



TEAM MANUAL

BELGRADE 2017



EUROPEAN ATHLETICS
INDOOR
CHAMPIONSHIPS



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1. GENERAL INFORMATION

1.1 Host Country Serbia

Form of Government	Parliamentary Republic
President	Tomislav Nikolić
Prime Minister	Aleksandar Vučić
Area	88,361 km ²
Population	7 164 000 (2013)
Religion	Orthodox 84%, Catholic 6%, Islam 3%, Other 7%
Capital	Belgrade
Local Time	GMT+1
Driving	On the right
Telephone Country Code	+381
Currency	Serbian Dinar (1 EUR= 123 RSD)

1.2 Host city Belgrade

Belgrade lies at the crossing of the communication lines between Eastern and Western Europe, on the Balkan Peninsula. It rises on the banks of the Sava and the Danube and two rivers run along three sides of the city.

The geographic coordinate of Belgrade are:

- 44 049'14'' North geographic latitude,
- 20 027'44'' East geographic longitude,
- Average elevation 116,75m.

TERRITORY

The urban core of Belgrade, encompasses an area of 36km², and the total municipal territory amounts to 322 km².

Administratively, Belgrade is subdivided into 17 municipalities:

- 10 urban (*Čukarica, Novi Beograd, Palilula, Rakovica, Savski venac, Stari grad, Voždovac, Vračar, Zemun and Zvezdara*),
- 7 suburban (*Barajevo, Grocka, Lazarevac, Obrenovac, Mladenovac, Sopot and Surčin*).

CLIMATE

The Belgrade climate is moderate continental, with four seasons. The average annual air temperature is 11,90C autumn is longer than spring, with lengthy sunny and warm periods (Indian summer). Winter is not particularly harsh, and averages 21 one days with below zero temperatures. January is the coldest month of the year with an average temperature of 0,40C.

Belgrade has a characteristic south-eastern and eastern wind called "košava", which brings fair and dry weather. It is most frequent in the fall and winter, lasting for 2-3 days. The average "košava" speed is 25-43km/h, particularly when there is a high air pressure over Ukraine and Bessarabia, and low pressure over the Adriatic Sea.

Belgrade has an annual average of 139 days with precipitation, including 27 days of snow. The most intense precipitations are in May and June, and in February they are the least. One-day rains are most frequent.

The annual average of precipitations is 667,9mm. The snow blanket averages 30 to 44 days, and its average thickness is 14-25cm.

POPULATION

According to the 1991 census, the Belgrade urban area has a population of 1.1 million, and together with the suburban areas the capital city has a population of 1.6 million. Estimates are that Belgrade now has more than 2 million inhabitants.

As a result of its stormy past, many nations have been living in Belgrade for centuries, and Serbs are the majority (86%).

TIME ZONE

Belgrade lies in the central European time zone CET (GMT+1 hour).

The summer daylight saving time is from the end of March to the end of October (GMT+2 hours).

BUSINESS HOURS SHOPS, GOVERNMENT OFFICES, BANKS

Working Hours

Banks and post offices:

- Working days 09:00-17:00
- Saturdays 08:00-15:00
- Sundays only those on duty

Groceries:

- Working days 06:30-20:00
- Saturdays 06:30-18:00
- Sundays 07:00-11:00

Markets:

- Daily 06:00-21:00

Shops in shopping malls:

- Working days 09:00-22:00

Department stores:

- Working days 08:00-20:00
- Saturdays 08:00-15:00
- Sundays closed

Drugstores:

- Daily 00:00-24:00

CURRENCY

The official currency is the dinar (RSD) and 1 dinar consists of 100 para.

Coins: 1, 2, 5, 10 and 20 dinars

Paper bills: 10, 20, 50, 100, 200, 500, 1000, 2000 and 5000 dinars



Currency exchange is performed by:

- All the banks
- All the post offices
- Exchange offices

Useful words in Serbian

Yes	Da
No	Ne
Please	Molim
Thank you	Hvala Vam
Thank you very much	Hvala lepo
Good morning	Dobro jutro
Good afternoon	Dobar dan
Good night	Laku noć
Hello	Zdravo
Good bye	Do viđenja
Bye	Zbogom
What is your name?	Kako se zovete?
My name is...	Zovem se...
How are you? (formal)	Kako ste?
How are you? (informal)	Kako si?
Fine thanks, and you?	Dobro hvala, a vi/ti?
I understand	Razumem
I don't understand	Ne razumem
Do you speak english?	Govorite li engleski
A beer please	Jedno pivo molim
How much does it cost?	Koliko košta?

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)

Alfio Giomi (ITA)

Márton Gyulai (HUN)

Toralf Nilsson (SWE)

Dimakos Panagiotis (GRE)

Antti Pihlakoski (FIN)

Jorge Salcedo (POR)

Gabriela Szabo (ROU)

Erich Teigamägi (EST)

Libor Varhanik (CZE)

Salih Münir Yaras (TUR)

IAAF President

(ex officio member)

European Athletics Honorary

Life Presidents

Sebastian Coe (GBR)

Carl-Olaf Homén (FIN)

Hansjörg Wirz (SUI)

2.2 European Athletics Officiating Persons

Organisational Delegate

Technical Delegates

Medical Delegate

Doping Control Delegate

Jury of Appeal

Dobromir Karamarinov (BUL)

Imre Matrahazi (HUN)

Niels van der Aar (NED)

Pedro Branco (POR)

Elena Gorodilova-Shamsutdinova (FRA)

Anna Riccardi (ITA) (Chair)

Antonio Perez (ESP)

Malcolm Rogers (GBR)

Can Korkmazoglu (TUR) (Chief)

Iker Martinez (ESP)

Linda Turner (GBR)

Roberto Grava (ITA)

Pierce O'Callaghan (IRL)

Pär Holm (SWE)

International Starter

Wilfried Fittko (GER)

International Photo-finish Judge

International VDM Judge

Event Presentation Consultant

Krisztina Horvath (HUN)

Zvonimir Čeč (CRO)

Andy Kay (GBR)

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

competition@european-athletics.org

www.european-athletics.org

2.4 Executive Board of Serbian Athletic Federation

President

Veselin Jevrosimović

General Secretary

Slobodan Branković

Council Members:

Snežana Pajkić

Jovan Šurbatović

Stevan Zorić

Miroslav Nikolić

Ratomir Maksimović

Miroslav Kuburić

Dragan Pešikan

Ivan Pavlović

Darko Savić

Radomir Radovanović

Vladan Jovičević

Dragan Babić

2.5 Local Organising Committee

President

Slobodan Branković

Project Manager

Ana Luković

Competition Director

Predrag Momirović

Event Presentation

Ivan Rečević

Protocol / Hospitality

Miloš Milenković

Press / Media

Aleksandar Simić

Finance

Jovan Kantar

Accreditation

Danilo Lagator

Transport

Milan Bojčić

Accommodation

Sandro Romanić

Marketing

Milan Ćirilović

Medical/Anti-Doping

Nikola Ćikiriz

Ceremonies

Borjana Dedoević

2.6 Competition Organisation

Competition Director
Competition Director Deputy
Meeting Manager
Meeting Manager Assistant
Technical Manager
Event Presentation Manager
Judges Coordinator
Call Room Referee
Track Referee
Combined Events
Referees
Competition Secretary
Technical Information
Centre Manager
Marshal
Competition Administrator
Jury of Appeal Secretary

Predrag Momirović
Goran Trifunac
Milena Acić Zarić
Ivica Možek
Goran Milosavljević
Ivan Rečević
Nebojša Zdravković
Miodrag Jelić
Milomir Mičić

Krasomenko Miletić, Irina Juhas
Goran Begović

Vesna Repić
Aleksandar Stibilj
Marko Ristov
Daniel Pereira

3. TRAVEL TO BELGRADE

3.1 Official Airport and Arrival Information

The official airport, located at 15km from the Kombank Arena, is Nikola Tesla International Airport, where the LOC will provide adequate welcome services.

