

IAAF WORLD CROSS COUNTRY CHAMPIONSHIPS GUIYANG 2015

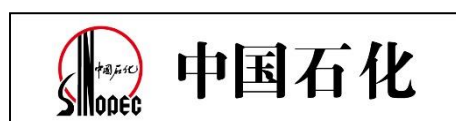


TEAM MANUAL

Updated 6 March 2015 – amendments highlighted in margin



OFFICIAL IAAF PARTNERS



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1. GENERAL INFORMATION

1.1 IAAF Council Members and International Officials

IAAF Council

President:	Lamine DIACK (SEN)
Senior Vice President:	Robert HERSH (USA)
Vice Presidents:	Dahlan Jumaan AL HAMAD (QAT) Sebastian COE (GBR) Sergey BUBKA (UKR)
Treasurer:	Valentin V. BALAKHNICHEV (RUS)
Individual Members:	Alberto JUANTORENA DANGER (CUB) Roberto GESTA DE MELO (BRA) * Jung-Ki PARK (KOR) Helmut DIGEL (GER) Nawal EL MOUTAWAKEL (MAR) Abby HOFFMAN (CAN) Isaiah KIPLAGAT (KEN) José María ODRIOZOLA (ESP) Hansjörg WIRZ (SUI) * Hamad KALKABA MALBOUM (CMR) * Katsuyuki TANAKA (JPN) Anna RICCARDI (ITA) Pauline DAVIS-THOMPSON (BAH) Geoff GARDNER (NFI) * Sylvia BARLAG (NED) Ahmed AL KAMALI (UAE) Frank FREDERICKS (NAM) Irena SZEWINSKA (POL) Bernard AMSALEM (FRA) Zhaocai DU (CNH) * Victor LOPEZ (PUR) *

* Area Group Representatives

International Delegates and Officials

Organisational Delegate:	José María ODRIOZOLA (ESP)
Technical Delegate:	Carlos CARDOSO (POR)
Jury of Appeal:	David OKEYO (KEN) Otto KLAPPERT (GER) Katsuyuki TANAKA (JPN)
Medical / Anti-Doping:	Fumihiko YAMASAWA (JPN)
Press Delegate:	Yannis NIKOLAOU (GRE)
Television Delegate:	Ernest OBENG (GBR)
ICRO	Luis Miguel LANDA (ESP)

1.2 Local Organising Committee

Chinese Athletic Association

No.4 Tiyyuguan Road

100763 Beijing

Tel.: + 86 10 8718 3441

Fax: + 86 10 6714 0801

e-mail: chn@athletics.org.cn

Website: www.athletics.org.cn

IAAF World Cross Country Championships, Guiyang 2015

Guizhou Sports Administration Office

Tel.: + 86 851 84845580

Fax: + 86 851 84845580

E-mail: 2015wcc@sina.com

Website: www.gy-2015.com

Honorary Directors

Xiao Tian Vice Minister of General Administration of Sport of China

Chen Gang Member of Standing Committee of Guizhou Provincial Committee of
CPC, Party Chief of Guiyang Municipal Committee of CPC

He Li Deputy Governor of Guizhou Province

Directors

Du Zhaocai Vice Chairman and Secretary-General of CAA

Liu Wenxin Mayor of Guiyang City

Cai Guoxiang Director of Guizhou Sports Administration Bureau

Pan Xiaolin Vice Secretary-General of Guizhou Provincial People's Government

Executive Directors

Shen Chunde

Wang Yuxiang

Wang Jianzhong

Vice Directors

Wang Dawei

Wang Nan

Qin Zhihao

Min Jian

An Jiuxiong

Secretary-General

Wang Yuxiang

Executive Secretary-General

Shui Tao

Wang Wei

Zhang Xueli

Tian Maoshu

Executive Vice Secretary-General

Chen Lei

Fu Weibo

Wang Xiaoying
Yan Lin
Fan Min
Zhao Xuemei

1.3 Information about Guiyang

With the name derived from its location on the sunny side of Mount Guishan, Guiyang is also known as “Zhu” for short because the city was rich in bamboo in ancient times. Situated in the central part of Guizhou province, covering an area of 8,034 sq km, Guiyang is the provincial centre of politics, economy, science, education and culture, and an important transport hub and logistics centre also in Southwest China.

The landforms of Guiyang are composed of hill, karst basin, valley and depression. The average altitude is around 1,100 meters above sea level.

Guiyang, on the Yunan-Guizhou Plateau in Southwest China, is a beautiful eco-city where there are lush forests, green mountains, blue lakes and rivers. Guiyang is harmony in nature and in pursuit of pragmatism and excellence.

The city has pleasant climate, neither scorching in summer nor freezing in winter. Guiyang is also abundant in mineral resources, with great prospect for development.

Guiyang is a city filled with modern atmosphere. Fifty ethnic minority groups such as Miao, Buyi and Dong get along in harmony and have their unique traditional customs.

Writing its history and continuing its civilization, Guiyang wins a good nationwide reputation of the best summer resort in China and a vigorous ecological city. Guests and friends from home and abroad are welcome to Guiyang for residence, tourism and investment.

