



**SPAR European Team
Championships
Leiria/POR**



Team Manual

www.leiria2009.com

1st European Team Championships

20-21 June 2009

Leiria, Portugal



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1. GENERAL INFORMATION

Official language:	Portuguese
Population:	10 million inhabitants
Capital:	Lisbon
Type of government:	Parliamentary Republic
Major religion:	Catholic
Currency:	The Portuguese currency is the Euro. There are coins of 1, 2, 5, 10, 20 and 50 cents, 1 and 2 Euros. Bank notes are of 5, 10, 20, 50, 100, 200 and 500 Euros. You can change your money at banks or hotels. International credit cards are generally accepted.
Time zone:	GMT
Water:	Tap water is completely safe for drinking.
Electricity:	The electric current for use in homes and hotels is 220v Electric current for home use is uniformly 220 volts. Sockets usually accept only two-pin plugs ("Sucko" type).
Telephone:	Public telephones are installed everywhere in the Portuguese cities, most will allow international calls. There are some telephone booths which accept coins and others which operate with telephone cards. It is possible to buy telephone cards in the hotels. Some telephones will also accept international credit cards.
Country Code:	351
Portable Phone Network:	GSM
Business Hours:	Business hours of the main establishments are as follows:

	Weekdays	Saturdays	Sundays
Banks	08h00 – 15h00	Closed	Closed
Post Offices	09h00 – 18h00	Closed	Closed
Shops	09h00 – 19h00	09h00 – 13h00	Closed
Administrations	09h00 – 17h00	Closed	Closed

Climate in Leiria:	The average minimum temperature for June is 15°C and the maximum average is 25°C. When coming to Leiria in June you usually do not need to bring rainwear. The daily average amount of sunshine during June is 12 hours.
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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) Philippe Lamblin (FRA) Toralf Nilsson (SWE) Ludmila Olijar (LAT) Antti Pihlakoski (FIN) Jorge Salcedo (POR) Salih Munir Yaras (TUR) Vadim Zelichenok (RUS)
IAAF President (ex officio member)	Lamine Diack (SEN)
European Athletics Honorary Life President	Carl-Olaf Homén (FIN)

2.2 European Athletics Delegates

President's Delegate	Karel Pilny (CZE)
Technical Delegate	José Luis de Carlos (ESP)
Doping Control Delegate	Richard Driscoll (GBR)
Jury of Appeal	Kari Wauhkonen (FIN) ^{Chair} John Cronin (IRL) Can Korkmazoglu (TUR)
ITOs/ATOs	Imre Mätraházi Jr. (HUN) ^{Chief} Pierre Delacour (FRA) Peter Nicholson (GBR) Anny Schmitz (NED) Elena Barrios (ESP) Jean Pierre Schoebel (MON)

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.euroepan-athletics.org



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2.4 Executive Board of Portuguese Athletics Federation

President	Fernando Mota
Vice Presidents	Fernando Boquinhas Alberto Coelho José Paulo Moreira Luís Leite Jorge Vieira
General Secretary	Jorge Salcedo
Treasurer	Luís Saraiva
Members	Carlos Miranda Norberto Correia Graça Paula Franco Fernando Fernandes Isabel Trigo Mira Samuel Lopes Susana Feitor

2.5 Local Organising Committee

President	Jorge Salcedo
LOC Event Coordinator	Célia Mendes
Accreditation & Security	Carlos Valente Paulo Pinheiro
Travel / Accommodation	Fátima Neves
Competition	Pedro Santos José Paulo Moreira Paulo Pinto
Protocol / Hospitality	Norberto Correia César Santos Estreila Neiva
Press / Media	Isabel Amado Pedro Kay Francisco Figueiredo
TV	Lucio Gomes
Finance	Jorge Lopes Carciano Sérgio Silva
Marketing	Pedro Nogueira Fernando Boquinhas Daniel Pereira António Costa
Facilities & Equipment	Catarina Rafael Luís Leite Ricardo Marques Manuel Monteiro
Medical Services & Doping	Pedro Branco
Volunteers & Team Services	Fernando Tavares



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2.6 Competition Organisation

Competition Director	Pedro Santos
Deputy Competition Director	José Paulo Moreira
Deputy Competition Director	Paulo Pinto
Event Presentation Manager	Fernando Marquina
Meeting Manager	Samuel Lopes
Deputy Meeting Manager	Fernando Maurício
Deputy Meeting Manager	António Bizarro
Technical Manager	Carlos Miranda
Deputy Technical Manager	José Ribeiro
Deputy Technical Manager	Alberto Martinez
Peripheral Services and Volunteers	José Costa
Responsible Call Room and Warm-up	Carlos Santos
Call Room Referee	Rui Loução
Track Referees	João Braga dos Anjos/Isabel Macedo
Chief Timekeeper	Daniel Ferreira
Chief Finish Judge /Lap Scorers	Renato Soares
Chief Photofinish Judge	Luis Mendes/Nuno Carvalho
Chief Umpire	Olimpia Oliveira
International Starter	Luis Figueiredo
Jumps Referees	Ana Paula Lima (Long/Triple Jump)
	Luis Abegão (High Jump)
	António Fragoso (Pole Vault)
Throws Referees	Carlos Fernandes (Hammer/Discus)
	Helena Carvalho (Shot Put/Javelin)
Marshall	António Reis
TIC Manager	Graça Paula Franco
Secretary of the Jury of Appeal	Hugo Pacheco
Liaison ITOs/ATOs	Amélia Anjos

2.7 Participating Federations

Czech Republic	Poland
France	Portugal
Germany	Russia
Great Britain & NI	Spain
Greece	Sweden
Italy	Ukraine



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3. ARRIVALS

3.1 Arrival by Air

Lisbon International Airport is the official airport.

3.1.1 Welcome Service

Upon arrival, teams will be met by the LOC staff. A welcome desk will be located at the Lisbon International Airport arrivals, after the customs area. The welcome desk will be open from the 17th to the 20th from 9h00 until 21h00 (or until the last arrival schedule provided to the LOC).

Once luggage has been collected, team members will be escorted to buses which will take them directly to their hotels in Fátima.

