



European Athletics
Indoor Cup
MOSCOW2008

Team Manual

16 February 2008

www.eic2008.ru

Moscow. Athletic CSKA Arena





**4th European Athletics
Indoor Cup
Moscow/RUS**



TEAM MANUAL

(www.eic2008.ru)

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16 February, 2008

Moscow/ Russia

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1. GENERAL INFORMATION

1.1 Host City – Moscow

Language – Russian

Currency – Russian Rouble (1 Rouble = 100 kopecks)

Coins – 1, 5, 10, 50 kopecks & 1, 2, 5 roubles

Notes – 10, 50, 100, 500, 1 000, 5 000 roubles

Credit cards in use – VISA, MasterCard (NB: American Express Cards are NOT accepted in most places)

In the majority of places – cash preferred!

Religion – Christianity (Orthodox, Catholicism, Protestantism), Islam, Buddhism, Judaism

Time Zone – GMT +3:00

Electricity specifications – 220V

Telephone instructions – country code - 7

City codes - 495 / 499 (depending on the part of Moscow)

Mobile phone networks – GSM

Mobile phone companies – MTS, Beeline, Megafon

International calls from Moscow: 8 (buzz)-10- country code – city code – tel. No

International calls to Moscow: +7-495 or 499- Moscow phone number

International calls to Moscow mobile phones: +7 – (last ten digits of the mobile phone number)

Aid services: Moscow Rescue service 937 – 99-11

1.2 Business Hours Shops, Government Offices, Banks

State banks – 9.00-19.00

Money exchange offices - better to use in banks or in the hotels

The majority of supermarkets and shops – 9.00/10.00-21.00 (no lunch break)

There are a lot of round-the-clock supermarkets

The usual time for lunch break at the organisations 13.00-14.00/14.00-15.00

Restaurants open at midday and close at midnight, but some are open till 2a.m.

There are some 24-hour cafes in the centre of Moscow

Transport – well-developed transport system: buses, trams, trolleybuses, Underground (Metro).

2. ORGANISATIONAL STRUCTURE

2.1. European Athletics Council

President

Hansjörg Wirz (SUI)

Vice Presidents

José Luis de Carlos (ESP)

Svein Arne Hansen (NOR)

Treasurer

Karel Pilny (CZE)

Director General

Christian Milz (SUI)

Council Members

Janez Aljancic (SLO)

Franco Arese (ITA)

Sylvia Barlag (NED)

Jonathan Edwards(GBR)

Frank Hensel (GER)

Dobromir Karamarinov (BUL)



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IAAF President (ex officio member)	Philippe Lamblin (FRA)
European Athletics Honorary Life President	Toralf Nilsson (SWE)
	Ludmila Olijar (LAT)
	Antti Pihlakoski (FIN)
	Jorge Salcedo (POR)
	Salih Munir Yaras (TUR)
	Vadim Zelichenok (RUS)
	Lamine Diack (SEN)
	Carl-Olaf Homén (FIN)

2.2. European Athletics Delegates

Technical Delegate	Kari Wauhkonen (FIN)
Doping Control Delegate	Liene Kozlovska (LAT)
Jury of Appeal	Janesz Aljancic (SLO)
	Al Guy (IRL)
	Jose Paulo Moreira (POR)
Area Technical Officials	Maria Amelia Anjos (POR)
	Janusz Krynicki (POL)
	Antonio Perez (ESP)
	Gyorgy Smoczer (HUN)

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: office@european-athletics.org
Web: www.european-athletics.org

2.4 Executive Board of the All-Russia Athletic Federation

President	Valentin Balakhnichev
General Secretary	Vladimir Usachev

2.5. Local Organising Committee

Co-Chairmen	Yury Luzhkov – Mayor of Moscow
	Valentin Balakhnichev – ARAF President
Chief of the Event Executive Management	Alexandr Polinskiy
Event Management	Mikhail Butov
Event Coordination & Sports management	Elena Orlova
Services coordination	Valery Mozolev
Sports Facilities	Andrey Matkov
Protocol	Irina Kasyanova
Hospitality	Larisa Samsonova



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Press / Media
Finance
Transport
Accommodation
Marketing
Ceremonies
Medical and Anti-Doping
Accreditation & IT
Merchandising and licensing
Teams liaison
Media centre and Mixed zone
HB

Petr Vasilyev
Oleg Sivakov
Igor Derebeev
Elena Linkova
Mikhail Butov
Demyan Sidorenko
Oleg Dmitrusenko
Oleg Gruzdev
Igor Kurilkin
Alexandr Porkhomovsky
Andrey Petrov & Zoya Volovets
All-Russia TV Channel "Sport"
Evgeny Konovalchuk; Olga Pigareva

2.6 Competition Organisation

Competition Director
Meeting Manager
Technical Manager
Event Presentation Manager
Call Room Referee
Track Referee/ start
Track Referee
Chief Timekeeper
Chief Photofinish
Start Coordinator
Starters
Referee for Pole Vault
Referee for Shot Put
Referee for High Jump
Referee for Horizontal Jumps
Competition Secretary
Secretary to the Jury of Appeal

Viktor Shpak
Yuriy Tselebritskiy
Alexandr Leonov
Demyan Sidorenko (tbc)
Anton Uyk
Vasilii Konovalov
Gayar Aynetdinov
to be appointed
Albert Fantalis
Viktor Pyatkin
Konstantin Krugovoy, Sergey Efremov
Igor Dashkin
Albert Kalin
Natalia Shubina
Vitaliy Slepchenko
Ludmila Zhulikova
Stepan Koval

2.7 Participating Federations

MEN	WOMEN
France	Russia
Germany	France
Poland	Germany
Russia	Poland
Spain	Ukraine
Italy	Belarus
Ukraine	Italy
Sweden	Spain



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3. ARRIVALS

3.1. Arrival by air

The official airports are **DOMODEDOVO** & **SHEREMETYEVO-2**, which are situated 75/40 km from Moscow.

