



TEAM MANUAL

**Balkan Mountain Running Championships
Busteni - ROMANIA August 15th 2015**



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1. GENERAL INFORMATION

Bușteni, the host city of the **Balkan Mountain Running Championships** is a small mountain town in the north of Prahova County, in central Romania. It is located in the Prahova Valley, at the bottom of the Bucegi mountains, that have a maximum altitude of 2505 m. Its name literally means tree-logs in Romanian. One village, Poiana Țapului, is administratively part of the town, formerly a separate commune prior to 1950. According to the 2011 census, it has 8,553 inhabitants.

Bușteni's average altitude is 900 m. It is one of the most popular mountain resorts, offering spectacular views, with lots of year-round tourism opportunities, ranging from skiing to mountain climbing.

The town and the surrounding mountains were the site of military confrontations in 1916, during World War I. A large commemorative monument (about 25 m high), Heroes' Cross (*Crucea Eroilor*) lies atop nearby Caraiman Peak, at nearly 2,260 m. The monument is lighted at night and is visible from virtually everywhere in Bușteni.

The main local industries are wood industry and tourism. Many holiday houses have been recently built in the town.

Information you might need: opening and closing schedules

- Shops: 9 am – 8 pm some might stay open late;
- Banks : 9 am - 5 pm , Monday - Friday;
- ATM/Cash Machines/Bankomats are open 24/7;
- Post offices: 9 am-6 pm, some might be open on Saturdays. Closed on Sundays;
- Currency exchange services: 9 am-7 pm. Some are open 24/7;
- Electricity: 220 V;
- Telephone area code for Romania: + 40;
- Cell phone Companies: Vodafone, Orange, Telekom and Digi;
- Credit cards: most cards are accepted at restaurants or shops;
- Ask before ordering or proceeding with your shopping. Cash is always Better;
- Emergency telephone numbers Fire Department/Ambulance: **dial directly 112.**



2. ORGANIZATIONAL STRUCTURE

2.1. Association of Balkan Athletics Federations (ABAF) Council

President Dobromir Karamarinov (BUL)
General Secretary Galia Puhaleva (BUL)
Vice President Fatih Cintimar (TUR)
Council Member
Council Member Traian Badea (ROU)

2.2. ABAF Delegate

Technical Delegate

2.3. Romanian Athletics Federation, Federal Council

Ion Sandu
.....
.....
.....
.....
.....

2.4 Local Organizing Committee

President

Bușteni City Mayor SAVIN EMANOIL

General Secretary

MILEA RADU

Event Management

AL MARIU LUCIAN

Protocol

VAJEU ADRIANA

Press/Media/Marketing

GLINTA FLORIN

Travel / Accommodation

VAJEU ADRIANA

Ceremonies

SANATESCU CATALIN



2.5 Competition Organization

Competition Director: Ion Buliga

Head Technical Official: Liviu Rosca

Call Room Official: Stefan Dan, Lucian Al Marii, Ion Bura

Field Judges: Gheorghe Dulgheru, Stefan Alexandru, Daniel Stroescu, Iuliana Chiriac, Dumitru Falca, Alin Tanase, Vlad Diaconescu, Andrei-Doru Pata, Gabriela Roca

Starters: Mihaela Dan (BibChip Romania), Laurentiu Motoc

Technical Information Center Manager(TIC): Adriana Al Marii

Competition Secretary: Radu Milea

Website Administrator: Cornel Pochiu (<http://busteni.skyrace.ro>), Cristian Barbu (<http://www.fra.ro>)

Meet Managers: Adriana Al Marii

Participating countries

Albania, Armenia, Bosnia and Herzegovina, Bulgaria, Cyprus, Croatia, Georgia,

Greece, Montenegro, Moldova, FYR Macedonia, Serbia, Slovenia, Turkey, Romania and Israel*.

**Israeli athletes can take part out-of-competition in all Balkan*

Championships pending the official affiliation of Israel on the next congress.

3. ARRIVALS

3.1 Arrivals by Air

The official airport is "The International Airport Henry Coanda" (OTP) located near

Bucharest, and at about 120 km from the Accommodations and Event Center in the city of Bușteni, Prahova County.