Population	4,520,000 (in 2014)
Currency	Chinese Yuan (1 USD = 6,2 CNY in January 2015)
Time zone	GMT +8
Altitude	1,100m
Average daily rainfall (in March)	34mm
Climate (average in late March)	13C° temperature, 75% humidity
Shop opening hours	9:00 ~ 21:30
Bank opening hours	9:00 ~ 17:00
Electricity voltage	220V
Mobile Telephone Network	GSM: 3G, UMTS, WCDMA
Drinking Water	It is not recommended to drink tap water directly, though it is not harmful.

1.4 General Programme

Thursday, 26 March	Arrivals and Accreditation
Friday, 27 March	12:00 IAAF Press Conference 15:00 Course Inspection and Training at Competition Venue 16:00 Technical Meeting 19:00 IAAF/LOC Dinner (by Invitation)
Saturday, 28 March	09:30 Mass Race 11.20 Opening Ceremony 12.00 IAAF World Cross Country Championships 19:00 Final Banquet
Sunday, 29 March	Departures

1.4.1 Opening Ceremony

The Opening Ceremony will take place on Saturday at 11:20, just prior to the start of the junior women's race. The IAAF Protocol will be followed and further information will be provided at the Technical Meeting. Teams will not be required to take part in the parade.

1.4.2 Meet Sonia O'Sullivan

IAAF Ambassador Sonia O'Sullivan, the 1998 World Cross Country Champion and 1995 World 5000m Champion will be in Guiyang to share her knowledge and experience with the new generation of runners. Meet her at the course on Friday 27 March at 16:00 (see leaflet in Appendix H).

2. TRAVEL TO GUIYANG

2.1 Official Airport and Arrival Information

The official airport is **Guiyang Longdongbao International (KWE)**.

If teams are unable to reach Guiyang by a direct flight, they can take transfer via the following international airports:

- Beijing Capital International Airport (PEK)
- Shanghai Pudong International Airport (PVG)
- Shanghai Hongqiao International Airport (SHA)
- Guangzhou Baiyun International Airport (CAN)
- Chengdu Shuangliu International Airport (CTU)
- Hongkong International Airport (HKG)



Guiyang Longdongbao International airport is situated 30km from the City and the expected travel time is about 45 minutes. Welcome desks will be set up at the arrival terminals.

According to the official period, arrival in Guiyang should be on Thursday 26 March and departure should be on Sunday 29 March. Depending on the arrival / departure times, the LOC will organise transfer by Bus to the accommodation in Guiyang.

For those teams planning to arrive prior to 26 March or leave after 29 March, it is important to advise the LOC well in advance so that specific arrangements can be made.

2.2 Entry Visas

2.2.1 General Visa Information

Most foreign nationals are required to have entry visas to travel to China and visas are issued upon presentation of an appropriate Invitation Letter which must accompany the Visa

Application itself. The Guiyang Foreign Affairs Office, a special government agency in charge of foreign affairs, is responsible for visa matters and has provided the following guidelines for submitting the Visa Application and for requesting the said Invitation Letter.

2.2.2 Documents required for the Visa Application

- **Passport:** original Passport with at least six months of remaining validity and a page for the visa. If the period of validity is not enough, Member Federations should urge participants to apply for a new passport and submit relevant information of the new passport to the LOC.
- A **photocopy** of the passport's data page and the photo page (if it is separate).
- One completed People's Republic of China **Visa Application Form** (available from the website of the Chinese Consulate where the Application will be submitted) with a recently-taken colour passport **photo** attached (frontal with no hat), taken against a light background.
- **Proof of legal stay or residence status** (applicable to those not applying for the visa in their country of citizenship). If you are not applying for the visa in the country of your citizenship, you must provide the original and photocopy of your valid certificates or visa of stay, residence, employment or student status, or other valid certificates of legal staying provided by the relevant authorities of the country where you are currently staying.
- Invitation Letter from the Chinese Authorities – see below

2.2.3 Documents required for receiving the Invitation Letter

- Photocopy of the valid passport of the invitee including a photocopy of the previous visa page.
- Visa Information – please complete the appropriate form in Appendix.

The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter.

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant.

The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.

In order to facilitate the visa application for foreigners, Chinese Embassies and Consulates all over of the world have promulgated related procedures and regulations covering their respective administrative regions on their websites.

It is highly recommended that applicants try to apply as soon as possible (ideally no later than one month before the Championships) and, for this purpose, it is possible to request the Invitation Letter from the visa office of the LOC for a long list of participants. If the documents and information are complete, the visa office will issue the visa invitation letter within 3-5 working days. Most applications will be processed within 4-5 working days after they have been received. For further details, please visit the website of the relevant Chinese Embassy or Consulate or contact with them directly.

2.2.4 Embassies in Countries and Regions

Please refer to Appendix B for:

- Countries and Regions whose Citizens DO NOT NEED a visa to enter China.
- Countries and Regions whose Citizens DO NEED A VISA and HAVE a Chinese Consulate
- Countries and Regions whose Citizens DO NEED A VISA and DO NOT HAVE a Chinese Consulate.
- Special cases of visa exemption

Visa Invitation Letter requests, and other enquiries, must be submitted to:
LOC Visa Office
Tel. + 86 851 8798 7358
Email visateam@sina.cn.

