



19 May

nightofthe10kpbs.com



**TEAM
MANUAL**

European 10,000m Cup Parliament Hill, London



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1. GENERAL INFORMATION

1.1 Host Country Great Britain & N.I

Form of Government	Constitutional Monarchy
Location	Western Europe
Area	Europe
Population	66 million
Coastline	12,429 km
Climate	Maritime
Language	English
Religion	Christian
Capital	London
Local Time	GMT
Electricity	230V AC
Driving	Left-Hand Drive
Telephone Country Code	+44
Currency	GBP (£) - British Pound Sterling

1.2 Host city London

London, the capital of England and the United Kingdom, is a 21st-century city with history stretching back to Roman times. At its centre stand the imposing Houses of Parliament, the iconic 'Big Ben' clock tower and Westminster Abbey, site of British monarch coronations. Across the Thames River, the London Eye observation wheel provides panoramic views of the South Bank cultural complex, and the entire city.

Business Hours Shops, Government Offices, Banks

0900-1700 Shop Openings

0900-1700 Government Offices

0900-1700 Banks

Useful expressions

"Hello", "How are you", "Good bye", "Yes", "No", "Please", "Thank You"

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2. ORGANISATIONAL STRUCTURE

2.1 European Athletics Council

President

First Vice President

Vice Presidents

CEO

Council Members

Svein Arne Hansen (NOR)
Dobromir Karamarinov (BUL)
Jean Gracia (FRA)
Frank Hensel (GER)
Christian Milz (SUI)
Sylvia Barlag (NED)
Gregor Bencina (SLO)
José Luis de Carlos (ESP)
Panagiotis Dimakos (GRE)
Alfio Giomi (ITA)
Márton Gyulai (HUN)
Toralf Nilsson (SWE)
Antti Pihlakoski (FIN)
Jorge Salcedo (POR)
Gabriela Szabo (ROU)
Erich Teigamägi (EST)
Libor Varhanik (CZE)
Salih Munir Yaras (TUR)

IAAF President (ex officio member)

Sebastian Coe (GBR)

European Athletics Honorary Life Presidents

Carl-Olaf Homén (FIN)
Hansjörg Wirz (SUI)

2.2 European Athletics Delegates

European Athletics Council Delegate

Technical Delegate

Doping Control Delegate

Jury of Appeal

José Luis de Carlos (ESP)

José Luis de Carlos (ESP)

Petr Jelínek (CZE)

(to be appointed at the Technical Meeting)

2.3 European Athletics Office

European Athletics Avenue Louis-Ruchonnet 16

1003 Lausanne, Switzerland

Tel: +41 21 313 43 50

Fax: +41 21 313 43 51

E-mail: competition@european-athletics.org

Web: www.european-athletics.org

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2.4 Executive Board of United Kingdom Athletic Federation

President	Jason Gardener
Chief Executive	Niels de Vos
Chairman	Richard Bowker
General Secretary	Cherry Alexander

2.5 Local Organising Committee

Event Host	Ben Pochee
General Secretary	Cherry Alexander
Director of Strategy and Partnerships	Nigel Holl
Event Management	Robert Logan
Protocol / Hospitality	Cherry Alexander
Press / Media	James Harding
Finance	Jodie Payton
Accreditation	Robyn McDowall
Travel / Accommodation	Jodie Payton
Marketing/ Promotion	Rachel McPeake
Branding	Roseanne Pell
Anti-Doping	David Walsh
Competition	Malcolm Rogers
Ceremonies	Karen Forbes
Team Services	Yannick Phippen

2.6 Competition Organisation

Competition Director	Ben Pochee
Meeting Manager	Kate Jenrick
Technical Manager	Martin Howard
Event Presentation Manager	Andy Kay
Track Referee	Richard Whybrow
Call Room Referee	Peter Shilling
Chief Timekeeper	Don Turner
Chief Photofinish	Mark Delgado
Chief Starter	Rob Bush
Technical Information Centre Manager	Mike Forest
Secretary Jury of Appeal	Malcom Rogers

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2.7 Participating Federations (Based on the preliminary entries)

Men	Women
Austria	
Belgium	
Belarus	Belarus
Bulgaria	Bulgaria
Croatia	Croatia
Czech Republic	Czech Republic
	Denmark
Spain	Spain
Estonia	Estonia
Finland	Finland
France	France
Germany	Germany
Great Britain & NI	Great Britain & NI
	Greece
	Hungary
Ireland	Ireland
Israel	Israel
Italy	Italy
Latvia	Latvia
	Lithuania
Netherlands	Netherlands
Norway	Norway
Poland	Poland
Portugal	Portugal
Romania	Romania
Slovenia	
Serbia	Serbia
Switzerland	Switzerland
Sweden	Sweden
Turkey	Turkey
Ukraine	Ukraine

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3. TRAVEL TO PARLIAMENT HILL

3.1 Official Airport and Arrival Information

The official airports, located 34 km from Parliament Hill Athletics Track, is London Heathrow (LHR) and London City (LCY) International airport, where the LOC will provide adequate welcome services.

