02 January 2025
- Deadline for final entries: Thursday 23 January 2025 (14:00 CET)

No added athletes will be accepted after the closing of the Final Entries.

Exceptional changes related to already entered athletes may be accepted by European Athletics, at the latest 48 hours before the competition. In case of such changes, the respective Club would be accountable for a financial penalty of EUR 200 per case.

The information of all accompanying officials must be entered in the final entries. Persons under 18 years of age will not be allowed as accompanying officials.

Detailed travel and rooming list information will have to be registered for each athlete and official during the final entries process.

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.

6.11 Final confirmations

Team Leaders or their representatives must confirm the names of those competitors already entered who will finally take part in the competition. Confirmation of athletes will not be accepted after the deadline (see table below). Final confirmation will have to be made online, via European Athletics online tool.

Competition day	Deadline for Long Races Final Confirmation
Sunday, 2 February 2025	Saturday, 1 February 2025 – 12:00

6.12 Mixed Relays declaration

Mixed Relays running order confirmation must be completed and submitted online, via European Athletics online tool, in accordance with the deadline set out in the table below:

Competition day & Time	Deadline for Final Confirmation - Relays
Sunday, 2 February 2025 - 12:45	Sunday, 2 February 2025 – 11:15

The running order Senior Mixed Relay shall be fixed for all participants:

Man – Woman – Man – Woman

6.13 Withdrawals

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

6.14 Technical Information Centre (TIC)

The main function of the center is to ensure a smooth liaison between each Team Delegation, the Local Organizing Committee, the European Athletics Technical Delegate, and the Competition Management of the Cup about technical matters.

Up to 01 February the TIC will be found at the entrance hall of Teams Hotel (Adriana Beach Resort), on competition day TIC will be found at the competition venue. In both cases with following timetable.

	Day	From	To	Location
21-jan	Friday	14:00	22:00	Adriana Beach Resort
01-feb	Saturday	9:00	21:00	Adriana Beach Resort
02-feb	Sunday	8:30	14:00	Competition venue

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

- Display, on the relevant notice board, 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 Team.
- Receipt of written questions to be answered during the Technical Meeting.
- Settlement of technical enquiries from delegations.
- Receipt of withdrawal forms.
- Distribution of special passes the day before the respective event, according to start list.
- Distribution of items confiscated at the Call Room.
- Managing added doping control requested by teams (records, ...)
- Receipt of protests and written appeals.

The distribution of competition related information and important notices of general interest will be displayed on the notice boards.

All competition related information will be also sent by email to the team leaders to the email addresses communicated in the final entries.

Team Leaders will also be provided with individual and personalized access to the European Athletics online tool, where they will be able to:

- Make their final confirmations.
- Download information posted by the LOC / European Athletics
- Fill-in competition forms (questions 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.

6.15 Technical Meeting

The Technical Meeting will be held on 01 February at 19:00 at Adriana Beach Resort Conference Center and will be held in English.

All questions related to the Technical Meeting must be presented in writing in English, at the TIC before 12:00 on 01 February in the proper form or in the Online Confirmation Tool.

The preliminary agenda of the Technical Meeting includes:

- Welcome by the President of the Local Organizing Committee
- Welcome by the European Athletics President (or his representative)
- Presentation of the Competition Officials
- Information briefing by the Technical Delegate
- Presentation of the competition and warm-up venues
- Information briefing by the Doping Control Delegate

- Victory Ceremonies
- Selection of the Jury of Appeal
- Answer to questions given in writing by participant clubs.

6.16 Team Leaders' WhatsApp group

A WhatsApp group including all clubs' team leaders will be created on site with the aim to offer an additional platform to address instant messages and announcements. Major information, of interest for all participants, will be communicated to the teams by the TIC/European Athletics via this group.

6.17 Inspection of the competition venue

There will be no organized tour as the presentation about the competition and warm-up areas will be given at the Technical Meeting, but all team members may visit it during the official training indicated later in the Team Manual.