2.3 Insurance

All IAAF Member Federations are responsible for subscribing to an insurance policy that covers illness and/or injury to any members of their delegation and/or team travelling to and from IAAF competitions and during the event itself. Furthermore, proof of such insurance is now required in most cases to obtain visas, e.g., in the Schengen area.

As in past years, the IAAF has negotiated an insurance policy with its insurance company and more details can be found in IAAF Circular M/05/15.

3. ACCREDITATION

3.1 Accreditation Centre

The Teams' Accreditation Centre will be located at the Jinyang Hotel, on the second floor of the adjacent Guiyang Conference Centre. The other team hotels are at 5 minutes' drive and the LOC will arrange Shuttle buses.

Opening Dates and Times will be as follows:

- 25 March 15:00 – 19:00
- 26 March 09:00 – 12:30 14:00 – 19:00
- 27 March 09:00 – 12:30

Team Leaders staying at the Jinyang Hotel will walk to the centre while those staying at the other two hotels will be transported by the LOC as soon as possible after check-in.

3.2 Accreditation Procedures and Payments

3.2.1 Team Leader

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

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

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

3.2.2 Athletes & Team Officials

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

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

3.3 Quota and Financial Support

3.3.1 Quota

The Quota can be found in Appendix A.

3.3.2 Travel

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

Member Federations must submit travel cost quotes at the same time as the Preliminary Entries, no later than 28 January 2015.

3.3.3 Accommodation

For athletes within the quota staying with their teams in one of the official hotels, the LOC is offering free accommodation in twin rooms for the subsidised period of maximum three nights (arrival Thursday 26 March, departure Sunday 29 March). Quota athletes requesting single rooms will be charged a supplement (see costs later).

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

3.3.4 Reimbursements

Reimbursements will be made by bank transfer after the competition

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

3.4 Arrivals outside the Accreditation Centre Opening Times

Teams or individual athletes arriving prior to 26 March will be handled on a case by case basis. However, the LOC must be informed in advance to make the necessary arrangements.

3.5 Accreditation Card

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

4. ACCOMMODATION

4.1 Teams' Hotels

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

Dynasty International Hotel
No.1 Mudan Road, Jinyang Boulevard Baiyun District Guiyang 550081, China Tel. + 86 851 8347777 Fax + 86 851 8346666

Gaoxin Qianyin Heyue Hotel
No. 6 Hubin Road National High-tech Development Zone Guiyang 550081, China Tel. / Fax + 86 851 7711666 www.qinyinheyueguiyang.com

Jinyang Hotel
No.1, Jinyang North Road Jinyang New Area Guiyang 550081, China Tel. + 86 851 7988888 Fax + 86 851 7988857

Guiwu Garden Hotel
No 165 Yuntan South Rd Jinyang New Area Guiyang 550081, China Tel. + 86 851 4773102 Fax + 86 851 4773102

4.2 Teams' Hotels Charges

All Prices per person per day Full Board (in USD)	Official Period from 26 to 29 March (3 nights)		Outside Official Period and non-subsidised officials	
Category	Twin	Single	Twin	Single
Athletes within the quota	Paid by LOC	USD 25	USD 100	USD 125
Athletes outside the quota and subsidised officials	USD 100	USD 125		

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

Payment of extra costs can be made:

- by credit card: Visa, Mastercard, China UnionPay
- In cash: USD, EUR or Chinese Yuan (the exchange rate will be established on site)

Your extras (telephone, laundry, minibar, etc.) will have to be paid to the hotel front desk when checking out.

4.3 Check-in Procedures

Upon arrival, team members must report to the Championships Welcome Desk where, according to the rooming list previously provided, dedicated check-in procedures will be completed and the room keys delivered. Passports will be required for check-in.

4.4 Services in the Teams' Hotels

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

4.5 Meals

Meals will be served in the respective hotel restaurants. Athletes and team officials will be admitted to the restaurant upon presentation of meal vouchers distributed by the LOC. The timetable for meals is:

Breakfast:	07:00 – 10:00
Lunch:	12:00 – 14:00
Dinner:	18:30 – 21:00

On race day, a brunch will be served until 10:30 and a light lunch (snack) from 14:45 to 16:45 for the athletes returning from the Course.

A Final Banquet will take place on 28 March at 19:00 at the Guiyang Eco Conference Center. No dinner will be served in the teams' restaurants that evening.

5. TRANSPORTATION

The LOC has planned transportation to and from the airport, for training, for competition and for special functions for all Athletes and Team Officials during the official period 26-29 March. For any transport requirements outside the official period, LOC must be contacted in advance so that special arrangements can be made.

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

Schedules for all transport services will be displayed at the Information Desks in each hotel.

