



BALKAN JUNIOR CHAMPIONSHIPS



TEAM MANUAL

ROMANIAN ATHLETICS FEDERATION & ASSOCIATION OF BALKAN ATHLETIC FEDERATIONS



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1. GENERAL INFORMATION

Pitești, the host city of the **Juniors Balkan Athletics Championships** is located on the banks of [Argeș River](#).

Pitesti is the Arges County capital city it as an important commercial and industrial center, as well as the home of two Universities. Pitești is connected directly to Bucharest the nation capital through Highway A1. Well connected with the main areas of the country by the road and railway transport structure, municipality of Pitesti has a population of 200.000 inhabitants and it is declared a Pole for Urban Development in Romania.

Information you might need: opening and closing schedules

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



2. ORGANIZATIONAL STRUCTURE

2.1. Association of Balkan Athletics Federations (ABAF) Council

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

2.2. ABAF Delegate

Technical Delegate	Andrej Udovc (SLO)
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2.3. Romanian Athletics Federation, Federal Council

Ion Sandu
Ionică Cornel Constantin
Mihai Oprescu
Florin Grigore Tecău
Constantin Zichil
Mircea Braniste
Romi Becheanu
Dan Teodorescu
Simona Teodorescu
Dumitru Tudosoiu
Marius Baicu
Niculina Mihailescu
Nicolae Mihailescu

2.4 Local Organising Committee

President	TECĂU FLORIN GRIGORE
General Secretary	
Pitesti City Mayor	IONICĂ CORNEL CONSTANTIN
Arges Sport Director	ACHIMESCU LAURENTIU
Event Management	
Protocol	
Press/Media/Marketing	CRISTINA VLADU
TV	
Travel / Accommodation	ANDRA VOICU
Ceremonies:	ION DIDEA

2.5 Competition Organisation

Competition Director:	Ion Buliga
Head Technical Official:	Alexandru Stefan
Call Room Official:	Valentin Coroja

Field Judges: Cosmin Suteu, Macovei Constantin and Tache Trifan

Starters: Stefan Lazar, Paul Opris and Bogdan Barcacila

Jumping Events, Head Judge: Constantin Macovei

Throwing Events, Head Judge: Dumitru Marinescu

Technical Information Center Manager(TIC): Cristina Enache

Photo finish Judge: Alin Sain

Competition Secretary: Laurentiu Motoc, Website Administrator: Cristian Barbu

Meet Managers: Cristian Barbu and Adina Lupu

Participating countries

Albania, Armenia, Bosnia and Herzegovina, Bulgaria, Cyprus, Croatia, Georgia, Greece, Montenegro, Moldova, FYR Macedonia, Serbia, Slovenia, Turkey, Romania and Israel*.

**Israeli athletes can take part out-of-competition in all Balkan Championships pending the official affiliation of Israel on the next congress.*

3. ARRIVALS

3.1 Arrivals by Air

The official airport is "The International Airport Henry Coanda" (OTP) located near Bucharest, and at about 150 km from the Accommodations and Stadium in the city of Pitesti, Arges County.

3.2 Welcome Services and commuting to the hotel.

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

3.3 Visa Requirements

An Entry Visa is required for Armenian Delegation.

4. Transportation

4.1 Transportation Service to Stadium

Since the accommodations are about 10 minutes away from Stadium, shuttle buses will be available to take the athletes from the hotel to the track and back. Transportation information will be available at the information desks in the lobby in each team hotel.

4.2 Returning to the Airport

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

5. ACCOMMODATIONS (hotel and meals) & INFORMATION

5.1 General Information

The LOC has reserved accommodation at Pitesti for teams, providing full board accommodation and easy access to the competition ARENA named Nicolae Dobrin after one of Romanian greatest soccer player.

The hotel allocation for the teams is as follows:

1. Ramada Hotel: Bulgaria, Greece, Serbia, Croatia
Pitesti, Str.Bucuresti, Nr. 31, tel: +40372480500; fax: +40372480501
2. Victoria Hotel: Albania, Bosnia and Herzegovina, Montenegro, Slovenia, VIPs
Pitesti, 110049, Str.Egalitatii, Nr 21, tel: +40248 220 777
3. Hotel Carmen: Turkey
Pitesti, 110017, Blv Republicii, tel: +40760 174 339
4. Hotel Cara: Cyprus
Pitesti, 110003, Blv. I.C. Bratianu, tel: +40248 210 045
5. Hotel Argesul: FYR Macedonia
Pitesti, 110017, p-Ta Muntenia i, Nr 3, tel: +40248 224 499
6. Hotel Regat: Moldova
Pitesti, 110062, Blv Republicii, tel: +40248 211 407
7. Hotel Alcadibo: Romania
Pitesti, 110003, Blv. I.C. Bratianu ,Nr.7A tel: +40727 226 662

5.2 Information Desk

An LOC Information Desk will be located in the lobby of each hotel with qualified personnel offering relevant information on all aspects of the Balkan Junior Championships.