3.1.1 Welcome Service

Upon arrival at London Heathrow Airport, London City Airport or London St. Pancras the teams will be met by event volunteers.

A Meet & Greet service will operate according to arrivals schedules.

Thursday 17 May according to arrivals schedules

Friday 18 May according to arrivals schedules

After collecting luggage, team members will be escorted to the official buses by staff and taken to the team hotels

The transfer time from the airport to the official hotels is 60 minutes approximately.

3.2 Arrival by Train

There will be no Welcome Desk at the main railway station in London St. Pancras Train Station. Teams arriving by train will be met by LOC representatives and taken to the team hotel, according to the arrival times given in the final entry system.

3.3 Arrival by Road

Teams arriving by bus or car are requested to go directly to their hotel, where representatives from the LOC will welcome them.

3.4 Visa Requirements

The following countries require visas to enter Great Britain & NI:

ALB	Albania	MKD	FYR of Macedonia
ARM	Armenia	MDA	Moldova
AZE	Azerbaijan	MNE	Montenegro
BLR	Belarus	RUS	Russia
BIH	Bosnia - Herzegovina	SRB	Serbia
GEO	Georgia	TUR	Turkey
KOS	Kosovo	UKR	Ukraine

Visas should be obtained before leaving your country, from the **British** Embassy or Consulate well in advance to ensure all the procedures in due time.

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

Karen Forbes (Athlete Logistics Manager) - KForbes@britishathletics.org.uk

The following information should be included in the request:

- Full name (First name and family name as shown in passport)
- Gender
- Date of Birth

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- Passport Number and Passport expiry date (passports should be valid at least 6 months after the end of the competition)
- Function in the team (Athlete or Officials)

The invitation will be sent to you as soon as possible.

Do you require a visa?

Please refer to the table at the end of the document for a list of countries whose citizens are visa nationals and require visas to enter the UK. You can also check if you require a visa www.gov.uk/check-uk-visa

All applications will be subject to the UK's Immigration Rules, which are available <https://www.gov.uk/guidance/immigration-rules/immigration-rules-index>.

Visa nationals and non-visa nationals can enter the UK as visitors for the purpose of taking part in sporting events, including as participants, officials, team support staff, accredited media and VIPs, as permitted by the visitor rules. You can find UK Immigration visitor rules <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>

Types of visa

Standard Visitor visa

This visa is suitable for applicants who will be attending the Championships and will NOT be receiving payment from a UK source for any activities undertaken in the UK. A Standard Visitor visa is valid for six months from date of issue. You can find out more about the Standard Visitor visa <https://www.gov.uk/standard-visitor-visa>

How do I apply for a visa?

You need to apply online for a UK visa at www.gov.uk/apply-uk-visa and attend an appointment at a Visa Application Centre (VAC) in person to have biometric information (fingerprints and photograph) taken and to provide supporting documents in hard copy.

There are currently VACs in over 200 locations worldwide but please note that there is not a VAC in every country and you may have to travel to a neighbouring country.

When should I apply for a visa?

You can apply for a UK visa a maximum of three months prior to your date of travel - from mid-February 2018 for the event. We encourage you to apply as early as possible.

UKVI's standard service for visit visas is 15 working days to decision from providing biometrics at the VAC. Note that your passport is retained during this time. In some countries you may be able to get your visa processed more quickly for a higher fee under UKVI's priority visa scheme.

This 15 working day turnaround time cannot be guaranteed and is dependent on meeting the requirements of the UK's Immigration Rules. Failure to complete the application form correctly or to provide all the required supporting documents may result in your application being delayed or refused. Please be aware that your nearest VAC may be busy and you may not be able to make an appointment straightaway. We therefore **recommend** that you submit your online application by **19 April 2018**. You can cancel a VAC appointment prior to attending it and the visa fee will be refunded to you.

How much does the visa cost?

The current standard fees for UK Standard Visitor visa is

Standard Visitor £89

Some VACs offer a priority service to enable you to get your visa processed more quickly. Note that the costs below are in addition to the standard fee.

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Priority (3-5 working days)	£184
Super Priority (24 hours)	£919

Some VACs are User Pay and you will need to pay an additional fee of £55 to attend an appointment at these VACs.

Which documents do I need to support my application?

