



SPAR 
CROSS COUNTRY
CHAMPIONSHIPS

Lagoa 2025

Team Manual



See you in Lagoa!

14 December 2025

Team Manual

31st SPAR European Cross Country Championships
14 December 2025, Lagoa, Portugal

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1. GENERAL INFORMATION

1.1 Host Country Republic of Portugal

Form of Government	Parliamentary Republic
Location	Portugal is located in the southwest of Europe, on the Iberian Peninsula. It is bordered by Spain to the east and north and by the Atlantic Ocean to the west and south. Its geographic position has made it a historical bridge between Europe, Africa, and the Americas
Area	92.222 km ²
Population	10.7 million
Coastline	Portugal has a long Atlantic coastline of around 1,794 km, characterized by a remarkable diversity of landscapes, including sandy beaches, rugged cliffs, and the iconic southern Algarve region with its coves and sea caves. The Portuguese coast offers everything from the sunny beaches of the Algarve and the charming fishing villages along the Alentejo coast to world-famous surf spots such as Nazaré and Peniche in the Central region
Climate	The Algarve region, where Lagoa is located, enjoys a Mediterranean climate with mild winters and hot, dry summers
Language	Portuguese
Religion	Predominantly Catholic
Capital	Lisbon
Local Time	GMT +1:00
Electricity	In Portugal, the power plugs and sockets are of type F (Schuko). Standard voltage: 220 V. Frequency: 50 Hz
Driving	On the right
International Calls	+ or 00 plus Country Code
Telephone Country Code	351
Mobile Phone Networks	Vodafone, MEO, NOS
Currency	Euro (EUR)

1.2 Host City Lagoa

Located in the south of Portugal, in the heart of the Algarve region, Lagoa is a charming and vibrant city that perfectly combines tradition, nature, and modernity. Set between Portimão and Silves, and just a short drive from Faro International Airport, Lagoa offers easy access from any European capital - making it an ideal destination to host the 31st SPAR European Cross Country Championships, on 14 December 2025. With a mild climate, with over three thousand hours of sun per year and close to Faro International Airport, this Algarve corner offers a great diversity of sports and leisure activities, a unique cultural heritage, 17 kilometres of magnificent beaches.

Since ancient times, people of different origins and knowledge have crossed, inhabited and left in this territory of Lagoa, a cultural heritage that the *Lagoenses* are proud of today. Throughout these two and a half centuries, the Municipality of Lagoa has not stopped asserting itself in the context of a region and a country privileged to be planted by the sea. The population growth (23,000 inhabitants) and the diversification of economic activities are notorious. Alongside these, a set of dynamics have been asserting themselves in recent years, confirming the Municipality of Lagoa as an urban space where it is possible to enjoy a high quality of life.

The local gastronomy is another highlight, blending the flavours of the sea and the countryside. Fresh fish, seafood, olive oil, and local products are paired with renowned Lagoa wines, celebrated among the best in Portugal. Visitors can enjoy these culinary treasures in the city's restaurants, markets, and wine estates, turning every meal into a memorable experience.

Sports play a central role in the life of Lagoa. Guided by the principle of "sport for all," the Municipality promotes physical activity as a pillar of health, education, and community spirit. Modern facilities, scenic natural spaces, and an active local sports movement reflect Lagoa's determination to be recognized as an Active and Healthy City.

With its breathtaking landscapes, welcoming community, and commitment to excellence, Lagoa is ready to provide an unforgettable setting for the SPAR European Cross Country Championships 2025 - a celebration of sport, culture, and the Algarve's unique spirit.

2. TRANSPORTATION

2.1 Arrivals

2.1.1 Official Airport and Welcome Services

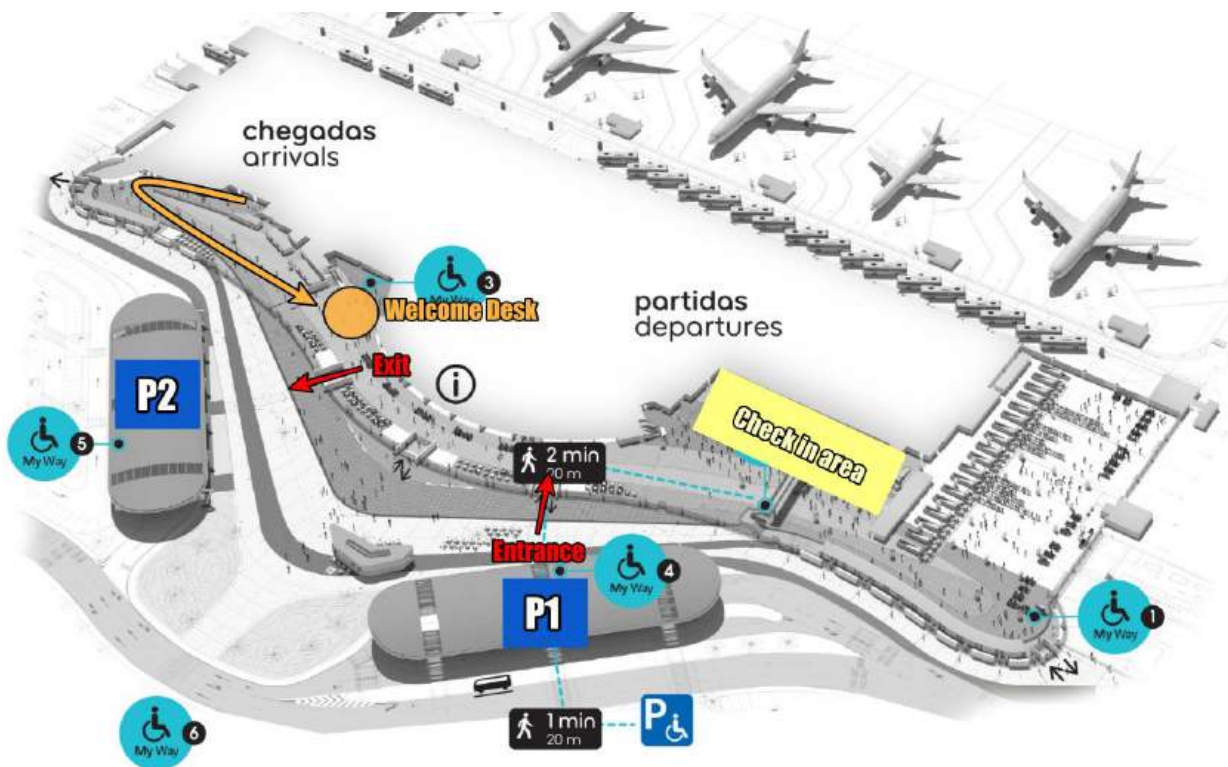
The official airport is Faro International Airport (FAO), which is about 70 km from the competition venue and 55 km from the Team Hotel.

