

IAAF WORLD CROSS COUNTRY CHAMPIONSHIPS BYDGOSZCZ 2013



TEAM MANUAL



OFFICIAL IAAF PARTNERS



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1. GENERAL INFORMATION

1.1 IAAF Council Members and International Officials

IAAF Council

President:	Lamine DIACK (SEN)
Senior Vice President:	Robert HERSH (USA)
Vice Presidents:	Dahlan Jumaan AL HAMAD (QAT) Sergey BUBKA (UKR) Sebastian COE (GBR)
Honorary Treasurer:	Valentin V.BALAKHNICHEV (RUS)
Area Representatives:	Geoff GARDNER (NFI) Roberto GESTA DE MELO (BRA) Hamad KALKABA MALBOUM (CMR) Suresh KALMADI, M.P. (IND) Neville McCOOK (JAM) Hansjörg WIRZ (SUI)
Council Members:	Ahmed AL KAMALI (UAE) Bernard AMSALEM (FRA) Sylvia BARLAG (NED) Pauline DAVIS-THOMPSON (BAH) Helmut DIGEL (GER) Nawal EL MOUTAWAKEL (MAR) Frank FREDERICKS (NAM) Abby HOFFMAN (CAN) Alberto JUANTORENA DANGER (CUB) Isaiah KIPLAGAT (KEN) Jose Maria ODRIOZOLA (ESP) Jung-Ki PARK (KOR) Anna RICCARDI (ITA) Irena SZEWINSKA (POL) Katsuyuki TANAKA (JPN)
General Secretary:	Essar GABRIEL (FRA)

International Delegates and Officials

Organisational Delegate:	Anna RICCARDI (ITA)
Technical Delegate:	Carlos CARDOSO (POR)
Jury of Appeal:	David OKEYO (KEN) Hansjörg WIRZ (SUI) Anne LORD (AUS)
Medical / Anti-Doping:	Giuseppe FISCHETTO (ITA)
Press Delegate:	Anna LEGNANI (ITA)
Television Delegate:	Ernest OBENG (GBR)
ICRO	Luis Miguel LANDA (ESP)

1.2 Local Organising Committee

IAAF World Cross Country Championships, Bydgoszcz 2013

ul. Gdańska 163

85-613 Bydgoszcz, Poland

Tel.: +48 52 360 82 90

Fax: +48 52 341 71 76

e-mail: office@wxc2013.bydgoszcz.pl

Website: <http://wxc2013.bydgoszcz.pl>

General Director	Krzysztof WOLSZTYNSKI
Office Director	Paulina RYBAK
Competition Manager	Wiesław CZAPIEWSKI
Accommodation	Magdalena JASINSKA
Transportation	Michał SWINIAREK
Media	Maciej LOPATTO
Broadcast	Marcin GRZYBOWSKI
Protocol	Blazej STAWIARSKI

1.3 Poland and Bydgoszcz

General information

Population of Poland:	38 million
Population of Bydgoszcz:	363,000
Language:	Polish
Currency:	Polish Złoty
Time zone (in March):	GMT + 1
Altitude of Bydgoszcz:	60m
Shop opening hours:	10:00 – 18:00
Post Office/Bank opening hours	08:00 – 18:00
Electricity:	220v
Mobile Telephones:	GSM
Tap Water in Bydgoszcz:	Drinkable, but not recommended
Climate in Bydgoszcz (March):	Average temperature around 5 degrees Celsius

Introductory phrases in Polish

English Greetings	Polish Greetings
Yes	Tak
No	Nie
Good morning	Dzień dobry
Good evening	Dobry wieczór
Good night	Dobranoc
Good bye	Do widzenia
Please	Proszę
Thank you	Dziękuję
Excuse me / Sorry	Przepraszam
Do you speak English	Czy mówisz po angielsku
I do not speak Polish	Nie mówię po polsku
I do not understand	Nie rozumiem

1.4 General Programme

Friday, 22 Mar.	Arrivals and Accreditation
Saturday, 23 Mar.	12:00 IAAF Press Conference – Palace Hotel Myślęcinek Park 14:30 Course Inspection – Myślęcinek Park 16:00 Technical Meeting – Palace Hotel Myślęcinek Park 19:00 IAAF / LOC Dinner (by Invitation) - Karczma Rzym
Sunday, 24 Mar.	11:30 Opening Ceremony 12:00 IAAF World Cross Country Championships 19:00 Final Banquet – Opera Nova
Monday, 25 Mar.	Departures

1.4.1 Opening Ceremony

The Opening Ceremony will take place on Sunday at 11:30, at Myślęcinek Park, just prior to the start of the junior women's race. The IAAF Protocol will be followed during the Ceremony. Further information about the Ceremony will be provided at the Technical Meeting and teams will not be required to take part in the parade.

2. TRAVEL TO BYDGOSZCZ

2.1 Official Airports and Arrival Information

There are three possible arrival airports:

- Bydgoszcz, BZG
- Gdansk, GDN (about 180km)
- Poznan, POZ (about 130km)

Welcome desks will be set up at all three official airports.

It is also possible to arrive by train since Bydgoszcz is an important railway junction with railway connections with most of the larger Polish cities. For those eventually intending to come by car or bus, the main access routes to Bydgoszcz are the national roads No. 5, 10, 25 and 80.