Passport - You need to provide your passport details in the online application and take it with you to your appointment at the VAC. We recommend that your passport is valid for six months beyond your stay in the UK. You will need a page in your passport that is blank on both sides for your visa.

Visa support letter - Proof of participation in the European 10,000m Cup will be supplied to you in the form of an official invitation letter from the LOC. You should take a copy of this letter with you when you attend your appointment at the VAC and have it with you to show at the UK Border on arrival in the UK.

3.5 Insurance

According to the Regulation 110.9 the participating Member Federations are responsible for taking out their own insurance to cover the risk of illness or injury of any member of their team when travelling to and from the European Athletics event and during the event itself. Please take the necessary steps to fulfil these requirements well in advance.

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4. ACCREDITATION

4.1 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.

4.2 Accreditation Procedure

The Teams' Accreditation Centre will be located at Best Western Palm Hotel. This is where the Team Leader shall report as soon as possible after his arrival, in order to carry out the administrative procedures.

For any team accommodated at the Holiday Inn Brent Cross, a shuttle will be provided for the team leader/ team manager as required to the Best Western Palm Hotel.

The opening dates and times of the Teams' Accreditation Centre will be as follows:

17 May	from 18:00 until 20:00
18 May	from 08:30 until 20:00
19 May	from 08:30 until 17:00

4.3 Accreditation Procedure

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

The Team Leader will be asked to complete the following formalities before he can collect the accreditation cards for the whole team:

- LOC accommodation invoice
- Check of athletes' passport (or a copy)
- Uniform check
- Final confirmation of entries
- Collection of competition related forms and information
- Confirmation of departure details

4.4 Access Areas for Teams and Special Passes

All team accreditation cards will allow access to the team tent area, warm-up area and training areas, changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the infield. Furthermore, the accreditation can be used to access the Team Shuttle Buses.

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.

European Athletics shall provide special passes as required for the following categories:

- TIC (only for collecting items from the pigeon hole) - up to 4 per team depending on the size of the team.

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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4.5 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the LOC, at Best Western Palm Hotel. Duplicate cards can be obtained where proof of identity can be established.

Unauthorised use of an accreditation card will result in the card being confiscated.

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5. ACCOMMODATION & HOTEL INFORMATION

5.1 General Information

The LOC has made accommodation arrangements for team members in two hotels.

5.2 Information Desk

Information Desks will be located in the lobby of the Team Hotels with qualified personnel offering relevant information about all aspects of the European 10,000 Cup.

The Information Desks opening hours will be as follows:

17 May	According to arrivals
18 May	from 08:30 until 22:00
19 May	from 08:30 until 22:00
20 May	According to departures

5.3 Official Hotels

The official hotels for the European 10,000m Cup are indicated below with the internet address of their home page where further information can be found:

Team Hotels

Best Western Palm Hotel
64-76 Hendon Way
Tel 020 8455 5220
www.palmhoteluk.com/

Holiday Inn London - Brent Cross

Tilling Road, Brent Cross,
London,
NW2 1LP
Tel: + 44 (0) 8719 429 112
Web: www.hilondonbrentcrosshotel.co.uk

Reservations will be made by the LOC based on the accommodation requirements indicated in the Final Entries.

European Athletics Family Hotel

Best Western Palm Hotel
64-76 Hendon Way
Tel 020 8455 5220
www.palmhoteluk.com/

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5.4 Accommodation Costs and European Athletics Quota

5.4.1 European Athletics Quota

According to European Athletics Regulation 910.4 European Athletics shall bear the board and lodging expenses of the visiting teams at the venue of the competition for a maximum period of not more than 2 (two) days and for a maximum number of up to 3 (three) male and up to 3 (three) female runners (scoring athletes) from each visiting Member Federation.

5.4.2 Accommodation Costs

The following rates must be paid for out of quota athletes, for all team officials and for additional days:

Team Members	Single room	Twin room
Athletes, in and out-of-ratio officials	140 EUR per night ⁽¹⁾	180 EUR per night ⁽²⁾
Additional nights (Athletes and Officials)	150 EUR per person/night	200 EUR per night ⁽²⁾

All prices include meals and VAT

In addition to the accommodation costs, out-of-ratio officials will be charged a lodging fee of 20 EUR, for the whole duration of the event.

(1) Each team will be allocated a minimum number of single rooms equivalent to 10% of the total number of athletes and officials in ratio entered at the price of a twin room. Any single rooms above the 10% threshold will be charged at the rate of 140 EUR.

(2) In case of later arrival / early departure of the sharing person, the night used as single room will be charged at the half of the rate of the twin occupancy room (90 EUR during the official period / 100 EUR for additional nights)

5.4.3 Ratio of Athletes & Officials

The number of team officials in the hereunder chart is also eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.