At Member Federations' cost, Lisboa International Airport (LIS), located 270 km and 2h20 minutes from Lagoa, may be used as an alternative airport, but only upon previous contact and agreement with the LOC (Sérgio Xavier: sergioxavier@fpatletismo.pt).

Nevertheless, please note there are several daily flight connections from/to Lisboa International Airport (LIS) to/from Faro International Airport (FAO).

Upon arrival at Faro International Airport (FAO), the teams will be met by the LOC at the Welcome Desk located in the arrivals area (after baggage reclaim). Upon arrival teams will be escorted to the team buses pick-up point by LOC volunteers.

Faro Airport (terminal)



Faro Airport (arrivals and departures)



Please report to the Welcome Desk or contact the LOC transportation department +351 914 948 419 in case you need any support.

The transfer time from the airport to the Team Hotel is 50 minutes approximately, depending on the traffic conditions.

For any last-minute changes after closing of the Final Entries please send updated travel details to sergioxavier@fpatletismo.pt with copy to competition@european-athletics.org.

2.1.2 Arrival By Road

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

2.1.3 Entry visas

Participants from the following countries require a Visa to enter Portugal:

ARM - AZE - TUR

The following nationalities are exempt from holding a Visa to enter Portugal:

ALB* - BIH* - GEO* - KOS* - MKD* - MDA* - MNE* - SRB** - UKR*

*The exemption shall apply only to holders of biometric passports.

**Excluding holders of Serbian passports issued by the Serbian Coordination Directorate (Koordinaciona uprava).

It is the Member Federations own responsibility to apply for Visas in due time before leaving their country, from the Portuguese Embassy or Consulate, and to make sure that all the documents required for the application are complete. Incomplete applications slow down the process and may lead to a Visa not being issued on time.

Participants who require a Visa should send to the LOC all relevant details (as listed below) **as soon as possible** to obtain a special invitation letter and Visa application information. It is crucial that relevant information is received in due time as otherwise entry to Portugal may not be guaranteed.

Please contact:

Catarina Raposo

Tel.: +351 214146020

Mobile: +351 965812700 | + 351 915080115

Email: catarinaraposo@fpatletismo.pt

The following information shall be included in the request:

- Full name (first name and family name as shown in Passport)
- Function in the Team (e.g. athlete, official)
- Gender
- Date of Birth
- Passport Number and Passport Expiry Date

The invitation will be sent to you as soon as possible.

Note: For more information about the visa process of Portugal, kindly visit the website of <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa>.

2.1.4 Insurance

According to the Regulation 310.9 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.

2.2 Local Transportation

Transportation between the Team Hotel and the various venues, including official and social functions, will be guaranteed by the LOC shuttle service.

2.2.1 To the competition venue

Transfer times between the Team Hotel and the competition venue will be between 25-30 minutes depending on the traffic conditions.

A detailed specific timetable will be posted on the notice boards at the Information Desk in Team Hotel.

2.3 Departure

A transportation service will also be in place for team departures. This service will be based on the departure schedule, which will be posted at the Information Desk in the Team Hotel at least 24 hours before departure.

Teams will be asked to provide full travel details together with the Final Entries. Team Leaders will have to confirm departure details during the accreditation process. Any changes to the provided details shall be communicated to the LOC (through the Information Desk at the Team Hotel) as soon as possible to guarantee airport transfers.

3. ACCREDITATION

3.1 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.

A photo (passport type, jpeg format, max 500kb in size) is required for the accreditation. Photos must be uploaded online through the European Athletics Entry System. The upload function will be available during the Final Entries from 13 November to 04 December 2025. Any insufficient photo will be required to be re-taken on site during accreditation process.

Any lost or damaged accreditation cards should be reported to the Main Accreditation Centre or the TIC at the competition venue. Duplicate cards can be obtained where proof of identity can be established at a charge of 100 EUR.

Unauthorised use of an accreditation card will result in the card being confiscated.

3.2 Procedure for minor athletes

All athletes who have not yet reached the age of 18 on the day of their arrival to Portugal must sign and submit an official declaration and parental consent form to be eligible for participation at the SPAR European Cross Country Championships 2025. The form must be also signed by the athlete's parent/guardian and acknowledged by the representative of the respective Member Federation. The duly signed forms must be obtained, received, and stored by the concerned Member Federation and made available for European Athletics where requested.

3.3 Accreditation Centre

The Teams' Accreditation Centre will be located at Ukino Palmeiras Village. This is where the Team Leader shall report as soon as possible after his arrival, in order to carry out the administrative procedures.

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

Date	Opening hours
11 December 2025	12:00 – 20:00
12 December 2025	09:00 – 20:00
13 December 2025	09:00 – 20:00

In case of arrival outside of the opening times, Team Leaders are kindly requested to report to the Teams' Accreditation on the next morning.

3.4 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/she can collect the accreditation cards for the whole team:

- LOC accommodation invoice
- Check of athletes' passport (or a copy) for U20 and U23 age groups – if necessary
- Team Vests check
- Collection of competition related forms and information
- Confirmation of departure details

3.5 Access Areas for Teams and Special Passes

All team accreditation cards will allow access to the team areas, warm-up area, TIC, changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the course. Exception made for the team coaches (one per relay team) that shall report to the Call Room together with the athletes competing in the mixed relay. Furthermore, the accreditation can be used to access the Team Shuttle Buses.

The Head of Delegation or the Team Leader from each team is invited to the European Athletics Club (VIP Hospitality area) and will be given the necessary access number on the accreditation card.

European Athletics shall provide one upgrade pass giving access to the Mixed Zone per team not already having a Team Press Liaison for access to athletes at the end of the Mixed Zone.

4. ACCOMMODATION

4.1 General Information

Team Members will all be accommodated in the same hotel.

The official period (for which European Athletics is covering team accommodation for the in-quota athletes) is from Friday 12 December to Monday 15 December (3 nights). Additional nights have been fixed for Wednesday 10 and Thursday 11 December 2025.