5.1 Training

Athletes from Jinyang and Dynasty Hotels can jog to the Guanshanhu Park (about 900m away) but the Gaoxin Qianyin Hotel is at about 4km and, depending on arrivals, a shuttle bus will to be arranged in the morning and in the afternoon as follows:

Date	Leave Hotel	Leave Park	Leave Hotel	Leave Park
Wed. 25	Tbc	Tbc	15:00	17:00
Thu. 26	09:30	11:30	15:00	17:00
Fri. 27	09:30	11:30	At Course (see below)	

5.2 Course Inspection and Training at the Competition Venue

On Friday 27 March, buses will leave the hotels at 14:30 for the Course. Departure back from the Course (for all athletes and officials) will be at 16:45 (after the Technical Meeting and training session).

5.3 Competition

Transport to and from the Course shall be arranged according to the following schedule:

From hotels to Course	From Course to hotels
09:30	14:00
10:45	15:30

5.4 Public Transport

Public transport (Bus) will be free of charge for all categories of accredited persons, from 26 to 29 March 2015.

6. INFORMATION CENTRES

6.1 Technical Information Centre (TIC)

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

6.2 Competition Information Desk (CID)

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

- Display on the relevant Posting Board of official communications to the teams, including Start Lists, Results, etc.
- Distribution of Urgent notices to the Delegations. It is the Team Leader's duty to check with the Information Desk whether there is any information for his team to be collected.
- Receipt of written questions for the Technical Meeting (deadline 12:00 noon, 27 March)
- Distribution of information for issues relating to accommodation, meals, transport and the Competition in general.

6.3 IAAF Competitions Department

Staff from the IAAF Competitions Department will be in Guiyang to assist the LOC with the final preparation and conduct of the Championships and the teams with their participation.

They can be contacted as follows:

- 25-27 March Teams Accreditation Centre
- 28 March In the Call Room or at the Start / Finish Area – can be contacted through the TIC

7. COURSE AND COMPETITION FACILITIES

7.1 Course (see maps in Appendices C and D)

The championship course, which is located in a mountainous area approximately 30km away from the city and is set in and around a horse racing circuit, is a well-known facility which since 2000 has hosted Asian and national cross country championships.

The start and finish areas are situated in the flat centre of the horse racing circuit and benefit from permanent spectator tribunes. However, the vast majority of the course is undulating, set on and around the sides of a large hill which dominates one side of the track. With the addition of man-made obstacles, the championship course will be a true test of endurance over a traditional cross country running terrain.

The race will be run in an anti-clockwise direction and, with a loop of approximately 2000m, combined with the start and finish straights, will make up the following approximate distances for the four races:

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

Warm-Up

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

7.2 Start / Finish Area

All necessary facilities will be located between the bus drop-off point and the start area. After the race, and after having passed through the mixed zone where they will also return the transponders, athletes will return to the changing area for their clothing.

7.3 Training

Athletes will be able to train at the local Guanshanhu Park. It is situated in the city centre, within walking distance from one of the hotels and reachable by bus from the other two hotels (see earlier).

A training session at the Competition venue will take place on Friday afternoon between 15:00 and 16:30. Transport from the hotels will leave at 14:30.

8. ENTRIES AND FINAL CONFIRMATIONS

8.1 Entry Regulations

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

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

8.2 Final Entries

The IAAF on-line Event Entry System will open on 16 February 2015 for the Final Entries (<http://evententry.iaaf.org>). The deadline for completing and submitting the Entries is 16 March 2015 (midnight Monaco Time).

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

8.3 Final Confirmations

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

8.4 Athlete Acknowledgement and Agreement

As announced in IAAF Circular Letter M/24/09 dated 29 July 2009, each athlete competing in an IAAF World Athletics Series Competition must have an appropriately filled in and signed copy of the Athlete Acknowledgement and Agreement on file at the IAAF. All athletes competing in the IAAF World Cross Country Championships must sign and submit this acknowledgement, as soon as possible, but by no later than the Final Entry deadline (16 March 2015). IAAF Member Federations are obliged to submit one for each entered athlete (email: athletes-agreement@iaaf.org or fax: + 377 93503263). The Athlete Acknowledgement and Agreement can be found in Appendix E.

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

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

9. COMPETITION PROCEDURES

9.1 Course Inspection

A guided tour of the course and related facilities will take place on 27 March at 15:00. The meeting point will be the start / finish line.

9.2 Technical Meeting

The Technical Meeting will take place on 27 March at 16:00 on the 7th Floor of the Hotel located at the training base. The agenda will follow the IAAF guidelines. A maximum of two representatives from each Federation are invited to attend.

9.3 Written Questions

Any enquiries concerning the Championships must be made in writing (in English or French). These questions will be answered at the Technical Meeting. The forms on which the questions must be written will be distributed upon arrival at the Accreditation Centre. These forms must be returned to the same Accreditation Centre or to the Competition Information Desks in the Teams' Hotels no later than 12:00 on 27 March. No questions will be accepted during the Technical Meeting.

9.4 Timetable

The timetable for Guiyang 2015 was approved by the IAAF Council in April 2014 and is provided below:

Saturday 28 March

12.00 Junior Women
12.30 Junior Men
13:00 *Medal Ceremony Junior Women*
13:15 Senior Women
13:55 *Medal Ceremony Junior Men*
14.10 Senior Men
14:55 *Medal Ceremony Senior Women*
15:05 *Medal Ceremony Senior Men*

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

9.5 Athletes' Bibs

All athletes will receive 3 bibs, each one carrying the athlete's name.