Maximum number of additional officials (out-of-ratio) ⁽²⁾:

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

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

(1) The number of above mentioned team officials is eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.

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- (2) For Personal coaches beyond the maximum number of out-of-ratio officials, packages can be offered without accommodation including accreditation with access to the warm-up, training facilities and team seats.

5.4.4 Cancellation Policy

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

Note: The team Invoice will be based on the accommodation requests included in the final entries as well as any additional requirements indicated after the closing of the final entries.

5.4.5 Payment Procedures

Federations are kindly encouraged to pay the final team invoice by bank transfer to the following account:

Account Name: Corporate & Sporting Events Management Limited
IBAN Number: G B 1 3 Y O R K 0 5 9 8 0 2 3 9 5 2 5 5 0 0
Swift Number: YORKGB22XXX
Account Number: 4 4 2 5 3 9 5 2 5 3 5 0 0
Sort Code: 05-03-03

Bank Address: Yorkshire Bank
14 Broadway
Bradford
BD1 1EZ

Trading Address: Corporate & Sporting Events
Alexander Stadium
Walsall Road
Birmingham
B42 2LR

Tel. +44 (0) 121 647 4090

Fax. +44 (0) 121 647 4099

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

The final team invoice will be sent to each Federation after the final entry deadline. Should the amount be settled by bank transfer, the team leader is requested to provide the LOC with a proof of payment upon arrival at the Finances Office that will be located in the Main Accreditation Centre. Otherwise the invoice total amount must be paid on site by the Team Leader on arrival at the Accreditation Centre.

Payment can be made by credit card or by cash in British Pound Sterling or Euros.

The following credit card type will be accepted on site: **Visa and Mastercard**

Extra Charges

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 to the hotel for any extras incurred must be made in British Pound Sterling

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5.5 Rooming list

Detailed information about athletes and officials' rooming list will have to be entered by the Member Federations during the Final Entries process.

5.6 Meals

Meals will all be served in buffet style and, to the extent possible, will be similar in all hotels. A large selection of suitable food will be available taking into consideration special diets, religion and culture of the participants.

Meals times shall be as follows:

Friday 18 May

- Breakfast 06:30 - 10:00
- Lunch 12:00 (noon) - 14:00
- Dinner 19:00 - 22:00

Saturday 19 May

- Breakfast 07:00 - 10:30
- Lunch 13:30 - 16:00
- Dinner 21:30 - 00:00 (midnight)

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

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

Accreditation cards will allow access to meals. Furthermore, access to restaurants will only be possible at the hotel where they are staying.

5.7 Services in the Team Hotels

5.7.1 Meeting Rooms

Rooms for meeting opportunities are available at all team hotels. Reservation shall be required via the Information Desk at a reasonable time in advance.

To ensure that all teams have access to the meeting room, usage may be limited.

Teams requiring any additional service may make separate arrangements through the information desk. There is also the possibility to reserve office/meeting rooms for Teams, with exclusive right for the whole duration of the Championships. Please contact:

Jodie Payton - Jodie.Payton@cseplc.com

5.7.2 Rooms for physiotherapy

Dedicated rooms for physiotherapy will be provided for the teams with medical staff to set-up their own massage beds.

There will also be LOC physiotherapy services offered to those teams that do not have their own medical staff (see 11.2).

5.7.3 Internet access

Free internet access will be provided at team hotels.

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6. TRANSPORTATION

Transportation between the team hotels and the various venues, including official and social functions, will be guaranteed by the LOC shuttle service.

6.1 Transport Desk

The main transport desk will be located at Best Western Palm Hotel and will be open from:

Friday 18 May from 09:00 to 22:00
Saturday 19 May from 9.00 to 10:00
Sunday 20 May from 08:00 to 15:00 or until the last team's departures

6.2 Bus Shuttle Service

A detailed specific timetable will be posted on the notice boards at the Information desk in each Team Hotel.

Transfer times between the hotels and the competition venue will be around 20 Minutes depending on traffic conditions.

The following arrangement have been made for the team hotel:

	Departure from Western Palm Hotel	Best	Departure from Track	Parliament Hill
Friday 18 May	16:00 & 17:00		18:00 and 19:00	
Saturday 19 May	17:30, 18:00, 18:30, 19:00, 19:30 and 20:00		21:30, 22:00, 22:30 and 23:00	

6.3 Return to Airport

Transport will be arranged according to the flight schedules submitted by the teams. Further information will be available at the Local Organising Committee Information Desk.

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7. TECHNICAL INFORMATION

7.1 Technical Information Centre (TIC)

The TIC is located at the competition venue (see Appendix 3).