3.1.1 Welcome Service

Upon arrival at the airport, the teams will be met by their Team Attachés.

The opening dates and times of the Welcome Desk:

26 - 28 February according to teams arrivals.

01 - 05 March from 08:00 - 23:00.

Arrivals at the airport or train station between 23:00 and 08:00 will be managed separately without welcome desks, but with volunteers and name boards.

After collecting luggage, team members will be escorted to the official buses by the welcome desk staff and taken to the team hotel. The transfer time from the airport to the official hotels is 20 minutes approximately.

The transfer from/to the airport to the Team Accreditation Centre located at the Crowne Plaza Hotel will be granted to all Personal Coaches as long as travel details have been provided in due time. Only those Personal Coaches being accommodated in one of the official Team Hotels will then be further transported to the respective hotel. Transportation from hotel to training facilities and to competition venue will be organised as shuttle bus service.

3.2 Arrival by Train

There will be no Welcome Desk at the main railway station in Belgrade. 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 road are kindly asked to go directly to their hotel, where representatives from the LOC will welcome them.

3.4 Entry visas

The following countries require visas to enter Serbia: Azerbaijan, Armenia and Georgia.

Visas should be obtained before leaving your country, from Serbia 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 Jelena Bilanović,

office@atletika2017.org.rs

Tel.: + 381 648 222 598

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.

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.

Photo (passport type) are required for the accreditation. Photos shall be uploaded online through the European Athletics event management system Arena which will be accessible at the following link: <https://arena.european-athletics.org/>, otherwise a picture will have to be taken on the day of card collection at the accreditation centre.

An upload function will be available in the final entries module during final entries from 7 February to 23 February as well as in the accreditation centre. Please upload your digital photos as a jpeg file. Each photo must not exceed 500kb in size.

4.2 Accreditation Centre

The Team Accreditation Centre is located at the Crowne Plaza Belgrade Hotel. Team Leaders will be transported straight to the Team Accreditation Centre upon arrival in order to carry out the administrative procedures.

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

	Dates	Opening hours
Tuesday - Thursday	28 February - 2 March	08:00 – 23:00
Friday - Sunday	3 - 5 March	08:00 – 20:00

Note: Opening hours might change according to Teams arrival schedules.

Personal coaches

Accreditation will be charged at the rate of 150 EUR for the duration of the Championships.

Personal Coach Accreditation will give the right to:

- Transfer from the airport to the Team Accreditation Centre and then to the Official Team Hotel (only if booked through LOC)
- Use the team shuttle service during the event
- Seat at team tribune
- Access to warm-up and training areas

Accreditation cards can be picked up at the Team Accreditation Centre which is located at the Crowne Plaza Hotel (Team Hotel).

Note: The Personal Coach Accreditation cards cost is NOT included in the accommodation cost. Members Federations will be invoiced for each personal coach accreditation. The cost will be included in the general team accommodation invoice which will be issued after the Final event.

4.3 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the Member Federation through 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:

- Accommodation invoice
- 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 seating 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 and the public transportation network within Belgrade City.

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.

4.5 Loss of an Accreditation Card

Any lost or damaged accreditation cards should be reported to the Accreditation Manager or European Athletics. 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 and the person being prosecuted by Serbian law.

5. ACCOMMODATION

5.1 General Information

The LOC has made accommodation arrangements for team members in four hotels of similar standards.

The hotels will be officially open with full services from Wednesday 1 March 2017. If members of your federation are planning to arrive earlier, please contact the LOC at accommodation@atletika2017.org.rs well in advance to make sure specific arrangements are made.

5.2 Information Desk

An Information Desk will be located in the lobby of each team hotel with qualified personnel offering relevant information about all aspects of the European Athletics Indoor Championships Belgrade 2017. The Information Desks' opening hours will be as follows:

Wednesday 1 March to Monday 6 March

07:30-22:00

5.3 Official Hotels

The official hotels for the European Athletics Indoor Championships Belgrade 2017 are indicated below with the internet address of their home page where further details can be found:

Teams Hotels

Hotel Crowne Plaza Belgrade
Vladimira Popovica 10, 11070 Novi Beograd
Phone: +381 11 220 4121
www.ihg.com

Hotel Falkensteiner
Bulevar Mihajla Pupina 10, 11070 Novi Beograd
Phone: +381 11 225 0000
www.falkensteiner.com

Hotel In
Bulevar Arsenija Carnojevisa 56, 11070 Novi Beograd
Phone: +381 11 310 53 00
www.inhotel-belgrade.rs

Hotel Holiday Inn
Spaskih boraca 74, 11070 Novi Beograd
Phone: +381 11 310 0000
www.holidayinn.com

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

European Athletics Family and VIP Hotel

Hotel Hyatt Regency Belgrade
Milentija Popovica 5, 11070 Novi Beograd
Phone: +381 11 301 1234
www.belgrade.regency.hyatt.com

5.4 Accommodation Costs and European Athletics Quota

5.4.1. European Athletics Quota

The allocation of the free places is based on the results (places 1-8 achieved), the number of participants per country at the European Athletics Indoor Championships 2015 in Prague and the European Indoor Season Best-list 2016.

ALB	2	CYP	3	GIB	2	LTU	3	POR	4
AND	2	CZE	15	GRE	7	LUX	3	ROU	7
ARM	2	DEN	4	HUN	4	MDA	2	SLO	4
AUT	2	ESP	13	IRL	5	MKD	2	SMR	2
AZE	2	EST	4	ISL	3	MLT	2	SRB	Host
BEL	5	FIN	4	ISR	3	MNE	2	SUI	5
BIH	2	FRA	17	ITA	10	MON	2	SVK	5
BLR	9	GBR	23	KOS	2	NED	10	SWE	9
BUL	5	GEO	3	LAT	4	NOR	5	TUR	5
CRO	4	GER	22	LIE	2	POL	20	UKR	10

Remark

Those Member Federations with 1 free place will receive an additional free place under the condition that they have at least one male and one female athlete competing. SRB as the host of the Championships has not been allotted any free place.

5.4.2. 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.

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
61 - 70	21	14
71 - 80	22	18
Plus 10	+ 1	+4

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

⁽¹⁾ The number of above mentioned team officials is eligible for fixed price accommodation (same price as for all athletes in quota days) and other benefits. European Athletics will not cover these officials' accommodation costs;

⁽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.

5.4.3. Accommodation Costs

For all athletes within the European Athletics Quota, European Athletics will pay for full board accommodation, as stipulated in the European Athletics Competition Regulations (208.1.4 and 210.4), for a period limited to the number of competition days plus two (which means 3+2 days): check-in on Wednesday 1 March 2017 and check-out on Monday 6 March 2017.

The minimum stay for athletes has been fixed to four nights and no contribution shall be made in respect of athletes representing the host Member Federation. The official period will be from Monday 27 February to Monday 6 March (7 nights); the additional nights being Monday 27 and Tuesday 28 February.

The following rates apply for team members. This includes full board accommodation and applies to any additional days for Athletes and Officials within the ratio and outside the ratio:

Group	Twin Room	Single Room
Athletes within EA free places quota	No charge	120 EUR*
Athletes (outside free places quota)	110 EUR	120 EUR
Team Officials (within the ratio)	110 EUR	120 EUR
Team Officials (outside the ratio)	120 EUR	140 EUR
Additional night within official period	120 EUR	140 EUR

All prices include VAT.

Each participating team shall be allocated a minimum number of single rooms equal to 10 % of the total number of athletes and in ratio team officials entered in the final entries. Additional single rooms can be requested and will be given according to availability. The price for the additional single room is 120 EUR for the full board accommodation for all days.

European Athletics Regulation 203.12

European Athletics may reduce financial support (for travel, board/accommodation grants, etc.) to any European Athletics Member Federation which, after having announced its participation, does not take part or attends the competition with a number of athletes and officials materially higher or lower than the number stated in the Preliminary Entry (203.9 above). The latter applies only if the Preliminary Entry is more than 4 (four).