7 COMPETITION PROCEDURE

7.1 Timetable and Call Room

Call Room		Time	Category	Distance	Laps
Open	Close				
9:35	9:50	10:00	Under 20 Women	5620m	3B
10:05	10:20	10:30	Under 20 Men	5620m	3B
10:40	10:55	11:05	Senior Women	9280m	5B
11:30	11:45	11:55	Senior Men	9280m	5B
12:20	12:35	12:45	Mixed relay	6130m (4 x 1 lap)	4A

Course A 1.500m
 Course B 1.830m
 Start-Finish 130m

Call Room

The first call for the participants will be made in the Call Room near the start line. It is the responsibility of the team managers 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.

Call Room Procedures

In the Call Room, all team members of each club must enter together, and the LOC officials will check the following in accordance with World Athletics Rules:

- Competition Bibs
- Chip - GPS Transponder
- Shoes compliance with Rule TR5

- Uniforms
- Wristbands to be given to the athlete running in the first leg of the relay.
- Any other kind of advertising

7.2 Teams Tent

At the course it will be available for all Teams a Tent divided into countries boxes suitable for all participants to put their personal belongings and clothing in the meanwhile they are taking warming up or taking part in the competition. No dressing rooms or shower will be available at the course.

7.3 Competition Bibs

Each athlete will receive 2 bib numbers: 1 to be put on the back of the singlet and the other one to be pinned in front of the singlet.

For the relay each athlete will receive 2 bib numbers: 1 to be put on the back of the singlet and the other one, with the name of the club, to be pinned in front of the singlet.

Both bibs' numbers will be delivered together with accreditations as soon as Teams arrive to Hotel. The competition bibs may not be cut, bent, covered or ruined in any way.

7.4 Chip Transponder

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 as it is the responsibility of the team managers and the athletes to ensure they are aware of the check-in times for entry to the Call Room in due time. The chips are for single use, and will be asked to be returned after each race, at the Chip/Kit Collection Area

Competition Procedures

7.5 Warming up before event.

Warming up will take place in a defined area close to the course and Teams Area. At the end of the warming up the athletes shall report to the Call Room and prepare for the race.

Post Competition Procedures

7.6 Leaving the course after the competition

After the competition, athletes leave the course through the mixed zone – where all athletes will meet the media (TV, radio, and written press). It is the athlete to decide whether he/she will attend media and give an interview.

7.7 Transponders & Kit collection area after mixed zone

After mixed zone athletes will follow transponders and Kit Collection area where they will take their clothing and return GPS and Chip Transponders to the organization.

7.8 Protests & Appeals

Protests and appeals are allowed and will be processed in accordance with World Athletics Rule 8 of the Technical Rules or TR8.

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 Rule 8 of the Technical Rules or TR8).

Where the proper 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 given 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 Rule 8 of the Technical Rules or TR8 and signed by a responsible official on behalf of the athlete and gave to TIC within 30 minutes after the official announcement of the decision made by the Referee.

When giving 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 and will be published in the TIC.

Specific Event Procedures

7.9 Event Presentation Format

As the athletes line up for the start, selected athletes will be introduced to the public. Official announcements will be made in Spanish and Portuguese.

7.10 Starter's commands

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

7.11 False Start

In case of a false start, the starter will fire a second shot and officials will raise a tape across the course, 100m from the start line.

7.12 Departure Boxes

For each race, each team will be distributed departure boxes, the position of which will be drawn by the Technical Delegate. The result of the draw will be announced at the Technical Meeting and displayed at the Information Desk in the teams' hotel as well as on the start gantry at the course.

7.13 Timing

The official timing will be provided by Lap2Go and will be displayed on the official electronic timing instrument and photo finish cameras.

7.14 Clocks

A clock showing the race time is positioned on the finish line gantry as well as at the lap point. The final and intermediate results of the races and the respective team points will be shown on the video board.

7.15 Start-List

Start List will be available for the Team Leaders on Saturday 01 February after the Technical Meeting, on the online confirmation tool and displayed at the Welcome Desk.

7.16 Results

Results will be displayed on the notice boards found at the course after each race. A copy of each event's results will be available at the TIC competition website.