Coach transport will operate for teams. Coaches will be allocated to teams and will be clearly identified by signage and LOC staff will be always available to direct teams to their buses and answer any questions. These coaches will be parked outside the arrivals terminal building at the right.

The transfer time from the Lisbon International Airport to Fátima is about 1h30 depending on the traffic conditions.

3.1.2 Transportation of Equipment

All equipment should be previously identified (name, gender and country code) in order to allow easy identification in case of need. Teams travelling to or from Lisbon International Airport should bring with them all the equipment including poles and javelins, as its transportation will be provided in the bus team.

Should any loss/delay occur LOC staff at airport will be available for all the necessary help.

3.2 Arrival By Road

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

Please do advise LOC of estimated arrival time in order to provide all necessary arrangements.

3.3 Visa Requirements

Team members from the following countries require visas to enter Portugal:

Russia (**RUS**); Ukraine (**UKR**)

Visas should be obtained, before leaving your country, from Italian Embassy or Consulate. Should you have any problems, or require a letter of invitation please contact the LOC.



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If you require any additional assistance with your application please contact:

Célia Mendes
celia.mendes@fpatletismo.org
Tel.: +351 21 414 60 20
Fax: +351 21 414 60 21



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4. TRANSPORT

4.1 Transport and Accommodation Desk

The transport and accommodation office will be located at Hotel Santa Maria and will be open:

18 and 19 June: 09h00 to 20h00

20, 21, 22 June: 08h00 to 22h00

At each hotel, there will be permanent information about transportation and LOC staff at each hotel will be able to help for any doubt or specific request please address to them for all questions.

4.2 Bus Shuttle Service

A bus shuttle service will be provided between the team hotels, training venues, social functions, the technical meeting and the competition venue. Full details of the schedule will be displayed at the Information desk in each hotel.

A dedicated bus service will operate from outside the front of hotels to the training and competition venue. The timetable will be displayed at the information desk of each hotel. The transfer time between team hotels and competition venue is estimated to be 20 / 25 minutes depending on traffic conditions.

The following arrangements have been made for the team hotels (to be duly updated in case of need). Please verify at hotel information desk for final schedules:

Thursday, 18 June

Route: Teams Hotels – Estádio Municipal de Fátima (Fátima) – Teams Hotels

Activity: Training

Times: 16h45, 17h45 (Departure from Hotel)

18h15, 19h15 (Departure from Training Venue/Fátima)

Friday, 19 June

Route: Teams Hotels – Estádio Municipal de Fátima (Fátima) – Teams Hotels

Activity: Training

Times: 09h30, 10h30, 16h45, 17h45 (Departure Hotels)

11h00, 12h00, 18h15, 19h15 (Departure Training Venue/Fátima)

Route: Teams Hotels – Centro Nacional de Lançamentos (Leiria) – Teams Hotels

Activity: Training Throwing Events

Times: 9h00, 10h00, 11h00, 16h00, 17h00, 18h00 (Departure Hotels)

11h00, 12h00, 13h00, 18h00, 19h00, 20h00 (Departure Training Venue/Leiria)



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Route: Teams *Hotels* – *Estádio Munic. Dr. Magalhães Pessoa (Leiria)* – Teams *Hotels*
Activity: **Official Training & Training with Starters**
Times: 15h00, 15h30 (*Departure Hotels*)
18h00, 18h30 (*Departure Stadium/Leiria*)

Route: Teams *Hotels* – *Estádio Munic. Dr. Magalhães Pessoa (Leiria)* – Teams *Hotels*
Activity: **Venue Inspection and Technical Meeting**
Times: 15h15 (*Departure Hotels*)
18h00 (*Departure Stadium*)

Saturday, 20 June

Route: Teams *Hotels* – *Estádio Municipal de Fátima (Fátima)* – Teams *Hotels*
Activity: **Training**
Times: 09h30, 10h30, 16h45, 17h45 (*Departure from Hotels*)
11h00, 12h00, 18h15, 19h15 (*Departure from Training Venue/Fátima*)

Route: Teams *Hotels* – *Estádio Munic. Dr. Magalhães Pessoa (Leiria)* – Teams *Hotels*
Activity: **SPAR European Team Championships 2009 (Day 1)**
Times: 13h30, 14h45, 16h45 (*Departure from Hotels*)
18h20, 19h45 (*Departure from Stadium*)

Route: Teams *Hotels* – *European Athletics Dinners* – Teams *Hotels*
Activity: **LOC/European Athletics Dinner (Invited guests only)**
Times: 20h00 (*Departure from Hotels*)
22h30 (*Departure from Dinner Venue*)

Sunday, 21 June

Route: Teams *Hotels* – *Estádio Municipal de Fátima (Fátima)* – Teams *Hotels*
Activity: **Training**
Times: 09h30, 10h30 (*Departure from Hotels*)
11h00, 12h00 (*Departure from Training Venue/Fátima*)

Route: Teams *Hotels* – *Estádio Munic. Dr. Magalhães Pessoa (Leiria)* – Teams *Hotels*
Activity: **SPAR European Team Championships 2009 (Day 2)**
Times: 13h30, 14h45, 16h45 (*Departure from Hotels*)
18h20, 19h30 (*Departure from Stadium*)

Route: Teams *Hotels* – *Closing Party* – Teams *Hotels*
Activity: **Closing Party (Disco)**
Times: 22h00 (*Departure from Hotel*)
00h00, 01h00, 02h00 (*Departure from Closing Party*)

Note:

Late transportation will be provided for team members retained in the stadium for doping control or protests procedures.



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4.3 Return to Airport

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 six of good quality hotels for teams in Fátima, providing full board accommodation and easy accessibility to both the training and the competition venue.

5.2 Information Desk

An information desk will be located in the lobby of each hotel, which will be open from 18th to 22 June from 08h00 to 22h00 (or until the last team departure).