If your team is planning to stay outside the above-mentioned period (from Wednesday 10 December until Monday 15 December), the rates above will not apply, and a separate agreement will have to be made with the LOC via e-mail to: sergioxavier@fpatletismo.pt.

4.2 Official Hotels

The official hotels for the SPAR European Cross Country Championships in Lagoa are indicated below with the Internet address of their home page where further details can be found:

Team Hotel

Ukino Palmeiras Village

Quinta das Palmeiras 4

8400-450 Porches

<https://ukino-hotels.com/en/ukino-palmeiras-village/>

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

European Athletics Family Hotel

Hotel Tivoli Carvoeiro

Estrada do Farol 5

8401-911 Carvoeiro

<https://www.tivolihotels.com/en/tivoli-carvoeiro>

4.3 Accommodation Costs and European Athletics Quota

4.3.1 European Athletics Quota

According to Regulations 310.4, European Athletics shall pay the board and lodging expenses for not more than 3 (three) days and for a maximum of:

- 4 (four) male and 4 (four) female athletes in the U20 category
- 4 (four) male and 4 (four) female athletes in the U23 category
- 4 (four) male and 4 (four) female athletes in the Senior category
- 4 (four) athletes in the mixed relay event

No contribution shall be made in respect of athletes representing the host European Athletics Member Federation.

4.3.2 Ratio of Athletes & Officials

Number of Athletes from - to	Number of Team Officials up to:
1 - 3	3
4 - 6	4
7 - 10	7
11 - 15	11
16 - 20	13
21 - 25	17
26 - 30	19
31 - 35	23
36 - 40	25
41 - 45	29
46 - 50	32
51 - 55	37
56 - 60	40

Team Officials include: Head of Delegation, Team Leader(s), Coaches¹, Medical Staff (medical doctors and physiotherapists), Team Press Liaison and others. The number of above-mentioned team officials is eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.

Further to the above ratio of Team Officials, teams may also purchase additional Team Official accreditation (without accommodation and transportation but with access to the warm-up, training facilities and team areas). Those packages will be charged at the rate of 150 EUR for the duration of the Championships and directly incorporated to the invoice of the respective Member Federations.

4.3.3 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 (310.4), for a period limited to the number of competition days plus two.

Hence, as mentioned above, the official period (for which European Athletics is covering team accommodation for the in-quota athletes) is from Friday 12 December to Monday 15 December (3 nights). Additional nights have been fixed for Wednesday 10 and Thursday 11 December 2025.

If your team is planning to stay outside the above-mentioned period (from Wednesday 10 December until Monday 15 December), the rates above will not apply, and a separate agreement will have to be made with the LOC via e-mail to: sergioxavier@fpatletismo.pt.

¹ Coaches also include Personal Coaches.

The following accommodation costs (by room) will be charged to the teams:

Team Members	Single room	Twin room
In-quota Athletes during official period	(N/A)	covered by LOC/EA
Accommodation cost	160 EUR per night	270 EUR per night

All prices include meals, VAT and City tax

For the official period each Team will be allocated a minimum number of single rooms equivalent to 10% of the total number of travelling athletes and officials registered in the Final Entries. Additional single rooms can be requested and will be given according to availability.

In case of later arrival/early departure of the sharing person, the night the twin room is used as a single room will be charged at the rate of the twin room (270 EUR during the official period and for additional nights).

4.3.4 European Athletics Regulations 303.6 and 310.8

303.6 European Athletics may reduce financial support (for travel, board/accommodation grants, etc.) to any European Athletics Member Federation which, after having announced their participation, does not take part or attend the competition with a number of athletes and officials materially higher or lower than the number stated in the Preliminary Entry by 20%. The latter applies only if the Preliminary Entry is more than 4 (four).

310.8 The final account for accommodation attributable to each Member Federation shall be based on the numbers declared in the Final Entries and this shall be paid in full, no allowance being made for subsequent any reduction in the actual numbers of athletes and/or officials.

Please note: The team Invoice will be based on the accommodation requests included in the Final Entries as well as any additional requirements indicated after the closing of the Final Entries.

4.3.5 Payment Procedures

Shortly after the closing of the Final Entries an invoice will be sent to each Federation detailing the amount they owe based on their Final Entries. Federations are kindly encouraged to make an advance payment of the outstanding amount by Monday 08 December 2025. Advance payments should be made in EUR by bank transfer to the following account:

Federação Portuguesa de Atletismo

Bank name: Caixa Geral de Depósitos

Bank address: Rua Buenos Aires, 12 B, 1200-624 Lisboa

Bank account number: 031013833230

IBAN: PT50 0035 0391 00013833230 95

Swift code/BIC: CGDIPTPL

VAT: 501 136 517

Please note, that the Team Leader is requested to provide the LOC with proof of payment upon arrival at the Accreditation Centre, otherwise, the balance of the payment must be paid on-site by the Team Leader. Payment on-site can be only made by cash (in EUR; ATM machines will be available at the location of the Team Accreditation Centre) or by credit card (Mastercard & Visa).

4.4 Rooming list

Detailed information about athletes and officials' rooming list will have to be entered by the Member Federations during the Final Entries process. For any last-minute changes after closing of the Final Entries please send updated rooming list to sergioxavier@fpatletismo.pt and competition@european-athletics.org.

While registering their Final Entries, Member Federations will be requested to sign a consent form to allow the list of the room numbers for the members of the respective team to be communicated to Sample Collection Officials. Where this information is obtained, it will only be used for the purposes of the blood and urine testing, will be confidentially treated and destroyed once it is no longer required for these purposes.

4.5 Meals

Meals will all be served in buffet style. 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 on pre-and post-competition days:

- Breakfast 07:00 – 10:00
- Lunch 12:30 – 15:30
- Dinner 18:30 – 21:30

Meals times on 14 December (competition day) will be as follows:

- Breakfast 06:00 – 11:00
- Lunch 12:30 – 16:30
- Dinner 18:30 – 21:30

On the competition day light catering services with fruits, biscuits, water and hot drinks will be available in the team area at the competition venue.

A late serving provision will be made for those athletes retained at the course due to doping controls or protests.

For lunch and dinner, mineral water and soft drinks are 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.