After collecting luggage (including poles), team members will be met by LOC staff (pick-up groups (meeting the teams and guests with Logo signs) and escorted to the official buses and taken to the Official hotel, approximately 1h30min-3 hours from the airports (depending on the traffic). (All poles shall be transported by LOC from airports straight to the stadium for official training on Friday).

3.2. Arrival by train

There will be no Welcome Desk at the main railway stations in Moscow. Teams arriving by train will be met by LOC representatives and taken to the team hotel, according to the arrival times and railway stations mentioned in the final entry system by the Member Federations.

3.3. Arrival by road

Teams arriving by bus are requested to go directly to the hotel.

3.4. Visa Requirements

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

The following participating countries require visas to enter Russia:

Italy, France, Germany, Sweden, Spain, Poland

LOC should receive the list of people in the delegation with all the passport details for all the people applying for the visa. Upon receiving the information LOC issues the official invitations and sends the originals to the National Federation. The applicants should take the original invitation and all the documents required by a certain Embassy/ Consulate. A detailed list with names should be sent to LOC as soon as possible but not later than 25th January in order to ensure the visas issuing in due time.

In case of problems please contact the Local Organising Committee.

Team liaison –Alexandr Porkhomovsky

alexp@rusathletics.com

Mob: +7 926 756 4709

Fax: +7 495 981 8329

4. TRANSPORT

4.1 Transport Desk

The transport desk will be located in the lobby of the Official hotel and will be open from:

14 February to 17 February from 9.00 till 22.00 (during arrivals and departures – 24 hour service)



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4.2. Bus Shuttle Service

A regular bus shuttle service will be provided between the Official hotel, competition venue, social functions and the technical meeting. Full details of the schedule will be displayed at the Information Desk in the hotel.

Transfer times between the hotel and the competition venue is:
approximately 35 - 60 minutes depending on traffic conditions.

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 LOC Information Desk.

5. ACCOMMODATION

5.1. General Information

A 4-star hotel in Moscow, providing full board accommodation, is reserved for the teams.

5.2. Information Desk

An Information Desk will be located in the lobby of the hotel with qualified personnel offering relevant information about all aspects of the European Athletics Indoor Cup-2008.

The desk will be open on

Thursday, 14 February	9.00-21.00
Friday, 15 February	9.00-21.00
Saturday, 16 February	9.00-21.00
Sunday, 17 February	9.00-21.00

5.3. Official Hotel

Teams Hotel

VIP hotel

Media hotel

“Cosmos” 4*

Prospekt Mira, 150

Moscow, 129 366, Russia

Tel. +7 495 234 1000

www.hotelcosmos.ru

Technical personnel

“Aeropolis”

Leningradskiy prospekt, 37, building 5

Moscow, 125 167, Russia



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5.4. Cost and European Athletics Quota

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

Men	13 athletes and 5 officials	total 18 persons
Women	13 athletes and 5 officials	total 18 persons
Men/Women	26 athletes and 7 officials	total 33 persons

No contribution shall be made if the teams are representing the host Member Federation.

The following rates must be paid for "out of quota" team members and for additional days:

Team Members	Single room	Twin room
	Euros	Euros
Athletes & Officials outside the quota	186 per person/night	120 per person/night
Personal Coaches	186 per person/night	120per person/night
Additional nights (more than 3)	216 per person/night	135 per person/night

All prices include meals and VAT.

Each team will be allocated a minimum number of single rooms equivalent to 10% of the total number of athletes and officials within the quota. Any single rooms above the 10% threshold will be charged at the rate of 186 Euros per night.

5.5 Payment Procedures

An invoice will be sent to each Federation detailing the amount they owe based on their preliminary entries. Federations are kindly encouraged to make 100% advance payment by **10 February, 2008**. Advance Payments should be made in **Euros** by bank transfer to the following account:

Beneficiary: FINDERLON HOLDING LTD.
 Beneficiary address: 1, Place Longemalle, CH-1211 Geneve 3
 IBAN: CH93 0874 1012 3443 0000 1
 Beneficiary bank: Credit Agricole Indosuez (SUISSE) SA
 4, Quai General Guisan
 CH-1211 Geneva 3, Switzerland
 Swift code: AGRICHGG
 Corr. Bank: CREDIT AGRICOLE, Paris
 Corr. Account: 200 89872 000
 Swift code: AGRIFRPP

Please note: A copy of the bank transfer will be required on arrival.

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

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.



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All payments must be made in Russian Roubles.

5.6. Meals

All meals will be taken in the hotel restaurant "GALAXY".

The restaurant opening times are:

Breakfast	7.00-10.00
Lunch	12.30-15.00
Dinner	18.00-22.00
	Except Saturday when dinner will be served at the Closing Banquet

Accreditation card and meal voucher will allow access to meals in the hotel restaurant.

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

A late serving provision will be made for those athletes detained at the stadium due to doping controls or protests.

5.7. Meeting Rooms for Teams

Arrangements can be made for a team meeting room through the Information Desk in the hotel. Requests shall be made 12 h in advance.

5.8. Medical Services in the Hotel

In case of emergency or medical assistance needed please contact LOC Information Desk or Reception of the hotel (see also point 10).