According to the official period, arrival in Poland should be on Friday 22 March and departure should be on Monday 25 March. Depending on the arrival / departure time and airport, the LOC will organise transfer by Bus to the accommodation in Bydgoszcz.

For those teams planning to arrive prior to 22 March or leave after 25 March, it is important to advise the LOC well in advance so that exceptional arrangements can be made.

2.2 Entry Visas

2.2.1 General Visa Information

Participants requiring visa to enter Poland (see lists in Appendix) must obtain it before entering Poland from the Polish Embassy or Consulate located in their country.

If you need a visa, complete the LOC Visa Invitation Request Form (in Appendix) and send it to the Local Organising Committee. You will receive an Invitation Letter which you will need for the visa application.

If there is no Polish Embassy in your country, you should apply at the Polish Consulate in a neighbouring country (see Appendix for information). In any case please contact the LOC visa office immediately for advice and copy the IAAF Competitions Department by email (events@iaaf.org) or by fax (+ 377 93 50 32 63).

LOC Visa Office

Email: visas@wxc2013.bydgoszcz.pl

Tel: + 48 52 36 08 290

Fax: + 48 52 34 17 176

Poland is a Schengen country so please note that, generally, a Schengen visa application must be submitted at least 3 weeks before the departure date.

2.3 Insurance

All Member Federations are responsible for their own insurance to cover illness or injury to any member of their Delegation when travelling to and from IAAF competitions and during the event itself. In 2013 the IAAF will again try to negotiate with its insurance company insurance coverage for emergency medical costs during the travel and stay abroad for all athletes and officials entered. More information will be provided with a separate Circular Letter in January / February 2013.

3. ACCREDITATION

3.1 Accreditation Centre

The Team Accreditation Centre will be located at the Hotel City (one of the teams' hotels). Opening Dates and Times will be as follows:

- 21 March 15:00 – 19:00
- 22 March 09:00 – 12:30 14:00 – 20:00
- 23 March 08:30 – 12:30

3.2 Accreditation Procedures and Payments

Team Leader

The Team Leader will have to report to the LOC / IAAF Offices at the accreditation centre before collecting the accreditation cards for the whole team. Here he will have to complete the following formalities:

- Uniform Check
- Athletes' Acknowledgement and Agreement Forms
- LOC Accommodation Invoice
- Travel Reimbursement and IAAF Financial Statement
- Final Confirmation of Entries and copies of passports (junior athletes)

The Team Leader will be asked to complete the accounting procedures and settle any extra payments (for team members above quota, use of single rooms, extra days, etc.) before he can collect the accreditation cards, which will be given upon presenting a document stating all procedures have been completed.

Athletes & Team Officials

All athletes and team officials will be able to check-in upon arrival at their respective hotel according to the information provided with the final entries.

NB: to shorten procedures and avoid delays, it is strongly advisable to submit to the LOC the rooming list in advance, prior to arrival.

3.3 Quota and Financial Support

3.3.1 Quota

The Quota can be found in Appendix.

3.3.2 Travel

For athletes within the Quota, IAAF will offer 50% of an economy-class airline ticket from the Member Federation Headquarters to one of the official airports (100% of economy-class airline tickets for Area Champions - see Appendix for details). The travel costs must be approved by the IAAF before any reimbursement is issued.

Member Federations must submit travel cost quotes at the same time as the Preliminary Entries, no later than 24 January 2013.

3.3.3 Accommodation

For athletes within the quota staying with their teams in one of the official hotels, the LOC is offering free accommodation in twin rooms for the subsidised period of maximum three nights (arrival Friday 22 March, departure Monday 25 March). Quota athletes requesting single rooms will be charged a supplement (see costs later).

The accommodation of athletes above the quota, subsidised and non-subsidised officials (see chart in appendix), and outside the official period, is at the cost of the respective Member Federation.

3.3.4 Reimbursements

Reimbursements will be made by bank transfer after the competition. Should a Member Federation exceptionally wish to be refunded in cash or by cheque on site, the President or the General Secretary of the Federation must send a request to the IAAF before 11 March 2013, indicating the reasons for the request and the name of the person authorised to collect the reimbursement, and will be advised if this is possible.

If an athlete for whom the IAAF/LOC have provided financial support is on site but does not compete, the IAAF/LOC have the right to reclaim the travel and accommodation support.

3.4 Arrivals outside the Accreditation Centre Opening Times

Teams or individual athletes arriving prior to 22 March will be handled on a case by case basis. However, the LOC must be informed in advance to make the necessary arrangements.

3.5 Accreditation Card

The accreditation cards must be worn visibly and must be presented upon request. They are personal and non-transferable. The loss or theft of an accreditation card must be reported immediately to the accreditation centre. In order to obtain new accreditation, the person in question, accompanied by the team leader and carrying an appropriate identification document, must request it personally.