4.6 Services in the Team Hotel

4.6.1 Information Desks

An Information Desk will be located in the lobby of the Team Hotel with qualified personnel offering relevant information about all aspects of the SPAR European Cross Country Championships in Lagoa. The Information Desks' opening hours will be as follows:

Date	Opening hours
10 December 2025	Subject to arrivals
11 to 14 December 2025	08:00 - 21:00 ²
15 December 2025	08:00 to last departure

4.6.2 Meeting Rooms

Rooms for meeting opportunities are available in the Team Hotel. Reservation shall be required via the Information Desk at a reasonable time in advance. 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: susana.grave@cm-lagoa.pt

4.6.3 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 Medical/Physiotherapy services).

4.6.4 Internet Access

Free internet access will be provided at the Team Hotel.

4.6.5 Check-in / check-out times

Check-in after 15:00 and check-out by 12:00.

Please contact the LOC via susana.grave@cm-lagoa.pt for specific arrangements outside these times.

² According to the arrival times of the teams.

5. TECHNICAL INFORMATION

5.1 Communication with Teams

5.1.1 Technical Information Centre (TIC)

The TIC is located at the competition venue (see Appendix 1a).

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

The TIC will be open according to the following schedule:

Date	Opening hours
Saturday 13 December 2025	10:00 - 12:00
Sunday 14 December 2025	08:00 - 13:00

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

- 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 Delegate and competition management
- Receipt of written questions to be answered during the Technical Briefing
- Settlement of technical enquiries from delegations
- Receipt of withdrawal forms
- Distribution of items confiscated at the Call Room
- Managing additional doping control requests
- Protests and written appeals

The distribution of competition related information and important notices of general interest (e.g. changes to the timetable) at the TIC will NOT be systematically made through printouts in the Team pigeonholes 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.

All competition related information will be also sent by emails to the Team Leaders to the email addresses communicated in the Final Entries. Any relevant additional email addresses can be communicated to the TIC (tic-lagoa@fpatletismo.pt) prior to the start of the Championships. When the Team Leaders are collecting the team accreditation cards they will be asked to confirm the e-mail addresses.

Individual communications to specific teams will be nevertheless also posted through the pigeonholes preceded by a notice through Team Leaders' WhatsApp group.

Virtual TIC

Team Leaders will also be provided with an individual and personalised access to the Virtual TIC (V-TIC), where they will be able to:

- make their final confirmations
- download information posted by the LOC / European Athletics (technical information, call room schedule ...)
- fill-in competition forms (question for the Technical Briefing, technical enquiries to TIC, withdrawal forms ...)

The platform will be accessible at a link to be communicated to the Teams at a later stage, together with a detailed user manual.

5.1.2 Orientation Visit and Technical Briefing

There will be an Orientation Visit organised at the course on Saturday 13 December at 10:30, for the Team Leaders to inspect access routes and other facilities which will be important to the teams. Team Leaders are to meet LOC members at the Call Room, from where they will be escorted to this visit. The inspection will be held in English. The competition venue inspection will be followed by a Technical Briefing.

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 Briefing.

There will be no dedicated transport provided for this activity. Team delegates shall use the Team Shuttle Service from the Team Hotel. Please refer to the Information Desk in the Team Hotel for detailed information.

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

- Bib number and timing transponder distribution
- Timetable amendments (if any)
- Start procedures
- Mixed relay procedures
- Answers to 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 Briefing. The forms on which the questions must be written shall be returned to the TIC or filled-in online on the V-TIC, no later than Friday 12 December at 18:00.

5.1.3 Team Leaders' WhatsApp group

A WhatsApp group including all member federations' Team Leaders will be created on site, to offer an additional platform to address instant messages and announcements. Major information of interest for all will be communicated to the teams by the TIC/European Athletics via this group.

5.2 Competition venue

5.2.1 The course

The SPAR European Cross Country Championships 2025 will be contested on a 1510m lap course. The circuit features a start and finish on natural grass, with the remain part of the course unfolding over beaten earth / sand trails. It winds gracefully around a picturesque artificial lake, offering a technically demanding course

that includes two obstacles, a challenging ascent, and several lighter climbs. This varied terrain ensures a balanced yet demanding test of endurance and skill for all participants.

A detailed map of the course is available in Appendix 1b of this manual.

The distances per race are as follows:

Race	Distance	Laps / relay legs
U20 Women	4450m	2 x 1510m + 1430m
U20 Men	4450m	2 x 1510m + 1430m
U23 Women	5960m	3 x 1510m + 1430m
U23 Men	5960m	3 x 1510m + 1430m
Senior Women	7470m	4 x 1510m + 1430m
Senior Men	7470m	4 x 1510m + 1430m
Senior Mixed Relay	5960m	1 st (1300m) + 2 nd (1510m) + 3 rd (1510m) + 4 th (1640m)

5.2.2 Training at the Course

The course will be open for training on Saturday 13 December from 10:00 to 12:00.

For the transportation arrangements to the training session please refer to section 2.2. of this manual.

5.2.3 Team boxes

Team boxes located in the Congress Centre building will be assigned to the participating teams according to the number of athletes registered in the Final Entries. The distribution of the team boxes will be confirmed and communicated shortly after the Final Entries.

5.3 Entry regulations & Final confirmations

5.3.1 Entry Rules

Every European Athletics Member may enter 1 (one) team for each event.

Individual Entries

In accordance with European Athletics Regulations 302.8, each European Athletics Member Federation may enter a maximum of 8 (eight) athletes in each individual event, of which a maximum of 6 (six) may participate, in the following conditions:

- Only athletes aged at least 16 (sixteen) and not more than 19 (nineteen) years on 31 December of the year of the competition may participate in the U20 events;
- Only athletes aged at least 20 (twenty) and not more than 22 (twenty-two) years on 31 December of the year of the competition may participate in the Under 23 events;
- Only athletes aged at least 20 (twenty) years on 31 December of the year of the competition may compete in the Senior events.

All athletes must be able to present, if requested to do so by the Technical Delegate, an official document stating their date of birth.

Each athlete may only be entered in one individual race of the Championships, and he/she can only compete in the individual race for which he/she was entered.

Mixed Relay Teams

Each European Athletics Member Federation may enter a maximum of 8 athletes in the mixed relay race, of which 4 (2 Men + 2 Women) to compete.

The running order of Senior Mixed Relay (except for the first runner) is no longer fixed. The team composition and declaration of the first leg runner (as well as the provisional runners of the 2nd, 3rd and 4th legs) is to be announced as per below section.