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

The TIC will be open at the following times:

Friday 18 May	From 17:00 until 19:00
Saturday 19 May	From 17:00 until 22:00

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

- Display on the relevant notice board of official communications to the teams, including start lists, results and Call Room reporting times
- Distribution of urgent notices to the delegations from the Technical Delegate and competition management via the pigeonholes. It is the Team Leader's duty to collect this kind of information in due time.
- Receipt of written questions to be answered during the Technical Meeting
- Settlement of technical enquiries from delegations
- Receipt of Final Confirmations
- Distribution of items confiscated at the Call Room
- Managing national record doping control requests
- Receipt of withdrawal forms
- Written Appeals

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 4.4.).

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.

7.2 Technical Meeting

The Technical Meeting will be held on **Friday 18 May at 17:30**, in the City of London's staff building which is 150m away from the track.

Each team may be represented by a maximum of one delegate per team can attend (not two) due to space restrictions and, if necessary, an interpreter. It is very important that all teams are represented at the Technical Meeting.

The Technical Meeting will provide updates and information which is not already mentioned in this manual and will include:

- Timetable amendments (if any)
- Allocation of lanes
- Appointment of the Jury of Appeal
- Answers to written questions

Start lists for the first competition day will be ready for collection together with the bibs after the Technical Meeting.

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Written Questions

Any enquiries concerning the technical conduct of the competition must be made in writing (in English). These questions will be answered at the Technical Meeting.

The forms on which the questions must be written will be distributed upon arrival at the Accreditation Centre.

These forms must be returned to the information desk at the hotel or via email to European Athletics no later than Friday 18 May at 12:00 (noon time). No questions will be accepted during the Technical Meeting.

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8. COMPETITION & TRAINING VENUES

8.1 Competition Venue

Parliament Hill Athletics Track and its surrounds are shown in appendix 3 of this document. There is no stadium seating at the track.

The stadium has the following competition sites:

- 8 lanes

The Warm-up Area has the following competition sites:

- *Asphalt Road Path around the park*
- *Grass land surround the stadium*

8.2 Training Venue

Athletes will have the possibility to train in the following venues and schedules:

Parliament Hill Athletics Track
Friday 18 May from 17:00 until 19:00

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.

8.3 Orientation visit to the Competition Venue

Heads of Delegation may visit the Parliament Hill Athletics Track, inspecting access routes and other facilities which will be important to the teams on **Friday 18 May at 18:00**. Heads of Delegation will be collected direct from the Technical Meeting upon conclusion and be escorted on this visit.

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9. ENTRY, QUALIFICATION SYSTEM & FINAL CONFIRMATIONS

9.1 Entry Rules

9.1.1 Team Entries

According to 902.7 each European Athletics Member may enter 1 (one) men's team and 1 (one) women's team, of a maximum of 6 (six) runners each of whom 3 (three) will score.

In case a Member Federation participates with two athletes who have achieved the entry standard a third athlete may be allowed to take part without entry standard in order to complete a scoring team of 3.

9.1.2 Individual Entries

Although the Cup is basically a team competition, individual entries may be accepted (902.13), according to the qualification standards, for those European Athletics members which are unable to send full teams.

Only Member Federations which have no athletes with entry standards may enter 1 (one) athlete in each event, even if he/she has not fulfilled the entry standards, provided that such Member Federation has participated in the preceding year's European Cup 10,000m (902.14).

The individual ranking will be applied for all runners.

9.2 Qualification standards

Event	Men	Women
5000m	13:59.58	16:11.68
10,000m	29:32.09	34:34.33
3000m steeple	8:51.72	10:21.31
10km	29:42	33:58
Half Marathon	1:05.09	1:14.57
Marathon	2:17.19	2:38.57

- The time which is equal to the hundredth best in the European Best Lists of 5000m, 10,000m, 3000m Steeplechase, 10km, Half Marathon and Marathon of the year 3 (three) years preceding the event, achieved between the 1st of January 2 (two) years preceding the year of the competition and the closing date for the final entries.
- Runners having finished in the first 50 (fifty) in any of the last 3 (three) IAAF World Cross Country Championships, or in the first 20 (twenty) in the Senior Events of the European Cross Country Championships held in the year preceding the European Cup 10,000m, or in the first 10 (ten) in the Under 23 Events of the European Cross Country Championships held in the year preceding the European Cup 10,000m.

Qualification for the European Athletics Championships

The first three placed athletes (men & women) of the European 10,000m Cup will be eligible to take part in the next edition of the European Athletics Championships even if the entry standard was not achieved. The entry of such athlete will be up to his/her National Federation.

9.3 Entries Procedures

Entries shall be made through the European Athletics online Event Management System, called Arena, which will be accessible at the following link: <https://arena.european-athletics.org/>.