5.9. Telephone calls

The telephone will be made available for the team leader upon the presentation of a credit card to cover all charges. The Team Leader must settle phone bills and all other extra services at the hotel reception desk, before departure.

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 submitted through the Teams On-Line Entry System. No changes will be accepted after the final entry deadline.

Accreditation cards will be distributed in the Accreditation centre located in one of the Rooms adjacent to restaurant "Galaxy". The Team Leader will be responsible for collecting the team's accreditation cards.

6.3. Loss of Accreditation

If an Accreditation Card is lost, this should be reported immediately to the LOC, at the Accreditation centre. Duplicate cards can be obtained where proof of identity can be established.

6.4. Access Areas for Teams

A description of the accreditation system is included on the back of the accreditation card.

All team accreditation cards will allow access to the team seating area and warm-up area in the stadium. Only athletes who are about to compete will have access to the call room and to the infield.

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

Separate cards will be issued to Team Leaders, for access to the Mixed Zone, information in the pigeon holes in the TIC and Doping Control areas.

Tickets/separate cards will also be distributed to the coaches (1 per competing athlete) for the coaching areas.

7. TECHNICAL INFORMATION

7.1. Technical Information Centre (TIC)

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

The TIC is located in the Warm up area of the stadium (see Appendix 3).

The TIC will be open at the following times:

Friday, 15 February	10.00-20.00
Saturday, 16 February	10.00-20.00

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

- Competition information (start lists, results, etc)

- Liaison points concerning technical matters between Team Delegate, Technical Delegate, European Athletics and LOC
- Urgent notices – collection and delivery of any urgent written notices to the Team Delegations from Technical Delegate, European Athletics and LOC
- Settlement of technical enquiries from delegations
- Recovery of confiscated items at the call room
- Applications for 'national records' (doping control and photo finish prints)
- Receipt of final declaration of members of relay teams
- Receipt of protests and appeals from the teams
- Official invitations and entrance tickets ordered by the teams

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. Information put in the mailboxes will include daily programme, start lists, results as well as official information from European Athletics and LOC.

Access to the information in the pigeon boxes will be controlled by a separate entry card, not by the accreditation card. TIC cards will be given to each team leader.

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

7.2. Technical Meeting

The Technical Meeting will be held on Friday, 15 February in the Media Centre of the Indoor stadium CSKA at 16.00.

All questions related to the Technical Meeting must be presented in writing, preferably in English, at the TIC before 13.00 on Friday, 15 February. The Technical Meeting will be held in English.

Each team may be represented by a maximum of 2 persons and, if necessary, an interpreter. It is very important that all teams are represented at the Technical Meeting.

The Technical Meeting will be attended by:

- European Athletics President (or a representative)
- European Athletics Delegates
- Jury of Appeal
- International Officials
- Representatives of the Local Organising Committee
- National Competition Officials
- TIC Representatives
- Competition Data processing representative
- European Athletics Staff

7.2.1. Agenda

The preliminary agenda of the Technical Meeting includes:

- Welcome from the LOC President or his representative
- Welcome from the European Athletics President or his representative
- Presentation of the International Officials
- Presentation of the Competition Officials

- Presentation of the competition and warm up sites
- Information from the Technical Delegate on the following points:
 - Starting heights and raising of the bars for vertical jumps
 - Special competition rules in the Indoor Cup
 - Answers to written questions submitted by the delegations
 - Other relevant issues
- Doping Control
- Victory Ceremonies, Opening and Closing Ceremonies

7.3 Equipment

The implements provided by the LOC (see implement list, appendix 1) are selected from those appearing on the current IAAF Certified Throwing Implements list as at 15 January, 2008.

Federations requiring to use IAAF certified implements not listed by the LOC may present such implements prior to the competition to the TIC for inclusion in the competition pool, subject to Technical Manager's control. Implements must be presented prior to the technical meeting (Friday, 15 February at 16.00) and will be returned only after the event. In the competition these personal implements are available to all competitors!

Basic implements will be provided for warm up and training.

Vaulting poles must be delivered to the stadium by Friday morning straight from the airports/ railway stations. The poles will be kept in a locked store and will be brought to the competition site in due time by the organisers. After the competitions, the organisers will take the poles to the teams' hotel and further transportation will be arranged by the organisers as required.

7.4 Inspection of Competition Venue

Heads of Delegation may visit the Sports Complex CSKA inspecting access routes and other facilities which will be important to the teams on Friday, 15 February at 14.00. Heads of Delegation are to meet LOC members at the TIC from where they will be escorted on the tour of the facilities.

7.5 Competition Area

The plan of the Sports Complex and Indoor stadium CSKA is shown in appendix 3 of this document. There are 4500 seats in the stadium.

The stadium has the following competition sites:

- 6 lanes in the oval track
- 8 lanes in the straight
- 1 High Jump site
- 1 Pole Vault site
- 1 site for Long Jump
- 1 site for Triple Jump
- 1 Shot Put Circle
- 120m back straight for the warm up
- 2 weight training rooms

The Warm up area has the following:



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Soft surface for general warm up (spikes not allowed)
Massage cabins

Athletes' seats are located in Sector 1 rows 1-5 (tbc)

7.6 Dressing Rooms

Dressing rooms with showers are located in the basement floor of the stadium (see Appendix 3).

