



11th European Cup Race Walking

Murcia, Spain – 17 May 2015



Team Manual

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1. GENERAL INFORMATION

MURCIA, HOST CITY

The event will take place in the city of Murcia. The city has a population of 439.712 people. The average annual temperatures in Murcia stay around 18 °C.

The city, made to measure by its inhabitants, is perfect for walking, meeting up, discovering or rediscovering it everyday. With its great Baroque personality, and treats for the senses, Murcia is unique.

The city of Murcia was founded in 831 by Abd-Al-Rahman II on a privileged location, in the centre of the Valley of the River Segura. The city wall offers a good idea of the importance achieved by the city under Arab rule, and the remains of part of the wall are still visible in different places around the city; the wall originally measured 15 metres in height and had 95 towers.

The Christian city has also left a profound mark on Murcia's urban physiognomy; two of its main arteries, La Platería and La Trajería, still reveal the intense guild activity that developed in the metropolis.

From the 16th century, and particularly the 18th century, Murcia achieved an urban splendor that led to its expansion beyond the city walls. It was during that period when numerous churches were built: La Merced, San Miguel, Santa Ana, Las Claras, Santo Domingo, Santa Eulalia and San Juan de Dios.

The most important religious building in Murcia is its Cathedral, construction of which began at the end of the 14th Century; this building contains gothic elements, renaissance architecture and baroque architecture. The Cathedral is flanked by other eighteenth century buildings, the Episcopal Palace and the old Granary, known as el Almudí.



The streets and squares of Murcia also offer magnificent examples of 19th century architecture, such as the Town Hall, the Victoria Hotel, the Romea Theatre and particularly the Casino, built in 1847 and extended after 1902.

All this artistic and historic wealth is on display at the city's museums, such as the Archaeological Museum, the Fine Arts Museum, the Salzillo Museum or the Hydraulic Museum. Murcian art is not limited to the city boundaries. Magnificent examples of baroque architecture can be found at the La Fuensanta Chapel or the Monastery of San Jerónimo.

However, Murcia, rather than remain anchored in its past, has developed into a modern city, equipped with all the necessary facilities and infrastructures, an extensive university complex and an Auditorium and Congress Centre, which, in combination with its hotel facilities, make it the ideal place for holding meetings and events of all types.



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Time zone used in Spain is CEST (GTC+2) in May.
CEST: Central European Summer Time; GTC: Greenwich Mean Time.

Official languages in Murcia is Spanish.

Currency: The Spanish Currency is the Euro (€) which is made up of 100 cents. There are coins of 1, 2, 5, 10, 20 and 50 cents and 1 and 2 Euros. Bank notes are of 5, 10, 20, 50, 100, 200 and 500. All the major international credit cards are accepted in hotels, shops and restaurants (Visa, Mastercard, Eurocard, American Express).



Business Hours: General business hours in Murcia are from 9:00 to 13:30 or 14:00 and from 16:00 to 20:00. Some establishments have different hours, such as banks, official government offices and services (post office) both of which usually close for the day at 13:30 or 14:00. Large department stores and shopping malls stay open at lunch time. Some shops in areas considered to be tourist attractions stay open longer.

International telephone Calls: + 00 – country code – city/town code – national telephone
Telephone Country Code: + 34

Mobile Phone Networks: Spanish mobile phone networks operate under 4G, 3G, GSM and GPRS. Only phones that are manufactured to operate under these systems will work in Spain. You are advised to contact your own country's mobile phone operator to determine if your country has an international roaming agreement with Spain, which will allow temporary connection with the Spanish network. The main mobile companies are Movistar, Vodafone and Orange.



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Religion: Roman Catholicism (although it has not official status by law)

Electricity: The electric current for use in homes and hotels, as in most of Western Europe countries, is 220 volts (50 Hz) and the plugs used are two round pins.

Taxi service: +34 968 248 800

Useful expressions:

Spanish

Buenos días

Buenas tardes

Buenas noches

¡Hola!

Adiós

Muchas gracias

¿Cómo se llama?

Me llamo...

Encantado de conocerle

¿Habla español/inglés?

No entiendo

No sé

Lo siento

English

Good morning

Good afternoon

Good evening

Hello!

Goodbye!

Thank you very much

What is your name?

My name is...

Nice to meet you

Do you speak Spanish/English?

I do not understand

I do not know

I'm sorry



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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)
Director General	Christian Milz (SUI)
Council Members	Sylvia Barlag (NED) Gregor Bencina (SLO) José Luis de Carlos (ESP) Alfio Giomi (ITA) Marton Gyulai (HUN) Toralf Nilsson (SWE) Dimakos Panagiotis (GRE) Antti Pihlakoski (FIN) Jorge Salcedo (POR) Gabriela Szabo (ROU) Erich Teigamagi (EST) Libor Varhanik (CZE) Salih Munir Yaras (TUR)
IAAF President (ex officio member)	Lamine Diack (SEN)
European Athletics Honorary Life Presidents	Carl-Olaf Homén (FIN) Hansjörg Wirz (SUI)