7.17 World Ranking Scoring

Together with ECCC XC Albufeira 2025 Senior Men & Women races will be held traditional WA Cross Country Tour Gold Level 48^o Cross Internacional das Amendoeiras em Flor. This means that Senior Men and Women athletes from ECCC running on this race will get the benefit to score as GL on World Ranking system. Also, these two races Senior Men & Women will have specific Prize Money according of joint classification between ECCC and Cross Amendoeiras.

Prize Money in both races will be 1st – 750€, 2nd – 500€, 3rd – 350€, 4th – 250€, 5th – 150€.

8 MEDICAL SERVICES & DOPING CONTROLS

The medical service will supply medical information and aid to teams, organization personnel, and honorary guests as well as, during the competition, to the spectators.

8.1 Medical Service in the Team Hotel

There is no medical centre in the Team Hotel, but medical help will be available on call. In case of emergency, you should either call 112 or contact with reception to call an ambulance. LOC will supply the contact phone number of the LOC Medical for any emergency in the Accreditation Centre.

8.2 Medical care at the competition venue

8.2.1 Medical Tent

A medical tent will be found at the finish area (n^o 15 in layout) of the venue.

8.2.2 Ambulances

There will be one medical Centre, and two ambulances with doctor and nurse in the in the competition venue in following hours:

- **February 02: 8:30h to 14:30h**

8.3 Health Centre

There is health centre with an emergency service in Albufeira, where injured will be transported if medical staff considers it.

Name: Centro de Saude de Albufeira

Address: Urbanização Alto dos Calços, Albufeira

Phone number: + 351 289 598 400

Distance to venue: 10,9km

8.4 Hospital

The reference hospital where injured will be transported if medical staff considers it will be:

Name: Centro Hospitalar Universitário do Algarve - Hospital de Faro

Address: R. Leão Penedo, 8000-386 Faro

Phone number: + 351 289 891 100

Distance to venue: 34.1 km

8.5 Physiotherapy Services (Team Hotel)

A general room for the physiotherapist will be available in the Hotel (AP Adriana Beach Resort

Physiotherapy room · Opening hours

01	February	10:00	13:00	15:00	19:00
02	February	10:00	13:00	15:00	19:00

8.6 Physiotherapy Services (Warm-up and Training venues)

An army tent for the physiotherapist will be available at the venue (number TBC in layout):

Physiotherapy tent (Opening hours):

- **02 FEBRUARY - (8:30h - 14:30h)**

8.7 Import of medication and medical equipment

Team doctors are responsible for listing the medications that the team and the team participants enter into Portugal and coordinating that the medicines are allowed and that the maximum permitted amount is not exceeded.

Other persons travelling to the event have their own responsibility to check which medicines and quantities of medicines may be introduced in Portugal.

Please familiarise yourself with the conditions set by the Portuguese Agency of Medicines:

<https://www.infarmed.pt/>

9 DOPING CONTROL

The Doping Control Station (DCS) will be located at the **Hotel AP Victoria Sport & Beach**. Athletes selected and notified for doping control, their representatives and notifying chaperone will be transferred there by van.

DCS includes waiting room, two processing rooms and adjacent toilet facilities. This DCS will be guarded by a trained security volunteer at Entry/Exit desk, who will ensure that the access is granted only to authorized individuals carrying a Doping Control pass.

Selection of non-alcoholic sealed drinks (still water and mineral water) will be available for athletes for hydration.

The location of the DCS will be indicated in the hall of the hotel.

9.1 Selection of athletes to doping control

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 carried out under the supervision of the European Athletics Doping Control Delegate. Both urine and blood samples may be collected immediately before, and during, the Championships.

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.

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 further disciplinary action.

During the control procedures, athletes will need their identity card or passport, together with their EVENT accreditation card.

Athletes who are prescribed 'prohibited' medication for the treatment of a medical condition should ensure that they have a valid Therapeutic use Exemption (TUE) for their medication, prior attending the Championships.

The LOC is responsible for all the costs related to doping controls allocated to the event including the doping control laboratory costs, except for the analysis costs for the additional tests undertaken following an official request by any participating Club, which are paid directly by the Club to the LOC on site.

10 CEREMONIES AND SOCIAL FUNCTIONS

10.1 Opening Ceremony

There will no Opening Ceremony.