4. ACCOMMODATION

4.1 Teams Hotel

LOC has arranged accommodation in the following four different hotels of similar standard:

City Hotel (also Teams' accreditation Centre)	Hotel Brda
ul. 3 Maja 6 85-950 Bydgoszcz Tel: + 48 52 325 25 00 city@city-hotel.pl www.city-hotel.pl	ul. Dworcowa 94 85-010 Bydgoszcz Tel. + 48 52 58 50 100 repcja@hotelbrda.com.pl www.hotelbrda.com.pl
Sunny Mill Hotel	Zawisza Hotel (will be used only if necessary)
ul. Jagiellońska 96 85-027 Bydgoszcz Tel: + 48 52 56 13 100 hotel@sloneczny.eu http://www.sloneczny.eu/	Ul. Gdańska 163 85-915 Bydgoszcz Tel: + 48 52 58 80 900 hotel@zawisza.bydgoszcz.pl www.hotel-zawisza.pl

4.2 Teams Hotel Charges

All Prices per person per day Full Board (in USD)	Official Period from 22 to 25 March (3 nights)		Outside Official Period and non-subsidised officials	
Category	Twin	Single	Twin	Single
Athletes within the quota	Paid by LOC	USD 40	USD 100	USD 140
Athletes outside the quota and subsidised officials	USD 100	USD 140		

All reservations must be made through the IAAF via the IAAF on-line Event Entry System, (<http://evententry.iaaf.org>). The accommodation invoices will be based on the information (number of persons and arrival / departure details) provided in the Final Entries, with a tolerance of two persons.

Payment of extra costs can be made:

- by credit card: Visa, Eurocard, Mastercard
- In cash: USD, EUR or Polish Zlotys (the exchange rate will be established on site)

4.3 Check-in Procedures

Upon arrival, team members must report to the Hotel Front Desk where, according to the rooming list previously provided, the check-in procedures will be completed and the room keys delivered.

4.4 Services in the Teams' Hotel

Dedicated rooms for teams' physiotherapy as well as staff and team meetings will be available at each hotel.

4.5 Meals

Meals will be served in the respective hotel restaurants. Athletes and team officials will be admitted to the restaurant upon presentation of their accreditation card. The timetable for meals is:

Breakfast:	07:00 – 10:00 (from 06:00 to 11:30 on Sunday)
Lunch:	12:00 – 14:00
Dinner:	19:00 – 21:00

A Final Banquet will take place on 24 March at the Opera Nova starting at 19:00. Dinner will be served followed by music and a dance party. No dinner will be served in the teams' restaurants that evening.

5. TRANSPORTATION

Transportation will be provided to and from the airports, for training, for competition and for social functions for all Athletes and Team Officials. A dedicated team will be assigned to ensure that all the transportation requirements for all visitors are met according to the necessary schedules. Buses and cars will be identified with a sticker (Championship Logo). Daily coordination will be ensured in case of any changes through the Team Attachés and the Competition Information Desks.

On the day of the competition, shuttle buses will be arranged from the Teams' Hotels to the competition site according to a timetable which will be posted on the information board in the hotel.

On Friday (22 March) and Saturday (23 March) shuttle buses will be arranged for training according to a timetable which will be posted on the information board in the hotel. In case of early arrivals, transportation for training prior to 22 March will be arranged based on individual requests.

Special transport will be available for official dinners and other social functions; for the technical meeting and for doping control. Information will be displayed on the information board in the hotel.

6. INFORMATION CENTRES

6.1 Technical Information Centre (TIC)

During the competition, a Technical Information Desk will be set-up at the course. It will be located adjacent to the teams changing area and shall deal with any competition-related enquiry during the races, including protests and appeals. A posting board will be available for the display of start lists, results (partial and final), etc.

6.2 Competition Information Desk (CID)

Competition Information Desks will be available at each of the Teams' Hotels. It shall be in charge of, but not limited to, the following:

- Display on the relevant Posting Board of official communications to the teams, including Start Lists, Results, etc.
- Distribution of Urgent notices to the Delegations. It is the Team Leader's duty to check with the Information Desk whether there is any information for his team to be collected.
- Receipt of written questions for the Technical Meeting (deadline 12:00 noon, 23 March)
- Distribution of information for issues relating to accommodation, meals, transport and the Competition in general.

6.3 IAAF Competitions Department Offices

Staff from the IAAF Competitions Department will be in Bydgoszcz to assist the LOC with the final preparation and conduct of the Championships and the teams with their participation. They can be contacted as follows:

- 21-23 March Teams Accreditation Centre
- 24 March In the Call Room or at the Start / Finish Area – can be contacted through the TIC

7. COURSE AND COMPETITION FACILITIES

7.1 Course

The course is located in the Myślęcinek Park in the outskirts of Bydgoszcz. This was already the venue of the 2010 IAAF World Cross Country Championships but, since then, the design has been modified to make the course more challenging (see course map and elevation profile in appendix). Larger hills are now incorporated, as well as more natural obstacles and less straight sections. The race will be run in a clockwise direction.

There will be one loop of 1,950m which, combined with the start and finish straights, will make up the following approximate distances for the four races:

Race	Number of laps	Total length
Junior Women	3	6km
Junior Men	4	8km
Senior Women	4	8km
Senior Men	6	12km

Please note that this replaces the information and Map sent with IAAF Circular Letter M/22/12 of 2 October 2012.

Warm-Up

A large area is located near the start area and will serve as warm-up area prior to the event (see attached layout). Access will be reserved to team members only.

7.2 Start / Finish Area

All necessary facilities will be located between the warm-up area and the start area (see map in Appendix). All are within walking distance of the bus drop-off point.

