



## **TEAM MANUAL**

**“BALKAN CROSS COUNTRY CHAMPIONSHIPS”**

**NOVEMBER 22, 2015**

**VRBOVEC, CROATIA**





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## 1. General Information

### 1.1 General information about Croatia and Vrbovec

**Area:** 56.542 km<sup>2</sup>, with an additional 31.067 km<sup>2</sup> of territorial waters.

**Population:** 4.381.352.

**Capital:** Zagreb (790.000 inhabitants - the administrative, cultural, academic and communication centre of the country).

**Length of coast:** 5.835 km - including 4.058 km of islands, islets and reefs coastline.

**Number of island, islets and reefs:** 1.185. The largest islands are those of Krk and Cres. There are 67 inhabited islands.

**Official language and alphabet:** Croatian language and Latin alphabet.

**Religions:** The majority of the populations is Roman Catholic and in addition there are a number of those of Orthodox faith, as well as Muslims and Christians of other denominations.

**Currency:** Kuna (1 Kuna = 100 Lipa). There are 1, 2, 5, 10, 20, 50 Lipa coins, 1, 2 and 5 Kuna coins and 5, 10, 20, 50, 100, 200, 500 and 1000 Kuna banknotes.

**Electricity:** 220V, 50Hz.

**Water:** Tap water is drinkable throughout Croatia.

**Time zone:** GMT plus one hour.

**Vrbovec:** Small town (40 km from Zagreb) with 16.000 inhabitants.

### 1.2 Post offices and telecommunications

Post offices are open from Monday to Friday from 08:00h to 19:00h, and on Saturday from 08:00h to 13:00h.

The international dialing code from Croatia is 00+, and from outside the country, the international code for Croatia is +385. The area code for Vrbovec is 1 from outside Croatia and 01 from within Croatia.

### 1.3 Banks and exchange offices

Banking hours are Monday to Friday from 08:00h to 19:00h and from 08:00h to 13:00h on Saturday. On Sunday all banks are closed.

All major credit cards, such as Eurocard, American Express, Visa and Diners, are generally accepted. Exchange offices are open during the day, but it is also possible to exchange money in hotels. Exchange rates for the Croatian Kuna (HRK), as quoted on November 14, 2015, were as follows:

1 Euro = 7,61 HRK

1 CHF = 7,05 HRK

1 USD = 7,06 HRK

1 GBP = 10,75 HRK

### 1.4 Shops

Most shops are generally open Monday to Friday from 08:00h to 19:00h, and on Saturday from 8:00h to 13:00h. Goods purchased can be paid for in cash (with Croatian Kunas) or with credit cards.

### 1.5 Medical assistance and pharmacies

Pharmacies are generally open Monday to Friday from 8:00 to 19:00, and on Saturday from 8:00 to 13:00. However, there are also duty pharmacies for emergency cases, which open outside of the aforementioned normal hours. Information is available at the Information Desk in the Team Hotels.



## 2. Organisational Structure

### 2.1 Executive Board of Croatian Athletic Federation

President	Ivan Veštić
Vice Presidents	Mario Bratulić Ivan Domislović Stjepan Ljatići Irena Weber
Members	Jerko Bagarić Zdravko Budiša Jozo Delaš Mario Dobša Damir Ludvig Ljubomir Medaković Milan Orešković
General Secretary	

### 2.2 Local Organising Committee

President	Ivan Veštić
General Secretary	Milan Orešković
Director of Competition	Vladimir Mikulec
Finance	Stjepan Ljatići
Promotion / Marketing	Branko Kaurić
Transport / Accommodation	Kristina Šimatić
Technical Manager	Marijo Dautanec
Protocol	Kristina Šimatić
Media	Tea Rožman

### 2.3 Competition Organisation

Technical Delegate	Ivica Matijević (SRB)
Competition Director	Vladimir Mikulec
Technical Director	Marijo Dautanec
Chief Judge	Josip Baričić
Chief Judge Assistant	Vladimir Gjurgjević
Chief Timekeeper	Suzana Horvat
Call Room Director	Sandra Bilandžić
Chief Starter	Željko Radečić
Chief Starter Assistant	Sandra Šarić
Victory Ceremony	Kristina Šimatić
Announcers	Nebojša Pešić, Gordana Šeler
Timing and Data Processing	DEPAR Sport Timing



### 3. ARRIVALS

#### 3.1 Arrival By Air

Zagreb Pleso International Airport is the official airport for the Balkan Cross Country Championships.

##### 3.1.1 Welcome Service

Upon arrival, teams will be met by LOC attaches. A welcome desk will be located in hotels. These will be open from 08:00h to 22:00h.

Once luggage has been collected, team members will be escorted to buses/vans which will take them to their hotels.