Two bibs for each athlete shall be distributed during the Accreditation procedure. These bibs are to be used for the back of the vest and for the bag (or track suit). Bibs which are not collected shall be taken to the Call Room on Saturday morning.

The third bib carrying the transponder for the official timing, which will go on the chest, will be delivered at the Call Room.

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

9.6 Athletes' Clothing

All athletes must wear the official national uniform approved by their Delegation. IAAF Rule 143.1 recommends that the front and the back of the uniforms should have the same colour.

The uniforms will be checked upon arrival at the Team Accreditation Centre. Any infringement of the Rules may result in the disqualification of the athlete. Athletes not wearing their official team uniform will be required to acquire the correct attire before they progress through the Call Room.

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

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

9.7 Call Room Procedures

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

Team officials are not allowed to enter the Call Room.

The procedures in the Call Room shall be as follows:

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

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

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

9.8 Line up for the Start

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

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

9.9 Starter's Commands

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

- "On your marks"
- Firing the gun

9.10 Timing

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

of the transponder.

9.11 Post Competition Procedures

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

At the end of the Mixed Zone:

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

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

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

9.12 Scoring and Ties

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

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

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

9.13 Medal Ceremonies

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

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

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

9.14 Protests and Appeals

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

9.14.1 Protests

Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the result of that event. The Organising Committee of the competition shall be responsible for ensuring that the time of the announcement of all results is recorded.

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

If the Referee makes a decision, there shall be a right of appeal to the Jury. Where the

Referee is not accessible or available, the protest should be made to him through the Technical Information Centre.

9.14.2 Appeals

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

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

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

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

9.15 Competition Awards (senior races only)

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

Individual

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

Team

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

The LOC confirmed that there will be no taxes to be paid on prize money.

Payments will be made following confirmation of doping control tests and submission of complete Award Forms with full bank details. The individual Award Form can be downloaded from the IAAF website (www.iaaf.org/competitions/iaaf-world-cross-country-championships) and is also available in Appendix G. Additionally, copies will be available on site through the IAAF Competitions Department Staff. Unless otherwise advised by the relevant Member Federation, payments of Team Awards will be made directly to the Member Federation's Account.

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

10. MEDICAL SERVICES

10.1 General Plan

During the event there will be medical services available at the accommodation venues as well as at the course on the days of competition.

All the Medical Centres and LOC Medical Teams will have direct communication by mobile phones and landlines in the Hotel. Contact numbers will be provided to the teams. All the doctors and nurses will be easy to identify by their uniforms.

A fully-equipped emergency ambulance will be available on site with a medical team (doctor, nurse or paramedic and driver) during the competition and training period. Ambulances will also be available on-call for hotels and other venues 24 hours a day, as will be partner hospitals.

10.2 Emergency Contact Numbers

Emergency Ambulance Phone number: 120.

10.3 Medical Services in the Teams' Hotels

For medical emergency situations an ambulance with a medical team (doctor and paramedic) will be available on call for 24 hours a day. There will be a medical team on duty 24 hours in the teams' hotels.

In each team hotel, a common physiotherapy room will be provided for the teams with medical staff to set-up their own massage beds.

10.4 Medical Services at the Course

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

10.5 Procedures in case of injury or illness

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

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

10.6 Physiotherapy and Massage Services offered by the LOC

Medical services, including physiotherapy and massage services, will be offered by the LOC in the team hotels and at the course on competition day for those teams that do not have their own medical staff.

10.7 Designated Medical Institutions

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

10.8 Other Information

Both at the competition and at the hotels there will be sufficient supply of ice (on request) for treatment and drinkable water for athletes.

Emergency medications will be ready for use; subject to availability, any necessary medications prescribed by staff physicians will be supplied by the medical directors. Other medical prescriptions given by accredited team physicians can be supervised by local medical teams' physicians if requested.

11. DOPING CONTROL

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

Both blood and urine doping control testing will be carried out in Doping Control Stations located in the athletes' hotel and at the competition venue.

More details will be provided at the Technical Meeting.

12. DEPARTURES

Unless special arrangements have been made directly with the LOC, all teams are expected to leave Guiyang on Sunday 29 March. Before leaving the hotel please make sure you check-out at the front desk and settle any extras (minibar, telephone, laundry, etc.).

Bus departure times for the airport, based on the flight information provided at the time of the Final Entries, will be displayed at the CID on Saturday evening. If you have any change to your departure flight make sure you inform the LOC immediately.