7.7 Physiotherapy

A space will be reserved in the Warm up area for physiotherapy, where physiotherapy tables and ice machines will be available (See Appendix 3)

7.8 Training

The stadium will be available for training, according to the following schedule:

Thursday, 14 February	16.00-18.00
Friday, 15 February	12.00-14.00 & 15.00-17.00

Equipment and implements necessary for training will be available at the training venue. Officials will be present to help in the case of problems or special requirements. Drinks will be available at the training venue. Accreditation card must be handed in when borrowing equipment, and will be returned to the athlete when the equipment is handed back in.

The Weight training room in the competition venue is situated in the main arena (see the scheme) and will be open during the official training time.

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

7.8.1 Training with Official Starters

This will take place at competition venue on Friday, 15 February from 15.00 till 17.00.

8. COMPETITION REGULATIONS

8.1 Participation

Each qualified European Athletics Member may enter 1 (one) men's team and/or 1 (one) women's team.

All participants must comply with eligibility qualifications for Area Games or Championships as set out in the IAAF Rules. Furthermore only athletes aged from 16 years on 31 December of the year of the competition can participate.

8.1.1. Individual Events

1 (one) athlete for each individual event and 1 (one) team for each relay race may be entered. Athletes are not allowed to compete in more than 1 (one) individual event and the relay unless there are exceptional circumstances.

8.1.2. Relays

The composition of each relay team as well as the order of running shall be officially declared at the TIC, no later than one hour before the published first call time for the respective relay event. Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. These forms must be completed and submitted to the TIC at the Stadium.

8.2 Entry Procedures

8.2.1 Final Entries

Final entries shall be made through the European Athletics online entry system. The online entry system will be accessible on the European Athletics website: www.european-athletics.org in the section "**Member Federations Zone/Competition**". Member federations should use the already known ID and password.

Final entries indicating the name of the competitors and their performances as well as the names of the officials must be submitted to the LOC not later than 5 (five) days before the day of the competition.

According to the regulations the deadlines for final entries are:

- opening date of the online entry system: 22 January 24.00 CET
- deadline for the entries: 11 February 24.00 CET

8.2.2 Final Confirmation

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

Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. The forms must be completed and returned immediately. Final start lists will be ready for collection at the TIC after the Technical Meeting.

The final relay team and the running order must be submitted to the TIC, no later than one hour before the published first call time for the event. Further alterations may be made on medical grounds only (verified by a medical officer appointed by the Organising Committee) until the final call time for the event.

8.2.3. Withdrawal

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

8.3. Participation Order/Lanes

The athletes' participation order or lane assignment for each event is according to drawing done by the Technical Delegate as follows:

	A	B	C	D	E	F	G	H
Men	SWE	ITA	FRA	ESP	GER	RUS	POL	UKR
Women	RUS	FRA	POL	ESP	BLR	UKR	ITA	GER
60 m and 3 000 m	1	2	3	4	5	6	7	8
400m, Heat 1	3		4		5	6		
400m, Heat 2		4		5			6	3
800 m	3	4	5	6	7	8	1	2
1 500 m	4	5	6	7	8	1	2	3
60 m Hurdles	5	6	7	8	1	2	3	4
High Jump/Pole Vault	6	7	8	1	2	3	4	5
Long Jump/Triple Jump	7	8	1	2	3	4	5	6
Shot Put	8	1	2	3	4	5	6	7

Note: according to point 1309.7 of the European Athletics Indoor Cup regulation in the horizontal jumps and the Shot Put each athlete has a maximum of four (4) attempts.

For the 800m, a group start using lanes 1 to 3 and 4 to 6 will take place.

For relays, the starting order shall be made only after all the other events have finished.

8.4. Competition Bibs

Each competitor receives 4 bibs. The bibs shall be pinned on the front and the back of the competition clothing, on the back of the tracksuit and on the bag. Exceptions are the High jumpers and Pole vaulters: they may attach the bib only on the front or the back of the competition clothing (plus on the tracksuit and on the bag).

The bibs shall be worn according to IAAF Rule 143. The competition bibs may not be cut, bent or covered in any way.

The teams will be provided with the competition bibs immediately after the Technical Meeting.

8.5. Scoring

The scoring will be 9, 7, 6, 5, 4, 3, 2, 1 points for the first, second, third place etc. separately for men and women. In the case that events are run in two different races the scoring will be decided according to times.

Athletes or relay teams disqualified or not finishing will not score.

In the event of two or more national teams gaining the same number of points the tie shall be decided in favour of the team with the greater number of first places. Should then still remain a tie, the team with the greater number of second places shall be given the higher position and this system shall be applied, if necessary, to subsequent placings until the tie is decided.

If there is a tie in any individual event, the combined points of athletes so tying shall be divided equally.

8.6. Competition Clothing/Shoes

Competitors must wear the Federation's official team clothing. IAAF Rules 8 & 143 will be strictly applied. Please make sure to follow the IAAF Advertising Regulations (version 2008). Clothing and items not conforming to the rules 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 on the European Athletics website. If the uniform displayed on the website differs from your current official uniform, a full set of photographs must be provided to the European Athletics by the 8th February at the latest (preferably in an electronic version):

- JPEG file, maximum resolution and size 300 dpi / 500KB
- Compressed ZIP file, if possible
- Mail to: competition@european-athletics.org
- Otherwise, the existing records will be used as reference

Team clothing must be uniform. A competitor wearing any other clothing will have no access to the competition area and will not be allowed to compete.

This rule applies both to competition clothing (vest, shorts and tights) as well as to tracksuits.

The length of spikes shall not exceed 6mm. The spike must be so constructed that it will, at least for the half of its length closest to the tip, fit through a square sided 4mm gauge.

9. COMPETITION PROCEDURE

9.1. Timetable

Please refer to Appendix 2 for the competition timetable.