2.2 European Athletics Delegates

Council Delegate	Vadim Zelichenov (RUS)
Technical Delegate	Frédéric Bianchi (SUI)
Doping Control Delegate	Giuseppe Fischetto (ITA)
Race Walking Judges	Janusz Krynicki (POL) - Chief José Julio Dias (POR) Jens Grünberg (GER) Silvia Hanusova (SVK) Sergio Solana (ESP) Catherine Telling (GBR) Anne Fröberg (FIN)
International Road Race Measurer	Tadeusz Dziekonski (POL)

2.3 European Athletics Office

European Athletic 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



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2.4 Executive Board of Royal Spanish Athletic Federation

President	José María Odriozola
First Vice President	Enrique López
Vice Presidents	Isidro Arranz
	Gerardo García
	Joan Villuendas
General Director	José Luis de Carlos
General Manager	Manuel Villuendas
Technical Director	Ramón Cid

2.5 Local Organising Committee

President	José María Odriozola
General Secretary	José Luis de Carlos
Regional Government Rep.	Antonio Peñalver
City Hall Representative	Agustín Pascual
Regional Athletics Representative	Juan Manuel Molina
General Coordinator	Luis Saladie
Regional Government Coordinator	Eduardo Segarra
Accommodation	Beatriz Santos
Transportation	Juan Llor
Competition / Circuit	Antonio Jesús Bermudez
Competition / Circuit	Antonio Copado
Press / Media	Manuela Sarria
Security	Anibal Torregrosa
Medical & Anti-Doping	Vicente Ferrer
Protocol / Hospitality	Jose Castillo
Finance	Manuel Villuendas

2.6 Competition Organisation

Referee	Jorge Blanco
Meeting Manager	tba
Technical Manager	tba
Call Room Manager	tba
TIC Manager	tba
Assistant Chief Judge	Alicia Ruano
Recorder	Dolores Rojas
Assistant Recorder	Montse Poch



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2.7 Participating Federations (as per Preliminary Entries)

MEMBER FEDERATIONS	CTY	TOTAL MEN	TOTAL WOMEN	TOTAL ATHLETES	10km Race Walk Junior/U20 M	10km Race Walk Junior/U20 W	20km Race Walk Senior M	20km Race Walk Senior W	50km Race Walk Senior M
AUSTRIA	AUT	1	1	2	0	1	1	0	0
BELARUS	BLR	5	3	8	2	0	3	3	0
BULGARIA	BUL	0	1	1	0	0	0	1	0
CROATIA	CRO	1	0	1	0	0	1	0	0
CZECH REPUBLIC	CZE	4	4	8	1	1	2	3	1
DENMARK	DEN	1	0	1	0	0	0	0	1
SPAIN	ESP	11	7	18	3	3	4	4	4
ESTONIA	EST	4	2	6	2	2	2	0	0
FINLAND	FIN	4	3	7	1	3	3	0	0
FRANCE	FRA	11	7	18	3	3	4	4	4
GREAT BRITAIN & NI	GBR	2	3	5	0	2	2	1	0
GERMANY	GER	8	3	11	3	3	5	0	0
GREECE	GRE	0	0	0	2	0	0	2	1
HUNGARY	HUN	3	1	4	1	1	1	0	0
IRELAND	IRL	5	1	6	1	0	3	1	1
ITALY	ITA	21	7	28	3	3	4	4	4
LATVIA	LAT	2	1	3	1	0	1	1	0
LITHUANIA	LTU	4	5	9	2	2	2	3	0
NORWAY	NOR	2	0	2	0	0	2	0	0
POLAND	POL	6	6	12	3	3	2	3	1
PORTUGAL	POR	7	6	13	2	2	3	4	2
ROUMANIA	ROU	3	6	9	1	3	1	3	1
RUSSIA	RUS	11	7	18	3	3	4	4	4
SERBIA	SRB	2	1	3	1	1	1	0	0
SWITZERLAND	SUI	1	2	3	0	0	0	2	1
SLOVAK REPUBLIC	SVK	8	3	11	3	0	4	3	1
SWEDEN	SWE	4	1	5	0	0	1	1	3
TURKEY	TUR	8	1	9	2	1	4	0	2
UKRAINE	UKR	11	7	18	3	3	4	4	4
		142	91	233	43	40	64	51	35



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3. ARRIVALS

3.1 Arrival by Air

The official airport is Alicante-Elche International Airport, which is situated 70 km from Murcia.

3.1.1 Welcome Service

Upon arrival at Alicante-Elche airport, the teams will be met by LOC Representatives. The Welcome Desk is situated in the arrivals terminal at the airport (outside the luggage collection area) and will be open on Friday 15th and Saturday 16th May from 10.00 to 22.00 (depending on travel schedules).

After collecting luggage, team members will be escorted to the official buses by the welcome desk staff and taken to the team hotel, approximately 75 minutes from the airport.

3.2 Arrival By Train

There will be no welcome desk at the main railway station in Murcia. Teams arriving by train will be met by LOC representatives and taken to the team hotel(s), according to the arrival times given in the Final Entries system.

3.3 Arrival By Road

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

3.4 Visa Requirements

Countries requiring visas to enter Spain should obtain them from the Spanish Embassy or Consulate in their country. If there is no Spanish embassy in their country, below is the nearest Spanish embassy.