5.3.2 "I Run Clean" Certification

Each European Athletics Member Federation may enter only those athletes who have received and hold a valid certification for having completed European Athletics Anti-Doping Education Programme – I Run Clean. The certification is to be achieved by all athletes in addition to fulfilling any requirements for the qualification for the event they are entered in.

5.3.3 Entry Procedures

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

Final Entries

Final entries indicating the names and individual logistical information (**detailed travel arrangements, accommodation request and rooming list**) of the competitors and of the officials must be received not later than 10 (ten) days before the first competition day. According to the regulations the deadlines for the Final Entries are:

- **Opening of the Final Entries: Thursday 13 November 2025**
- **Deadline for the Final Entries: Thursday 04 December 2025 November, 14:00 (CET)**

Detailed travel and rooming list information will have to be registered for each athlete and official during the Final Entries process.

Final Confirmation

Team Leaders or their representatives must confirm the names of those competitors already entered who will actually take part in the competition **no later than 18:00 (local time) on Friday 12 December**. Confirmation of athletes will not be accepted after the above deadline.

Final confirmations will have to be made online, via European Athletics V-TIC, which will be accessible at a link to be communicated to the Teams following the Final Entries (see point 5.1.1).

Relays Declaration Forms

The composition of each relay team as well as the declaration of the first leg runner (and the provisional runners of the 2nd, 3rd and 4th legs) shall be officially declared online via European Athletics V-TIC (see point 5.1.1) **no later than 11:00 (local time) on Sunday 14 December** (the first call time of the mixed relay race; as per World Athletics TR 24.11), however teams are kindly requested to proceed with the confirmation as soon as possible.

The eventually running order change of the athletes confirmed for the 2nd, 3rd and 4th legs shall be declared by the nominated Mixed Relay Head Coach directly at the relay exchange zone within two minutes after the start of the previous leg. Further information about the declaration of the runners and the management of the mixed relay will be provided at the Technical Briefing (see section 5.1.2).

Withdrawals

Withdrawals after final confirmation must be submitted, on the official Withdrawal Form, to the TIC.

6. COMPETITION PROCEDURE

6.1 Timetable

Please refer to Appendix 2 for the competition timetable.

6.2 Competition Bibs

6.2.1 General

For individual events, each competitor will receive 3 bibs: 2 name bibs and 1 number bib. The 2 name bibs must be put as follows: one on the front of the competition singlet and the other one for the athlete's personal bag. The number bib will have to be worn on the back of the singlet.

Bibs must not be cut, folded, or covered in any way.

Bibs will be distributed during the Technical Briefing (see section 5.1.2).

6.2.2 Mixed Relay

Each runner in a relay team must wear the bib with the official three-letter country code of his/her national federation on the back of his/her competition singlet. These bibs will be distributed in the Call Room. On the front of his/her the competition singlet the runner must wear the personal bib which will be distributed during the Technical Briefing.

6.3 Chip Transponders

A transponder chip will be distributed together with the competition bibs (at the end of the Technical Briefing). This chip must be put on one of the shoes. **Athletes must ensure the proper placement of the transponder.** For the athletes participating in the relay race, the transponder will be only on the wristband, not on the shoe.



When exiting the Call Room, it is the responsibility of each athlete to check that her/his name appears on the control screen when they walk over the transponder mat.

Athletes and Coaches must ensure the proper return of the chip transponder after the race: transponders must be handed back immediately after the Mixed Zone, at the kit collection area.

For each timing chip lost, the Member Federation concerned will have to pay a contribution of 50 EUR, which will be deducted from European Athletics Subvention to be paid by the end of the year.

6.4 Competition Clothing

Competitors must wear the Federation's official team clothing. World Athletics TR 5 will be strictly applied. Please make sure to follow the World Athletics Marketing and Advertising Regulations in force. Clothing and items not conforming to this rule and the current World Athletics Marketing and Advertising Regulations will be removed/taped at the Call Room.

The European Athletics has a record of the Team vests of all Member Federations accessible at the following link: <https://eathletics.sharepoint.com/sites/EAXtranet>.

Member Federations shall confirm their team vests. If the uniform displayed on the EA Extranet differs from the Member Federation current official uniform, the revised Team Vests form / document must be uploaded by Thursday 04 December 2025, 14:00 (CET) directly on the corresponding folder of the federation in the EA Extranet. 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 the compulsory wearing of the official competition clothing will be applied during the competition but also during any victory lap, interviews at the Competition Venue and Medal Ceremonies.

6.4.1 Competition Shoes

All the competition shoes must comply with World Athletics TR5, including the sole and/or heel and the spikes dimensions. It is the athletes' responsibility to make sure that the shoes to be used for competition are on the current list of approved shoes models by the World Athletics. In case of no compliance with the TR5 or the list of approved shoes, an athlete may be not allowed to compete or disqualified after the competition with the result being void. The shoes may be checked at the Call Room and/or Post Event Area.

6.5 Call Room

The Call Room is located at the Congress Centre building close the Team Boxes (see detailed map in Appendix 1a). Access will be allowed to athletes only (exception made for the team coaches - one per relay team - that shall report to the Call Room together with the athletes competing in the mixed relay) and according to the following reporting times:

	Call Room Opens	Call Room Closes	At Start Line	Start of the Race
U20 Women	09:00	09:10	09:20	09:30
U20 Men	09:30	09:40	09:50	10:00

	Call Room Opens	Call Room Closes	At Start Line	Start of the Race
U23 Women	09:56	10:06	10:16	10:26
U23 Men	10:30	10:40	10:50	11:00
Senior Mixed Relay	11:00	11:10	11:20	11:30
Senior Women	11:30	11:40	11:50	12:00
Senior Men	12:11	12:21	12:31	12:41

It is the responsibility of the team officials to ensure that their athletes are aware of the last check-in times for entry to the Call Room. Athletes arriving late may be excluded from participation in the event.

In the Call Room the judges will check the following in accordance with World Athletics Rules:

- Competition Bibs
- Shoes and Spikes
- Uniforms
- Any other kind of advertising

Athletes will leave the Call Room ready to compete (in competition clothing only) unless weather conditions require otherwise. Changes to this procedure will be confirmed by the Technical Delegate during the Technical Briefing.

On leaving the call room, athletes will be directed into the pre-start area to prepare for the race and from where they will be escorted to the start line area as per start procedures detailed in section 6.6.1 of this manual.