After the race, and after having passed through the mixed zone where they will also return the transponders, athletes will return to the changing area for their clothing.

7.3 Training

Training shall be at Myślęcinek Park and adequate transport will be provided from the team hotels starting on 22 March.

8. ENTRIES AND FINAL CONFIRMATIONS

8.1 Entry Regulations

In all races a Member Federation may enter a maximum of eight athletes; no more than six shall be allowed to start in the race.

Individual entries are admitted in any of the four races and the finishing athletes shall be eligible for the corresponding individual awards (senior races only).

8.2 Final Entries

The IAAF on-line Event Entry System will open on 11 February 2013 for the Final Entries (<http://evententry.iaaf.org>). The deadline for completing and submitting the Entries is 11 March 2013 (midnight Monaco Time).

Should you encounter difficulties when submitting your Entries electronically, please contact the IAAF Competitions Department for assistance either by email: events@iaaf.org, or by telephone: + 377 93 108888.

8.3 Final Confirmations

Teams will receive the Final Confirmation Forms upon arrival in Bydgoszcz and Team Leaders, or their representatives, must confirm the names of those athletes already entered who will actually take part in the competition. Final confirmation for all events must be made during the accreditation procedure at the Teams Accreditation Centre.

8.4 Athlete Acknowledgement and Agreement

As announced in IAAF Circular Letter M/24/09 dated 29 July 2009, each athlete competing in an IAAF World Athletics Series Competition must have an appropriately filled in and signed copy of the Athlete Acknowledgement and Agreement on file at the IAAF. All athletes competing in the IAAF World Cross Country Championships must sign and submit this acknowledgement, as soon as possible, but by no later than the Final Entry deadline (11 March 2013). IAAF Member Federations are obliged to submit one for each entered athlete (email: athletes-agreement@iaaf.org or fax: + 377 93503263). The Athlete Acknowledgement and Agreement can be found in Appendix.

The submission of all the required Agreements will be checked during the accreditation procedure and any outstanding forms will be requested.

Note: Athletes who have already submitted their Agreement do not need to send it again – see athletes' names with a tick in the Event Entry System.

9. COMPETITION PROCEDURES

9.1 Course Inspection

A guided tour of the course and related facilities will take place on 23 March at 14:30. The meeting point will be the start / finish line.

9.2 Technical Meeting

The Technical Meeting will take place on 23 March at 16:00 at the "Palace Hotel" which is situated next to Myślęcinek Park. The agenda will follow the IAAF guidelines. A maximum of two representatives from each Federation are invited to attend.

9.3 Written Questions

Any enquiries concerning the Championships must be made in writing (in English or French). 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 Competition Information Desks in the Teams' Hotels no later than 12:00 on 23 March. No questions will be accepted during the Technical Meeting.

9.4 Timetable

The timetable for Bydgoszcz 2013 was approved by the IAAF Council in March 2012 and is provided below:

Sunday 24 March

11.30 *Opening Ceremony*
12.00 Junior Women
12.30 Junior Men
13.00 *Medal Ceremony Junior Women*
13.15 Senior Women
13.55 *Medal Ceremony Junior Men*
14.10 Senior Men
14.55 *Medal Ceremony Senior Women*
15.05 *Medal Ceremony Senior Men*

Any change to the schedule of the races or of the medal ceremonies shall be communicated at the Technical Meeting.

9.5 Athletes' Bibs

The Bibs shall be distributed during the Accreditation procedure. Bibs which are not collected shall be taken to the Call Room on Sunday morning.

All athletes will receive 3 bibs, which shall coincide with the information written in the start list, as follows:

- 2 bibs with the competition number
- 1 bib with the athlete's name and the transponder, delivered at the Call Room

Every athlete must wear two (2) bibs during the competition, the one with the name on the front, and the other with the number on the back.

Bibs must be worn in accordance with IAAF Rules and must not be cut, folded or obscured in any way. Failure to comply with the Rules may result in a disqualification or sanction.

9.6 Athletes' Clothing

All athletes must wear the official national uniform approved by their Delegation. IAAF Rule 143.1 recommends that the front and the back of the uniforms should have the same colour. The uniforms will be checked upon arrival at the Team Accreditation Centre. Any infringement of the Rules may result in the disqualification of the athlete. Athletes not wearing their official team uniform will be required to acquire the correct attire before they progress through the Call Room.

Any advertising on clothes and bags must comply with IAAF Rules and Regulations. Please note that the IAAF Advertising Rules and Regulations applicable for this competition specify a maximum of 30 cm² for the Manufacturer's logo on the competition wear and 40 cm² on sweatshirts, T-shirts and jackets.

The name/Logo of a national sponsor may be displayed, according to the same dimensions as set out above, instead of one of the national team or Member Federation Logo or flag on the national vest/leotard provided that such national sponsor is not a competitor of a Sponsor of the IAAF or of the event. For the purpose of avoiding such conflicts, Member Federations must seek and receive prior approval from the IAAF.

9.7 Call Room Procedures

The Call Room is situated at the exit of the teams' changing area (see map in Appendix). All athletes must present themselves at the Call Room not later than 20 minutes before the start of each race. Athletes who fail to appear on time at the Call Room without a valid reason may be excluded from participating.

Team officials are not allowed to enter the Call Room.