9.2. Call Room

All athletes must report to the Call Room according to the following schedule. All times are prior to the actual starting time of the event:

Event	Final call	To the site
Track events	20	10
High Jump	40	30
Pole Vault	65	55
Long/Triple Jump	40	30
Shot Put	35	25

Note: First call will be given through the loudspeakers 10 minutes before the Final call

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

- Competition clothing
- Shoes
- Bags
- That non-authorized equipment (radio, Walkman, mobile phone, camera etc) are not brought to the infield.

9.3. Competition preparation

9.3.1. Field Events

In the field events the official trials are supervised by the officials. Athletes may only use the official markers for the approach. These will be handed out by the competition officials at the competition area.

Once the trial jumps/puts for the final are finished, the participants will be asked to stand in the order of the competition for the presentation.

9.3.2. Track Events

Tracksuits shall be placed in baskets at the start, and these will be taken to the mixed zone for collection after the race.

The starter's commands will be given in English, as follows:

For distances up to and including 400 m:

- "On your marks"
- "Set"
- Fire of the gun

For distances of 800 m and more (including the relays):

- "On your marks"
- Fire of the gun.

If for any reason the starter feels it is necessary to interrupt the process he/she will say:

- "Stand Up"

A Silent Gun will be used (tbc). For recall an ordinary starter's gun will be used. There are false start indicators installed on the starting blocks.

9.4. Timing and measurement

The official timing will be provided by ST Sport Service and will be displayed on the official electronic timing instrument and photo finish cameras provided by OMEGA.

The distance measurements for the following events will be taken by electronic equipment from OMEGA:

- Long Jump and Triple Jump
- Shot Put

In High Jump and Pole Vault the heights will be measured with manual measuring bars.

9.5. Exit procedures after the Competition

After the competition, athletes leave immediately the infield through the mixed zone where media interviews will be carried out. The clothing baskets will be brought to the mixed zone.

9.6. Protests and Appeals

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

In the first instance, protests must be made orally to the Referee by the athlete himself/herself or by a responsible official acting on his/her behalf (Rule 146.3). Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event (posted on the TIC information board).

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

When submitting an appeal form, a deposit of EUR 70,00, 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 at the TIC.

9.7. 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 TV, then 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 other interview requirements. They will usually be held before doping control testing.

9.8. Doping Control

9.8.1 General Information

Doping control shall be conducted in accordance with IAAF Rules and Procedures under the supervision of the European Athletics Doping Control Delegate.

Athletes selected for doping control shall be informed by anti doping officers. 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) situated in the basement floor.

A selected athlete will be allowed a maximum of one hour to report to the DCC but should report as soon as possible from the time of official notification. 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.



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Athletes who are required to use prescribed medication for the treatment of a medical condition should ensure that they have registered their medication, where necessary, through the Therapeutic Use Exemption system prior to attending the Championships.

9.8.2 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.

9.8.3 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 DCC.

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

10. MEDICAL SERVICES

10.1 General

The medical service is also in charge of any medical assistance to the team leaders, the competition organisation, the information personnel, the honorary guests as well as, during the competition, to the spectators.

In case of an emergency please contact the medical aid station at the stadium. Dr. Zurab Ordzhonikidze is in charge of the medical service of the competition.
Sports medicine therapy (24 hours): + 7 495 917 1341

10.2 Medical Services in the Hotel

In case you need the medical service please contact the Information Desk.

10.3 Medical Services at the Stadium

The LOC will have a first aid team as well as an official track physician to provide medical services to the athletes in the stadium. The team doctor 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. In case of injuries, only the official track physician will be admitted to the infield. The respective physician will decide on the further treatment of the injured athlete.

10.4 Physiotherapy

There are also well-equipped physiotherapy facilities available.



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10.5 Insurance

The participating European Athletics Members are responsible for their own insurance to cover the risk of illness or injury of any member of their team, when travelling to and from an European Athletics competition and during an event itself. Please take the necessary steps to meet these requirements well in advance.

11. SECURITY

Instructions given by the LOC, the security personnel and the police have to be followed in all areas, as well as during transport from location to another. The accreditation card must be worn at all times. If an accreditation is lost, this should be reported immediately to any LOC Information Desk.

12. CEREMONIES

12.1. Victory Ceremonies

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

12.2. Opening Ceremony

The Opening Ceremony will take place on Saturday, 16 February at 16.30 at the competition venue. Athletes are not required to take part in the ceremony.

12.3. Closing Ceremony

The Closing Ceremony will take place together with the Victory Ceremonies on Saturday, 16 February at 19.30 at the competition venue.

12.4. Closing Banquet

The Closing Banquet will take place on Saturday, 16 February at 21.00 at the Restaurant "Vecherny Cosmos" at the official hotel "Cosmos" Everyone with accreditation or an invitation is welcome to attend.

13. DEPARTURE

Teams will be asked to provide full travel details on the on-line entry system. Teams will also receive a departure form, which should be completed and returned to the LOC Transportation Desk in the hotel, at least 24 hours before departure, especially.

Departure times of the shuttle buses from the hotel will be provided and displayed at the LOC Information Desk. In general LOC recommends departure 4 hours prior to the flight time.

All outstanding fees, charges and possible other expenses must be settled with the cashier. On the day of departure the LOC Hotel Manager checks the rooms together with the team leaders.