5.4.4 Payment Procedures

A proforma invoice was sent to each Federation detailing the amount they owe based on their preliminary entries. Federations are kindly encouraged to make an advance payment of at least 50 % by date provided by LOC. Advance Payments must be made in EUR by bank transfer to the following account:

INSTRUCTIONS FOR BANK TRANSFER ORDER IN EUR

SWIFT CODE: DEUTDEFF Deutsche Bank GMBH, Frankfurt Main

ACCOUNT OF THE BENEFICIARY WITH SWIFT CODE:

LIKIRSBG Marfin Bank a.d., Beograd

BENEFICIARY IBAN: RS35145007010003187481

NAME: ATLETIKA 2017 DOO

ADDRESS: Strahinjica Bana 73a, Beograd

The remaining sum (= final entry sum – pre-payment) will be invoiced after the final entry deadline. In case the remaining amount (after the final entries) is to 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 Team Accreditation Centre. Otherwise the balance of the payment must be paid on-site by the Team Leader on arrival at the Team Accreditation Centre.

Payment on-site can be made by credit card or by cash in local currency RSD. MasterCard and Visa are accepted.

5.4.5 Extra Charges

The Team Leader must settle phone bills and all other extra services at the hotel reception, before departure. The Team Leader will be requested a credit card by the hotel reception desk for extras.

All payments must be made by credit cards or in local currency RSD if paid in cash

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.

Further amendments will have to be made by sending an email to teams@atletika2017.org.rs after the closing of the final entries.

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:

Breakfast	06:30-10:30
Lunch	12:00-16:00
Dinner	18:00-22:00

Note: On Sunday 5 March, dinner will also be served in the Team Hotels.

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 will be 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 and will be handled at first come first serve basics.

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:
teams@atletika2017.org.rs

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 10.1.4).

5.7.3 Internet access

Free internet access will be provided at team hotels.

6. TRANSPORTATION

Transportation between the team hotels and the training and competition venues, including technical meeting and social functions, will be guaranteed by the LOC shuttle service.

6.1 Transport Desk

The main transport desk will be located at the Kombank Arena and will be open from 07:30 to 21:00 daily from Sunday 26 Feb to Monday 6 March 2017.

A transportation desk will be available in all official hotels as part of the Information desk as well as at the training arena and will be open as mentioned above.

6.2 Bus Shuttle Service

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

Transfer times between the hotels and the competition venue is about 15 minutes max, depending on the hotel location and traffic conditions.

The following arrangements have been made for the team hotels:
Full transportation operations will be active from Wednesday 1 to Monday 6 March, before and after transportation will be available upon request.

Route: Team hotels to training arena and competition arena

Activity: Training, technical meeting, competition

Frequency: 30 minutes

Times: All transport point will have timetable for each day during the competition

7. TECHNICAL INFORMATION

7.1 Technical Information Centre (TIC)

The TIC is located in the Competition Venue (please, see Appendix 6).

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

The TIC will open on Thursday 2 March from 08:30 - 18:00 and, on all competition days, from 2 hours before the start of the first event of the day until 60 minutes after the end of the last event of the day.

Days	Kombank Arena
Thursday 2	08:30 – 18:00
Friday 3	07:30 – 21:15
Saturday 4	07:30 – 22:00
Sunday 5	11:30 – 20:30

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

- Distribution of bibs.
- 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 Delegates and Competition Management via the pigeon boxes. 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.

- Liaison points concerning technical matters between Team Delegate(s), Technical Delegate(s), European Athletics and LOC.
- Settlement of technical enquiries from delegations.
- Receipt of Final Confirmations.
- Distribution and receipt of Relay Order Confirmation forms.
- Distribution of special passes (i.e. field events coaching areas and combined events resting area) the day before the respective event, according to the start lists.
- Distribution and collection of order forms for Lunch Boxes for Combined Events.
- Distribution of items confiscated at the Call Room.
- Managing national record doping control requests.
- Receipt of withdrawal forms.
- Receipt of Appeals.
- Receipt and collection of personal implements.
- Distribution of diplomas for finalists
- Meeting point for Victory Ceremonies.

7.2 Technical Meeting

The Technical Meeting will be held on 2 March at 16:00 in the Hotel Crowne Plaza Belgrade.

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.

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

- Timetable amendments (if any)
- Qualifying procedures for races
- Qualifying procedures for field events
- Starting heights and raising of the bar for the vertical jumps
- Answers to written questions

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

Written Questions

Any enquiries concerning the technical conduct of the Championships 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 your arrival at the Accreditation Centre.

These forms must be returned to the TIC no later than on 2 March at 12:00. No questions will be accepted during the Technical Meeting.

7.3 Documents Distribution

The distribution of competition related information at the TIC will NOT be systematically made through printouts in the Team pigeon boxes but will be displayed on the notice boards. It will still be possible to request occasional copies of specific event start lists and / or results at the TIC.

Important notices of general interest (e.g. changes to the timetable) will also be displayed on the Posting Board while individual communications to specific teams will be posted through the pigeon boxes.

8. COMPETITION & TRAINING VENUES, EQUIPMENT & IMPLEMENTS

8.1 Competition Venue

The Championships will take place in the Kombank Arena. Kombank Arena is a multifunction facility and its surroundings are shown in Appendix 6 of this document.

Information about the track surface:

Kanstet /EST

Product: VSS-1

Description: Sandwich

Thickness: 13.2 mm

There are 9000 seats for spectators in the arena.

The arena has the following competition sites:

- 200m track with 6 lanes
- 60m straight with 8 lanes
- 1 High Jump site
- 1 Pole Vault site
- 1 site for Long/Triple Jump
- 1 Shot Put Circle

The Warm up area has the following sites:

- 40m straight with 10 lanes
- 1 Shot Put Circle (with limited landing area)
- Weightlifting site

8.2 Training Venue

Athletes will have the possibility to train in the following venue and according to the schedule below:

Atletska dvorana, Bulevar oslobođenja bb (see in Appendix 7 of this document)

Opening hours:

27 February – 5 March from 10:00 till 12:00 and from 15:00 till 19:00

The training venue has the following sites:

- 200m track with 4 lanes
- 60m straight with 8 lanes
- 1 High Jump site
- 1 Pole Vault site
- 1 site for Long/Triple Jump
- 1 Shot Put Circle

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

The Weight lifting room in the Atletska dvorana is situated in the corner near the finish zone.

Opening hours are: 27 February – 5 March from 10:00 till 12:00 and from 15:00 till 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 team each hotel.

8.3 Orientation visit to the Competition Venue

Team Officials may visit the Kombank Arena, inspecting access routes and other facilities which will be important to the teams on Thursday 2 March at 09:30.

Team Officials are to meet LOC members at the entrance of warm-up area, from where they will be escorted.

8.4. Official training at the competition venue

Official training for all athletes at the Kombank Arena will take place on 2 March from 10:00-12:00. The competition Warm Up area will also be available during this time only.

Training with Official Starters will take place at Kombank Arena on 2 March from 11:00 – 12:00

8.5 Sports Equipment

Poles

Each team is responsible for organizing the transport of its poles until its arrival in Belgrade. Upon arrival at Nikola Tesla airport, the pick-up of the poles will be arranged by the LOC and the LOC will transfer the poles to the training facility Atletska dvorana, where they will be at the athlete's disposal.

All other teams are requested to bring their poles directly at training facility Atletska dvorana, Bulevar oslobođenja bb. All poles or bags of poles shall bear the identification of the athlete (tag of the name country and discipline/ gender). The tags will be provided by the LOC.

The previous day to each competition (Pole Vault Men, Pole Vault Women and Heptathlon) and after the training sessions have finished, poles will be transferred to the Kombank arena. After each final (event) LOC will provide to athletes possibility to check pole bags before transfer to training facility. From 30 minutes after the end of the event and not later than 1 hour after the end of the event, athletes will be expected at TIC and escorted to implement storage to check the pole bags. After that, the poles will be transferred to the training facility, waiting for the last transportation to the airport at the end of the Championships. The athletes will pick-up their poles at the departure desk at the departure terminal of Nikola Tesla airport.