The following countries require visas to enter Spain:

Country	Spanish Embassy
Albania	Tirana
Armenia	Moscow, Russia
Azerbaijan	Ankara, Turkey
Belarus	Moscow, Russia
Bosnia-Herzegovina	Sarajevo
Georgia	Ankara, Turkey
F.Y.R. Macedonia	Skopje
Moldova	Bucharest, Romania



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Montenegro	Belgrade, Serbia
Russia	Moscow
Serbia	Belgrade
Turkey	Ankara
Ukraine	Kiev

Participants who require a visa should contact the LOC as soon as possible to obtain a special invitation letter and visa application form.

Please send an e-mail to Luis Saladie (organizaciones@rfea.es) or a fax to +34 91 5476113 with the following information:

- Full Name (first name and family name, as shown in passport)
- Date of birth
- Number of passport
- Home Address

4. TRANSPORT

4.1 Transport Desk

The transport desk will be located at Team Hotels' welcome desk and will be open from Friday 15th May to Monday 18th May.

4.2 Bus Shuttle Service

No shuttle service will be provided between the team hotels and the competition venue (except on the competition day from hotel Santos Nelva).

Dedicated cars will be available on the competition day for athletes retained late for doping control purposes.

Dedicated buses for social functions and technical meeting will be provided from NH Amistad Murcia and Hesperia Murcia hotels.

Full details of the schedule will be displayed at the Information desk in each hotel.

4.3 Return to Airport / Train stations

Transport will be arranged according to the flight schedules submitted by the teams. Further information will be available from the hotel information desks.



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5. ACCOMMODATION & HOTEL INFORMATION

5.1 General Information

The LOC has reserved three of good quality hotels for teams, providing full board accommodation and easy accessibility to both the centre of Murcia and the competition venue.

5.2 Information Desk

An information desk will be located in the lobby of each teams' hotel with qualified personnel offering relevant information about all aspects of the European Cup Race Walking

The information desk(s) opening hours will be as follows:

Friday 15 th May	9.30 – 14.30	16.00 – 20.00
Saturday 16 th May	9.30 – 14.30	16.00 – 20.00
Sunday 17 th May	(TIC at the competition venue)	
Monday 18 th May	9.30 – 14.30	

5.3 Official Hotels

The official hotels for the European Cup Race Walking will be:

Santos Nelva (TEAMS & VIPS/European Athletics Family)

Avda. Primero de Mayo, 5 - 30006 – Murcia

Tel: +34 968 060 200

Website: <http://www.hotelmurcianelva.com/>

Hesperia Murcia (TEAMS)

Madre de Dios, 4 - 30004 – Murcia

Tel: +34 968 217789

Website: <http://www.hesperia.es/nh/es/hoteles/espana/murcia/hesperia-murcia.html>

Hotel NH Amistad Murcia (TEAMS)

Condestable, 1 - 30009 – Murcia

Tel: +34 96 8282929

Website: <http://www.nh-hoteles.es/hotel/nh-amistad-murcia>

The team hotels allocation will be defined after the closing of the final entries.

Distance between Santos Nelva and the competition venue is 10 minutes walk (5 minutes drive). Hesperia Murcia and NH Amistad Murcia are at walking distance (100m).



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5.4 Costs and European Athletics Quota

According to European Athletics Regulation 810.4 accommodation and full board for the visiting teams will be paid for by European Athletics for 2 days and for the following number of scoring athletes:

Men 50 km:	max 3 athletes	Junior Men:	max 2 athletes
Men 20 km:	max 3 athletes	Junior Women:	max 2 athletes
Women:	max 3 athletes		

(only scoring athletes)

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

The officials within the defined ratio by European Athletics will also benefit from the price applicable to athletes in quota in double occupancy. The ratio of athletes and officials is included in appendix 3 of this manual

The following rates must be paid by the respective Member Federation for officials and “out of quota” athletes as well as for additional days:

Group	Single room	Double/Twin room
Athletes outside the quota / in ratio officials	115 Euros	75 Euros
Officials outside the ratio	115 Euros	87 Euros
Additional nights (Athletes and Officials)	115 Euros	87 Euros

All prices include VAT

Each team will be allocated a minimum number of single rooms equivalent to 10% of the total number of athletes and in ratio officials entered in the final entries. Additional single rooms can be requested and will be given according to availability. The price for additional single room is 115 Euros per day, for full board accommodation.

All payments must be made in Euros.

5.4.1 Payment Procedures

A pro-forma invoice will be sent out to each Federation detailing the amount they owe based on their Final entries. Federations are kindly encouraged to pay the invoice before the arrival of the team in Murcia bank transfer to the following account:

Bank account name:	REAL FEDERACIÓN ESPAÑOLA ATLETISMO
Bank reference:	LA CAIXA
Bank address:	PASEO CASTELLANA, 51 (28046 Madrid, Spain)
Swift No:	CAIXESBBXXX
IBAN:	ES8021000600800200936898

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

The balance of the payment must be paid on-site by the Team Leader on arrival at the LOC Office. Payment can be made by credit card (Visa and MasterCard only) or by cash in Euros.