**4th European Athletics
Indoor Cup
Moscow/RUS**



14. CONTACT DETAILS

For further details about the European Indoor Cup Moscow-2008, please contact

Mr. Mikhail Butov (Event Manager) mbutov@rusathletics.com

Ms. Elena Orlova (Event Coordinator) Elena.athletics@mail.ru

Tel. +7-985-970-5825; +7-916-690-8556

14.1. LOC Office

Indoor stadium CSKA, 2nd floor
Room (to be completed)

14.2. 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: office@european-athletics.org
Web: www.european-athletics.org

During the event there will be a European Athletics Office in the Indoor stadium CSKA.

15. APPENDICES

Appendix 1
Official implements

SHOT PUT (4.005-4.025 kg) 108mm (turned steel, colour red) 100mm (turned steel, colour red) 95mm (stainless steel) 105mm (stainless steel) 100mm (turned steel, colour yellow)	NORDIC	2 pieces
	POLANIK	2 pieces
	POLANIK	2 pieces
	POLANIK	2 pieces
	UCS	2 pieces

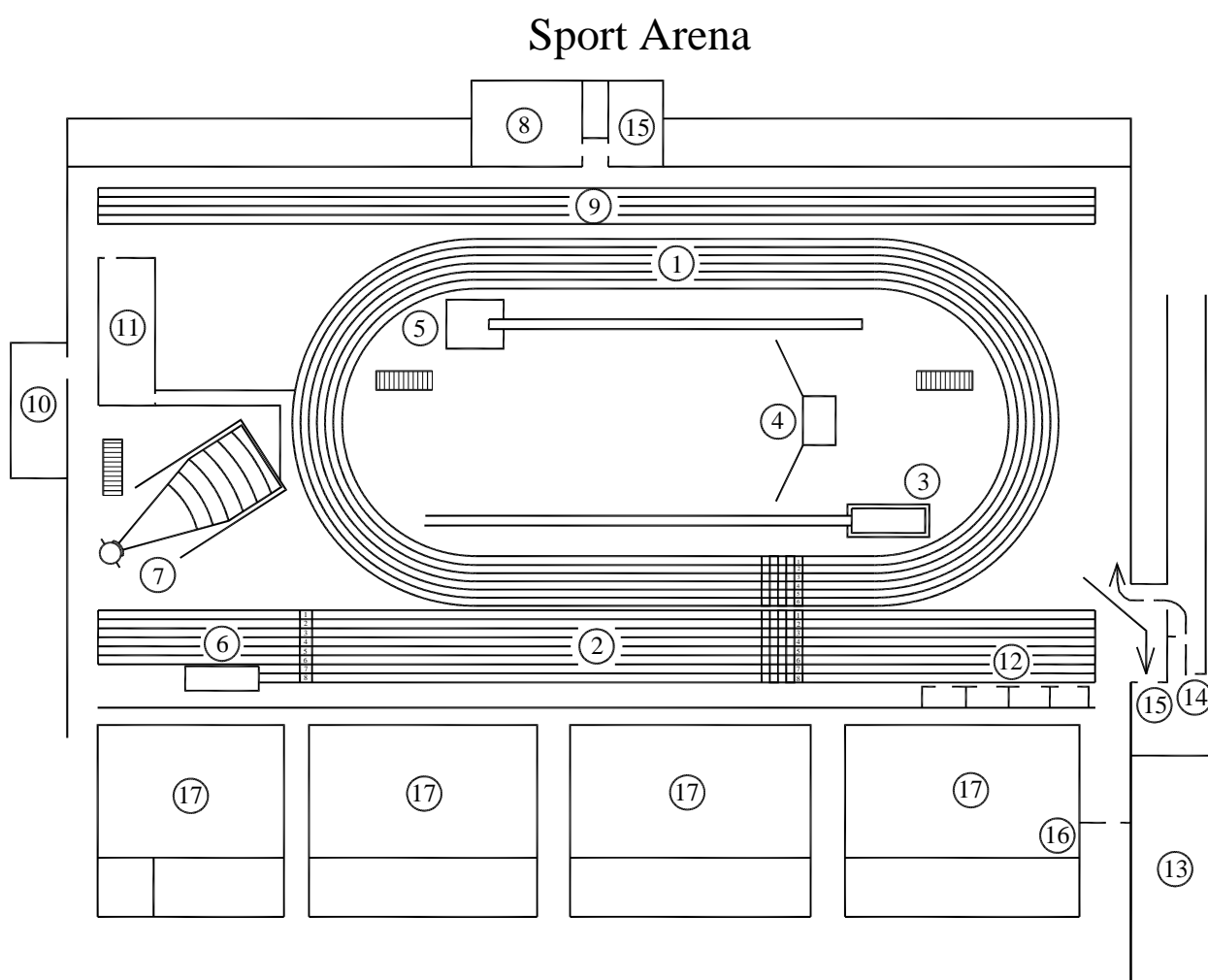
Appendix 2
Timetable
EUROPEAN INDOOR CUP
MOSCOW, 16 February, 2008
TIMETABLE

16.30 Opening Ceremony (approx. 20-25min)

17.00	400m	W	Heat 1
17.05	400m	W	Heat 2
17.10	Pole Vault	M	
17.10	400m	M	Heat 1
17.15	400m	M	Heat 2
17.15	High Jump	W	
17.20	Triple Jump	M	
17.25	800m	W	
17.35	800m	M	
17.45	3000m	W	
17.56	3000m	M	
18.05	Shot Put	W	
18.10	60m	W	
18.15	60m	M	
18.20	Long Jump	W	
18.25	1500m	W	
18.35	1500m	M	
18.45	60m H	M	
18.55	60m H	W	
19.05	Relay 800m+600m+400m+200m	W	
19.15	Relay 800m+600m+400m+200m	M	