10.2 Identification of winners

Individual

A winner accreditation will be given by a volunteer to the three first athletes of each race on the finish area.

Clubs

A winner accreditation will be given by a volunteer to one athlete of each three winner clubs on the finish area.

10.3 Winner Accreditation

The following information will appear on the winner accreditation:

- Access to preparation tent
- A map with the position of preparation tent
- The hour when the winners should stay in the preparation tent (15 minutes before the victory ceremony)
- Mixed relay winners will be taken directly to preparation tent Winner.

10.4 Preparation Tent

A preparation tent will be place between athletes' area and VIP tent to host the winners before the victory ceremony. This preparation tent will be connected to VIP tent to keep in contact the authorities with the winners in the minutes before the victory ceremony.

- Drinks and meal will be available in the preparation and VIP tents.

10.5 Protocol Meeting

- 5 minutes before each victory ceremony, the protocol director will call the athletes, authorities and volunteers involved to make a short protocol meeting, where protocol rules will be exposed.

10.6 Preparation Timetable

		PRESENTATION	PROTOCOL MEETING	VICTORY CEREMONY
U20	WOMEN	9:58H	10:50H	10:55H
U20	MEN	10:28H	11:41H	11:46H
SENIOR	WOMEN	11:03H	12:30H	12:35H
SENIOR	MEN	11:53H	13:00H	13:05H
RELAY	MIXED	12:43H	13:07H	13:12H

10.7 Event Presentation Team

An event presentation team (EPT) will be next to the VIP tent and near to finish lane. This event presentation is composed by:

Event presentation composition:

1. English speaker
2. Portuguese speaker
3. Sound technician
4. Graphic technician
5. Coordinator

This EPT will manage graphics, music, sounds and speaking of all the competition and will be coordinated with the TV Graphics Company and TV Productor Company to coordinate the event with streaming and TV signal.

10.8 Victory Ceremony

- Winner's parade

When last athlete of each race crosses the finish line, EPT plays the victory ceremony music and winners. will come out of mixed zone.

VIP tent is 30 meters far from podium, so a short " winners' parade" will be done to arrive to the podium, crossing the finish lane. The order in this parade will be:

1. Protocol director
2. Third placed athlete/team
3. Second placed athlete/team
4. First placed athlete/team
5. Authority 01
6. Authority 02
7. Volunteer with the medals

10.9 Podium

- Athletes will be placed behind the podium and protocol director, authorities and volunteer, will be place on the right side of the podium (next to third place).
- EPT announces victory ceremony. Authority 01 will deliver the medals for third and first place/team and authority 02 will deliver the medal for second place.
- EPT plays the winner national anthem and flags will appear in the screen.

Returns

Winners and authorities return to preparation tent in the same order of winners' parade.

10.10 Photographers

- When winners parade will be done, a volunteer in media tribune, will allow the photographers to go infield in front of the podium (red circle in the layout) to take photos.
- Afterwards, photographers return to media tribune following the volunteers' directions. No media is allowed to stay infield when athletes come down for the podium.

10.11 Medals

Medals will be given to individual and teams winners. These medals will be in colour gold for first place, silver for second place and bronze for third place.

10.12 Trophy

Trophy will be given to team's winners. This trophy will be for first place, second place and third place of each race.

11 Safeguarding - General Information

European Athletics is committed to the principle of safeguarding in our sport and has developed a safeguarding and abuse prevention programme, to ensure the protection and safety of everyone involved in athletics from harassment, abuse and exploitation. To this end, European Athletics has taken several measures including: the implementation of a [European Athletics Safeguarding Policy](#), the availability of a secured and independent [reporting platform](#) and the appointment of a Safeguarding Officer, whose contacts can be found hereunder:

Name: Mathilde Grenet
Mobile: +41 75 425 50 00
Email: safeguarding.officer@european-athletics.org

If you have any question or concern about your safety or somebody's else safety during this event, please contact the local safeguarding officer at the event and/or European Athletics Safeguarding Officer. If the concern relates to an imminent risk to someone's physical integrity or to an emergency for medical assistance, please contact immediately the LOC and/or the local authorities, to the contacts provided in this Team Manual.