The desks will be open on July 3, 2015 from 8am to 6pm.

5.3 Officials Accommodation

Teams Officials accommodation will be at Victoria Hotel.

Romanian Athletics Federation Guests

5.4 Costs and Quota

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

5.5 Payment Procedures

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

5.6 Meals Schedule

All meals will be served in the restaurants of the respective hotels.

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

The restaurans opening times are as follows:

Breakfast: 07:30 – 10:00 with the exception of Decathletes and Heptathletes.

Lunch: 12:30 - 15:00.

Dinner: 20:00 – 22:30

Decathletes and Heptathletes will have the following meals schedule: Open

On July 5, 2015 Dinner will be served at 21:30 at the Banquet Dinner celebrated at the m Restaurant "Magic Trivale" (Blv. Libertatii, tel:+40248271710)right in a heart of Pitesti city.

5.7 Meeting rooms for Teams

Arrangements can be made for team meetings room at the Information Desk. Requests shall be made in advance and for a reasonable time length.

6. ACCREDITATIONS

6.1 General

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

6.2 Accreditation Procedure

Accreditation cards will be prepared in advance of the event, based on the information provided by the Member Federation in the final entry form.

After all financial agreements are settled accreditation cards will be distributed to Team Leader, at the Information Desk,

6.3 Loss of an Accreditation Card

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

6.4 Access Areas for Teams

All team accreditation cards will allow access to the team seating area, warm-up area, locker rooms and physical therapy rooms. Only athletes who are about to compete will have access to the call room and the infield.

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

7.TECHNICAL INFORMATION

7.1 Technical information Centre (TIC)

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

The TIC is located at the Stadium "Nicolae Dobrin" (*Str. Aleea Stadionului*) and is clearly marked by signage.

Opening hours of the TIC:

Friday 3 July 16:30 – 18:30

Saturday 4 July 08:00 – 13:00 15:00 – 22:00

Sunday 5 July 08:00 – 12:00 15:00 – 22:00

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

responsible for the following:

-The distribution to each delegation of technical information regarding the competition.

-Posting of all information on information boards.

-The Information will also be placed in mailboxes and will include daily schedules, entry lists per event, results as well as any official information from the LOC.

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

7.2 Technical Meeting

The technical meeting will be held on July 3, 2015 at 20:00 at Victoria Hotel.

Each team may be represented by two delegates and, if necessary, an interpreter. It is highly important that all teams attend the Technical Meeting.

All questions related to the technical meeting must be presented in writing preferably in English, to TIC before 19:00 on July 3, 2015. The Technical Meeting will be conducted in English.

The Technical Meeting will be chaired by the Technical Delegate and attended by:

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

7.2.1. Agenda:

- Greeting from Mr. Sandu Ion, the President of Romanian Athletic Federation
- Word of the ABAF delegate.
- Presentation of national officials of the competition.
- Presentation of the entire competition and the warm-up field .
- Selection of the Appeal Jury made up of 3 members.
- Information on the doping control.
- Information for the opening and closing ceremonies.
- Introduction of the Competition Officials.
- Call-room procedures and schedules.
- Starting height and bar raising increments for vertical jumps.
- Scoring and tie-breaking system.
- Appeals.
- Answering of questions submitted in writing by federations.
- Bibs distribution.

7.3 Implements

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

Personal Implements shall also be allowed provided that:

- They have IAAF certification.
- They are in good conditions and the brand is easily recognised.

- They are made available to all the other competitors until the end of the event.
- They are submitted to the TIC before 20:00 on Friday 3 July.

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

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

All approved implements are for the common use during the particular event. Personal implements will be returned at the TIC at the conclusion of the particular event and they need to be retrieved by owners in a timely manner.

Basic implements will be provided from warm-up at the event time.

7.4 Inspection of Competition Arena

Delegations leaders are invited to visit the Stadium to inspect access routes and facilities which might be important to the Friday 3 July at 17:00.