The procedures in the Call Room shall be as follows:

- Identification of Athletes by means of their bib number
- Distribution of the Bib with the transponder
- Checking of Athletes' Uniform

Athletes must be report to the Call Room wearing their competition uniform and **ready to compete**. Any bags, clothing or personal belongings must be left in the changing area. In case of cold weather athletes shall be allowed to take with them their uniform's track suit top and / or trousers which they will then have to drop-off at the exit of the Call Room. The clothes will then be deposited back to the athletes' corresponding box in the changing area.

After leaving the Call Room, athletes will move directly towards the Start Area where there will be the opportunity for a last warm-up on the course.

9.8 Line up for the Start

Each full team will be allocated a starting box for each of the Championship races, according to a draw made by the IAAF Technical Delegate. Individual athletes will share a box. The result of this draw will be displayed at the Start Area.

There will be pre-calls at 5 minutes, 3 minutes and 1 minute before the start.

9.9 Starter's Commands

The starter's commands will be given in English. The following commands will be used:

- "On your marks"
- Firing the gun

9.10 Timing

Official timing will be provided by SEIKO with transponders. The bibs with the athletes' names and the transponders will be delivered directly at the Call Room before the race. Athletes must wear the bib with the name on the chest before leaving the Call Room. At the exit of the Call Room, a control mat will be placed in order to check the good functioning and placement of the transponder.

9.11 Post Competition Procedures

All athletes, upon completion of their event, must proceed to the Mixed Zone located just ahead and to the right of the finish line, where they will meet with media for flash interviews.

At the end of the Mixed Zone:

- athletes shall be asked to return the transponder
- athletes selected for doping control shall be notified by a doping control officer
- medal winners shall be notified accordingly and eventually escorted to the Medal Ceremonies waiting area

Athletes wishing to collect their clothing must walk back to the changing area.

Flash interviews with TV and radio will be conducted immediately after each race in the Mixed Zone, followed by short interviews with written press. Press Conferences will be conducted with all the medallists.

9.12 Scoring and Ties

In all races four finishers shall score. Each race shall be scored separately.

The team results shall be decided by the aggregate of places recorded by the scoring athletes of each team. The team with the lowest aggregate of points will be judged the winner. If a team fails to finish with a complete scoring team, the runners finishing shall be counted as individuals in the race result and be eligible for the individual awards (senior races only).

In assessing the aggregate, no adjustment to the scoring of the finishing teams shall be made in respect of any non-scoring team runners or of individual entries. In the event of a tie, it shall be resolved in favour of the team whose last scoring member finishes nearer to first place.

9.13 Medal Ceremonies

Gold, Silver and Bronze medals shall be presented to the first three placed athletes in each individual event and the first three placed teams, who shall mount the awards podium.

Participants who did not finish the race or were disqualified shall not mount the awards podium and shall not receive a medal.

The athletes must wear their delegation's official uniform at Medal Ceremonies. During the playing of the anthem and the raising of the flags, they shall face the flags and conduct themselves in a dignified manner at all times.

9.14 Protests and Appeals

Protests and Appeals shall be handled according to IAAF Rule 146, an extract of which appears hereunder. Protests and appeals shall be handled by the TIC.

9.14.1 Protests

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. The Organising Committee of the competition shall be responsible for ensuring that the time of the announcement of all results is recorded.

Any protest shall be made orally to the Referee by an athlete, by someone acting on his behalf or by an official representative of a team.

If the Referee makes a decision, there shall be a right of appeal to the Jury. Where the Referee is not accessible or available, the protest should be made to him through the Technical Information Centre.

9.14.2 Appeals

An appeal to the Jury of Appeal must be made within 30 minutes:

- (a) of the official announcement of the amended result of an event arising from the decision made by the Referee; or
- (b) of the advice being given to those making the protest, where there is no amendment of any result.

It shall be in writing, signed by a responsible official on behalf of the athlete or team, and shall be accompanied by a deposit of USD 100, or its equivalent, which will be forfeited if the appeal is not allowed.

Note: The relevant Referee shall, after his decision on a protest, immediately inform the TIC of the time of the decision. If the Referee was unable to communicate this orally to the relevant team(s) /athlete (s), the official time of the announcement will be that of posting the decision at the TIC.

9.15 Competition Awards

The Prize Money for at the IAAF World Cross Country Championships will be as follows:

Individual

1 st	US \$30,000	4 th	US \$ 7,000
2 nd	US \$15,000	5 th	US \$ 5,000
3 rd	US \$10,000	6 th	US \$ 3,000

Team

1 st	US \$20,000	4 th	US \$ 10,000
2 nd	US \$16,000	5 th	US \$ 8,000
3 rd	US \$12,000	6 th	US \$ 4,000

Payments will be made following confirmation of doping control tests and submission of complete Award Forms with full bank details. The LOC confirmed that there will be no taxes to be paid on prize money. Award Forms will be distributed on site by IAAF Competitions Department Staff.

By signing the Awards Form, athletes acknowledge and agree to their rights and obligations in regards to the above mentioned Prize Money. Should an athlete's Doping Control results return positive, the awards shall be withheld.

10. MEDICAL SERVICES

10.1 General Plan

The LOC will provide healthcare and sport medicine services including a 24h medical access (on call) for emergency and immediate treatment. All the necessary information and phone numbers will be available at the Competition Information Desks.