Markers

Athletes will not be permitted to use their own markers during the Championships. Those athletes wishing to use a marker will be required to use the markers provided by the LOC at the event site. Officials will also provide adhesive tape for the relay runners at the track.

8.6 Implements

8.6.1 Official Implements

The implements provided by the LOC are selected from those appearing on the current IAAF approved implements list. Please, see Appendix 2.

8.6.2 Personal Implements

Personal Implements shall also be allowed, providing that:

- They are readily identifiable and are IAAF certified.
- They are not already on the official list.
- They have been checked for compliance with IAAF Rules.
- They are made available to all the other competitors until the end of the Final.

Personal implements will have to be submitted to the TIC the day before the event and no later than 18:00 hours.

If a personal implement cannot be accepted into the pool due to not meeting the specifications or being unidentifiable, the relevant team will be notified through the TIC, with an explanation, and the implement will be returned.

The implements can be collected only after the event (including final) from the TIC.

9. ENTRY CONDITIONS AND DEADLINES

9.1 Entry Rules

In accordance with European Athletics regulations 203, all participants must comply with eligibility qualifications for Area Games or Championships as set out in the IAAF rules. No athlete may compete in the European Athletics Indoor Championships unless entered by a European Athletics Member Federation.

Only athletes aged at least 16 years on 31 December of the year of the competition can participate. However, only athletes aged at least 18 years on 31 December of the year of the competition can participate in the Shot Put (M).

9.2 Entry Standards and Qualification Procedure

9.2.1 Individual events

Each European Athletics Member Federation may enter up to 4 (four) athletes in each individual event of whom up to 3 (three) may participate provided all of them shall have achieved the qualifying standard for that event.

Alternatively, each European Athletics Member Federation may enter one athlete in each individual event if such athlete has not achieved the qualifying standard for that event.

9.2.2 Pole Vault

The Pole Vault is to be held as straight Finals with 12 athletes starting at each event.

European Athletics aims to secure the participation of a target number of athletes. All athletes that have achieved the standard will be eligible for entry, even if it means exceeding the target numbers. Performances to be eligible for the qualification standard must be achieved between 1 January 2016 and 23 February 2017 (14:00 CET).

In case the target number cannot be achieved by reaching the qualifying standards, European Athletics will invite additional athletes up to the target number, according to their rankings in the best list including the outdoor list 2016 and indoor list 2017 as at 23 February 2017 (14:00).

The final list of qualified and confirmed athletes will be published by European Athletics by 27 February 2017.

9.2.3 Relays

The number of relay teams 4x400m men and women is limited to 6 each (they will be run as straight finals). The list of qualified teams was communicated to the Member Federations and published at European Athletics website. In case any of the qualified teams will decide not to participate, the next ranked team will be given the opportunity to participate.

Final entries for the relays shall be made by the confirmed participating countries together with all other entries for the Championships through the Teams Online Entry System.

6 (six) athletes may be entered for each relay. From these 6 (six) and from any other athletes entered for any event in the Championships, 4 (four) athletes to start must be nominated in the final declaration of runners.

9.2.4 Combined Events

The number of participants in the Heptathlon (men) and Pentathlon (women) is limited to a maximum of 16 athletes in each event. Places are allocated according to the following regulations:

- No more than 2 athletes per country may compete in each event;
- The host country will be allocated one place in each event regardless of his/her position in the ranking list. Where the host country has one qualified athlete in the order of the ranking list this provision will, however, not allow a second (unqualified) athlete to compete;
- The defending European Indoor Champion shall be automatically qualified to compete;
- 8 places (or 7 if an athlete of the host country's European Athletics Member Federation is not included) will be allocated to athletes, in the order of their ranking in the European best lists Decathlon (men) and Heptathlon (women) of the outdoor season 2016.
- Entries under this category must have reached the European Athletics before 30 November 2016.
- Should a Member Federation confirm the non-participation of an athlete qualified according to the above criteria the place will be reallocated to the athlete(s) having achieved the next performance of the outdoor ranking list;
- 8 places (or 7 if the defending European Champion is not included either in the qualified 8 from the outdoor list or in these 8 places) will be allocated to athletes in the order of their ranking in the European season's best lists of the current indoors season as at 10 days prior to the first day of the European Athletics Indoor Championships;
- If any of these athletes is already qualified from the outdoor season list, the next following athlete(s) shall be eligible;
- Any of the athletes confirmed by 10 December who will withdraw will be replaced by another athlete eligible according to European season's best lists of the current indoors season;
- In the case of withdrawal of any finally entered and confirmed athlete for bona fide reason of illness or injury, etc., European Athletics, acting through the Technical Delegates(s), may approve the replacement of another athlete suitably qualified according to the indoor ranking lists.

9.3 Entry Procedures

Entries shall be made through the European Athletics Event Management System which will be accessible at the following link: <https://arena.european-athletics.org/>. Member Federations' entries manager shall use their already known individual and personalised access.

9.3.1 Final Entries

To be valid for entry standards, performances must be achieved between 1 January 2016 and 26 February 2017 (24:00 CET) (except for Combined Events, Relays and Pole Vault, please see above).

According to European Athletics Regulations 203.10, the Final Entries will close 8 (eight) days (14:00 CET) before the first competition day of the European Athletics Indoor Championships, which means Thursday 23 February 2017 (14:00).

However, athletes achieving the entry standards by 26 February may be added with the consent of European Athletics until 5 (five) days (24:00 CET) before the first competition day, meaning Sunday 26 February 2017 (24:00 CET). The information about any new athlete achieving the standard between 23 and 26 February, and to be added to the final entries, will have to be sent by a respective Member Federation to competition@european-athletics.org.

Any room requests made by the closing of the final entries (23 February 2017 – 14:00 CET) are binding and will be invoiced. Accommodation costs of athletes or officials cancelled after 23 February 2017 (14:00 CET) will have to be paid for by the respective Member Federations.

No additional athletes will be accepted after 26 February 2017 (24:00 CET). In accordance with European Athletics regulations, exceptional changes related to already entered athletes may be accepted by European Athletics, until the final confirmation deadline of the first competition day. In case of such changes, the respective Member Federation would be accountable for a financial penalty of EUR 1500 per case. This amount would be deducted from the Member Federation's European Athletics subvention at the end of the year. Important note: Only performances entered or modified in the Final Entries as of 26 February will be used during the competition for seeding. Updates will only be accepted if performances are achieved after the final entries. No performances updates will be accepted either during or after the final entries closing before the full event results are sent to Tilastopaja Oy by email.

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. Further amendments after the closing of the final entries will have to be made by sending an email to teams@atletika2017.org.rs.

9.3.2 Final Confirmations

Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition. Confirmation of athletes will not be accepted after the deadline, which is 09:30 on 2 March 2017 at TIC for all events.

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 Relays Declaration Forms

The composition of each relay team as well as the order of running shall be officially declared at the TIC, not later than one hour before the published first call time for each relay race.

Forms for the final declaration and confirmation will be distributed to each delegation during accreditation. The forms must be completed and submitted to the TIC in the Kombank Arena within the specified deadline (not later than one hour before the published first call time).

9.3.4 Failure to participate

Any athlete who, after the Final Confirmation has been submitted, or after qualifying during a qualifying round or a heat for any event, fails to participate in the event without giving a valid reason (e.g. a medical certificate provided by and based on an examination of the athlete by the Medical Delegate appointed under Rule 113), shall be excluded from participation in all further events in the competition, including Relays (see IAAF Rule 142.4).

9.3.5 Withdrawals

Withdrawals after final confirmation have to be submitted, on the official Withdrawal Form, to the TIC. If the athlete is entered in another event of the Championships, the reason for the withdrawal has to be specified in detail, being its acceptance the responsibility of the Technical Delegates based on the IAAF Rules.