3.2 Welcome Services and commuting to the hotel.

Upon arrivals at the Airport teams will be welcomed by an LOC representative or a designated Team Attaché. After luggage pick-up, team members will board on a bus marked with the name of the team that will take them to the assigned hotel in Bușteni. Transportation of equipment, poles, massage tables etc. is provided by the Romanian Athletics Federation Transportation Team.



3.3 Visa Requirements

An Entry Visa is required for Armenian Delegation.

4. Transportation

4.1 Transportation Service to Stadium

The accommodations are about 10 minutes away from the Start/Finish location but there won't be any shuttle bus transport. All teams can walk to the Start/Finish location.

4.2 Returning to the Airport

On the day of departure the transfer of teams to the Airport will be arranged according to the flight schedules submitted in advance by the Team Leaders. Further information will be available at the Information Desks in the hotels.

5. ACCOMMODATIONS (hotel and meals) & INFORMATION

5.1 General Information

The LOC has reserved accommodation at Bușteni for teams, providing full board accommodation and easy access to the Event Center and Start/Finish location, in the center of the city, near the Mayor's office.

The hotel allocation for the teams is as follows:

Hotel Silva Bușteni

Str. Telecabinei, Nr. 54A, 105500, Busteni, Jud. Prahova, Romania.

GPS: 45.409372,25.526341

Telephone:

Romtelecom: +40 244 321 412;

Vodafone: +40 723 380 981;

Orange: +40 740 255 342.

E-mail: rezervari@hotelsilva.ro

5.2 Information Desk

An LOC Information Desk will be located in the Cultural House of Bușteni where qualified personnel offering relevant information on all aspects of the Balkan Mountain Running Championships.

The desks will be open on August 14th, 2015 from 8 am to 11 pm.



5.3 Officials Accommodation

Teams Officials accommodation will be at Hotel Silva Bușteni.

5.4 Costs and Quota

- In accordance with the ABAF regulation, approved in March 2014, the organizing country shall provide full board accommodation for 3 days for a total number of 50 people: athletes and superstructure (coaches, medical staff, officials, etc.) plus drivers where applicable.
- Additional person will be charged the amount of 50 Euros per day.

5.5 Payment Procedures

An invoice will be sent to each Federation detailing the amount they owe based on their final entries. Payments should be made in advance before hotel check-in.

5.6 Meals Schedule

All meals will be served in the restaurants of the hotel.

Access to meals in the restaurant is allowed based on your accreditation card.

The restaurants opening times are as follows:

Breakfast: 07:30 – 10:00

Lunch: 12:30 - 15:00.

Dinner: 20:00 – 22:30

On August 15th, 2015 Dinner will be served at 21:30 at the Banquet Dinner celebrated and the details will be available on the August 14th at the technical meeting.

5.7 Meeting rooms for Teams

Arrangements can be made for team meetings room at the Information Desk.

Requests shall be made in advance and for a reasonable time length.



6. ACCREDITATIONS

6.1 General

Each team member will receive an accreditation card that must be worn at all times and should be clearly visible. Security personnel will control all areas. The accreditation is not transferable and does not allow the holder to take another person beyond checkpoints. Photos are not required for the accreditation card system.

6.2 Accreditation Procedure

Accreditation cards will be prepared in advance of the event, based on the information provided by the Member Federation in the final entry form. After all financial agreements are settled accreditation cards will be distributed to Team Leader, at the Information Desk.

6.3 Loss of an Accreditation Card

Any lost or damaged accreditation card should be reported immediately to the Technical Information Center **(TIC)** at Cultural House of Bușteni. Duplicate cards can be obtained only when proof of identity can be established.

6.4 Access Areas for Teams

All team accreditation cards will allow access to the team seating area, warm-up area. Only athletes who are about to compete will have access to the call and start areas.

Separate cards will be issued to Team Leaders, for access to the TIC.

7. TECHNICAL INFORMATION

7.1 Technical information Centre (TIC)

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

The TIC is located at the Cultural House of Bușteni (*near the Bușteni Mayor's office*) and is clearly marked by signs.

Opening hours of the TIC:

Friday 14th August 16:00 – 23:00



Saturday 15th August 08:00 – 13:00

The TIC will be linked to all information desks set up for this event and shall be responsible for the following:

- The distribution to each delegation of technical information regarding the competition.
- Posting of all information on information boards.
- The Information will also be placed in mailboxes and will include daily schedules, entry lists per event, results as well as any official information from the LOC.