10.2 Emergency Contact Numbers

Emergency Ambulance Phone number: **999**.

10.3 Medical Services in the Teams' Hotel

For medical emergency situations an ambulance with a medical team (doctor and paramedic) will be available on call for 24 hours a day.

10.3.1 Rooms for Physiotherapy

Adequate facilities at all the team hotels will be available to the teams with medical staff in order to massage and physiotherapy. For exact location of the room, please contact the Competition Information Desk. For those without a medical team, treatment will be available.

10.4 Medical Services at the Course

During the competition, emergency medical teams and ambulances will be stationed on the course and a Medical Centre will be set up near the finish line.

10.5 Procedures in case of injury or illness

In any case of injury or illness, please report to the LOC Doctor on duty at the hotel (the contact number will be available at the CID.) or to the LOC Medical centre at the course in order to receive the necessary treatment.

The LOC Medical Services will focus on the treatment of injured athletes. Patients requiring further treatment shall be transferred to partner hospitals.

10.6 Designated Medical Institutions

Partner Hospitals have been designated for each emergency situation. These include laboratory and radio diagnostic, able to assess the medical conditions and the need for an eventual hospitalization.

10.7 Other Information

Both at the competition and at the hotels there will be sufficient supply of ice (on request) for treatment, and drinkable water for athletes. Contact the Competition Information Desk in case of need.

11. DOPING CONTROL

Doping Control will be conducted according to the IAAF Rules and IAAF Anti-Doping Regulations (latest editions available on the IAAF website) and under the supervision of the IAAF Doping Control Delegate.

Both blood and urine doping control testing will be carried out in Doping Control Stations

located in the athletes' hotel and at the competition venue.
More details will be provided at the Technical Meeting.

12. DEPARTURES

Unless special arrangements have been made directly with the LOC, or individually by the Member Federations, all participants are expected to leave Bydgoszcz on 25 March. Details on the exact times of departure from the hotels to the official airports will be provided at the CID on Sunday evening.

QUOTA

APPENDIX A

All Member Federations are entitled to a basic quota of one male and one female athlete. According to the results achieved in the best two of the three previous editions of the competition, the following Member Federations benefit from a higher quota as below:

Men

8 athletes	ERI, ETH, KEN, MAR, RSA, UGA, USA
7 athletes	ESP, FRA, GBR, JPN
6 athletes	ALG, AUS, BRN, POR
5 athletes	BRA, CAN, QAT, RWA
4 athletes	ITA, NOR, SUD, TAN
3 athletes	ARG, MEX, NZL, TUN

Women

8 athletes	ETH, GBR, JPN, KEN, RSA, USA
7 athletes	ESP, MAR, UGA
6 athletes	AUS, BRN, POR
5 athletes	ALG, CAN, CHN
4 athletes	ITA, RUS, TUN
3 athletes	BOT, FRA, NZL

Host POL

The maximum number of quota places per race remains 4 (number of scoring athletes), regardless of the number of athletes entered (applies also in case of additional quota places for Continental Champions – see below)

CONTINENTAL CHAMPIONS

All the Area Associations will organise Continental Cross Country Championships in 2012. For Individual and Team Continental Champions participating in the corresponding four races of the IAAF World Cross Country Championships, specific travel and accommodation grants shall be administered as follows:

Individual Competitions – the Continental Champion of each individual event shall always benefit from 100 % travel and accommodation grants.

Team Competitions Accommodation Grant – the Continental Champions (up to a maximum of four athletes in each race) of each team event shall always benefit from the accommodation grant.

Team Competitions Travel Grant – the Continental Champions (up to a maximum of four athletes in each race) of each team event shall always benefit from a 50 % travel grant. The travel grant will be increased to 100% if:

- The following minimum number of teams competed (with four athletes to score) in the corresponding event at the Continental Championships:
 - Africa 11 teams
 - Asia 9 teams
 - Europe 10 teams
 - NACAC 6 teams

- Oceania 4 teams
 - South America 3 teams
- OR if the team in question finishes in the first half of the IAAF World Cross Country Championships.

If the Champions are not entered, the benefit will not be extended to second place. The concerned Continental Associations must send the results of these competitions to the IAAF in order for the financial benefit to be implemented.

VISA INFORMATION

APPENDIX B

GROUP A

Federations in this category can enter Poland without a visa.

AFRICA	MRI, SEY
ASIA	BRU, HKG, JPN, KOR, MAC, MAS, SIN, TPE
EUROPE	AND, ALB, AUT, BEL, BIH, BUL, CRO, CYP, CZE, DEN, ESP, EST, FIN, FRA, GBR, GER, GIB, GRE, HUN, IRL, ISL, ISR, ITA, LAT, LIE, LTU, LUX, MKD, MLT, MNE, MON, NED, NOR, POR, ROU, SLO, SMR, SRB, SUI, SVK, SWE
NACAC	AIA, ANT, ARU, BAH, BAR, BER, CAN, CAY, CRC, ESA, GUA, HON, ISV, IVB, MEX, MNT, NCA, SKN, TKS, USA
OCEANIA	ASA, AUS, COK, GUM, NFI, NMI, NZL, PYF
CONSUDATLE	ARG, BRA, CHI, PAN, PAR, URU, VEN

Important:

ALB, BIH, MAC, MNE, SRB: only for the owners of biometrical passports
TPE: only for the owners of passports with ID numbers

GROUP B

Federations in this category require a visa to enter Poland and have a Polish Consulate in their country.