10. COMPETITION PROCEDURE

10.1 Timetable

Please refer to Appendix 3 for the competition timetable.

10.2 Competition Bibs

10.2.1 Competition Bibs

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

For all running events starting from 400m athletes (including the last race of Combined Events and both relay events) will receive a bib with a plastic pouch for the transponders that shall be pinned in the front. Transponders will be handed out at the Call Room.

10.2.2 Special Bibs

The defending European Champion (orange background) and the current European Leader competing in an individual event (blue background) will receive a special bib to be worn on the chest.

For the Combined Events, the leading athlete after each event will be given a special bib (yellow background) indicating he/she is the leading athlete, to be worn on their chest.

Athletes competing in the last race of the Combined Events will also be given a special bib, to be worn on their chest, which will indicate their position in the competition prior to the last event.

The special bibs for the races will also have pouches for the respective transponders.

10.2.3 Relays

Each runner in a relay team must wear the bib with the official three-letter country code of his/her national federation on his/her front. On his/her back the runner must wear the personal bib.

10.2.4 Hip Numbers

The athletes competing in Track Events will also be given two adhesive hip numbers at the Call Room before entering the Field of Play. The hip numbers must be secured to both sides of the athlete's shorts/legs.

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. If the uniform displayed in Arena system differs from your current official uniform, the revised Team Vests form must be uploaded by 23 February 2017 via the form used for that specific purpose (uploaded in Arena system or provided by European Athletics upon request). 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 for 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.

Dimensions of Spikes

The part from the spike which projects from the sole or the heel shall not exceed 9mm. These spikes must be constructed that it will, at least for the upper half of its length, fit through a square sided 4 mm gauge.

The Sole and the Heel

The sole and/or heel may have grooves, ridges, indentations or protuberances, provided these features are constructed of the same or similar material to the basic sole itself. In the high jump and long jump, the sole shall have a maximum thickness of 13 mm and the heel in high jump shall have a maximum thickness of 19 mm. In all other events the sole and/or heel may be of any thickness.

10.4 Call Room

The athletes have to report to the Reporting Point at the Warm-up Area, according to the schedule below. The athletes would be escorted from the Reporting Point to the Call Room, which is located at the ground floor of Kombank Arena. The athletes will not be allowed to go directly to the Call Room bypassing the Reporting Point.

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

	Reporting Point (at Warm up)	At competition site
Track Events	25 minutes	5 minutes
High Jump	65 minutes	40 minutes
Pole Vault	85 minutes	60 minutes
Other Field Events	55 minutes	30 minutes
Relays	30 minutes	5 minutes

This is an indicative schedule. A dedicated, heat by heat, Call-up Schedule will be issued once Final Entries are confirmed. It will be displayed at the Warm-up Area and handed out at the TIC daily.

Athletes competing in Track Events will be required to leave the Call Room 'ready to compete'. Their personal belongings, including bags and track suits, will be taken directly from the Call Room to the Post Event Area. Refreshments (still water) and toilets will be available next to the Call Room.

Athletes who fail to report on time to the Reporting Point without a valid reason may be excluded from participating in this and all further events in the Championships, including Relays.

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

Athletes competing in races from 400m and above will be provided with a small transponder which will be inserted in a pouch at the back of the front bib. After the competition, the athletes should return the transponder at the entrance of the Kit Collection Area, where they will be collected by volunteers.

Competitors taking part in combined events must report to the Reporting point in the warm up area at the start of each session (morning and afternoon). Then, they would be escorted to the Combined Events Resting Area, where all the call room procedures will be implemented. Before each additional event of the same session, the combined events referee will provide information on reporting time at the Combined Events Resting Area.

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 Combined events

A resting area for the competitors taking part in combined events will be provided at the ground floor of Kombank Arena (near the Call Room), where athletes can rest and wait for their next event. As the presence of the athletes in this room between events is not obligatory, all athletes must report to this room before the start of an event to undergo their final check before going to the field of play. Before the first event of each day, the athletes are to report to the Reporting Point at the Warm-up Area according to the schedule. A specific schedule for the combined events reporting times will be provided at the Combined Events Resting Area.

Fruits, energy bars, sandwiches and drinks will be provided in the resting area. Toilets and showers facilities will also be available.

Further to the catering in the resting area, lunch with hot meal will be served in the Combined Events Catering near to the Combined Events Resting Room. The Request form will be available in the TIC the day before the competition. Teams shall return the requests for hot food at the TIC by 12:00 the day previous to the respective Combined Events first session.

Access to the combined events resting area and combined events catering are limited to the competitors and any other accredited person (one per athlete), who are in possession of the appropriate combined events resting area pass. These passes can be collected at the TIC the day before the start of each combined event competition.

10.6 Specific Event Procedures

10.6.1 Track Events

Athletes in track events will be asked to enter infield already dressed in competition clothing. Tracksuits shall be placed in baskets at Call Room and will be taken to the kit collection area at the end of the Mixed Zone for collection after the race.

10.6.2 Field Events

Shot Put each athlete is allowed to a minimum of two practice trials (more if time allows) under the supervision of the officials. The athletes will be called to the practice trials in the competition order.

In the remaining field events, the practice trials will be supervised by the relevant judges and will not have any limitations concerning trials.

Only official markers provided by the LOC will be allowed for marking the runways and to be used adjacent to the shot put circle.

10.6.3 Field Events Coaching Zones

To allow communication between athletes and coaches, seats have been reserved in the stands close to the field events. Special passes for each field event will be distributed from the TIC to the teams, according to the Final Confirmation, the day before the respective event in accordance with the start lists. There will be one pass per athlete competing. The pass is only valid when accompanied by a team accreditation, this accreditation needs to be visible at all times. Meeting Point is at the warm-up area, i.e. Reporting point, according to the Call Room schedule.

10.7 Timing & Measurement

The official timing will be provided by ATOS and will be displayed on the official electronic timing instrument and photo finish cameras provided by ATOS. For the races the elapsed time will be displayed on electronic timers located at the end of each straight.

All field events will be measured by ATOS scientific measurement equipment.

10.8 Post Competition Procedures

After the competition, athletes leave immediately through the mixed zone. Live Mixed Zone will be on the tribunes near to the finish line.

In the mixed zone, all athletes meet the media: first TV, then radio and finally the written press. It is for the athlete to decide whether he/she will give an interview.

The clothing baskets will be brought to the kits collection area located after the mixed zone.

The first three athletes in each event may be asked to attend an official press conference. These press conferences will take priority over all other interview requirements. They will usually be held before doping controls.

10.9 Protests and Appeals

Protests and appeals 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.

10.10 Special procedures for athletes introduction

For the track finals the athletes will be escorted to Presentation platform for introduction and then they will enter the Field of play. For the field events finals athletes will be escorted first to Field of play for warming up, then to Presentation platform for introduction and then they will enter the Field of play for competition.

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 194.

11.1.1 Medical Meeting

There will not be a separate Medical Meeting. The Medical and Anti-Doping topics will be presented at the Technical Meeting.

11.1.2 Medical Services in the Team Hotels

In case of emergency, call 194 (English-speaking). If necessary, Emergency Medical Service provides transport and emergency services contracted by the VMA (Military Medical Academy).

In other cases, the given instructions should be followed. Dr. Nikola Čikiriz is in charge of the LOC coordination of medical services and can be reached via phone on +381641587525.

11.1.3 Medical Care at the Competition Venue, Warm-up, and Training Areas

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

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

There are two first aid teams around the infield, supervised by a doctor and marked with the red crosses.

11.2 Physiotherapy Services

11.2.1 Physiotherapy Services in Team Hotels

There will be some rooms available for physiotherapy use in the team hotels. The physiotherapy room will be equipped with massage tables and ice.

Athletes willing to book a treatment shall proceed to the Information Desk in their respective team hotel, where volunteers will make arrangements according to the availability.