QUOTA

APPENDIX A

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

Men

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

Women

8	ETH, GBR, JPN, KEN, RSA, USA
7	ESP, POL, UGA
6	BRN, CAN, MAR
5	ALG, AUS, POR
4	BOT, FRA, IRL
3	ITA, PER, TUN

Host CHN (no quota)

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

CONTINENTAL CHAMPIONS

All the Area Associations will organise Continental Cross Country Championships in 2014. For Individual and Team Continental Champions participating in the corresponding four races of the IAAF World Cross Country Championships, specific travel and accommodation grants shall be administered as follows:

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

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

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

- The following minimum number of teams competed (with four athletes to score) in the corresponding event at the Continental Championships:
 - Africa 11 teams
 - Asia 9 teams
 - Europe 10 teams
 - NACAC 6 teams
 - Oceania 4 teams
 - South America 3 teams
- OR if the team in question finishes in the first half of the IAAF World Cross Country Championships.

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

1. List of Countries and Regions whose Citizens DO NOT NEED a VISA:**AFRICA**

MRI	SEY
-----	-----

EUROPE

SMR

NACAC

BAH

2. List of Countries and Regions whose Citizens DO NEED a VISA and HAVE a Chinese Embassy / Consulate on their territory:**AFRICA**

ALG	ANG	BDI	BEN	BOT	CAF	CGO	CHA	CIV	CMR
COD	COM	CPV	DJI	EGY	ERI	ETH	GAB	GBS	GEQ
GHA	GUI	KEN	LBA	LBR	LES	MAD	MAR	MAW	MLI
MOZ	MTN	NAM	NGR	NIG	RSA	RWA	SEN	SLE	SOM
SSD	SUD	TAN	TOG	TUN	UGA	ZAM	ZIM		

ASIA

AFG	BAN	BRN	BRU	CAM	INA	IND	IRI	IRQ	JOR
JPN	KAZ	KGZ	KOR	KSA	KUW	LAO	LIB	MAS	MDV
MGL	MYA	NEP	OMA	PAK	PHI	PLE	PRK	QAT	SIN
SRI	SYR	THA	TJK	TKM	TLS	UAE	UZB	VIE	YEM

EUROPE

ALB	AND	ARM	AUT	AZE	BEL	BIH	BLR	BUL	CRO
CYP	CZE	DEN	ESP	EST	FIN	FRA	GBR	GEO	GER
GRE	HUN	IRL	ISL	ISR	ITA	LAT	LIE	LTU	LUX
MDA	MKD	MLT	MNE	MON	NED	NOR	POL	POR	ROU
RUS	SLO	SRB	SUI	SVK	SWE	TUR	UKR		

NACAC

ANT	BAR	CAN	CRC	DMA	CUB	GRN	JAM	MEX	TTO
USA									

OCEANIA

AUS	COK	FIJ	FSM	NZL	PNG	SAM	TGA	VAN
-----	-----	-----	-----	-----	-----	-----	-----	-----

CONSUDATLE

ARG	BOL	BRA	CHI	COL	ECU	GUY	PER	SUR	URU
VEN									

3. List of Countries and Regions whose Citizens NEED a VISA and DO NOT HAVE an Embassy / Consulate (citizens should apply for the Visa in a neighbouring country or region that has a Chinese Embassy / Consulate):

AFRICA

BUR	GAM	STP	SWZ
-----	-----	-----	-----

ASIA

BHU

EUROPE

GIB

NACAC

AIA	ARU	BER	BIZ	CAY	DOM	ESA	GUA	HAI	HON
ISV	IVB	LCA	MNT	NCA	PUR	SKN	TKS	VIN	

OCEANIA

ASA	GUM	KIR	MHL	NFI	NMI	NRU	PLW	PYF	SOL
TUV									

CONSUDATLE

PAN	PAR
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4. Special cases of Visa Exemption

Residents from Hong Kong (HKG), Macau (MAC) and Taiwan (TPE) can enter Mainland China with the Mainland Travel Permit.

Citizens from Republic of Singapore (SIN), Brunei Darussalam (BRU) and Japan (JPN) enjoy visa exemption, when coming to Mainland China for tourism, business, family reunion and transit with ordinary passport through Chinese ports open to foreigners for a period not exceeding 15 days.

For more information about Visa for China, please check the website of the Ministry of Foreign Affairs of China: www.fmprc.gov.cn