AFRICA	ALG, ANG, EGY, ETH, KEN, LBA, LIB, MAR, NGR, RSA, TUN
ASIA	AFG, CHN, INA, IND, IRI, IRQ, JOR, KAZ, KSA, KUW, PAK, PRK, QAT, SYR, THA, TKM, UAE, UZB, VIE
EUROPE	ARM, AZE, BLR, GEO, MDA, RUS, TUR, UKR
NACAC	CUB
CONSUDATLE	COL, PER

GROUP C

Federations in this category require a visa to enter Poland but have NO Polish Consulate in their country and should apply in a neighbouring country (in brackets).

AFRICA	BDI (KEN), BEN (NGR), BOT (RSA), BUR (KEN), CAF (ANG), CGO (ANG), CHA (LBA), CIV (NGR), CMR (NGR), COD (ANG), COM (KEN), CPV (MAR), DJI (ETH), ERI (EGY), GAB (ANG), GAM (MAR), GBS, (MAR), GEQ (NGR), GHA (NGR), GUI (NGR), LBR (NGR), LES (RSA), MAD (KEN), MAW (RSA), MLI (ALG), MOZ (RSA), MTN (MAR), NAM (RSA), NIG (LBA), RWA (KEN), SEN (MAR), SLE (NGR), SOM (KEN), STP (ANG), SUD (EGY), SZW (RSA), TAN (KEN), TOG (NGR), UGA (KEN), ZAM (RSA), ZIM (RSA)
ASIA	BAN (IND), BHU (IND), BRN (KUW), CAM (THA), KGZ (KAZ), LAO (THA), MDV (IND), MGL (CHN), MYA (THA), NEP (IND), OMA (KSA), PHI (MAS), PLE (ISR), SRI (IND), TJK (UZB), TLS (INA), YEM (KSA)
NACAC	BIZ (MEX), DMA (VEN), DOM (COL), GRN (VEN), HAI (COL), JAM (VEN), LCA (COL), PUR (USA), TRI (VEN), VIN (VEN)
OCEANIA	FIJ (AUS), FSM (AUS), KIR (AUS), MHL (AUS), NRU (AUS), PLW (AUS), PNG (AUS), SAM (AUS), SOL (AUS), TGA (AUS), TUV (AUS), VAN (AUS)
CONSUDATLE	BOL (PER) , ECU (PER), GUY (VEN), SUR (VEN)