Notice: Teams that under extreme circumstances, will not be able to attend the Technical Meeting, can pick-up their competition package from TIC after the technical meeting.

7.2 Technical Meeting

The technical meeting will be held on August 14, 2015 at 19:00 at The Cultural House of Bușteni.

Each team may be represented by two delegates and, if necessary, an interpreter.

It is highly important that all teams attend the Technical Meeting.

All questions related to the technical meeting must be presented in writing preferably in English, to TIC before 18:00 on August 14, 2015. The Technical Meeting will be conducted in English.

The Technical Meeting will be chaired by the event secretary and attended by:

- The President of the Romanian Athletics Federation.
- The Organizing Committee Delegate.
- The Competition Manager.
- National Competition Officials
- The Romanian Athletics Federation Staff.
- The representatives of each participating delegations.

7.2.1. Agenda:

- Greeting from Mr. Sandu Ion, the President of Romanian Athletic Federation
- Word of the ABAF delegate.
- Presentation of national officials of the competition.
- Presentation of the entire competition and the start and finish area.
- Selection of the Appeal Jury made up of 3 members.



- Information on the doping control.
- Information for the opening and closing ceremonies.
- Introduction of the Competition Officials.
- Call-area procedures and schedules.
- Appeals.
- Answering of questions submitted in writing by federations.
- Bibs distribution.

7.3 Implements

The implements provided by the LOC are selected from those appearing on the current IAAF approved equipment list as at 2014.

Personal Implements shall also be allowed provided that:

- They have IAAF certification.
- They are in good conditions and the brand is easily recognized.
- They are made available to all the other competitors until the end of the event.
- They are submitted to the TIC before 20:00 on Friday 14 August.

The Technical Managing Staff will check the equipment and implements, and only those complying with the IAAF Rules will be accepted. Equipment and implements that have not been checked and approved may not be brought to competition site.

The team will receive a message from TIC the same day stating whether the implements were approved or not.

All approved implements are for the common use during the particular event.

Personal implements will be returned at the TIC at the conclusion of the particular event and they need to be retrieved by owners in a timely manner.

7.4 Inspection of Competition Course

Delegations leaders are invited to inspect the the race course and visualize other detail which might be important to the Friday 14th August between 13:00 and 17:00.

7.5 Competition area

The competition area is shown in Appendix 1 of this document.



7.6 Changing / warm-up / physical therapy rooms

The warm-up area is located near the competition start/finish (see appendix 3)

Locker rooms are located near the start and finish area.

Tents will be placed around the competition center, the Mayor's Office of Busteni.

7.7 Training

On August 14th 2015 Athletes will have the possibility to inspect the race course (it will be marked with tape and flags) between 13:00 to 17:00.

8. COMPETITION REGULATIONS

8.1 Events

Junior Men: 9km 670m climb

Junior Women: 4.8km 370m climb

Senior Men: 12.8km 970m climb

Senior Women: 9km 670m climb

8.2 Participation of athletes

The Balkan Mountain Running Championship is an individual and team competition. Team Medals will be awarded for the first 3 places based on the ranking of individuals from each country.

For the team classification, will count:

- a) in the Senior Men's race best four athletes out of six;
- b) in the Senior Women's race best three athletes out of four;
- c) in the Junior Men's race best three athletes out of four;
- d) in the Junior Women's race best two athletes out of tree.

The team with the lowest aggregate of points will be judged the winner.

There will be no "out of competition" athletes (with the exception of the Israeli athletes who are not yet affiliated to ABAF).

No athletes younger than 14 years shall be accepted in any event.

8.3. Final Entries

Final entries shall be made through the respective form.

Final entries indicating athlete's full name, date of birth, and officials'



names are due by August 10th , 2015.

8.4 Final Confirmation

Team Leaders or their representative must confirm the names of those competitors already entered who will actually take part in the competition. Final declaration and confirmation forms will be distributed to each delegation during accreditation. The forms must be completed and returned 20:00 on Friday 14th August. Final start list should to be ready for pick-up at the Cultural House of Bușteni after Technical Meeting.

8.5 Withdrawals

Withdrawals of any confirmation must be indicated to the TIC in writing by filling out the official *Withdrawal Form*.