5.3 Official Hotels

Team Hotels

HOTEL LUX MUNDI

www.luxhotels.pt

Rua Jacinta Marto 91, Fatima

Phone: +351 (0) 249 532 394

HOTEL DE FATIMA

www.hotelfatima.com

Rua Joao Paulo II, Fatima

Phone: +351 (0) 249 530 760

HOTEL CINQUENTENARIO

www.hotelcinquentenario.com

Rua Francisco Marto 175, Fatima 2495 Portugal, Fatima

Phone: +351 (0) 249 530 400

HOTEL ESTRELA DE FATIMA

www.fatima-hotels.com

Rua Conego Formigao, Fatima

Phone: +351 (0) 249 531 150

HOTEL SANTO AMARO

Rua Francisco Marto 59, Fatima

Phone: +351 (0) 249 530 170

HOTEL SAO JOSE

www.hotelsaojose.com

Av. D. José Alves Correia da Silva, 2495-402 Fátima

Phone: +351 (0) 249 530 120



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European Athletics Family & Media Hotels

HOTEL SANTA MARIA

www.Hotelstmaria.com

Rua Santo Antonio, Fatima Fa 2495-430, Portugal, Fatima, 2495 430

Phone: +351 (0) 249 530 110

EUROSOL LEIRIA

www.eurosol.pt

R. D. José Alves Correia da Silva, 2414-010 Leiria (Leiria)

Phone: +351 (0) 244 849 849

5.4 Costs and European Athletics Quota

According to European Athletics Regulation 610.4 accommodation and full board of participating teams for a maximum 50 (fifty) athletes (25 (twenty five) male athletes and 25 (twenty five) female athletes) and 13 (thirteen) officials for 4 days will be paid by European Athletics.

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

Team Members	Single room	Twin room
	CHF	CHF
Athletes/Officials outside the quota	160,00 per person/night	140,00 per person/night
Additional nights (more than 4 nights)	160,00 per person/night	140,00 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 up to 4 days maximum. Any single rooms above the 10% threshold will be charged at the rate of 150,00 CHF for team members within quota and 160,00 CHF for team members outside the quota.

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.

All payments must be made in Euros.

5.5 Payment Procedures

An invoice will be delivered to each participating Federation detailing the amount they owe for the out of quota team members based on their final entries.

As per European Athletics Regulation the final account for accommodation attributable to each Member Federation shall be based on the numbers declared in the Final Entries and this shall be paid in full, no allowance being made for subsequent reduction in the actual numbers of athletes and / or officials.



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

5.6 Meals

All meals will be served in the teams hotels. The restaurant opening times are:

	Thursday, 18th	Friday, 19th	Saturday, 20th	Sunday, 21st
Breakfast	07h00 – 10h00	07h00 – 10h00	07h00 – 10h00	07h00 – 10h00
Lunch	12h30 – 14h30	12h30 – 14h30	11h30 – 14h30	11h30 – 14h30
Dinner	19h30 – 21h30	19h30 – 21h30	19h30 – 21h30	19h30 – 21h30

Accreditation cards will allow access to meals.

For lunch and dinner, mineral water and juices are available free of charge. All other drinks must 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 team meeting rooms through the information desk in the respective team's hotel. Requests shall be made at reasonable time in advance.

5.8 Medical Services in the Hotels

Please refer to point 10.2.

5.9 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.

All delegations will receive a telephone contact list of important telephone numbers for the SPAR European Team Championships Leiria 2009.



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

Accreditation cards will be distributed at the Information Desk of each team's respective hotel.

6.3 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the hotel Information Desk or the TIC. 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, and as an appendix of this Team Manual.

All team accreditation cards will allow access to the team seating area, warm up area, changing facilities and physiotherapy area. 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 area 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 and TIC.

Tickets/separate cards will also be distributed to the coaches (1 per competing athlete) for the coaching areas. These will be delivered at the TIC in the day of the respective event.

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 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 Delegates and the Competition Administration, regarding technical matters.

The TIC is located near the Teams Seating (see Appendix 4).

The TIC will be open at the following times:

Friday, 19 June	10h00 – 20h00
Saturday, 20 June	14h00 – 20h30
Sunday, 21 June	14h00 – 20h30

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 Delegates, EAA and LOC
- Settlement of technical enquiries from delegations
- Recovery of confiscated items at the call room
- Applications for 'national records' (doping control and Omega photo finish prints)
- Receipt of final declaration of members of relay teams
- Receipt of protests from the teams
- Official invitations and entrance tickets ordered by the teams

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

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



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7.2 Technical Meeting

The Technical Meeting will be held on 19 June at 17h00 in the Auditorium at the Estádio Municipal Dr. Magalhães Pessoa (see Appendix 4).

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, preferably in English, to the TIC before 12h00 on Friday, 19 June. The Technical Meeting will be conducted in English.

A shuttle service from the team hotels will be provided for this meeting – please refer to the information board in your hotel.

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 Senior Competition Officials
- TIC Representatives
- Competition Data processing representative
- European Athletics Event Co-ordinating Staff

7.2.1 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 Officials
- Presentation of the Senior Competition Officials
- Presentation of the competition and warm up sites
- Information briefing by the Technical Delegate
 - Call-room procedures and schedule
 - Allocation of lanes and order of competition
 - Starting height and bar raising increments
 - Scoring and ties
- Doping Control
- Victory Ceremonies, Opening and Closing Ceremonies
- Answering of questions submitted in writing by federations

7.3 Equipment

The implements provided by the LOC (see implement list, Appendix 1) are selected from those appearing on the current IAAF approved equipment list as at 1st May 2009.



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Federations requiring IAAF approved equipment not listed by the LOC may present such equipment prior to the competition at the Technical Equipment Storage Room (see Appendix 4) and Implements for inclusion in the competition pool, subject to test. Equipment must be presented in the following schedule:

From	To	Implement
10:30	12:45	Hammer (M), Hammer (W), Javelin (M)
10:30	19:45	Shot Put (M / W)
17:30	19:45	Javelin (W), Discus (W), Discus (M)

Personal implements will be returned only after the completion of each day's events.

Basic implements will be provided for warm up and training.

Vaulting poles must be left in the Pole Vault sector at the stadium on Friday 19 June, immediately after the respective pole vault training session (see point 7.8). 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 hotels and further transportation will be arranged by the organisers as required.