LOC Visa Invitation Request Form

Member Federation _____

Contact person _____

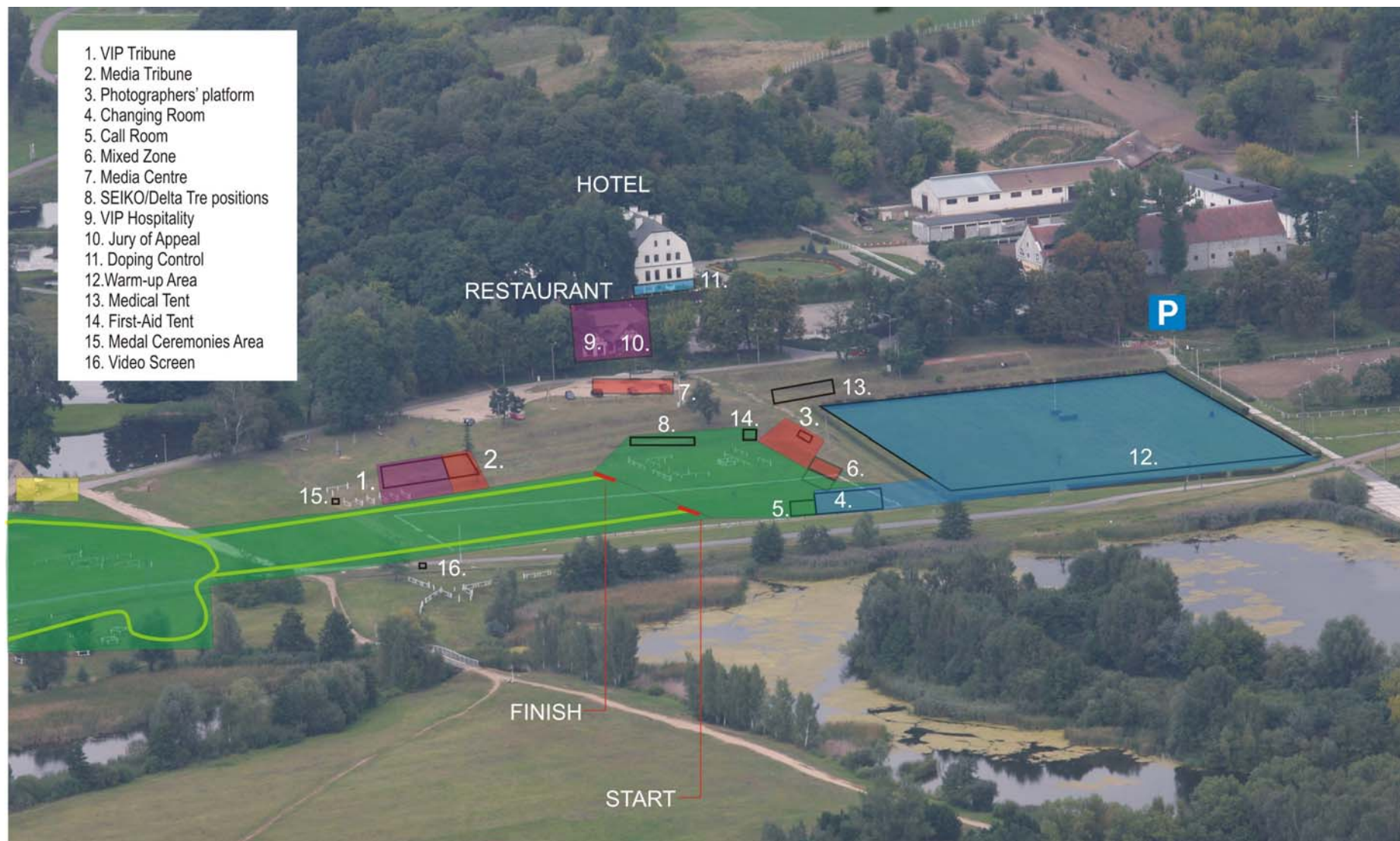
Contact details Tel: _____ Email: _____

	Full name (as in passport)	Date of birth *	place of birth	gender	citizenship	passport number	place of issue	Passport date of issue *	date of expiry *	Function	city of visa application
1											
2											
3											
4											
5											
6											
7											
8											
9											

* please use following format for the dates: **day / month / year**

COMPETITION VENUE MAP

APPENDIX C





1. In consideration of the right to compete in International Competitions, I,

_____ of _____
[Last Name, First Name] [National Federation]

hereby acknowledge and agree as follows:-

- 1.1. I am aware of and have had the opportunity to review the IAAF Rules (the "Rules") and the IAAF Regulations (the "Regulations") available on the IAAF website at <http://www.iaaf.org/aboutiaaf/publications/regulations/index.html>. I consent and agree to comply with and be bound by the Rules and Regulations (and any amendments to the Rules and Regulations as may be made from time to time).
 - 1.2. I consent and agree in particular to comply with and be bound by the IAAF Anti-Doping Rules (Chapter 3 of the Rules) and by the IAAF Anti-Doping Regulations and the International Standards incorporated into the IAAF Anti-Doping Regulations. I declare that I am not currently using and will not in the future use any substance or method or other practice which violates the IAAF Anti-Doping Rules. I undertake to compete in Athletics drug free at all times.
 - 1.3. I am aware of and have had the opportunity to review the Athlete Information Notice available on the IAAF website at <http://www.iaaf.org/aboutiaaf/publications/regulations/index.html> concerning the use of my personal information by the IAAF. I consent and agree that my personal information may be used by the IAAF in accordance with the Athlete Information Notice.
 - 1.4. I consent and agree in particular that my Personal Information including without limitation my Sensitive Personal Information (as those terms are defined in the Anti-Doping Regulations) may be processed for anti-doping purposes in accordance with the IAAF Anti-Doping Rules and the IAAF Anti-Doping Regulations (and the International Standard for the Protection of Privacy and Personal Information incorporated into the Anti-Doping Regulations) by and amongst the IAAF and its Area Associations and Member Federations, the World Anti-Doping Agency, National Anti-Doping Agencies and/or other Anti-Doping Organisations, including, but not limited to, as part of the ADAMS database system.
 - 1.5. I consent and agree that for the limited purpose of promoting the IAAF, the sport of Athletics, or particular athletics competitions, the IAAF may without charge and on a worldwide basis use any images that are taken of me in any media at or in conjunction with any athletics competitions in which the IAAF has an ownership interest, including the World Championships in Athletics and other World Athletics Series events.
 - 1.6. I acknowledge and agree that any dispute arising out of a decision made pursuant to the Rules may be appealed exclusively as provided in the Rules to the Court of Arbitration for Sport (CAS). I acknowledge and agree that all decisions of CAS under the Rules shall be final and binding and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.
2. Unless renewed upon the IAAF's request at any time, this Agreement shall be of indefinite duration and shall terminate only upon my retirement from Athletics.
3. This Agreement shall be governed by and construed in accordance with the Laws of Monaco. I acknowledge that, by signing this Acknowledgement and Agreement, I have read and understand this Acknowledgement and Agreement and that it is legally binding.

Date: _____

Name: _____
[Print Last Name (in Capitals), First Name]

Date of Birth: _____
[Day/Month/Year]

Signature: _____

Athletes	Subsidised Officials (55%)	Non-subsidised Officials (25%)
1	1	1
2	2	1
3	2	1
4	3	1
5	3	2
6	4	2
7	4	2
8	5	2
9	5	3
10	6	3
11	7	3
12	7	3
13	8	4
14	8	4
15	9	4
16	9	4
17	10	5
18	10	5
19	11	5
20	11	5
21	12	6
22	13	6
23	13	6
24	14	6
25	14	7
26	15	7
27	15	7
28	16	7
29	16	8
30	17	8
31	18	8
32	18	8