LOC Visa Invitation Request Form

Member Federation _____

Contact person _____

Contact details

Tel: _____

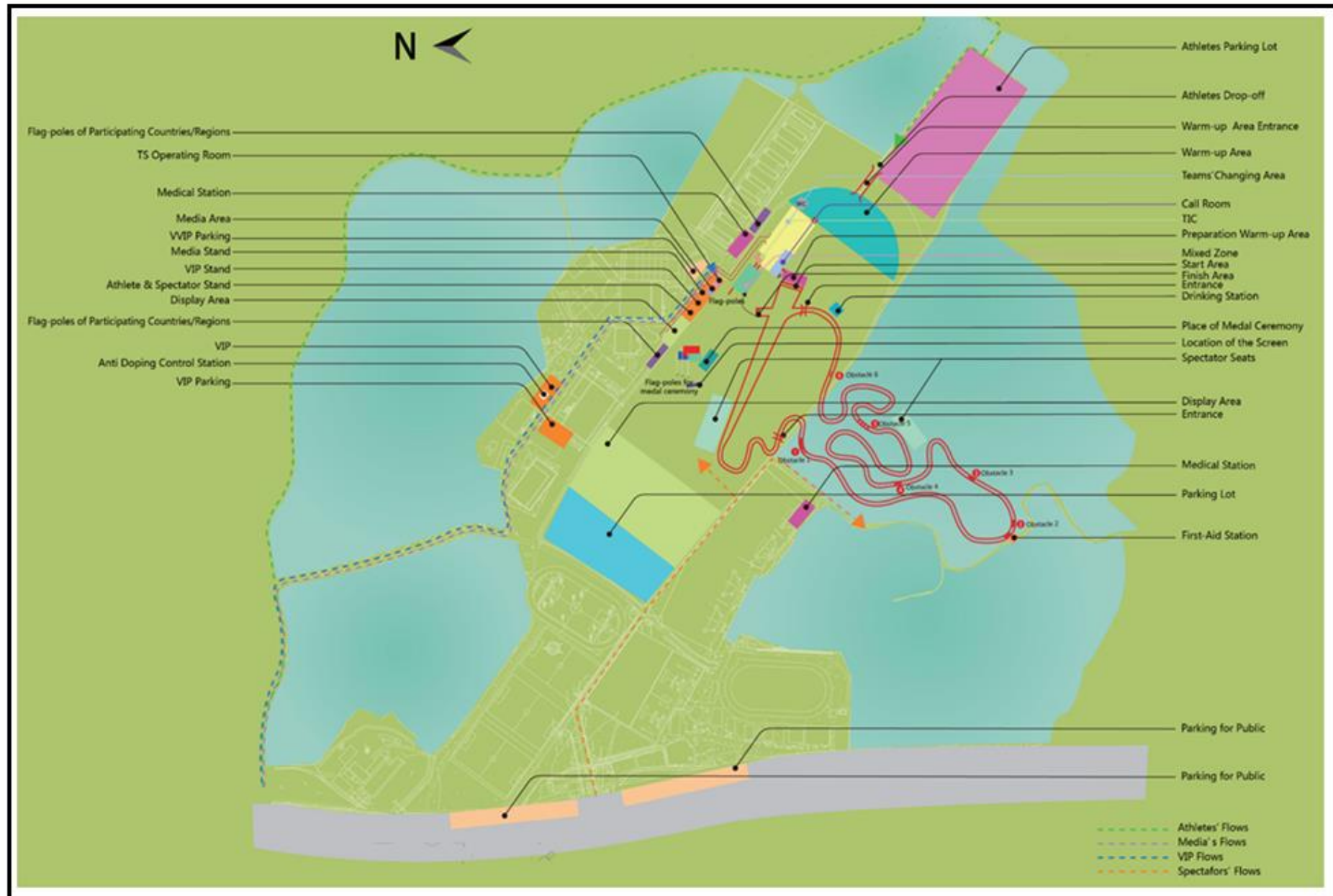
Email: _____

	Full name (as in passport)	Date of birth *	M / W	Citizenship	Passport Number	City of visa application
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