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The team leader must settle any extra charges (bar, laundry, telephone etc) at the hotel reception desk, 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.

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 any subsequent reduction in the actual number of athletes and/or officials.

5.5 Meals

All meals will be served in the hotels.

The restaurant opening times are:

Breakfast	7.30 – 10.00	(5.00 – 10.00 on Sunday 17 th May)
Lunch	13.00 – 15.00	(12.30 – 15.00 on Sunday 17 th May)
Dinner	20.00 – 22.00	

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

5.6 Meeting Rooms for Teams

Arrangements can be made for team meeting rooms through the information desk in each team hotel. Requests shall be made at reasonable time in advance.

5.7 Telephone Calls

The telephone will be automatically activated to make room-to-room calls. Any athletes or delegation officials requiring the use of the room phone for outgoing calls must make arrangements with the information desk at the hotel. The telephone will be made available upon the presentation of a credit card to cover all charges.



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6. ACCREDITATION

6.1 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.

6.2 Accreditation Procedure

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

Accreditation cards will be distributed in LOC Office in the hotel Santos Nelva. The Team Leader will be responsible for collecting the teams' accreditation cards.

Team Leaders are requested to take the athletes' passports to the accreditation centre in order to allow verification of Junior participants' age.

The Team Leader will settle the payment of accommodation for team members outside the European Athletics quota and confirm the athletes participating in the competition. After the payment and confirmation, the Team Leader can collect the accreditation cards for the whole team.

6.3 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the LOC Office in hotel SANTOS NELVA. Duplicate cards can be obtained where proof of identity can be established.

6.4 Access Areas for Teams

All team accreditation cards will allow access to the warm up area, changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the course.

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

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

Special passes for the personal refreshment will be distributed to the Team Leaders during the Accreditation procedures.

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.



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7. TECHNICAL INFORMATION

7.1 The Course

The 11th European Cup Race Walking will be held on a 1km lap course. See Appendix 2 for the details.

7.2 Technical Information Centre (TIC)

The main function of the Technical information Centre is to ensure smooth communication between each Team Delegation, the LOC and European Athletics Technical Delegate and the Competition Management, regarding technical matters.

On the competition day, TIC will be located in the circuit (see map) from 1 hour before the first race until 45 minutes of the end of the last race.

The TIC will be linked to all information desks set up for this event and shall be responsible for the following:

- Competition information
- Settlement of technical enquiries from delegations
- Applications for 'national records' and additional doping control tests
- Urgent notices – collection and delivery of any urgent written notices to the Team Delegations from Technical Delegates, European Athletics and LOC
- Receipt of protests and/or appeals from the teams
- Publication of results.

All technical information regarding the competition will be distributed to each delegation in a special mailbox given to each team. This information will also be displayed on information boards.

Access to the information in the teams' pigeon boxes at the TIC will be controlled by a separate entry card, not by the accreditation card. TIC cards will be given to each team leader (in principle one per team).

Teams that were not able to attend the Technical Meeting, under extreme circumstances, can collect their information material from the hotel information desk.

7.3 Technical Meeting

The Technical Meeting will be held on Saturday 16th May at 16.30 in the hotel Santos Nelva.

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.

All questions related to the Technical Meeting must be presented in writing, in English, to the hotel information desk before 12.00 (noon) on Saturday 16th May. The Technical Meeting will be conducted in English.



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A shuttle service from NH Amistad Murcia and Hesperia Murcia hotels will be provided for this meeting – please refer to the information board in both hotels..

The Technical Meeting will be attended by:

- European Athletics President (or his representative)
- LOC President
- European Athletics officiating persons
- Jury of Appeal
- Competition Director
- Competition officials
- TIC Manager
- European Athletics Staff

7.3.1 Agenda

The preliminary agenda of the Technical Meeting includes:

- Welcome by the President of the Local Organising Committee
- Welcome by the European Athletics President or his representative
- Presentation of the International and National Officials
- Information about Jury of Appeal
- Information briefing by the Technical Delegate on matters not covered by the Team Manual
- Presentation of the competition and warm-up areas
- Logistic information (Welcome Dinner, Final Banquet, etc)
- Information briefing by the Doping Rules and Regulations
- Answering of questions submitted in writing by federations

7.4 Inspection of Competition Venue

There will be no organised tour as the presentation regarding the competition and warm up areas will be given at the Technical Meeting.

7.5 Training

As the circuit is in the city centre, the course will not be used for training for the teams.

Training areas are located at walking distance from the Team Hotels'.

Detailed information and maps will be available at the Teams info desks.



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8. COMPETITION REGULATIONS

8.1 Team Composition

The European Cup Race Walking comprises separate events for Men's (10km, 20km and 50km) and Women's (10km and 20km) teams representing European Athletics Member Federations.

Each European Athletics Member Federation may enter a maximum of 6 (six) athletes in each senior race, of which a maximum of 4 (four) walkers may participate and a maximum of 5 athletes in each Junior event of which a maximum of 3 (three) may compete.