7.4 Inspection of Competition Venue

Heads of Delegation may visit the Estádio Municipal Dr. Magalhães Pessoa inspecting access routes and other facilities which will be important to the teams on Friday 19 June at 16h00. Heads of Delegation are to meet LOC members at the Technical Equipment Storage Room (see appendix 4), from where they will be escort on this visit.

7.5 Competition Area

Estádio Municipal Dr. Magalhães Pessoa and its surroundings are shown in appendix 4 of this document. There are 23.500 of seats in the stadium.

The stadium has the following competition sites:

- 8 lanes
- 1 High Jump site
- 2 Pole Vault site
- 4 sites for Long/Triple Jump
- 2 Shot Put Circle
- 1 Combined Discus/Hammer Circle
- 2 Javelin sites

The Warm up area has the following sites:

- 6 lanes (80m)
- 3 Shot Put Circle
- 2 Combined Discus/Hammer Circle
- 1 Javelin site
- 1 site for Long/Triple Jump



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The maximum spike lengths in the various events are:

- Track, Long Jump, Triple Jump and Pole Vault: 9mm
- High Jump and Javelin: 12mm

Athletes' seats are located as indicated in the map in Appendix 4.

7.6 Dressing Rooms

Dressing rooms with showers are located in the Floor 0, under the main tribune (see Appendix 4).

7.7. Physiotherapy

A tent per team will be reserved in the Warm-up Area for physiotherapy, where physiotherapy tables and ice machines will be available. A team of physiotherapist from the LOC will be also available.

7.8 Training

Athletes will have the possibility to train in the Estádio Municipal de Fátima. Opening hours of this facility will be:

	Morning	Afternoon
Thursday, 18 June		16h45 - 19h00
Friday, 19 June	9h45 – 12h00	16h45 – 19h15
Saturday, 20 June	9h45 – 12h00	16h45 – 19h15
Sunday, 21 June	9h45 – 12h00	- - -

Throwing Events

Athletes will have the possibility to train in the “National Training Centre” on **Friday, 19 June**, in the following schedules:

From	To	Discipline
9:30	12:30	Shot Put (M / W)
9:30	10:30	Hammer (M)
10:30	11:30	Hammer (W)
11:30	12:30	Javelin (M)
Break		
16:30	19:30	Shot Put (M / W)
16:30	17:30	Javelin (W)
17:30	18:30	Discus (M)
18:30	19:30	Discus (W)

Equipment and implements necessary for training will be available at the training venues. Officials will be present to help in the case of problems or special requirements.



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Water will be available at the training venues. Accreditation must be handed in when borrowing equipment, and will be returned to the athlete when the equipment is handed back in.

The Weight Lifting room is available in the Warm-Up Area. Opening hours are the same as the training/warm-up schedule.

Official Training

Athletes will have the possibility to train in the Estádio Municipal Dr. Magalhães Pessoa (the venue for the SPAR European Team Championships 2009), on **Friday 19 June** in the following schedules:

From	To	Discipline
16:00	18:00	All disciplines (except throwing events)
15:30	17:00	Pole Vault (W)
17:00	18:30	Pole Vault (M)

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 each hotel.

7.8.1 Training with Official Starters

This will take place at Estádio Municipal Dr. Magalhães Pessoa on Friday 19 June from 16h00 to 17h00.



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8. COMPETITION REGULATIONS

8.1 Team Composition

According to 603.1 each European Athletics Member Federation may enter one team comprising a maximum of 50 (fifty) athletes (25 male and 25 female athletes). European Athletics will cover board and accommodation for a maximum of 13 Officials per team.

8.2 Competition Entry Procedures

8.2.1 Final Entries

Final entries shall be made through European Athletics online entry system. The online entry system will be accessible on 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 names of the athletes and their performances in the current year, plus the names of officials must be submitted not later than 5 (five) days before the first day of the competition.

All teams will receive a .pdf report with a status of their entries 24h before the deadline and one .pdf confirmation after closing of the system.

According to the regulations the deadlines for **final entries** are:

- opening date of the online entry system: 29 May
- deadline for the entries: 15 June 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 using the respective form not later than one hour prior to the first call for the event.

For more details please refer to European Athletics Regulation 603.

8.2.3 Withdrawal

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



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8.3 Scoring

The European Team Championships comprises one single competition where men's and women's teams represent as a single team the respective European Athletics Member Federation.

The winner of each individual event and each relay in each match shall score as many points as there are teams competing, the second will score one fewer, and so on.

Athletes or relay teams disqualified or failing to finish will not score any points.

In the case of a tied event, the combined points of the tied competitors shall be divided equally.

The team having the highest aggregate number of points shall be the winner of the SPAR European Team Championships 2009.

In the case of a tie in the overall total of points, the team with the most first places will be the winner. Should the tie then still remain, 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 (Regulation 602.12).

The three teams with the lowest scoring after the 20 events Women and the 20 events Men will be relegated to the 1st League, where they will compete in 2010.

8.4 Bib Numbers

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

For individual events and relays, each competitor will receive 4 competition bibs. These must be pinned to the front and back of the competition clothing, to the back of the tracksuit, and to the bag. Exceptions are made for High Jumpers and Pole Vaulters: these competitors are permitted to attach the bib only to the front or to the back of their competition clothing (plus their tracksuit and bag). Bibs must not be cut, folded or covered in any way.

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 (version 01/01/2009). 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 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 **European Athletics** by 1 June 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



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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.

8.6 Specific Competition Regulations

8.6.1 Field Events except vertical jumps

There will be a maximum of four trials per competitor in each event. All participating athletes will have two qualification trials (1st and 2nd trial). The best 6 athletes from the two first trials will have the right to compete in a 3rd qualification round. The best 4 athletes after the 3 qualification rounds will compete in the Final (4th round).

The 6 athletes with lower performance will be ranked by their best performance after the 2nd qualification trial. The 2 athletes in the 3rd qualification trial with the lowest performance will be ranked by their best performance after the 3rd trial. The remaining 4 athletes will be ranked by their best performance during the competition. IAAF Rule 180.20 will apply for ties.