The clothing items left in the Call Room will be brought to the Kit Collection Area.

6.6 Specific Event Procedures

Competition Regulations are available at [Competitions Regulations | European Athletics](#).

6.6.1 Start procedures

Considering the space and equal conditions available at start line and first straight, the start procedures detailed in the competition regulations will be adjusted and executed as follows.

After leaving the call room, athletes will have the chance to do some last strides in the pre-start area and will be called to the pre-start line by competition officials app. 5 minutes before the start.

Selected top athletes – to be confirmed and declared after the Final Entries – will be presented individually and will have the first option to select a starting position on the start line.

Once all the top athletes are presented and have positioned themselves on the start line, the remaining athletes can advance from the pre-start line to the actual start line and select the position they prefer.

Note: no positions will be allocated to athletes or teams.

Further information about the start procedures will be confirmed and presented during the Technical Briefing (see section 5.1.2).

6.6.2 False start

In the event of the false start, the starter will fire a second shot and officials will raise a tape across the course, 100 m from the start line.

6.6.3 Lapped athletes

As per the competition regulation 302.10., lapped athletes cannot continue their race and shall leave the course at the designated "drop-out point" (located close to the final straight) as instructed by the competition officials. Athletes lapped will be included to the results (in the position they were competing at the moment of lapping), but without official time result and thus will not be considered for the calculation of the team results.

6.6.4 Mixed Relay

After the call room procedures all athletes shall proceed to the start line to take part in the team presentation. As soon as the presentation is done, the 2nd, 3rd and 4th runners will be requested to proceed to the relay exchange zone. Relay teams can be accompanied by a coach who will be allowed to assist his/her athletes in from the respective area in the relay exchange zone. The team coaches (one per relay team) shall report to the Call Room together with the athletes competing in the mixed relay.

6.7 Timing & Measurement

The official timing and results will be provided by SELTEC.

6.8 Scoring

Each race shall be scored separately. In all races, 3 (three) athletes shall score. The team results shall be decided by the aggregate of placing recorded by the scoring athletes of each team. The team with the lowest aggregate of placing points will be judged the winner.

If a team fails to finish with a complete scoring team, it will not be classified in the team result. The athletes finishing shall be counted as individuals in the race result and shall be eligible for the individual placing. No adjustment to the scoring placing of the finishing teams shall be made in respect of any non-scoring team runners or of individual entries.

6.9 Ties

In the event of a tie, it shall be resolved in favour of the team whose last scoring runner finishes nearest to the first place in accordance with European Athletics Regulation 302.16.

If two or more athletes tie for a place in any event, the attributable points shall be divided equally between them.

6.10 Post Competition Procedures

After the competition, athletes leave immediately through the Mixed Zone.

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 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.

6.11 Protests and Appeals

Protests and appeals are permitted and will be processed in accordance with World Athletics TR 8.

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 (World Athletics TR 8.3). Such person or team may protest only if they are competing in the same race 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 World Athletics TR 8.7 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, the team acknowledges that a fee of 100 EUR will be deducted from European Athletics Subvention to be paid by the end of the year unless the appeal is successful. The Jury's decision will be provided in writing.

7. MEDICAL SERVICES & DOPING CONTROLS

7.1 Medical Services

The LOC 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 at the competition venue.

Below you can find information about the medical care sites and relevant instructions.

In case of emergency, please contact the nearest medical first aid station or call the 24/7 Medical Emergency number 112.

7.1.1 Medical Services in the Team Hotel

There will be a medical room at the Team Hotel, operational from 12 to 15 December.

Teams are encouraged to use the medical services at the Team Hotel as there will be a dedicated place with a doctor during the whole period of competition, including during the race on Sunday. We advise only to use the services at the competition site in case of urgency on race day.

Moreover, considering the suggested opening times of the medical centre and physio service at the competition venue, teams may use the medical facilities at the Team Hotel to avoid travelling to the competition venue just to get a medical check, as long as the services are available at the Team Hotel or on call.

The medical room's opening hours at the Team Hotel will be as follows:

Date	Opening hours
Friday, 12 December 2025	12:00 - 20:00
Saturday, 13 December 2025	10:00 - 20:00
Sunday, 14 December 2025	10:00 - 20:00
Monday, 15 December 2025	10:00 - 14:00

Outside the official opening hours, a doctor and nurse will be on duty in case Teams need urgent medical assistance or advice: Dr. Pedro Silva (+351 919 805 331).

7.1.2 Medical Care at the Competition Venue

A medical centre (at the finish line area) and a medical tent (at the top of the course) will be active at the competition venue for acute medical assistance. Four (4) first response teams supervised by paramedics will be distributed around the course during the competition.

The local medical service will be responsible for any problem concerning the athletes' health both at competition and warm-up area. In case of injuries, only LOC physician will be admitted to the course. The respective physician will decide on the further treatment of the injured athlete.

Team doctors will have access to the medical service facilities when an athlete of their own team is hurt or needs other medical attention.

The medical centre is located next to the finish line and will be open according to the following schedule:

Date	Opening hours
Saturday 13 December 2025	09:00 – 12:00
Sunday 14 December 2025	07:30 – 15:00

Outside the official opening hours, a doctor and nurse will be on duty in case Teams need urgent medical assistance or advice: Dr. Pedro Silva (+351 919 805 331).

7.2 Physiotherapy Services

7.2.1 Physiotherapy Services in the Team Hotel

There will be a room available for physiotherapy use in the Team Hotel, equipped with ice and towels.

A LOC team of physiotherapists will be also available on call. Athletes willing to book a treatment shall proceed to the Information Desk in the Team Hotel where volunteers will make arrangements according to the availability.

7.2.2 Physiotherapy Services at the Competition Venue

Teams with a physiotherapist registered for the event will have sufficient facilities prepared to set-up their own physio benches at the competition venue. Please kindly note that there will be no LOC physiotherapist permanently present at the competition venue, and teams are encouraged to reserve a physiotherapy service in advance as per details included to section 7.2.1.

7.3 Import of Medication and Medical Equipment

Team healthcare personnel are responsible for the compliance with the administrative and custom regulations (please refer to the Portuguese Medicines Agency for further information: <https://www.infarmed.pt>) concerning medication as well as for the storage and safekeeping of their delegation's medicines and supplies. The LOC of Lagoa 2025 is not responsible for, and shall have no liability related to, or arising out of the import, storage or monitoring of the supplies and medicines by the team.