8.2 Final Entries

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

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

- Opening of the final entries: 22nd April 2015
- Deadline for the final entries: 7th May 2015, 24:00 (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.

The rooming list information (name of the sharing person in twin room) is mandatory to enable the accurate calculation of required rooms, which will be the basis of the accommodation invoice.

8.2.1 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. The forms must be completed and returned immediately or at the latest on Saturday 16th May at 12.00 at the team hotels' welcome desks. Final start lists will be ready for collection at the time of the Technical Meeting.



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

For more details please refer to European Athletics Regulation 803.5

8.3 Competition Bibs

The LOC will provide the teams with competition bibs during the accreditation procedures.

Each competitor receives 3 bibs:

- One name bib, with a small number, to be pinned on the front of the competition clothing
- 2 number bibs to be pinned on the back of the competition clothing and on the bag.

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

8.4 Scoring

Each race shall be scored separately on the basis of the actual finishing placings of the walkers. The best 3 (three) walkers in each race (20 km and 50 km men and 20 km women) and the best 2 (two) junior walkers men and women in each race (both 10 km) shall score on the following basis and the team results shall be decided by the aggregate of placings recorded by the scoring walkers of each team. The team with the lowest aggregate of points will be judged the winner.

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

No adjustment to the scoring placings of the finishing teams shall be made in respect of any non-scoring team walker or of individual entries.

If two or more teams have an equality of scores calculated according European Athletics Regulation 802.8, the tie shall be decided in favour of the team with the best placed athlete.

8.5 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 IAAF Advertising Regulations in force. Clothing and items not conforming to this rule and the current IAAF Advertising Regulations will be removed or 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/>.



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Member Federations shall confirm their team vests. If the uniform displayed differs from your current official uniform, a full set of photographs must be uploaded, using the template form by **7th May 2015** at the latest:

- JPEG file, maximum resolution and size 300 dpi / 500KB
- 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.



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9. COMPETITION PROCEDURE

9.1 Timetable

The timetable on Sunday 17th May 2015 will be:

- 08:00 50km Men**
- 09:00 10km Junior Men**
- 10:10 Victory ceremony (Individual) – 10km Junior Men
- 10:17 Victory ceremony (Team) – 10km Junior Men
- 10:30 20km Women**
- 12:30 Victory ceremony (Individual) – 20km Women
- 12:37 Victory ceremony (Team) – 20km Women
- 12:45 Victory ceremony (Individual) – 50km Men
- 12:52 Victory ceremony (Team) – 50km Men
- 16:00 10km Junior Women**
- 17:15 20km Men**
- 17:30 Victory ceremony (Individual) – 10km Junior Women
- 17:37 Victory ceremony (Team) – 10km Junior Women
- 19:00 Victory ceremony (Individual) – 20km Men
- 19:07 Victory ceremony (Team) – 20km Men

9.2 Warming Up Before Events

Warming up will take place in the street next to the Call Room.

9.3 Assembly and Call Room Procedures

The first call for the participants will be made in the *Call Room located near the start line*. It is the responsibility of the team officials to ensure that their athletes are aware of the last check-in times for entry to the call room. Athletes arriving late may be excluded from participation in the event.

All the athletes from the same team will have to enter the Call Room together.

Athletes must report to the Call Room before each event as follows:

	First Call	Last Call	Exit the call room
50km Men	7.30	7.40	7.50
10km Junior Men	8.30	8.40	8.50
20km Women	10.00	10.10	10.20
10km Junior Women	15.30	15.40	15.50
20km Men	16.45	16.55	17.05

Athlete's personal belongings will be collected at Mixed Zone.

9.4 Event Presentation format

In each race the best athletes will be introduced to the spectators by the speaker.



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9.5 Starting order

The starting order for each event will be based on the respective team standings (scoring teams only) of the previous edition of the European Cup Race Walking. Each team shall be lined up behind each other at the start of the respective race. All other teams will be positioned behind in alphabetical order.

The Technical Delegate shall have the power to alter the above starting positions in special circumstances.

9.6 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.

9.7 Timing

The official timing will be provided by Cronochip. A transponder system will be used. All athletes must wear a transponder in shoes which will be distributed with the bib numbers.

These transponders will be collected in the kits' collection area, immediately after the race. Athletes and coaches must ensure the proper return of the transponder after the race.

9.8 Refreshment Stations

Refreshment station will be located along the course. See appendix 2

Signs indicating an upcoming drinking and sponging station will be displayed 50m before the stations.

Wet sponges and still water in bottles will be located in each station. Athletes competing will pick up their bottles and sponges on their own.

9.8.1 Personal Refreshments

Team officials may hand the athletes their personal beverages/refreshments at the personal refreshment tables. According to the number of athletes competing by country, each team will have its own table or share a table with other teams, which will be marked with the national flag and the country code. The tables are arranged in alphabetical order according to the three letter country code.

Athletes could use their own bottles, as long as they comply with the IAAF advertising regulations.

All personal refreshments must clearly display the following information:

Athlete's name



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Athlete's bib number
Country Code

Athletes are responsible for the identification of their bottles. Stickers will be also available at the Teams info desks the day before the competition.