#### 3.2 Arrival By Road

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

#### 3.3 Visa Requirements

All Countries except Armenia, Georgia and Moldova are exempt from visa to enter to Croatia. Mention teams may apply to the Croatian Embassy to get a visas.

Should you have any problems, or require a letter of invitation please contact the Croatian Athletic Federation Office (telephone: +385 1 46 13 117, e-mail: [has@has.hr](mailto:has@has.hr)).

### 4. TRANSPORT

#### 4.1 Transport and Accommodation Desks

The transport and accommodation office will be located in the lobby of the *Hotels* and will be open from 08:00h to 22:00h (*Friday 20 to Monday 23 November*).

#### 4.2 Bus Shuttle Service

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

#### 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 desk.



## 5. ACCOMMODATION & HOTEL INFORMATION

### 5.1 Information Desk

An information desk will be located in the lobby of the each hotel, which will be open from *Friday 20 to Monday 23 November from 08:00h to 22:00h.*

### 5.2 Official Hotels

#### Team Hotels

Hotel Name	Address, Telephone & Fax
<i>Bunčić</i>	<i>Vrbovec, Croatia Zagrebačka ulica 4 Tel: +385 01 2720 570 Fax: +385 01 2720 571 e-mail: <a href="mailto:hotel@hotel-buncic.hr">hotel@hotel-buncic.hr</a></i>
<i>Eko park KRAŠOGRAD</i>	<i>10451 Pisarovina, Croatia Bratina 117 Tel: +385 01 5582 200 Fax: +385 01 5582 225 e-mail: <a href="mailto:ekopark-kras@kras.hr">ekopark-kras@kras.hr</a></i>

### 5.3 Costs

In conformity with the ABAF Regulations, host Country will cover the board and lodging expenses for a maximum of 2 nights of a maximum of 33 persons, that is 24 athletes and 9 officials in principle. For any persons exceeding the above quota, the visiting federation shall pay a fixed rate of €50 (fifty Euros) per person per day full board accommodation.

The team leader must settle any extra charges at the hotel reception desk, before departure. The team leader will be requested to provide a credit card by the reception desk for extras.

### 5.4 Meals

All meals will be served at the hotel.

The restaurant opening times are:

Day	Breakfast	Lunch	Dinner
Friday (20.11.)	From 07:00 to 9:00	From 12:30 to 14:30	From 18:00 to 21:00
Saturday (21.11.)	From 07:00 to 9:00	From 12:30 to 14:30	From 18:00 to 21:00
Sunday (22.11.)	From 06:00 to 9:00	From 15:00	From 18:00 to 21:00
Monday (23.11.)	From 07:00 to 9:00	From 12:30 to 14:30	

Accreditation cards will allow access to meals.

For lunch and dinner, mineral water is available free of charge. All other drinks must be paid for. After competition on Sunday lunch will be served for all participants in Hotel Bunčić close to the venue.

### 5.5 Meeting Rooms for Teams

Arrangements can be made for team meeting rooms through the information desk in the hotel. Meeting rooms will be available on *Friday 20 and Saturday 21.*

### 5.6 Medical Services in the Hotel

During the day, please contact the LOC Information Desk at the team hotel. If necessary, during the night, the Hotel front desk will contact a doctor.



## 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 on the final entry forms. No changes will be accepted after the final entry deadline.

Accreditation cards will be distributed at the welcome desk in the hotels after team arrival. The team leader shall collect the cards for whole team.

### 6.3 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the *hotel information desk or TIC at the competition venue*.

### 6.4 Access Areas for Teams

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

## 7. TECHNICAL INFORMATION

### 7.1 Technical Information Center (TIC)

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

The TIC will be open at the following times:

*Sunday 22 November from 09:00 to 15:00*

### 7.2 Technical Meeting

The Technical Meeting will be held on *Saturday 21 November at 19:00h in Hotel Bunčić*.

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.

### 7.3 Dressing rooms

Dressing rooms are located in the tents near the competition venue. Teams can use these places for massage too. Athletes can use shower after competition at nearby football stadium.

### 7.4 Training

The Course will be open for training on *Saturday 21 November, from 09:00h to 15:00h*. The rest of the time athletes will be able to train in the numerous adequate places existing around the hotel area.

The transport schedule will be displayed at the information desks in the hotel.





## 8. COMPETITION REGULATIONS

### 8.1 Team Composition

In accordance with ABAF Championships Regulation:

- 5.2.1. The Championships is a team and individual competition.
- 5.2.2. Four (4) athletes from each team may start in each race of whom the best three (3) will score.
- 5.2.3. "Out of competition" athletes are not accepted.
- 5.2.4. Countries which do not have a complete team may enter individual athletes in any category.
- 5.2.5. Only athletes aged from 14 to 19 may compete in junior races. No athletes younger than 16 years shall be accepted in the senior races.