11.2.2 Physiotherapy Services at Warm-up and Training Areas

There are well equipped physiotherapy facilities in the warm-up area. All teams have their own facilities prepared as well as a physiotherapy room, including the availability of the LOC physiotherapist. The team physiotherapists and doctors may use the equipment in the physiotherapy room in co-operation with the medical staff.

11.3 Injuries Surveillance

During the event, the team physicians or physiotherapist of all participating national teams are requested to report daily all injuries newly incurred in competition or in training and all illnesses using a specially designed, single page report form per day/ or using a specially designed IT tool. Injury and illness data will also be obtained from the LOC medical staff. The report form is available in five languages (English, French, German, Spanish and Russian) at the TIC and the medical centre. All information will be treated strictly confidential. The team physician will receive a formal report of the study in due course after the European Athletics Championships. Further information about the survey will be given during the Medical Meeting.

11.4 Import of Medication and Medical Equipment

For any information, please, contact medical@atletika2017.org.rs.

11.5 Doping Control

11.5.1 General Information

Doping controls will be conducted in accordance with IAAF Rules and Anti-doping Regulations. They are in accordance with the revised WADA code in force since 1 January 2015. The controls will be done under the supervision of the European Athletics Doping Control Delegate. Both urine and blood samples may be collected immediately before, and during, the Championships.

Athletes selected for doping control shall be informed by the anti-doping officials. Athletes will be required to sign a doping control notification form. They can be accompanied to the Doping Control Station (DCS) by an accredited team representative of their choice.

A selected athlete should report immediately to the DCS unless there are valid 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 DCS. Athletes are reminded that refusal to provide a sample result in liability to disqualification and may result in further disciplinary action.

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

11.5.2 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 DCS to provide a sample. Failure to provide a sample will result in the record not being ratified.

11.5.3 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 the European Athletics and will be deducted from the member federation's European Athletics subvention after the Championships.

12. CEREMONIES & SOCIAL FUNCTIONS

12.1 European Athletics - LOC Dinner

The European Athletics - LOC Dinner will be held at the Hyatt Regency Hotel (Crystal Ballroom) on Thursday 2 March at 20:00. Two persons from each member federation will be invited. Invitation cards will be given together with accreditation cards, as long as guest names were previously confirmed.

12.2 Opening Ceremony

The Opening Ceremony will take place on Friday 3 March at 16:00 at the Kombank Arena. No team members will be involved in the ceremony.

Transport will be provided from all official team hotels (exact pick-up time to be displayed at the Info Desk). Return transport will be available immediately after the Opening Ceremony.

12.3 Victory Ceremonies

Teams will receive detailed information on the victory ceremonies for individuals and teams at the Technical Meeting. All the victory ceremonies will take place at the Kombank Arena with the exception of the 4x400m relays which will be held during the Closing Party on Sunday evening.

Athletes must wear the official team clothing for the ceremonies and the presentation bibs provided by the LOC. No other items shall be taken to the podium, such as flags, bags or other.

The athletes who will attend the victory ceremony right after the event will gather in the victory ceremony preparation room. The LOC staff - athlete escorts will meet them right after the finals in the Kit Collection area and escort the winning athletes to the designated area.

The athletes whose victory ceremony is not scheduled right after the event but rather later in the day or the day after, will be given a victory ceremony card with the exact time of their victory ceremony. The meeting point will be at the TIC (level 400, East side of the Kombank Arena). The athletes are expected to report to TIC at least 30min before the ceremony. The athletes will then be escorted from the TIC to the victory ceremony preparation room by the LOC staff - athlete escorts.

12.4 Flag Handover

It will take place on Sunday 5 March at 17:55 at the Kombank Arena and will consist of the flag handover to the next organisers Glasgow 2019.

12.5 Closing Party

The Closing Party will take place on Sunday 5 March from 22:00 to 2:00 at the Crowne Plaza Belgrade Hotel. Everyone with accreditation is welcome to attend.

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 Athletics Indoor Championships in Belgrade please contact:

Hotel Hyatt Regency Belgrade
Milentija Popovića 5, Belgrade
Open from 26 February to 07 March, 09:00 – 19:00 daily

15.1 European Athletics Office (on site)

Open from 26 February to 07 March, 08:00 – 20:00 daily.

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

15.2 Local Organising Committee Office(s)

Opening hours: 22 February to 07 March, 08:00 – 21:00 daily

15. Appendices

Appendix 1 – Entry standards & Conditions

Appendix 2 – Implements List

Appendix 3 – Timetable

Appendix 4 – Daily Maps

Appendix 5 – City Map with Team hotels & Championships Sites

Appendix 6 – Map of Competition and Warm-up Venue

Appendix 7 – Map of Training Area

Appendix 8 – Key Dates and General Programme

Appendix 1 – Entry standards & Conditions

Entry Standards:

MEN		Event	WOMEN	
Indoor	Outdoor		Indoor	Outdoor
6.74	10.30 (100m)	60m	7.42	11.30 (100m)
47.35	46.30	400m	54.00	52.75
1:49.00	1:47.00	800m	2:04.00	2:02.00
3:44.00 / 4:00.00 (Mile)	3:39.50	1500m	4:16.00 / 4:34.00 (Mile)	4:12.00
8:05.00	7:50.00	3000m	9:15.00	9:00.00
7.82	13.65 (110m H)	60m H	8.24	13.10 (100m H)
Top 6 teams		4x400m	Top 6 teams	
2.25		High Jump	1.89	
5.78		Pole Vault	4.70	
7.90		Long Jump	6.50	
16.40		Triple Jump	13.75	
19.80		Shot Put	16.30	
Top 16 athletes		Combined Events	Top 16 athletes	

Conditions:

- Performances must be achieved in bona fide competition (either indoors or outdoors) organised in conformity with IAAF Rules.
- Performances must be achieved during competitions organised or sanctioned by the IAAF, its Area Associations or its National Member Federations. Thus, results achieved at other competitions must be certified by the National Federation of the country in which the competition was organised.
- Performances achieved in mixed events (between male and female participants), held completely in the stadium, shall not be accepted as entry standards.
- Wind assisted outdoor performances will not be accepted.
- Hand-timed performances in 60m, 100m, 400m, 60m Hurdles, and 100m/110m Hurdles will not be accepted.
- For the running events of 400m and over, performances achieved on oversized tracks will not be accepted.

Appendix 2 – Implements List

Shot Put Women

Cat. No.	Manufacturer	Description	Colour	Certification No.
F253C	Nishi	Steel, dia: 109mm	Silver	I-99-0084
5133402	Nordic Sport	Turned steel, dia: 108mm	Red	I-99-0025
PK4/100-M	Polanik	Brass, dia: 100mm	Gold	I-00-0198
PK-4/110	Polanik	Competition, Turned steel, dia: 110mm	Various	I-12-0581

Shot Put Men

Cat. No.	Manufacturer	Description	Colour	Certification No.
N1118A	Nelco	Turned iron, dia: 128mm	Yellow	I-99-0093
N1118AX	Nelco	Shot 7.26kg, Turned steel, dia: 129mm	Yellow	I-01-0247
F251C	Nishi	Steel, dia: 129mm	Silver	I-99-0083
PK-7,26/125	Polanik	Competition, Turned steel, dia: 125mm	Various	I-13-0652

Additional implements may be added to the official list, if requested by Member Federations directly or by manufacturers with the endorsement of a Member Federation, to European Athletics by **31 January 2016**, and if supplied to the LOC free of charge. All such implements must have IAAF certification and must be approved by the European Athletics Technical Delegates. Three items of each implement must be supplied by the Member Federation or manufacturer concerned and delivered to the LOC by **20 February 2017** at the latest.