After the Technical Meeting the only changes that are allowed are the ones due to unexpected injury, illnesses or other uncontrollable matters. The change will be made possible only at the beginning of the respective event.

8.6 Competition bibs

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

Each competitor receives 3 bibs. Their personalized competition numbers shall be pinned on the front and back of the competition tops, and the third bib on the on the bag.

The competition bibs may not be cut, folded or covered in any way.

9. COMPETITION PROCEDURES

9.1 Timetable

Junior Women: 9:00 am (different start location, will be communicated at the Technical Meeting)

Junior Men: 9:45 am

Senior Women: 11:00 am

Senior Men: 12:30 am

9.2 Warm-up Area

The Warm-up area is a small tennis field located near the Mayor's Office and it will be visible and marked.

9.3 Call Area



All athletes must report to the call area, before each event, according to the following schedules:

Events Entering Call Area

Each athlete should be at the call area 30 minutes prior to their category start time.

Notice:

The following equipment must comply with "IAAF Advertising and Competition Rules"

- Competition clothing
- Shoes
- Bags

9.4. Starter's commands; A Silent gun will be used

The starter commands will be given in English according with the IAAF rules.

9.5 Timing and measurements

The official timing will be provided by BibChip Romania and it will be displayed on the official results will be available online (<http://fra.ro> and <http://busteni.skyrace.ro/clasament/>) and printed on the spot.

9.6 Protests and Appeals

Protests will be processed in accordance with IAAF Rule 146.

In the first instance **protests** must be made orally to the Official Judge by the athlete himself/herself or by an official acting on his/her behalf (Rule 146.3).

Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the results of that event (posted on the TIC information board).

Any **written appeal** to the Jury of Appeals must be signed by a responsible official on behalf of the athlete and submitted to TIC within 30 minutes after the official announcement of the decision made by the Referee.

Fees: a deposit of 70 euros has to be submitted along with the appeal. The 70 euros deposit is not refundable in case the appeal is not in favor of the athlete.

The Jury will inform TIC in writing about the decision taken following the appeal.



10. Medical Services

10.1 General

The medical services are in charge of any medical assistance to the team leaders, the competition organization, the information personnel, the honorary guests as well as the spectators during competition time

The participating teams are responsible for using their own insurance to cover illnesses or injuries to any member of their team when travelling to and from the competition. In case of an emergency please contact the nearest Emergency Room station; in other cases the given instructions should be followed.

10.2 Medical Care Competition Area

The competition's medical service is responsible for any problems concerning the athlete's health.

There will be Paramedics Crew on the field, supervised by an MD and mountain rescue team`s on the course.

10.3 Doping Control

General Information

Doping control shall be conducted in accordance with IAAF Rules.

Athletes selected for doping control will be informed about the doping control procedure and will be required to sign a confirmation of notification. Athletes who are to be tested may invite a team official or other team member to accompany them to the Doping Control Centre (DCC).

A selected athlete should report immediately to the DCC, unless the athlete request for a delay as specified in the IAAF anti-doping regulation. All selected athletes will be accompanied by a trained chaperone or Doping Control Officer from the time of notification until arrival at the DCC. Athlete are reminded that refusal to provide a sample can render them liable to disqualification and may lead to further disciplinary action.

Athletes who 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 (TUE) system prior to attending the Championships.



11. SECURITY

Instructions given by the LOC, the security personnel and the police have to be followed in all areas, as well as during transfers 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 the LOC Information Desk or TIC.

12. CEREMONIES

12.1 Victory Ceremonies will be awarded at the Competition Area.

12.2 Closing Banquet

The closing banquet will be celebrated on 15 August, 2015 at 21:30 (more information will be announced at the technical meeting)

Access to dining area is permitted with accreditation card or by invitations, only.

13. Departure

Teams will be asked to provide full travel details on the entry form. Teams will also receive a departure form that has to be filled out and returned to the LOC Information Desk.

14. Contact details

For further details about the Junior Balkan Championships, please contact:

14.1. Organizing Team

Mr. Ion Buliga phone: +40 740 11 33 46

14.2. Competition technical details

Mr. Radu Milea phone: +40 735 711 449

15. Appendices

Appendix 1 – Course Map

Appendix 2 – Course Profile

Appendix 3 – Busteni City Map: Hotel locations and event area