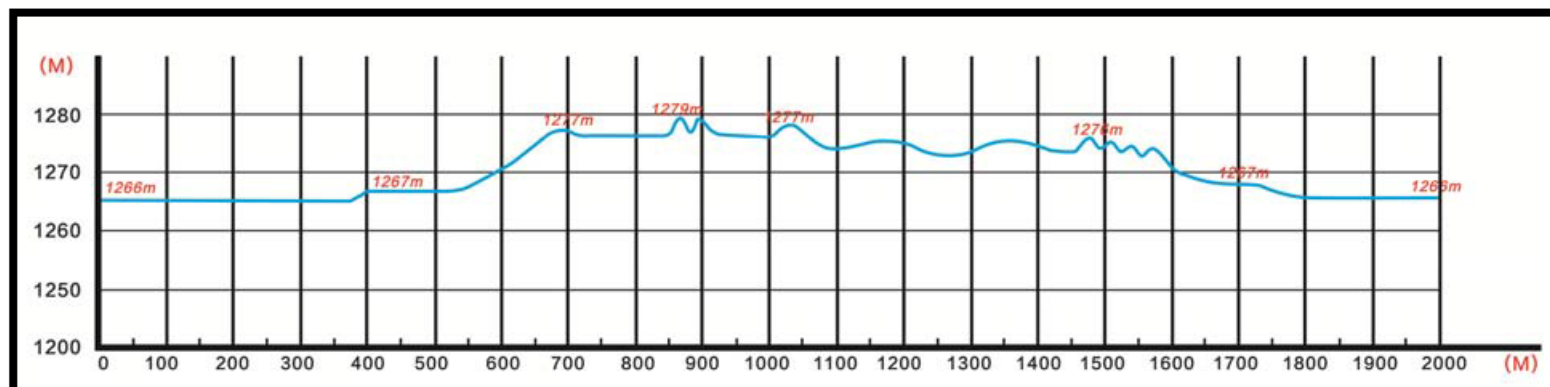
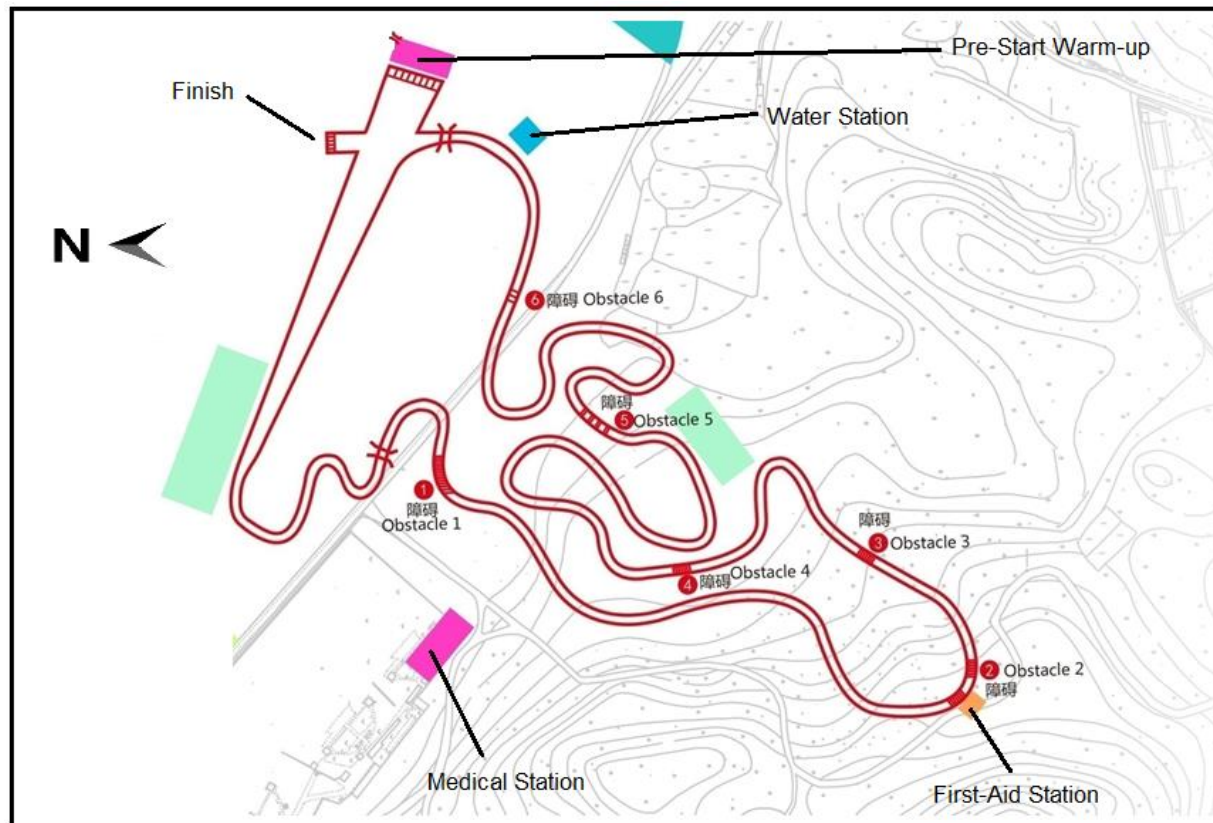
COMPETITION VENUE MAP

APPENDIX C



COURSE MAP AND PROFILE

APPENDIX D



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

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

hereby acknowledge and agree as follows:-

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



Date: _____

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

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

Signature: _____

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

	IAAF WORLD CROSS CHAMPIONSHIPS GUIYANG, CHN – 28 March 2015 INDIVIDUAL AWARD FORM (Senior Races only)	
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NAME OF AWARD WINNER: _____

MEN / WOMEN: _____ **POSITION:** _____

COUNTRY: _____

I would like my Guiyang World Cross Championships' Award to be paid to
(Please tick the box corresponding to your choice):

☐ **My Authorised Representative (name)** _____

☐ **Me personally**

☐ **To my National Member Federation**

In case of choice 1 or 2, type in block letters the bank details hereunder:

BANK NAME: _____

Bank Branch Address (street and number): _____

City: _____ **Country:** _____ **Zip code:** _____

ACCOUNT OWNER (Beneficiary, pay to): _____

ACCOUNT NUMBER: _____

IBAN CODE: _____

BANK CODE: _____

SWIFT CODE: _____

Signature of the Athlete: _____

Return this form before 28 April 2015 to the IAAF Competitions Department:

Fax + 377 93 50 32 63 / E-mail: awards@iaaf.org



SONIA O'SULLIVAN MEET, CHAT & LEARN

IAAF Ambassador Sonia O'Sullivan, the 1998 World Cross Country champion and 1995 World 5000m champion will be in Guiyang, China to share her knowledge and experience with the new generation of runners.

Are you taking part in the IAAF World Cross Country Championships in Guiyang? Don't miss out on this great opportunity to meet, chat and learn from a true champion!



Friday 27 March

14:30
Departure from hotel

15:00
Course Inspection

16:00
Meet Sonia



SONIA O'SULLIVAN

Double World Cross
Country Champion

World 5000m Champion

Olympic 5000m Silver
Medallist