8.6.2 Vertical Jumps

Each competitor shall be entitled to a maximum of 4 (four) fouls only throughout the whole field event. All the other relevant IAAF Rules for the vertical jumps will apply. IAAF Rule 181.8 c) will apply for ties.

The time permitted for each attempt in High Jump and Pole Vault shall be 1 (one) minute except when consecutive attempts are by the same athlete in which case IAAF Rule 180.17(C) shall apply.

8.6.3. Track events

In the track events no false start will be allowed. Any athlete committing a false start will be disqualified.

In the 3000m, 3000m steeplechase and 5000m three athletes will be eliminated in the course of the race as follows:

For the 3000m and 3000m steeplechase the last athlete in each of the following laps to the end will be eliminated: 5, 4 and 3. The last positioned athlete at 5 laps to the finish will be required to abandon the race immediately after entering to the 4th lap to the end and no further than 200m from the end of the 4th lap. The same procedure will apply for the last positioned athlete at 4 laps and 3 laps to the end.

For the 5000m the last athlete in each of the following laps to the end will be eliminated: 7, 5 and 3. The last positioned athlete at 7 laps to the finish will be required to abandon the race immediately after entering to the 6th lap to the end and no further than 200m from the end of the 6th lap. The same procedure will apply for the last positioned athlete at 5 laps and 3 laps to the end.

Note: The eliminated athletes will be notified by an official showing a visible sign with the respective country code.



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8.7 Starting Order and Distribution of Athletes per heat

The order of attempts in **field events** shall be decided by a draw conducted by European Athletics. Each participating team shall be allocated a letter which shall determine the order of attempts in the field events in accordance with the appropriate chart as Appendix 3 of the European Athletics Regulations for the European Team Championships.

In the **horizontal field events** the order of trials in the first round will be kept for the 2nd trial. The order of the trials will be the same in the third round for the 6 qualified athletes. The order of the trials in the final round will be the reverse order of the ranking after the 3rd round.

Races up to 400m inclusively and relays will be staged in two heats of 6 athletes each. The distribution of athletes per heat will be as follows:

For the races up to 400m inclusively the distribution will be based on the athletes' season best performance. In case the athlete has no season best the previous year season best will be taken in consideration and in case the athlete does not have also such performance the personal best will be considered for the purpose. These athletes will be ranked as follows: season best, season best of previous year and personal best for the purpose of the distribution per heats.

For the 4x100m relays the teams' distribution per heat will be according to the teams scoring standings 1 (one) hour before the scheduled hour for the event. The best scored teams will compete in the same heat which shall be the last event of the session of track events.

For the 4x400m relays the teams' distribution per heat will be according to the teams scoring standings 1 (one) hour before the scheduled hour for the event. The best scored teams will compete in the same heat which shall be the last event of the programme.

The second heat (B) will contain the top athletes/relays according to the above.

In case of 12 teams lanes 2-7 must be used. Lanes 4-5-6 will be allocated to top three athletes/relay teams according to the above. Lanes 2-3-7 will be allocated to the remaining athletes/relay teams.

The Technical Delegate will conduct the draw of the lane allocation after the final confirmations for 100m, 200m, 400m, 110m H, 100m H and 400m H.
For the relay races the Technical Delegate conducts the draw one hour before the races.



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9. COMPETITION PROCEDURE

9.1 Timetable

Please refer to Appendix 2 for the competition timetable.

9.2 Warming Up Before Events

Warming up will take place near the stadium as indicated in Appendix 4. (See point 7.4.)

9.3 Assembly and Call Room Procedures

The first call for the participants will be made in the warm-up area. 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.

All athletes must report to both the Call Room as follows:

- Running events 20 minutes
- Horizontal Jumps & Throwing Events 40 minutes
- High Jump 50 minutes
- Pole Vault 1h10 minutes

9.3.1 Call Room

Athletes will be transferred by shuttle from the Assembly Point at the Warm-up to the Call Room. From there, the athletes will be taken to the competition site following this time schedule:

- Running events 10 minutes
- Horizontal Jumps & Throwing Events 30 minutes
- High Jump 40 minutes
- Pole Vault 60 minutes

9.4 Event Presentation format

LOC has prepared in cooperation with European Athletics an event presentation plan in line with the format of this new event.

9.5 Competition Preparations

9.5.1 Field Events

Each athlete is allowed a minimum of two practice trials in the throwing events, under the supervision of the officials, more if time allows. The athletes will be called to the practice trials in the competition order. Only official markers provided by the LOC will be allowed for marking the runways.



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9.5.2.1 Measurements

Horizontal Jumps and Throwing Events will be measured by EDM (Electronic Distance Measurement) apparatus from Omega. High Jump and Pole Vault will be measured manually.

9.5.3 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.

9.6 Starter's Commands

The starter's commands will be given in English.

The starter's command for the distances up to and including 400m and 4x400m relay are:

"On your marks"
"Set"
(Gun fire)

For distances of 800m and over, the commands will be:

"On your marks"
(Gun fire)

Omega starting blocks will be used at the SPAR European Team Championships. These blocks have a false start detection system and are linked to the false start console.

9.7 Timing

The official timing will be provided by Omega and will be displayed on the official electronic timing instrument and photo finish cameras provided by Omega. For all races of 800m or more, the elapsed time will be displayed on electronic timers located at the end of each straight.

9.8 Leaving the stadium during the competition

An athlete may only leave the competition area when accompanied by a judge. The intention has to be communicated to the Referee.

9.9 Leaving the stadium after the competition

After the competition, athletes leave immediately through mixed zone. The exit route passes the interview cameras of the TV, then through the radio interview room into the mixed zone. The clothing baskets will be brought to the mixed zone.

9.10 Drinking Stations

Water and soft drinks are provided in the infield, mixed zone and in the warm-up area.



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9.11 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 75,00 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.

9.12 Interviews

Immediately after the competition, the flash interview group will interview the winning athletes. This interview is distributed on information sheets in the Media Tribune. 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.