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Member federations' entries managers shall use their already known individual and personalised access.

9.3.1 Final Entries

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

- Opening of the final entries: 23 April 2018
- Closing of the final entries: 09 May 2018, 14:00 (CET)

All member Federations will be able to consult and print out their entries at any time during the opening period and will receive a pdf report with a status of their entries 24h before the deadline as well as one pdf confirmation after the closing of the system.

Detailed travel and rooming list information will have to be registered for each athlete and official during the final entries process. Amendments and updates will then be possible through the accommodation and transportation modules after the closing of the final entries.

9.3.2 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. These forms must be completed and returned immediately **or no later than 15:00 on Friday 18 May**.

Any team foreseeing to arrive later than this deadline shall confirm the respective athletes' participation via email to competition@european-athletics.org.

9.3.3 Withdrawal

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

9.4 Scoring

The women's and men's races are scored separately.

If A and B races are held, the results are merged into one list. The team ranking is decided on the basis of the 3 (three) best times of the team members in the A and B races. A team with fewer than 3 (three) finishing athletes shall not be counted in the teams' classification.

The individual ranking is decided by merging together the results of A and B races into 1 (one) list of results.

9.4.1 Ties

In the event of a tie, it shall be resolved in favour of the team whose last scoring runner finishes with the better time.

9.5 Participation Order/Lanes

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

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10. COMPETITION PROCEDURE

10.1 Timetable

Please refer to Appendix 1 for the competition timetable.

10.2 Competition Bibs

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

Each competitor receives 2 numbers. The bibs shall be pinned on the front and the back of the competition clothing, the competition numbers may not be cut, bent or covered in any way.

One of the bibs will be with a plastic pouch for the transponders and shall be pinned in the front. Transponders will be handed out at the Call Room.

10.3 Competition Clothing

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

The European Athletics has a record of the Team vests of all Member Federations available on European Athletics event management system, Arena, accessible at the following link: <https://arena.european-athletics.org/>.

Member Federations shall confirm their team vests via European Athletics Arena System. If the uniform displayed differs from your current official uniform, the revised **Team Vests form must be uploaded by 09 May 2018** using the form sent by European Athletics for that specific purpose. 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 rule stipulating the compulsory wearing of the official competition clothing will be applied during the competition but also during any victory lap, interviews at the Stadium and Victory Ceremonies.

Dimension of Spikes

The maximum length of spikes for track events is 6mm.

10.4 Call Room

The Call Room is located on the venue map Appendix 3. Access will be allowed to athletes only and according to the following reporting times:

Report Call Room	Call Room closes	At competition site
35 Minutes	25 Minutes	10 Minutes Before

All times are prior to the actual starting time of the event.

10.4.1 Call Room Procedures

In the Call Room, the judges will check the following in accordance with IAAF Rules:

- Competition bibs
- Shoes and spikes
- Uniforms
- Bags (identification on and content of)
- Any other kind of advertising

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Personal belongings (video cameras, tape recorders, radios, CD players, radio transmitters, MP3/MP4, cell phones or similar devices) will not be permitted in the infield as per IAAF Rule 144.2. Competition officials in Call Room will confiscate all not authorised items. Athletes will receive a receipt for any such items. Upon presentation of this receipt, the athletes will be able to collect such items from the TIC once their event has finished.

10.5 Specific Event Procedure

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

10.6 Timing

The official timing will be provided by Premier Timing Ltd via FinishLynx Photofinish cameras. For all races, the elapsed time will be displayed on the electronic timer located at the 200m start line, the finish line and on the video board.

10.7 Protests and Appeals

Protests and appeals 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 someone acting on his/her behalf or by an official representative of a team (Rule 146.3). Such person or team may protest only if they are competing in the same round of the event to which the protest (or subsequent appeal) relates.

Where the appropriate Referee is not accessible or available, the protest should be made to him through the TIC. Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event (posted on the TIC information board).

If the final decision of Referee is not satisfactory a written appeal can be submitted to the Jury of Appeal also through the TIC.

Any written appeal to the Jury of Appeal must be made in accordance with Rule 146.5 and 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, 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.

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11. MEDICAL SERVICES & DOPING CONTROL

11.1 Medical Services

The medical service is in charge of any medical assistance to all accredited guests (Teams, LOC personnel, VIP guests and media) as well as, during the competition, to the spectators in the stadium.

In case of emergency, please contact the nearest medical first aid station or call the 24/7 Medical Emergency number 999

11.1.1 Medical Services in the Hotel

The medical provision serves the athletes, trainers, other team members as well as members of the competition organisation.