19.30 Victory Ceremonies

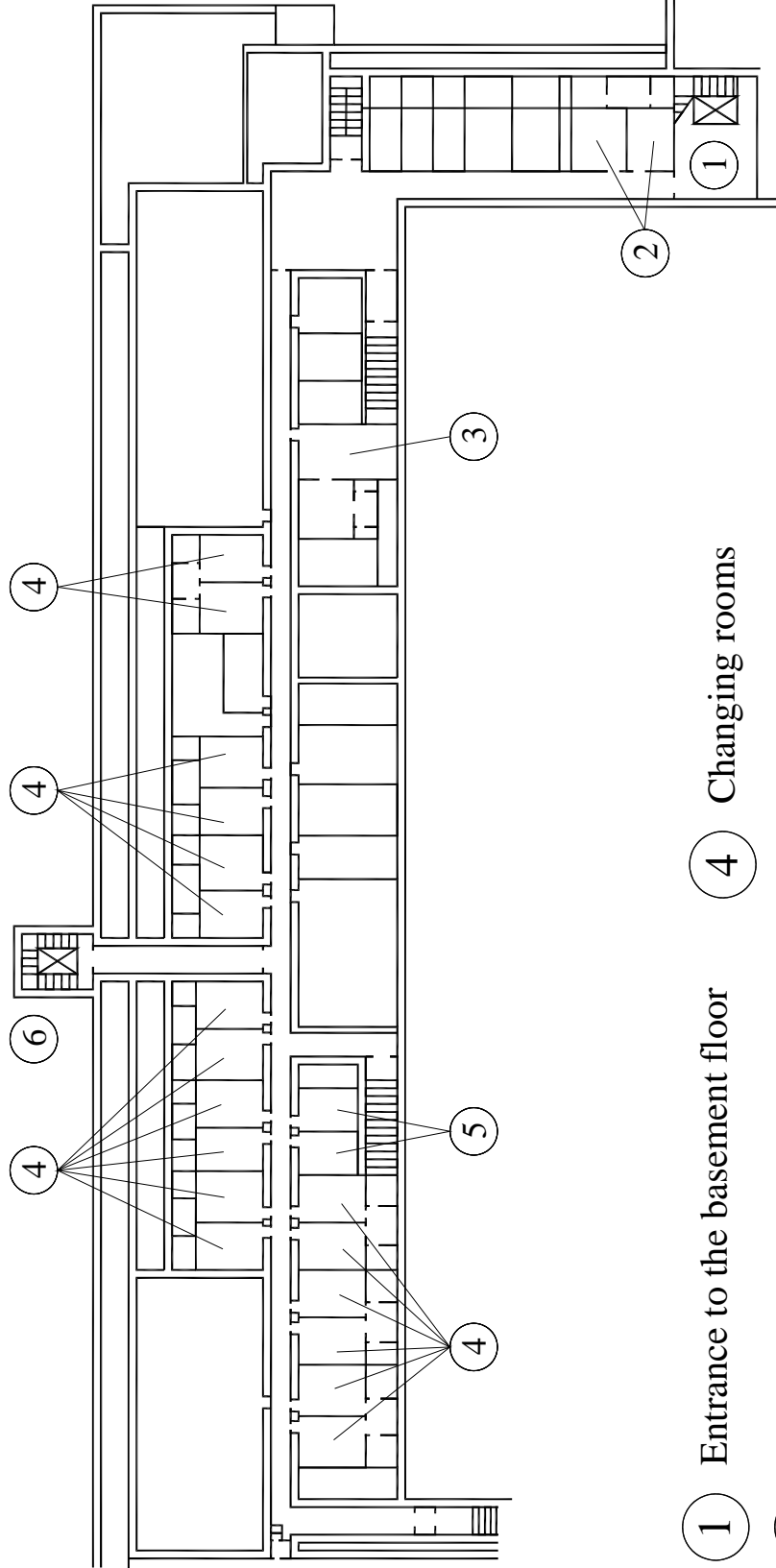
Track-and-Field and Football Indoor Stadium named after Vladimir Kuts



- | | |
|---------------------------|------------------------------------|
| ① Oval track-200 m | ⑩ Weight training room |
| ② Straight -110 m | ⑪ Call-room |
| ③ Long jump site | ⑫ TV Flash interview |
| ④ High jump site | ⑬ Mixed Zone |
| ⑤ Pole vault site | ⑭ Entrance to the competition site |
| ⑥ Triple jump site | ⑮ Exit from the competition site |
| ⑦ Shot put site | ⑯ Secretariat |
| ⑧ Weight training room | ⑰ Stands |
| ⑨ Warm up straight -120 m | |