7.4 Doping Controls

7.4.1 General Information

Doping controls will be conducted in accordance with World Athletics Anti-Doping Rules which are compliant with the WADA code in force since 1 January 2021. 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 anti-doping officials. Athletes will be required to sign a doping control notification form after leaving the Mixed Zone. Athletes have the right to 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 refusing or failing to comply with the anti-doping procedures may constitute an anti-doping rule violation and could render them liable 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 national Therapeutic Use Exemption system prior to attending the Championships.

7.4.2 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.

7.4.3 Additional Controls

Athletes requiring doping control (e.g., for national record or any other purpose) may request to be tested by completing a "Doping Control Request Form" available in the Virtual TIC. After the submission of the form in the Virtual TIC, the athlete and his/her representative shall proceed to the TIC from where Doping Control Chaperones will guide them to the Doping Control Station where the extra test will be conducted.

The cost of this control (including the sample collection material and requested analysis) will be paid by European Athletics and will be deducted from the member federation's European Athletics subvention after the Championships.

8. OPENING CEREMONY & MEDAL CEREMONIES

8.1 Opening Ceremony

The Opening Ceremony will take place on Sunday 14 December at 09:00 at the competition venue (Centro de Congressos do Arade). No team members will be involved in the ceremony.

8.2 Medal Ceremonies

The Medal Ceremonies for individuals and teams will take place at the competition venue located at Centro de Congressos do Arade as scheduled on the event programme.

Athletes must wear the official team clothing for the ceremonies, and no other items shall be taken to the podium, such as flags, bags or other.

9. SAFEGUARDING

European Athletics is committed to the principle of safeguarding in our sport and has developed a safeguarding and abuse prevention programme, to ensure the protection and safety of everyone involved in athletics from harassment, abuse and exploitation. To this end, European Athletics has taken several measures including the implementation of a [European Athletics Safeguarding Policy](#), the availability of a secured and independent [reporting platform](#) and the appointment of a Safeguarding Officer, whose contacts can be found hereunder:

Name: Philippe Duperrex
Mobile: +41 75 425 50 00
Email: safeguarding.officer@european-athletics.org

In addition, please find below the LOC Safeguarding officer contact details:

Name: Pedro Pinto
Mobile: +351 917944050.
Email: pedropinto@fpatletismo.pt

To enhance this commitment and to reiterate the importance of safeguarding, the following initiatives are part of the European Athletics Safeguarding Programme at the European Athletics SPAR European Cross Country Championships 2025:

- Safeguarding matters will be dealt in accordance with European Athletics Safeguarding Policy, the national laws and the advice of the EA Safeguarding Officer.
- The EA Safeguarding Officer will not be present onsite during the event. However, he will be in duty and will be reachable, by mail or by phone, during the event's period. Moreover, the LOC Safeguarding Officer will be physically present and could be contacted at any time, when needed.
- The EA Safeguarding Officer will conduct an online safeguarding briefing ahead of the event addressed to the Team Safeguarding Officers/Point of Contact for this event and the link will be sent to the Member Federations separately and in due time.

If you have any question or concern about your safety or somebody else's safety during this event, please contact European Athletics Safeguarding Officer and/or the LOC Safeguarding Officer at the event.

If the concern relates to an imminent risk to someone's physical integrity or to an emergency for medical assistance, please contact immediately the LOC and/or the local authorities through the contacts provided in this Team Manual.

10. SUSTAINABILITY

The Municipality of Lagoa, the Portuguese Athletics Federation and European Athletics are committed to reducing the environmental impact of the 2025 SPAR European Athletics Cross Country Championships whilst investing in solid and long-lasting social legacy and economic prosperity within the host region.

The significance of the SPAR European Cross Country Championships in Lagoa/POR 2025 requires the LOC to study and implement a set of measures that, together, can result in a sustainable event at multiple levels that will elevate this event as a model/reference for future initiatives to be developed in the Municipality of Lagoa and beyond. With the LOC committed to the Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda for Sustainable Development, the concern, focus, and sensitivity to all behaviours and principles related to sustainability will be of the highest priority. Thus, this plan will focus on the Triple bottom Line (TBL) approach supported by three main pillars of sustainability (Environmental, Social, and Economic).

The following initiatives will be considered to actively engage all participants, guests, workforce, volunteers and spectators with sustainability action and to contribute to long-term positive outcomes for the host city and its communities.

Environmental Sustainability | **SDGs:** 3-6-9-11-12-15

- ☐ Reducing transport-related emissions through preference for local procurement
- ☐ Reducing paper use through 'Printing upon request only' policy and use of QR codes
- ☐ Reducing single-use plastics through responsible management of water supply
- ☐ Promoting soft mobility and sustainable transport routes
- ☐ Effective waste management through actively engaging spectators with waste separation and disposal

Social Sustainability | **SDGs:** 3-4-8-9-12-17

- ☐ Volunteering Opportunities
- ☐ Athletics for All
- ☐ Promotion of Cultural Heritage
- ☐ Urban Community Park
- ☐ Sustainability Communication & Education
- ☐ Studies & Research Partnership
- ☐ Community Walk
- ☐ Youth Activities - 'Olimpíadas Jovens'
- ☐ European Mural

Economic Sustainability | **SDGs:** 8-9-10

- ☐ Free and inclusive entry
- ☐ Rehabilitation of Congress Centre
- ☐ Boosting Local Economy

Further details about the Lagoa 2025 Sustainability & Legacy plan will be available from the event page on the [EA website](#) as well as from the dedicated [LOC website](#) closer to the event.