Personal Implements shall also be allowed, providing that:

- They have IAAF certification in force
- They are not already included on the official list
- They are in good conditions and the brand is easily recognised.
- They are made available to all the other competitors until the end of the Final
- They will have to be submitted to the LOC for approval at the TIC by **18:00 the day before the respective event.**

Appendix 3 – Timetable

DAY 1 Friday, Morning

09:30	60m H Pen	W	
09:40	Long Jump	M	Q
09:45	400m	W	R1
10:20	High Jump Pen	W	
10:20	400m	M	R1
10:50	Shot Put	W	Q
10:58	800m	W	R1
11:35	800m	M	R1
12:00	Triple Jump	W	Q
12:15	3000m	W	R1
12:45	60m H	W	R1
13:15	Shot Put Pen	W	
13:20	60m H	M	R1

DAY 1 Friday, Afternoon

Opening Ceremony

16:30	60m H	W	SF
16:35	Long Jump Pen	W	
16:45	60m H	M	SF
17:00	Pole Vault	M	Final
17:05	1500m	W	R1
17:30	High Jump	W	Q
17:35	Shot Put	W	Final
17:45	400m	W	SF
18:05	400m	M	SF
18:20	Triple Jump	M	Q
18:25	3000m	M	R1
18:55	800m Pen	W	Final
19:15	1500m	M	R1
19:40	Shot Put	W	VC
19:55	60m H	W	Final
20:00	Pentathlon	W	VC
20:10	60m H	M	Final

DAY 2 Saturday, Morning

09:30	60m Hep	M	
09:45	60m	W	R1
10:10	Long Jump Hep	M	
10:20	60m	M	R1
11:00	Shot Put	M	Q
11:20	High Jump	M	Q
12:00	Long Jump	W	Q

DAY 2 Saturday, Afternoon

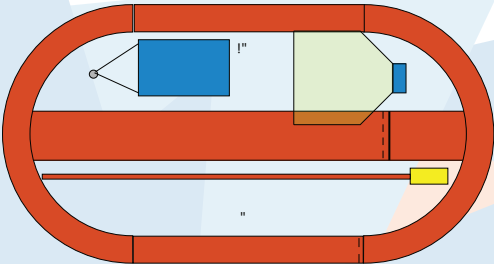
16:15	Pole Vault	M	VC
16:20	60m H	W	VC
16:30	High Jump	W	Final
16:45	Shot Put Hep	M	
17:40	60m H	M	VC
17:50	Triple Jump	W	Final
18:05	Pole Vault	W	Final
18:30	High Jump Hep	M	
18:35	60m	M	SF
19:03	800m	W	SF
19:13	High Jump	W	VC
19:20	Shot Put	M	Final
19:25	800m	M	SF
19:32	Long Jump	M	Final
19:45	1500m	W	Final
19:58	400m	W	Final
20:18	1500m	M	Final
20:33	400m	M	Final
20:43	Triple Jump	W	VC
20:48	1500m	W	VC
20:57	60m	M	Final
21:00	400m	W	VC
21:05	Shot Put	M	VC

DAY 3 Sunday, Morning

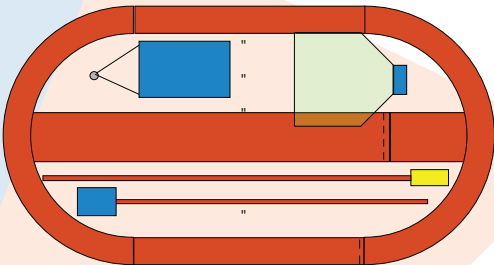
DAY 3 Sunday, Afternoon

13:30	60m H Hep	M	
14:40	Pole Vault Hep	M	
15:40	1500m	M	VC
15:45	400m	M	VC
15:50	Pole Vault	W	VC
16:00	60m	W	SF
16:04	Triple Jump	M	Final
16:30	3000m	W	Final
16:40	Long Jump	M	VC
16:50	High Jump	M	Final
16:55	3000m	M	Final
17:16	60m	M	VC
17:25	800m	W	Final
17:40	Long Jump	W	Final
17:50	800m	M	Final
18:00	3000m	W	VC
18:10	60m	W	Final
18:15	3000m	M	VC
18:25	1000m Hep	M	Final
18:46	Triple Jump	M	VC
18:51	800m	W	VC
19:00	4 x 400m Relay	W	Final
19:07	800m	M	VC
19:12	60m	W	VC
19:23	4 x 400m Relay	M	Final
19:30	High Jump	M	VC
19:35	Heptathlon	M	VC
19:40	Long Jump	W	VC
	4 x 400m	W	VC
	4 x 400m	M	VC