After the bottles are brought to the Refreshment Station, judges will control them with regard to the IAAF Advertising Regulations. Any non-collected bottles will be returned to the TIC.

A maximum of two officials from every team will have access to the Personal Refreshments Station. Those officials must wear a special card issued by the LOC, which will be distributed to the Team Leader during the Accreditation procedures.

For an event in which a Country may be represented by more than three athletes, the Technical Regulations may allow additional officials at the refreshment tables.

These officials are authorised to place refreshments directly into the athletes' hands from the designated place behind the team's table. These persons shall not, under any circumstances, run beside an athlete while he/she is taking refreshments, as stated in IAAF Rule 230.9. (f). In this situation or if the athlete collects refreshments from a place other than the Refreshment station renders himself liable to disqualification by the Referee.

9.8.2 Mist station

There will be a mist station located in the course. See Appendix 2.

A mist station consists of a shower-like apparatus releasing a fine spray of water from above. Participants can choose whether or not to use the Mist Station.

Signs indicating the upcoming Mist Station will be displayed 50m before the station.

9.8.3 Toilets

Toilets will be available in the circuit and close to the call room. See Appendix 2

9.9 Assistance

During the competition, walkers are not allowed to give or receive any kind of assistance in any manner. When a competitor is unable to continue walking due to physical difficulties, he must inform the nearest judge. To indicate his intention of quitting the event, the runner shall remove the bibs with his/her name and identification number. A competitor is not permitted to receive assistance from any person other than a member of the official medical staff appointed by the LOC and properly identified as such, who may carry out an on-the-spot medical examination. There are first aid stations located along the route.



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9.10 Protests

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

In the first instance, protest must be made orally to the Referee by the athlete himself / herself or by a responsible official acting on his/her behalf.

Protest 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).

Any written appeal to the Jury of Appeal must be made in accordance with Rule 146.5 signed by a responsible official on behalf of the athlete and submitted to TIC within 30 minutes after the official announcement of the decision made by the referee.

When submitting an appeal form, a deposit of 75 €, 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.

9.11 Interviews

Immediately after the competition, the flash interview group will interview the winning athletes. These interviews will be distributed on information sheets to the Media. In the mixed zone, all athletes meet the media: first the TV cameras, then the radio and finally the written press. It is for the athlete to decide whether he/she will give an interview.

The first three athletes in each event may be asked to attend an official press conference. These press conferences will take priority over all the interview requirements. They will usually be held before doping control testing.



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10. Medical Services & Doping Controls

10.1 Medical Services

The medical service will provide medical information and assistance to the teams, organisation personnel, the honorary guests as well as, during the competition, to the spectators.

In case of emergency, please contact the nearest medical first aid station.

10.1.1 Medical Services in the Hotel(s)

For medical or emergency needs, Team Leaders will contact the hotels' reception (medical information and phone numbers available on site).

10.1.2 Medical Care at the competition site

A medical tent will be active at the venue for acute medical assistance.

First aid teams, supervised by doctors will be distributed around the course during the competition.

The local medical service will be responsible for any problem concerning the athletes' health both at competition and 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.

10.1.3 Physiotherapy

Rooms for physiotherapy service will be provided in each hotel.

There are well equipped physiotherapy facilities in connection with the Medical Centre in the circuit. See appendix 2.

10.1.4 Insurance

According to the Regulation 310.9 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.

10.2 Doping Controls

10.2.1 General Information



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Doping control shall be conducted in accordance with IAAF Rules and Anti-doping regulations under the supervision of the European Athletics Doping Control Delegate. Both urine and blood samples may be collected immediately before, and during, the competition.

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 Centre (DCC).

A selected athlete should report immediately to the DCC 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 competition.

10.2.2 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 DCC to provide a sample. Failure to provide a sample will result in the record not being ratified.

10.2.3 Additional Controls

Additional athletes, such as those achieving National Records who have not been selected for doping control, may present themselves for testing. These athletes must report to the TIC where they will have to complete the "Doping Control Request Form". 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 competition.

11. Information

11.1 Clock

A clock showing the race time by event is located in start / finish line on the circuit.

Final and intermediate results of the races and the respective team points will be indicated on the video board.



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11.2 Lap scoring

There will be lap counters beside the course, who will show the walkers the number of laps remaining.

11.3 Disqualifications board

When a judge is not completely satisfied that an athlete is fully complying with Rule 230.1, he should, where possible, show the athlete a yellow paddle with the symbol of the offence on each side.

When a Judge observes an athlete failing to comply with Rule 230.1 by exhibiting visible loss of contact or a bent knee during any part of the competition, the Judge shall send a Red Card to the Chief Judge.

When three Red Cards from three different Judges have been sent to the Chief Judge on the same athlete, the athlete is disqualified and he shall be notified of this disqualification by the Chief Judge or a Chief Judge's Assistant by being shown a red paddle. The failure to give notification shall not result in the reinstatement of a disqualified athlete.

If the Chief Judge or the Chief Judge Assistant informs the athlete of his/her disqualification, the disqualified athlete must leave the course immediately, remove his/her bib numbers and transponder and return to the Post Event Control Area.