11. CONTACT DETAILS

For further details about the SPAR European Cross Country Championships in Lagoa please contact:

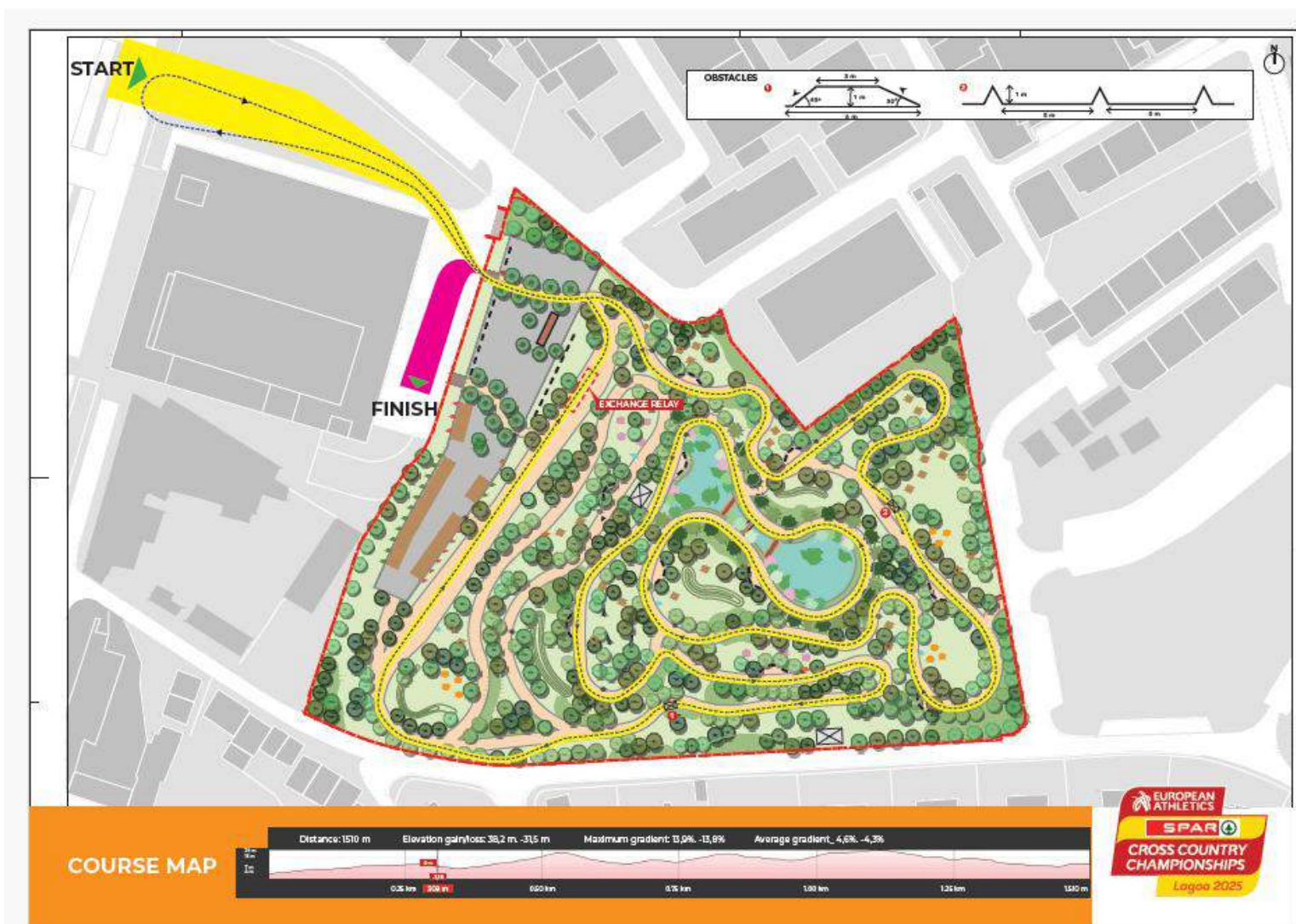
Portuguese Athletics Federation
Largo de Lagoa, 15 – B 2799-538
Linda-a-Velha Portugal
Tel: +351 21 41 46 020
E-mail: loc-lagoa2025@fpatletismo.pt
sergioxavier@fpatletismo.pt
Web: <http://www.fpatletismo.pt/>

European Athletics
Avenue Louis-Ruchonnet 16
1003 Lausanne, Switzerland
Tel: +41 21 313 43 50
E-mail: competition@european-athletics.org
Web: www.european-athletics.com

12. APPENDICES

- Appendix 1a EXCH 2025 – Plan of the Competition Venue
- Appendix 1b EXCH 2025 – Map of the course, loops and course profile
- Appendix 2 EXCH 2025 – Timetable
- Appendix 3 EXCH 2025 – City Map with Hotels & Championships sites
- Appendix 4 EXCH 2025 – Key dates and General Programme

Appendix 1b – Map of the course, loops and course profile



Appendix 2 – Timetable

09:00	Opening Ceremony
09:30	U20 Women Race (4450m)
10:00	U20 Men Race (4450m)
10:26	U23 Women Race (5960m)
11:00	U23 Men race (5960m)
11:30	Mixed Relay (1300m; 1510m; 1510; 1640m)
12:00	Senior Women Race (7470m)
12:41	Senior Men race (7470m)
13:30	U20 Women Medal Ceremony (individuals)
13:35	U20 Women Medal Ceremony (teams)
13:42	U20 Men Medal Ceremony (individuals)
13:47	U20 Men Medal Ceremony (teams)
13:54	U23 Women Medal Ceremony (individuals)
13:59	U23 Women Medal Ceremony (teams)
14:06	U23 Men Medal Ceremony (individuals)
14:11	U23 Men Medal Ceremony (teams)
14:18	Mixed Relay Medal Ceremony
14:25	Senior Women Medal Ceremony (individuals)
14:30	Senior Women Medal Ceremony (teams)
14:37	Senior Men Medal Ceremony (individuals)
14:42	Senior Men Medal Ceremony (teams)

Appendix 3 – City Map with Hotels & Championships sites



Appendix 4 – Key dates and General Programme

Date	Time	Event	Place
Friday 12 December	18:00	Deadline for submitting written questions for the Technical Briefing	V-TIC
	18:00	Final Confirmation	V-TIC
Saturday 13 December	10:00 – 12:00	Official Training at the Competition Venue	Course
	10:00 – 12:00	TIC open	Course
	10:30	Orientation Visit and Technical Briefing	Course
Sunday 14 December	08:00 – 13:00	TIC open	Course
	09:00	Opening Ceremony	Course
	09:30	Start – U20 women race	Course
	10:00	Start – U20 men race	Course
	10:26	Start – U23 women race	V-TIC
	11:00	Start – U23 men race	Course
	11:00	Declaration of running order for Mixed Relay	V-TIC
	11:30	Start – Mixed Relay	Course
	12:00	Start – Senior women race	Course
	12:41	Start – Senior men race	Course
	13:30	Medal ceremonies	Course

OFFICIAL PARTNERS



HOST INSTITUTIONS