### 8.2 Competition Numbers

The LOC will distribute competition numbers with transponders (chips) to the teams at the Technical Meeting.

In the individual events each competitor receives 1 number. Their personal competition number shall be pinned on the front of the competition clothing. The competition numbers may not be cut, bent or covered in any way.

### 8.3 Scoring

- 5.3.1. Each race shall be scored separately.
- 5.3.2. The team results shall be decided by the aggregate of placings of the best three athletes of each team. The team with the lowest total points will be the winner.
- 5.3.3. If a team finishes with less than three athletes, it will not be classified in the team result. The finishing athletes shall be eligible for individual ranking as well.
- 5.3.4. No adjustment to the placings shall be made in respect of non-scoring or individual athletes.
- 5.3.5. In case of a tie, it shall be resolved in favour of the team whose last scoring athlete finishes nearest to the first place.

## 9. COMPETITION PROCEDURE

### 9.1 Timetable

The timetable is as follows:

- 10:00** Opening Ceremony
- 10:30** Junior Women (4 laps: 4 km)
- 11:00** Junior Men (6 laps: 6 km)
- 11:30** U23 Women (6 laps: 6 km)
- 12:05** U23 Men (8 laps: 8 km)
- 12:45** Senior Women (8 laps: 8 km)
- 13:30** Senior Men (10 laps: 10 km)

### 9.2 Warming Up Before Events

The warming up area is around and out of the course.



### **9.3 Assembly and Call Room Procedures**

The first call for the participants will be made in front of the call room. 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.

Athletes must report to the call room before each event as follows:

<b>Category</b>	<b>Call-room times</b>	<b>Race start</b>
• Junior Women	between 10:10 and 10:20	10:30
• Junior Men	between 10:40 and 10:50	11:00
• U23 Women	between 11:10 and 11:20	11:30
• U23 Men	between 11:45 and 11:55	12:05
• Senior Women	between 12:25 and 12:35	12:45
• Senior Men	between 13:01 and 13:20	13:30

### **9.4 Competition Preparations**

#### **9.4.1 Starter's Commands**

All instructions will be given in Croatian language. The command is "-Na mjesta" (On your marks) followed by a shot from the starter's gun.

#### **9.5 Timing**

The official timing will be provided by DEPAR Sport Timing using transponders (chips).

#### **9.6 Leaving the course after the competition**

After the competition, athletes leave the course immediately through the mixed zone. Clothing baskets will be brought to the mixed zone.

#### **9.7 Protests**

Any protest shall, in the first instance be made verbally to the Referee by either the athlete or by someone acting on his/her behalf.

The protest is to be submitted in writing, in English on the special protest forms provided by the TIC. The protest office operates during competitions and until 45 minutes after the announcement of the last results.

Teams then have 30 minutes after the announcement of the Referee's decision to appeal to the Jury.

A deposit of €100 should be submitted together with the appeal. This deposit will be forfeited if the appeal is not upheld.

The appeal may only be submitted by a staff member of the athlete's own team. When the appeal is being handled, a team representative must be easily reachable in case the Jury wishes to question him. The Jury's decision will be provided in writing.

#### **9.8 Victory Ceremonies**

The victory ceremonies for individuals and teams will take place close to the finish line during the competition. Athletes must wear the official team clothing for the ceremonies.

Team Leaders will receive final victory ceremony timetable at Technical Meeting.



## **10. Medical Services**

### **10.1 Medical Care at the Course Site**

The course 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. There are also well equipped physiotherapy facilities here. The course medical service is also responsible for first aid in the warming up area.

## **11. Information**

### **11.1 Announcements**

Official announcements will be made in Croatian and English.

### **11.2 Start Lists**

Start lists will be available for Team Leaders on Saturday evening during Technical Meeting.

### **11.3 Result Lists / Intermediate Scores**

Results will be displayed on the notice boards near the TIC.

Copies of the results of the day's events will be distributed to each Team Manager after competition.

## **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.

## **13. Opening & Closing Ceremonies**

### **13.1 Opening Ceremony**

Opening Ceremony details will be available on Technical meeting.

### **13.2 Closing Party**

The Closing Banquet will take place during the lunch on *Sunday, 22 November at 15:00h in the Hotel Bunčić*. Everyone with accreditation or an invitation is welcome to attend.



## **14. Departure**

Teams will be asked to provide full travel details on the final entry forms. 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.



## 15. Appendix

### Appendix 1 - Map of Course Site



1 km Lap   
126, 123, 122 m – Height Level above sea