- Flash Interviews – these will be conducted in the mixed zone immediately following each event. Following television interviews, the athletes will be available for the media
- Official Interviews – the first athlete in each event may be asked to attend an official interview. These press conferences will take priority over all other interview requirements. They will usually be held before doping control testing.

9.13 Doping Control

9.13.1 General Information

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

Athletes selected for doping control shall be informed by trained Chaperones or Doping Control Officers. Athletes will be required to sign a confirmation of notification and must report to the Doping Control Station immediately.

Athletes must ensure that they have photographic identification available at the competition area as this will be required by the Chaperone/Doping Control Officer in the event that the athlete is selected for drug testing.

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 may invite a team official to accompany them to the DCS.



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Athletes are reminded that refusal to provide a sample can render them liable to disqualification and may lead to further disciplinary action.

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

9.13.2 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 and who are not notified of their selection for doping control at the end of their event must report immediately to the DCS to provide a sample. Failure to provide a sample will result in the record not being ratified.

9.13.3 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 DCS.

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 Championships.

9.14 Victory Ceremonies

The victory ceremony for the three first ranked teams will take place on Sunday, 21 June, after the 4x400m relays during the Closing Ceremony. Teams should assemble at the entrance for the Call Room, being then escorted to the victory ceremony area. Athletes must wear the official team clothing for the ceremony.



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10. Medical Services

10.1 General

The medical service is 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 the stadium.

The participating teams are responsible for taking out their own insurance to cover illness or injury to any member of their team when travelling to and from European Athletics competitions and during the event itself (European Athletics Regulation 610.12).

In case of an emergency please contact the nearest medical aid station, in other cases the given instructions should be followed. Below is information on the medical care sites and relevant instructions. Dr. Pedro Branco is in charge of the medical service and can be reached on +351 92 780 49 80.

10.2 Medical Services in the Hotels

There will be no specific medical care in the teams' hotels. In case of need, medical support will be assured by contacting Dr. Pedro Branco in charge of the medical service for the SPAR European Team Championships through +351 92 780 49 80.

For emergency please contact the reception to call emergency number 112.

10.3 Medical Care at the stadium

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

The stadium medical service is also responsible for first aid in the warming up area.

10.4 Physiotherapy

One room per team will be assigned at the teams' hotel for the medical/physiotherapy personnel.

There are physiotherapy facilities in the Warm-Up Area, one tent per team. The team physiotherapists and doctors may use the equipment in the physiotherapy rooms in co-operation with the medical staff.



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11. Information

Stadium

Timing Boards

A clock showing the race time is positioned in the in-field near the finishing line as well as near the 100m, 200m and 300m start line.

Field Events Boards

The result of each trial in field events will be shown on Omega infield rotating scoreboards.

Final and intermediate results of the field events and the respective team points will be indicated on the scoreboards.

Announcements

Official announcements will be made in Portuguese and English.

Start Lists

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

Result Lists / Intermediate Scores

Results will be displayed on the video hall and on the notice boards near the TIC.

Complete Set of Result Lists

Copies of the results of each day's events will be distributed to each Team Manager at the TIC team mailboxes or at their hotel on each evening of competition. Completed results in the form of a booklet will be issued to Team Managers at each Team Hotel.



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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.

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

The **emergency phone number is 112** (police, ambulance and fire department). If necessary, the police can be contacted through the LOC information desk at your hotel.



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13. Opening & Closing Ceremonies

13.1 Opening Ceremony

The Opening Ceremony will take place on Saturday 20 June at the Estádio Municipal Dr. Magalhães Pessoa commencing at 15h10. Team members will not be involved.

13.2 Award Ceremony

The Award Ceremony will take place on immediately after the last event. The three first ranked teams are invited; gathering no later than 19h15 at the meeting point situated at the entrance of the call room.

13.3 Closing Party

Dinner on Sunday 21 June will be served at each Team's respective hotel, according to the schedule in point 5.6.

All team members are invited after the dinner to participate in the Closing Party to take place in Fátima (venue to be indicated). Everyone with accreditation or an invitation is welcome to attend.



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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 24 hours before departure, especially if there are any changes to the preliminary confirmed 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 Team Liaison Officer in each Teams Hotel checks the rooms together with the team leaders.

Poles and Javelins shall be transported by the athletes to the respective hotels in the shuttles buses after each event. Teams are responsible for taking this equipment in the transfer transport from the teams hotels to the airport.



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15. Contact Details

For further details about the SPAR European Team Championships, Leiria 2009, please contact:

15.1 European Athletics Office

European Athletics Office – Stadium
Floor 1 (next to VIP Entrance – Door 7)

See point 2.3. for the European Athletics Headquarters' contact details.

15.2 Office of the Organising Committee

LOC Office – Stadium
Floor 1 (next to VIP Entrance – Door 7)

Meanwhile and until one week before the event you can contact the LOC of the SPAR European Team Championships 2009, through the following contacts:

Contact: Célia Mendes (LOC Event Coordinator)
Address: Largo da Lagoa, 15 – B
2799-538 Linda-a-Velha - Portugal
Email: celia.mendes@fpatletismo.org
Tel: +351 21 414 60 20
Fax: +351 21 414 60 21

15.3 Others

Teams will have available on site a list of the relevant contacts (LOC, Embassies/Consulates, etc.)



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16. Appendices

LOC to add the following appendices:

Appendix 1 - Implement List

Appendix 2 - Timetable

Appendix 3 - Event Draw

Appendix 4 - Map of Stadium, Warm-up & Supporting Facilities

Appendix 5 – Accreditation system – Access Zones for Teams



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Appendix 1 - Implement List

IMPLEMENTS	CERTIF. No.	MANUFACTURER	MODEL / NUMBER	CATALOGUE NUMBER	QTY
Javelin 600 grs	I-99-0103	Nemeth	Classic 75 m, aluminium violet/wellow/red	600CS75	2
	I-99-0017	Nordic	Diana 70 m, steel lilac cord	7917600	2
	I-99-0191	Nordic	Diana 80 m Carbon, blue cord, white lilac spiral	7917603c	2
Javelin 800 grs	I-99-0011	Nordic	Airglider, steel 80 / 90 m, red cord, white	7916803	2
	I-99-0012	Nordic	Champion, steel 80 m, black cord, white	7916800	2
	I-99-0189	Nordic	Champion Carbon, lilac cord, white/lilac spiral	7916800c	2
	I-99-0190	Nordic	Orbit Carbon, blue cord, white/blue spiral	7916808c	2
Discus 1 Kg	I-99-0099	Denfi	Jugen Schult spin, chrome rim, carbon grey	D1000JSUS	2
	I-99-0096	Nelco	Gold/white, brass rim, plastic side	N1105GD	2
	I-99-0031	Nordic	Super Spin, brass rim black fiberglass black/gold	6131100	2
Discus 2 Kg	I-99-0098	Denfi	Jugen Schult spin, chrome rim, carbon grey	D2000JSUS	2
	I-99-0006	Nordic	Gold, brass rim, black fiberglass white/gold	6176200	2
	I-99-0030	Nordic	Super Spin, brass rim black fiberglass black/gold	6131200	2
Hammer 4 Kg	I-99-0010	Nordic	Stainless Steel, silver (95 mm)	5127400	2
	I-99-0156	Polanik	Brass, gold (95 mm)	PM-4/95-130	3
Hammer 7,260 Kg	I-99-0008	Nordic	Brass, gold (110 mm)	5125726	3
	I-99-0032	Nordic	Cast Iron (113 mm)	5120726	2
	I-00-0206	Polanik	Brass, gold (110 mm)	PM-7,26/110	3
Shot 4 Kg	I-99-0026	Nordic	Steel, black (104 mm)	5133400	2
	I-99-0025	Nordic	Steel, red (108 mm)	5133402	2
	I-00-0198	Polanik	Brass, gold (100 mm)	PK-128-M	3
Shot 7,260 Kg	I-99-0175	Mondo	Steel, red (121 mm)	AL305	2
	I-99-0022	Nordic	Olympic Super, steel black (125 mm)	5131727	2
	I-04-0305	Polanik	Steel, red (128 mm)	PK-7,26/128	3



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Appendix 2 - Timetable

Saturday, 20 June

15.30	Hammer Throw	Men
15.32	100m extra heat 1	Women
15.35	Pole Vault	Women
13.39	100m extra heat 2	Women
15.40	Triple Jump	Women
15.46	100m extra heat 1	Men
15.53	100m extra heat 2	Men
16.00	400m hurdles heat 1	Men
16.07	400m hurdles heat 2	Men
16.10-15	Hammer Throw (final attempts)	Men
16.20	High Jump	Men
16.21	100m heat 1	Women
16.28	100m heat 2	Women
16.30	Shot Put	Men
16.30-36	Triple Jump (final attempts)	Women
16.40	400m heat 1	Men
16.45	Discus Throw	Women
16.46	400m heat 2	Men
16.53	800m	Women
17.01	100m heat 1	Men
17.08	100m heat 2	Men
17.10-15	Shot Put (final attempts)	Men
17.19	3.000m	Women
17.30-35	Discus Throw (final attempts)	Women
17.37	400m hurdles heat 1	Women
17.43	400m hurdles heat 2	Women
17.48	1.500m	Men
17.50	Long Jump	Men
17.57	3.000m steeplechase	Women
18.10	Javelin Throw	Women
18.13	400m heat 1	Women
18.19	400m heat 2	Women
18.25	5.000m	Men
18.40-46	Long Jump (final attempts)	Men
18.48	4 x 100m heat 1	Women
18.55	4 x 100m heat 2	Women
18.58-19.04	Javelin Throw (final attempts)	Women
19.06	4 x 100m heat 1	Men
19.13	4 x 100m heat 2	Men

Sunday, 21 June

15.15	Hammer Throw	Women
15.20	Pole Vault	Men
15.24	4 x 100m extra heat 1	Women
15.27	Triple Jump	Men
15.31	4 x 100m extra heat 2	Women
15.38	4 x 100m extra heat 1	Men
15.45	4 x 100m extra heat 2	Men
15.55-16.00	Hammer Throw (final attempts)	Women
16.05	High Jump	Women
16.13	Shot Put	Women
16.17-23	Triple Jump (final attempts)	Men
16.25	110m hurdles heat 1	Men
16.30	Discus Throw	Men
16.32	110m hurdles heat 2	Men
16.40	200m heat 1	Women
16.47	200m heat 2	Women
16.53-58	Shot Put (final attempts)	Women
17.00	800m	Men
17.06	100m hurdles heat 1	Women
17.13	100m hurdles heat 2	Women
17.15-20	Discus Throw (final attempts)	Men
17.23	3.000m	Men
17.35	Long Jump	Women
17.37	1.500m	Women
17.52	200m heat 1	Men
17.55	Javelin Throw	Men
17.58	200m heat 2	Men
18.04	5.000m	Women
18.23-29	Long Jump (final attempts)	Women
18.31	3.000m steeplechase	Men
18.42	4 x 400m heat 1	Women
18.47-51	Javelin Throw (final attempts)	Men
18.53	4 x 400m heat 2	Women
19.02	4 x 400m heat 1	Men
19.11	4 x 400m heat 2	Men



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Appendix 3 - Event Draw

Starting Order for all other events:

Country	UKR	SWE	ESP	FRA	GRE	POR	GBR	GER	RUS	POL	CZE	ITA
Event	A	B	C	D	E	F	G	H	I	J	K	L
800/TJ	1	2	3	4	5	6	7	8	9	10	11	12
1500	2	3	4	5	6	7	8	9	10	11	12	1
5000	3	4	5	6	7	8	9	10	11	12	1	2
3000	4	5	6	7	8	9	10	11	12	1	2	3
3000 sc	5	6	7	8	9	10	11	12	1	2	3	4
SP	6	7	8	9	10	11	12	1	2	3	4	5
DT	7	8	9	10	11	12	1	2	3	4	5	6
HT	8	9	10	11	12	1	2	3	4	5	6	7
JT	9	10	11	12	1	2	3	4	5	6	7	8
HJ	10	11	12	1	2	3	4	5	6	7	8	9
PV	11	12	1	2	3	4	5	6	7	8	9	10
LJ	12	1	2	3	4	5	6	7	8	9	10	11

Special Draw for races up to 400m:

According to the point 2.5 in the appendix of the European Team Championships Regulations races up to 400m inclusively and relays will be staged in two heats of 6 athletes each. The second heat (B) will contain the top athletes/relays according to points 2.5.1. or 2.5.2./2.5.3. of the appendix.