The Posting Board showing the red cards and disqualifications will be placed beside the course approximately in front of the finish line – see Appendix 2.

11.4 Announcements

Official announcements will be made in Spanish and English.

11.5 Start Lists

Start Lists will be available for Team Leaders at the Technical Meeting.

11.6 Result Lists

Results will be displayed on the notice boards near the TIC, immediately after each race.

A copy of the results of each event will be available at the TIC in each team pigeon box.

11.7 Complete Set of Result Lists

The completed results in the form of a booklet will be issued and distributed to team leaders at the Closing Banquet.

12. Security

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.



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

If necessary, the police can be contacted through the LOC information desk at your hotel.

13. Ceremonies & Social Programme

13.1 Welcome Dinner

A welcome dinner will be hosted by LOC at 20.30 hours on Saturday 16th May in "Palacete de la Seda".

2 persons from each team will be invited. Invitation cards will be included in the welcome bags.

13.2 Victory Ceremonies

The victory ceremony for the individuals and the teams will take place on the circuit according the schedule show in the point 9.1.

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

13.3 Closing Banquet

The Closing Banquet will take place on Sunday 17th May at 21.00 hour in the hotel Santos Nelva. Everyone with accreditation or an invitation is welcome to attend.

14. Departure

Teams will be asked to provide full travel details in the final entry system. Teams will also receive a departure form, which should be completed and returned to the LOC Information Desk in the hotel, at least 24hours before departure, only in case 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 Desk.

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.

15. Contact Details

For further details about the European Cup Race Walking Murcia 2015 please contact:



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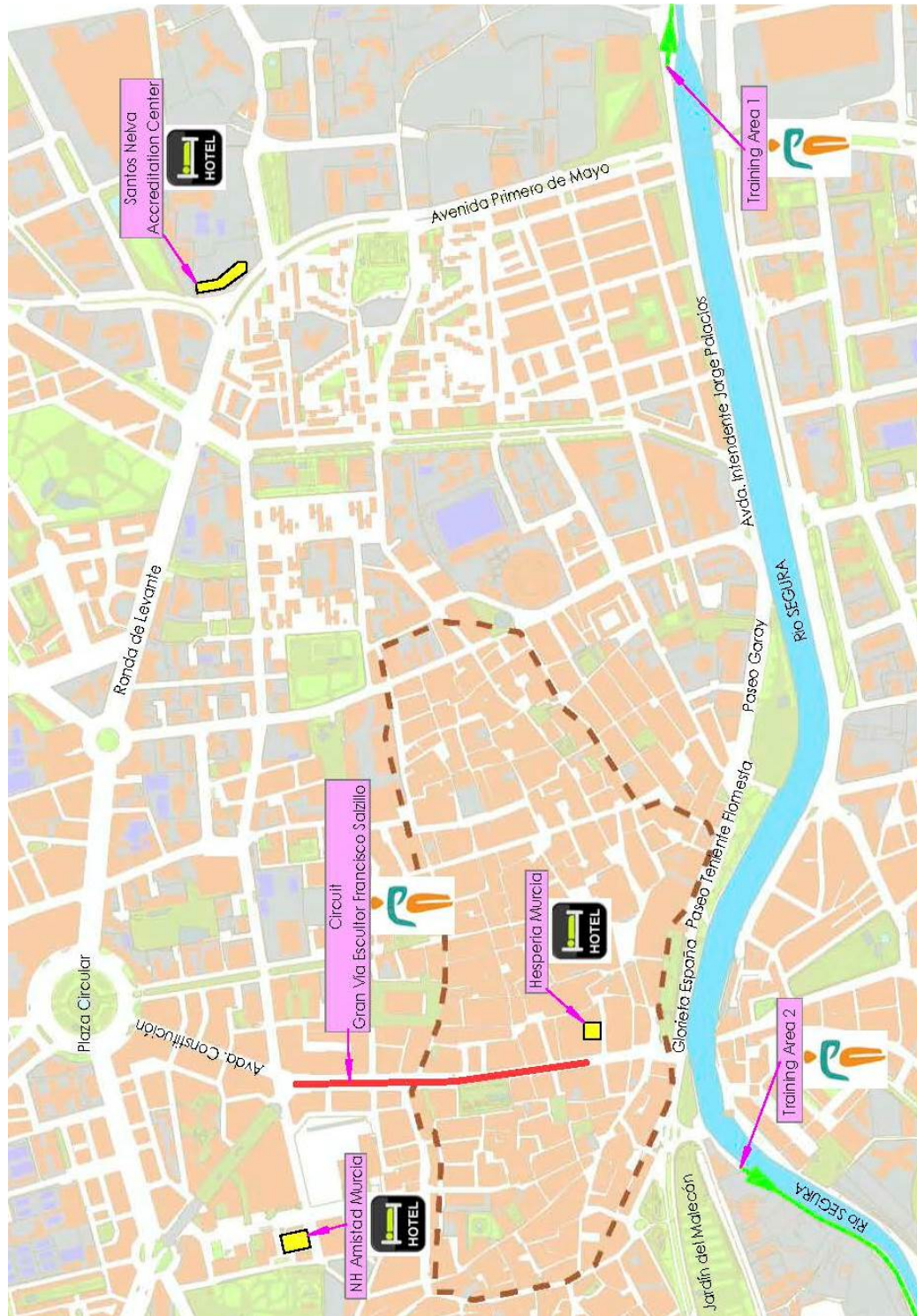