The medical service is an on-demand service pre-event across all hotels though based at the Best Western Palm Hotel and will be available from 18th until 19 May from 09:00 until 20:00* from 18 to 19 May.

*All medical services on the 19th May will be based at the competition venue 17:00-22:00

For emergency overnight needs Team Leaders will be able to contact the doctor on duty: details will be placed on the notice boards in the reception the hotels.

11.1.2 Medical Services at the Competition Venue

The competition venue medical service is responsible for any problems concerning the athletes' health. 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 competition venue medical service is also responsible for first aid in the warming up area.

There are two first aid teams next to the infield, supervised by a doctor and marked with white crosses.

11.2 Physiotherapy Services

There will be physiotherapy facilities in connection with the Medical provision. The physiotherapy rooms will be open from Friday 18th May 09:00-20:00 until Saturday 19 May 09:00-22:00 (17:00-22:00 will be at the track). Please reserve treatments at the event Information desks located in the receptions of the hotels.

Team tents for physiotherapy with space for tables will be provided in the warm-up area, (ice will also be available).

11.3 Doping Control

11.3.1 General Information

Sample collection will be conducted in accordance with IAAF anti-doping rules and regulations. The programme will be overseen by the European Athletics Doping Control Delegate.

The sample collection programme will consist of both urine samples and may be collected immediately before and during the Championships.

Athletes selected for doping control shall be informed by trained and accredited anti-doping officials. Athletes may be accompanied to the Doping Control Station by an accredited team representative of their choice. At the time of notification, the Doping Control Officer will present their accreditation and advise which sample is required. Official photographic identification will be required before providing the sample, so athletes must ensure they carry photographic identification at all times.

A selected athlete should report immediately to the Doping Control Station unless there are permitted reasons for delay. All selected athletes will be accompanied by a trained chaperone or Doping Control Officer from the time of notification until arrival at the Doping Control Station. Athletes are reminded that refusal to provide a sample results in being liable to disqualification and may result in 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.

11.3.2 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 Doping Control Station to provide a sample. Failure to provide a sample will result in the record not being ratified.

11.3.3 Additional Controls

Athletes requiring doping control (e.g. for national record) may request to be tested by reporting to the TIC, where a "Doping Control Request Form" should be completed. They will then be escorted to the Doping Control Station.

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

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12. CEREMONIES & SOCIAL FUNCTIONS

12.1 Opening Event

The Opening Event for European 10,000m will take place on Saturday 19 May at 19:00 at the Parliament Hill Athletics Track. However additional races start from 13:00.

12.2 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.

12.3 Closing Event

There will be no official Closing Event for the event. For anyone wishing to enjoy a bit of a post event social you are more than welcome to make your way to The Vine Pub (Highgate Road Kentish Town - 10mins walk from track, <http://www.thevinenw5.co.uk/>). Everyone is welcome to attend.

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13. DEPARTURE

A shuttle service will also be in place for team departures. The frequency of this service will be based on the departure schedule, which will be posted at the Information Desk of each team hotel at least 24 hours before departure.

Teams will be asked to provide full travel details together with the final entries. Team leader will have to confirm departure details during the accreditation process; however teams will also receive a departure form, which should be completed and returned to the LOC Information Desk in the hotel, at least 48 hours before departure, **only** if there are any changes to the provided details. Departure times of the shuttle buses from the hotel will be provided and displayed at the hotel Information Desks.

14. CONTACT DETAILS

For further details about the European 10,000m Cup 2018 in London, please contact the Local Organising Committee:

LOC London: UK Athletics (Robert Logan)