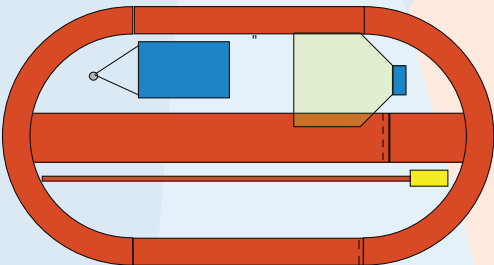
Appendix 4 – Daily Maps



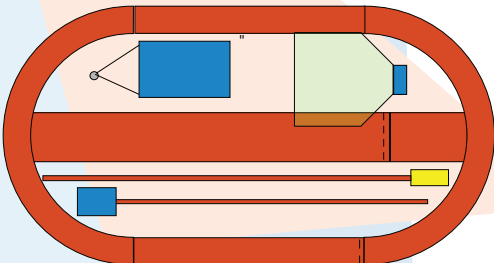
Friday 3 March morning



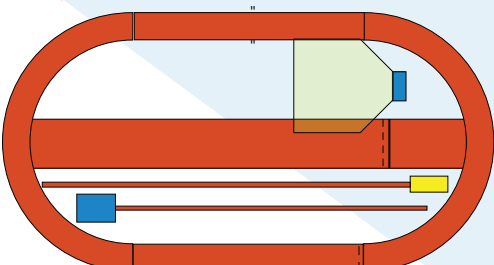
Friday 3 March afternoon



Saturday 4 March morning

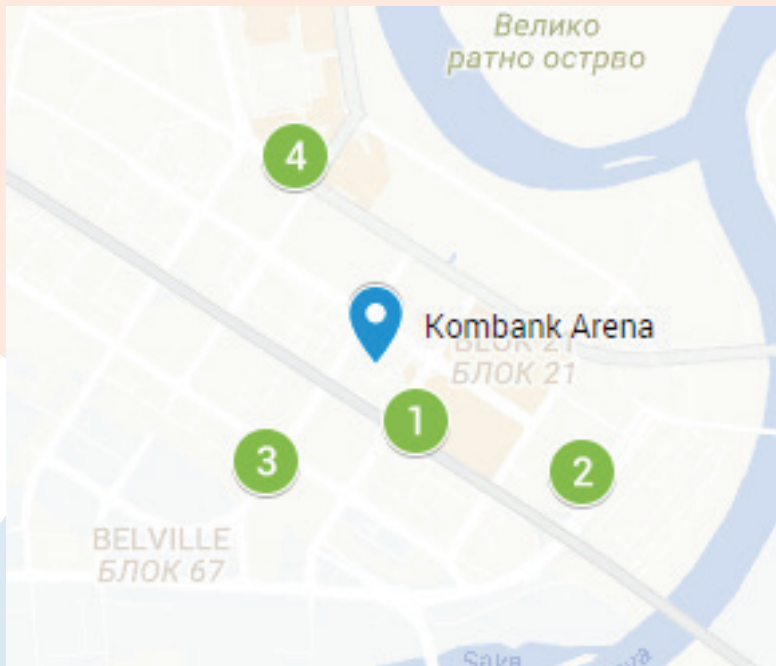


Saturday 4 March afternoon



Sunday 5 March afternoon

Appendix 5 – City Map with Team hotels & Championships sites

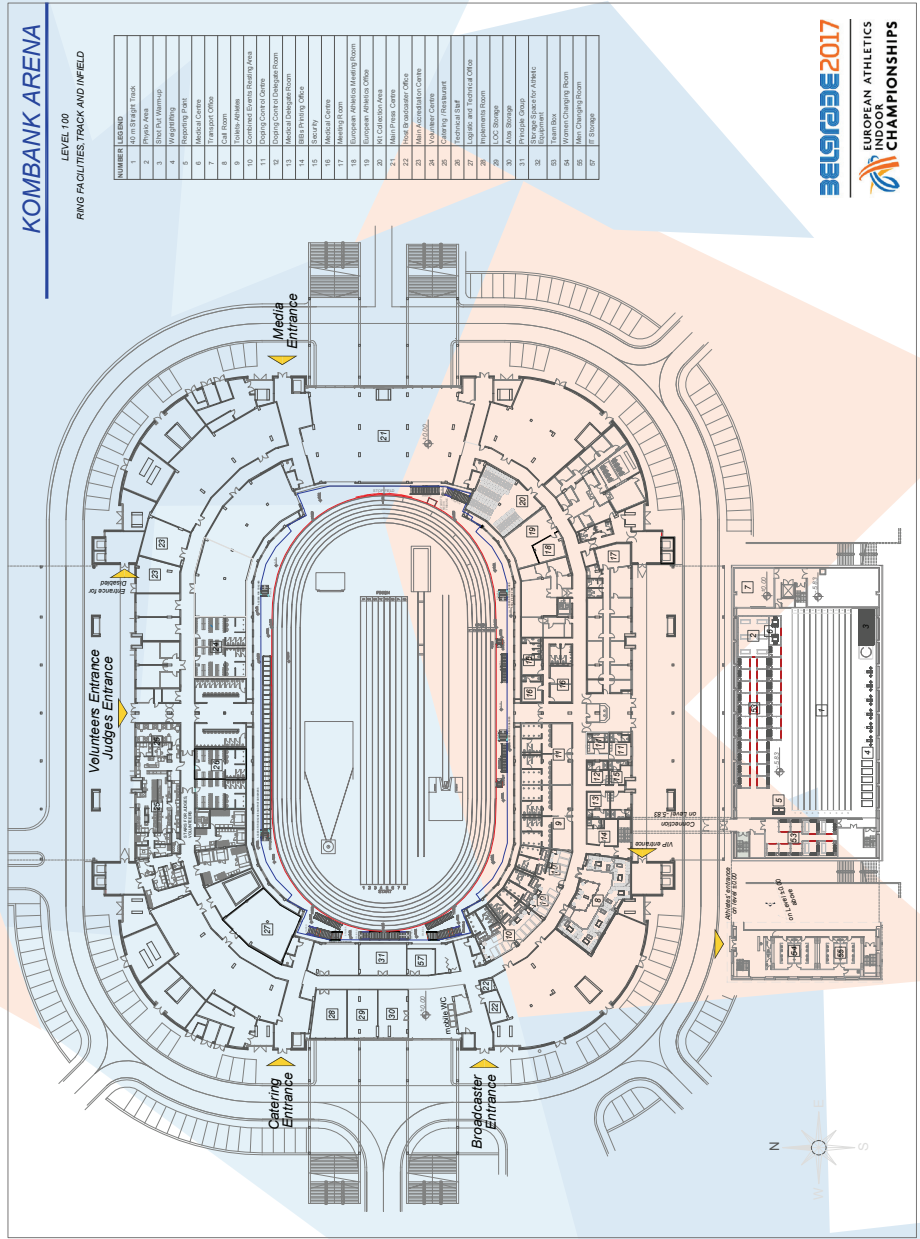


- 1 - Hotel In
- 2 - Crowne Plaza Belgrade
- 3 - Holiday In
- 4 - Falkensteiner

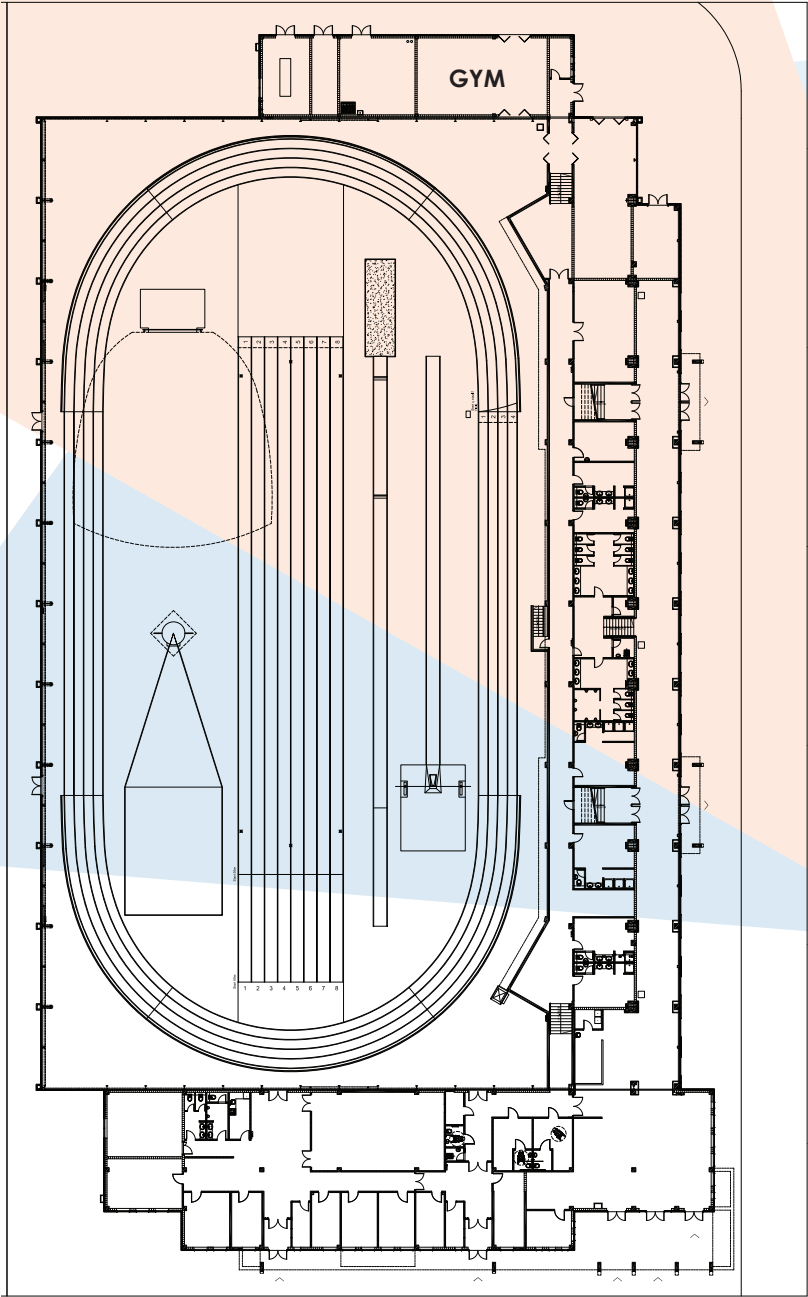
Appendix 6 – Map of Competition and Warm-up Venue

KOMBANK ARENA

LEVEL 100
RING FACILITIES TRACK AND INFELD



Appendix 7 – Map of Training Area



Appendix 8 – Key dates and General Programme

Date	Time	Event	Place
28 February	08:00	Team Accreditation centre open	Crowne Plaza Belgrade hotel
2 March	12:00	Deadline for submitting written questions for the Technical Meeting	TIC, Kombank Arena
2 March	09:30	Final Confirmation of Entries	TIC, Kombank Arena
2 March	09:30	Orientation Visit and Athletes Training	Entrance of Warm-up Area
2 March	16:00	Technical Meeting	Crowne Plaza Belgrade hotel
3 March	16:00	Opening Ceremony	Kombank Arena
5 March	17:55	Flag Handover	Kombank Arena
5 March	22:00	Closing Party	Crowne Plaza Belgrade hotel

NOTES



BELGRADE 2017

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