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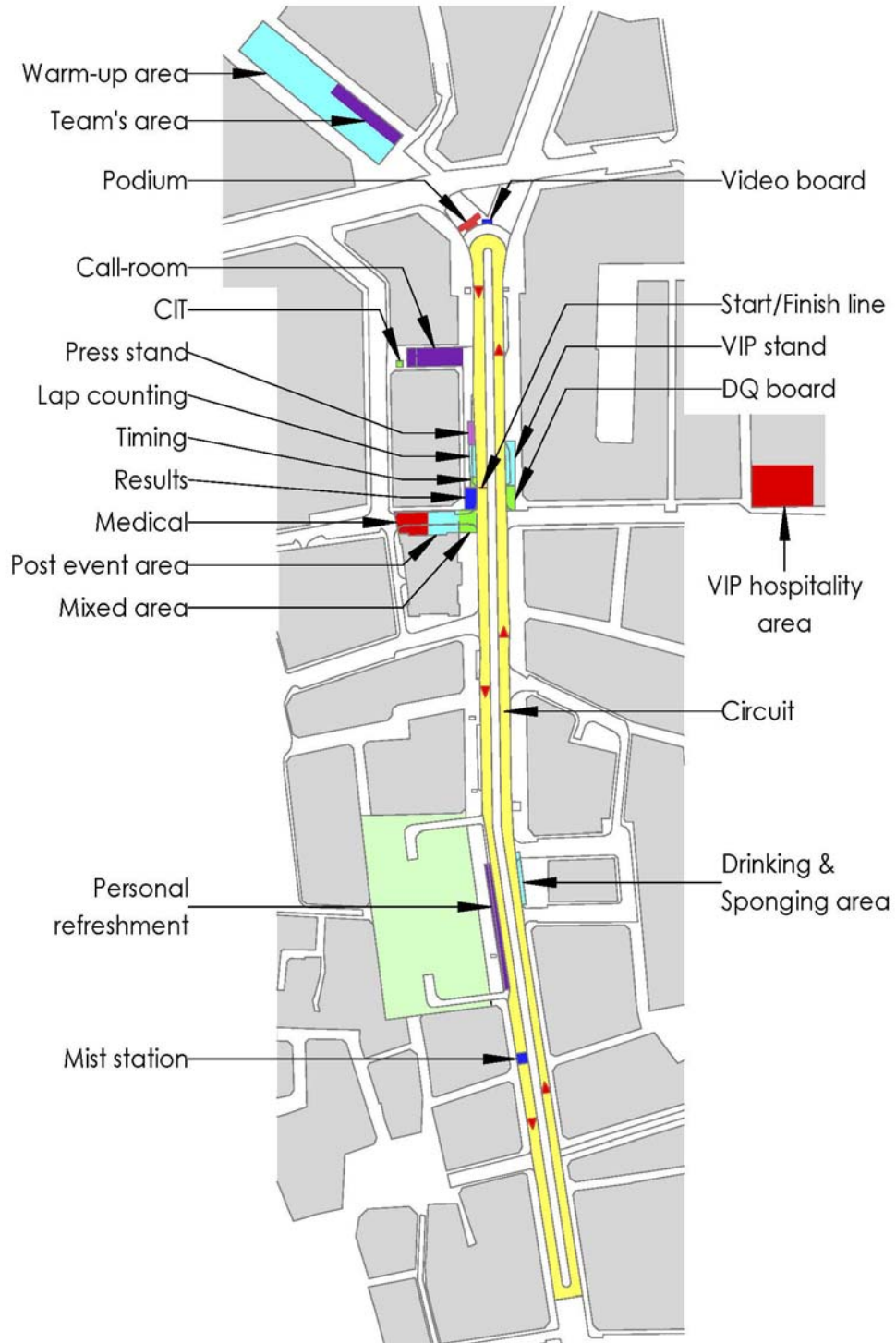
16. Appendices

Appendix 1 - Map of the competition venue
[Appendix 2 – Map of the course](#)
[Appendix 3 – Ratio of Athletes & Officials](#)

Appendix 1 - Map of the competition venue



Appendix 2 – Map of the course





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Appendix 3 – Ratio of Athletes & Officials

Number of Athletes From - to	Number of Team Officials Up to ⁽¹⁾ :	Maximum number of additional officials (out-of-ratio) ⁽²⁾ :
1 - 3	1	1
4 - 6	2	1
7 - 10	3	2
11 - 15	5	3
16 - 20	7	3
21 - 25	9	4
26 - 30	11	4
31 - 35	13	5
36 - 40	15	5
41 - 45	17	6
46 - 50	18	7
51 - 55	19	9
56 - 60	20	10
61 - 70	21	14
71 - 80	22	18
Plus 10	+ 1	+4

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

Ratio valid for all European Athletics events except the European Team Championships and the European Cup Combined Events