Address: Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE

Email: rlogan@britishathletics.org.uk

Website: <http://www.nightofthe10kpbs.com/european-cup/>

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15. APPENDICES

Appendix 1 - Timetable

Appendix 2 - Map of Competition Venue

Appendix 3 - Key Dates and General Programme

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APPENDICES

Appendix 1 - Timetable

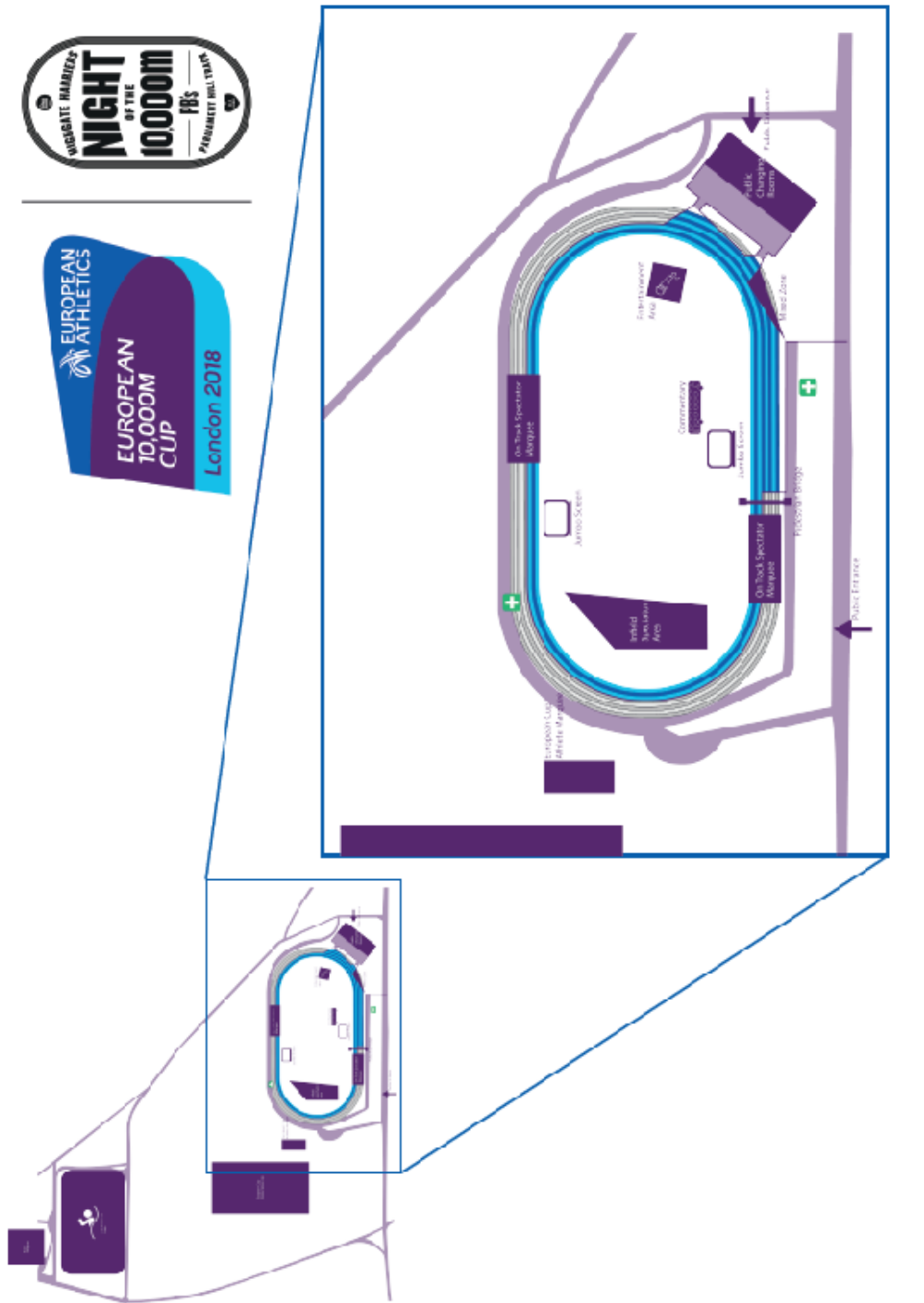
Time	Race
13:00	Inter School relay
14:15	Race 1
15:00	Race 2
15:45	Race 3
16:30	Race 4
17:15	Race 5
18:00	Race Officials Dinner/ Seminar/ Opening Event
18:45	Strava Media Mile
19:00	Women's B Race
19:45	Men's B Race
20:30	Men's A race incorporating European Cup, British Championships & European Championships Trials*
21:15	Women's A race incorporating European Cup, British Championships & European Championships Trials*
TBC	Team Victory Ceremony (Men) - 10,000m Cup
TBC	Team Victory Ceremony (Women) - 10,000m Cup
TBC	Individual Victory Ceremony (Men) - British Championships & Trials
TBC	Individual Victory Ceremony (Women) - British Championships & Trials

*Final decision on 'A' race order to be made once race entry is known

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Appendix 2 - Map of Competition Venue



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Appendix 3 - Key Dates & General Programme

Date	Time	Event	Place
17 May	18:00	Team Accreditation centre open	Best Western Palm hotel
18 May	12:00	Deadline for submitting written questions for the Technical Meeting	Best Western Palm hotel OR via email direct to European Athletics
18 May	15:00	Final Confirmation of Entries	Event Information desk at the Best Western Palm hotel
18 May	17:30	Technical Meeting	City of London Staff Yard
18 May	18:00	Orientation Visit and Athletes Training	Parliament Hill Athletics Track
19 May	18:00	Opening Event	Parliament Hill Athletics Track
19 May	22:00	Unofficial Post Event Party HQ	The Vine Pub
20 May	All day	Departures	Various

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