Track-and-Field and Football Indoor Stadium named after Vladimir Kuts

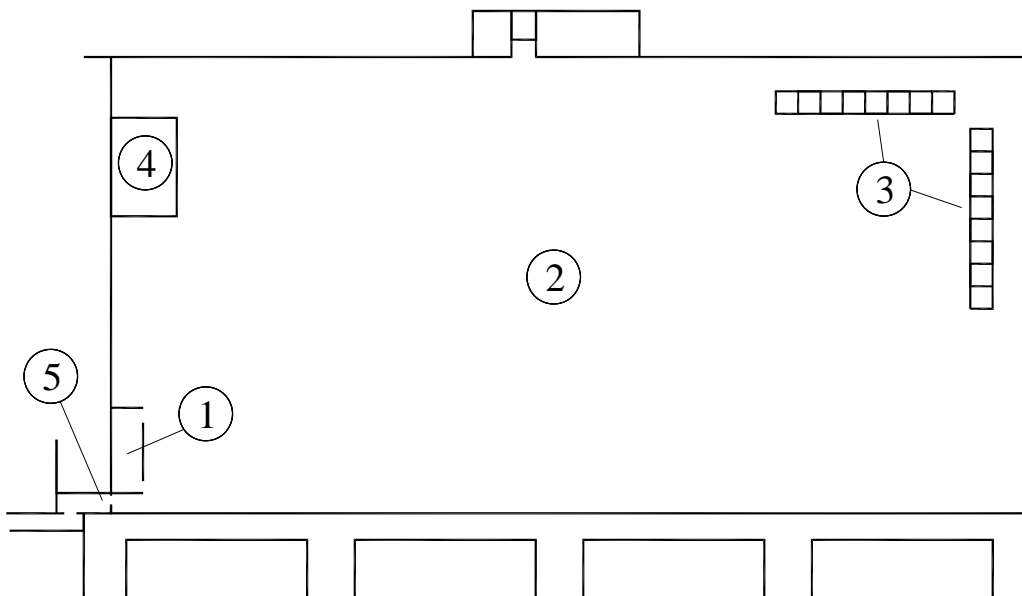
Basement floor



- ① Entrance to the basement floor
- ② Victory Ceremony group
- ③ Doping control
- ④ Changing rooms
- ⑤ Entrance to the competition site
- ⑥ Implements room

Track-and-Field and Football Indoor Stadium named after Vladimir Kuts

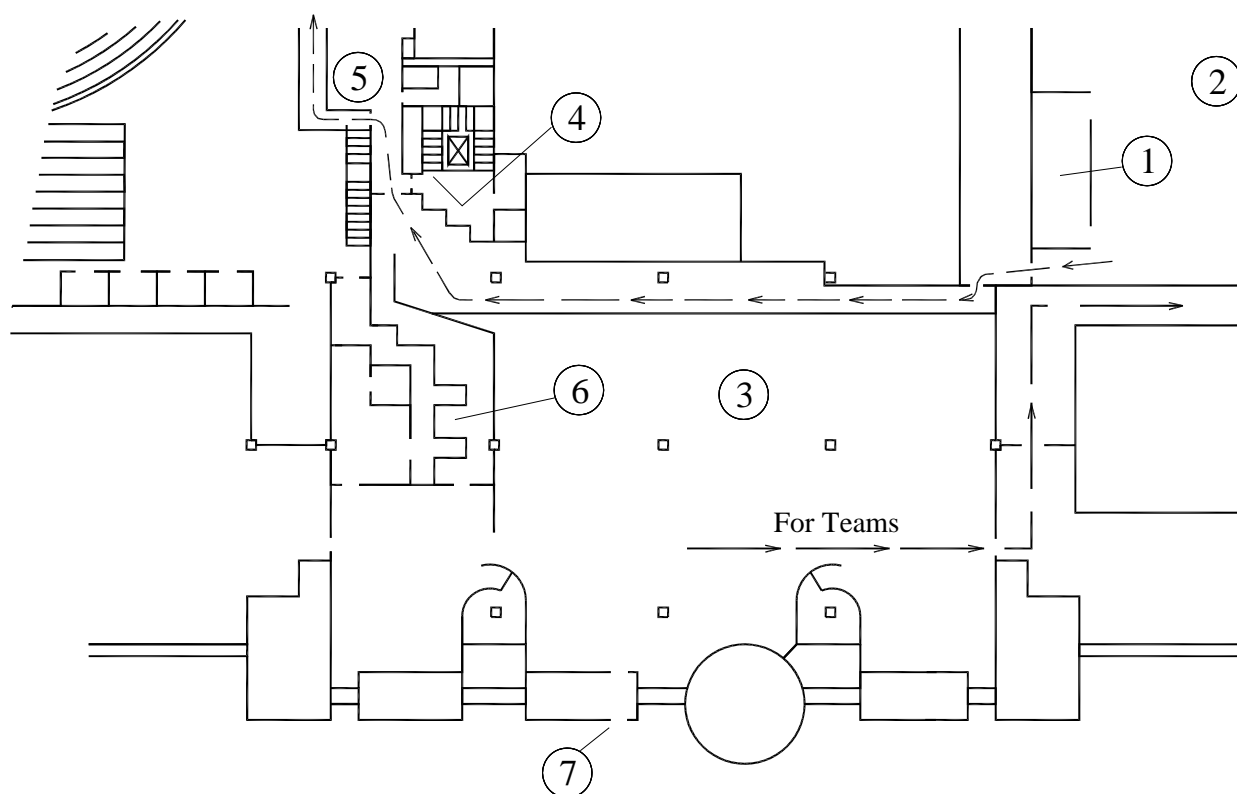
Warm-up area



- ① Check point for athletes
- ② Warm-up area
- ③ Massage rooms
- ④ Technical information centre
- ⑤ Exit to the competition site

Track-and-Field and Football Indoor Stadium named after Vladimir Kuts

Way from the Warm-up area to the Competition site



- | | |
|----------------------------------|------------------------------------|
| ① Check point for athletes | ⑤ Entrance to the competition site |
| ② Warm-up area | ⑥ Mixed zone |
| ③ Foyer | ⑦ Entrance to the Sports Complex |
| ④ Entrance to the basement floor | |



EUROPEAN ATHLETICS INDOOR CUP

INTERNATIONAL PARTNERS



INTERNATIONAL SERVICE PARTNER