In case of 12 teams lanes 2-7 must be used.

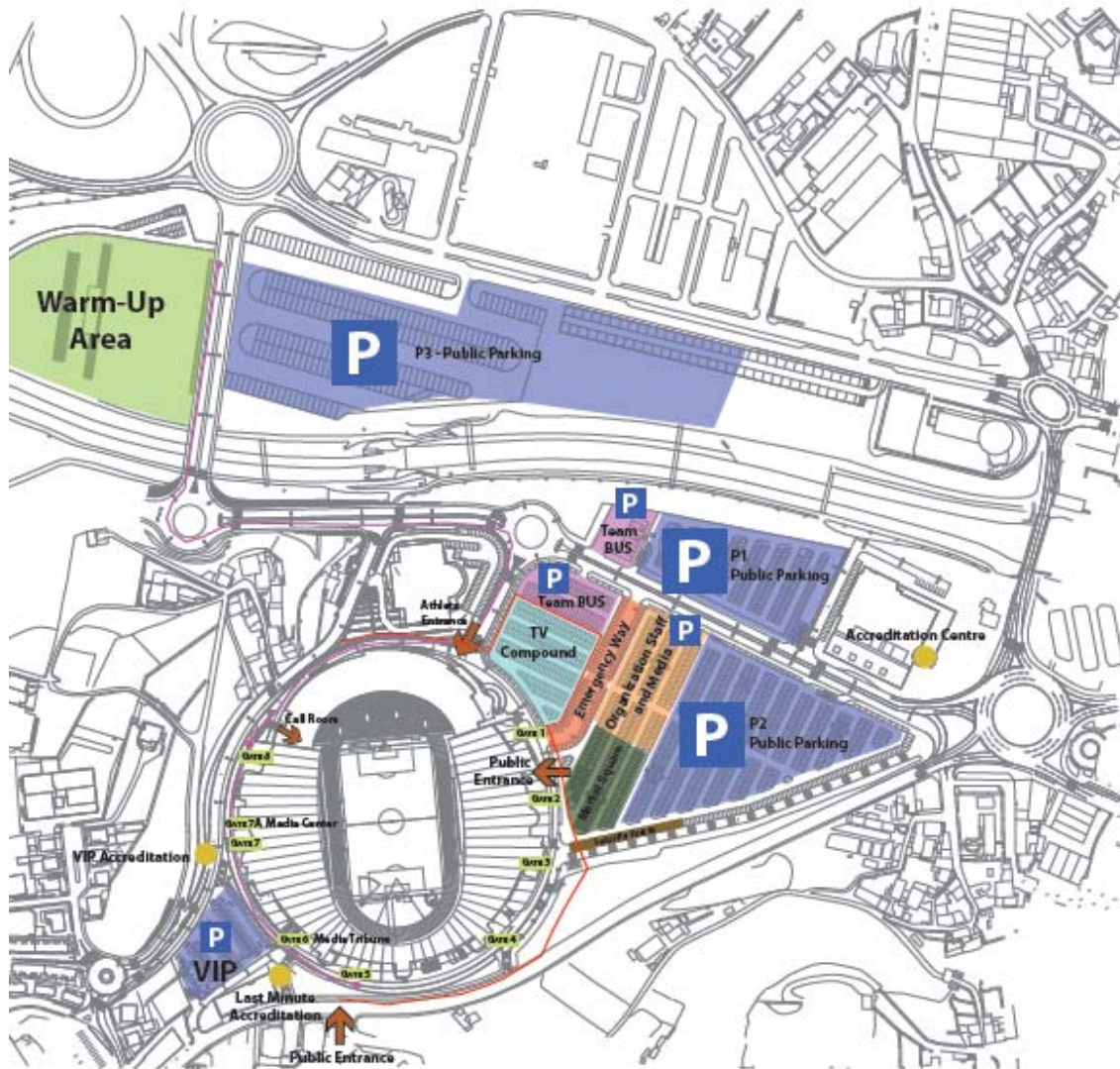
Lanes 4-5-6 will be allocated to top three athletes/relay teams according to points 2.5.1. or 2.5.2./2.5.3. of the appendix.

Lanes 2-3-7 will be allocated to the remaining athletes/relay teams according to points 2.5.1. or 2.5.2./2.5.3. of the appendix.

The Technical Delegate will conduct the draw of the lane allocation after the final confirmations for 100m, 200m, 400m, 110m H, 100m H and 400m H.

For the relay races the Technical Delegate conducts the draw one hour before the races.

Appendix 4 - Map of Stadium, Warm-up & Supporting Facilities



LEGENDA / KEY

	Accreditation <i>Acreditações</i>		Training Zone <i>Zona de Treinos</i>		Shuttle Traject <i>Percurso Mini-Autocarro</i>
	Parking <i>Parques Estacionamento</i>		Security Forces <i>Forças de Segurança</i>		Perimeter Security <i>Perímetro de Segurança</i>
	Team BUS <i>Autocarro das equipas</i>		Market Square		
	Organization Staff and Media <i>Organização e Imprensa</i>		TV Compound		

(Further maps to be included in the printed version)

Appendix 5 – Accreditation system – Access Zones for Teams

Colour	Category	Accreditation Zones								T1 (dedicated car)	T2 (courtesy car pool)	B shuttle
		1	2	3	4	5	6	7	8			
	4	EA CLUB / VIP AREA	Competition Management	Infield	Mixed Zone	MEDIA CENTER	MEDIA TRIBUNE	TV/RADIO AREA	TEAM AREAS			
DARK GREEN	Ta								X			X
	Th	X							X			X
	Tl								X			X
	Tc								X			X
	To								X			X
	Tp				X	X	X		X			X
	Tm								X			X
	Tt								X			X