7.5 Competition area

The athletics stadium at Pitesti and its surroundings are shown in Appendix 3 of this document.

The stadium has the following competition sites:

- 8 lanes
- 1 High jump site
- 1 site for Long jump/ Triple jump
- 1 Shot put circle
- 1 Discus circle
- 1 Javelin site

Spikes: The maximum length allowed:

- running, long jump, triple jump: 9 mm;
- High jump and javelin: 12 mm.

7.6 Changing / warm-up / physical therapy rooms

The warm-up area is located near the competition track (see appendix 2), and includes grassy area and synthetic track. Locker rooms are located close to the by weightlifting room.

In addition, physical therapy tables and ice are available at the warm-up area. Tents will be placed around Field 2.

7.7 Training

On July 3, 2015 Athletes will have the possibility to practice at the main track from 9:30 to 12:30 and from 16:30pm to 18:30pm.

Equipment and implements necessary for training will be available at the training site Athletes need to be accompanied by a Delegation Official or a Coach at all times when implements are borrowed or returned to storage room.

7.7.1 Training with the starter

Also on July 3, 2015 at 17:00 a Training session with the Official Starters will take place on the Main Stadium track.

8. COMPETITION REGULATIONS

8.1 Events

Junior Men: 100m, 200m, 400m, 800m, 1500m, 5000m, 110mH (99.1 cm), 400mH, 3000m St, HJ, TJ, LJ, PV, SP (6kg.), DT (1.750kg.), HT (6kg.), JT, 4x100m , 4X400m and Decathlon.

Women: 100m, 200m, 400m, 800m, 1500m, , 5000m, 100mH (83.8 cm), 400mH, 3000m St, HJ, TJ, LJ, PV, SP (4 kg.), DT (1kg.), HT (4kg.), JT, 4x100m , 4X400m, and Heptathlon.

8.2 Participation of athletes

The Championships is an individual competition. Team Medal and Team Placing tables up to the 8th place shall be made for statistical purpose only.

Each country may compete with two athletes per event and one team in each relay.

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

Only athletes aged no more than 19 (nineteen) years on 31 December of the year of the competition may participate in the Balkan Junior Championships.

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

8.4. Final Entries

Final entries shall be made through the respective form.

Final entries indicating athlete's full name, athlete's Season Best and officials' names are due by June 10, 2015.

8.5 Final Confirmation

Team Leaders or their representative must confirm the names of those competitors already entered who will actually take part in the competition. Final declaration and confirmation forms will be distributed to each delegation during accreditation. The forms must be completed and returned 20:00 on Friday 3 July. Final start list should to be ready for pick-up at your hotel after Technical Meeting.

8.7 Withdrawals

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

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

8.8 Competition bibs

The LOC will provide the teams with competition bibs at the Technical Meeting. Each competitor receives 2 bibs. Their personalised competition numbers shall be pinned on the front and back of the competition tops, and the third bib on the tracksuit or on the bag. Exceptions are made for High Jumpers and Pole Vaulters: these competitors are permitted to attach the bib only to the front or to the back of their competition clothing (plus their tracksuit and bag).

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

9. COMPETITION PROCEDURES

9.1 Timetable

Please refer to Appendix 1 for the competition timetable

9.2 Warm-up Area

The Warm-up area consists of grass and 4 track lanes and is located near the Main Stadium.

There is a weight lifting room inside the Main Stadium.

9.3 Call Room

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

Events Entering Call Room

Pole Vault 60 minutes prior to the scheduled starting time

Jumping events 45 minutes prior to the scheduled starting time

Field Events 40 minutes prior to the scheduled starting time

Hurdles 30 minutes prior to the scheduled starting time

Running events (except hurdles) 25 minutes prior to the scheduled starting time

Events Entering Infield or Track

Pole Vault 60 minutes prior to the scheduled starting time

Jumping events 30 minutes prior to the scheduled starting time

Field Events 25 minutes prior to the scheduled starting time

Hurdles 15 minutes prior to the scheduled starting time Running events (except hurdles) 10 minutes prior to the scheduled starting time

Notice:

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

- Competition clothing
- Shoes
- Bags

IAAF Rule 144.2 specifies that the following items may not be brought on the infield or track: I Pads, radios, cameras, cell phones, video cameras. There is a risk involved items being confiscated and also a waste of time to recover them from the call room Officials. Anyhow in that case a receipt will be issued so the confiscated item/s can be recovered at the end of the competition day.

After all controls have been completed Call Room officials will accompany the athletes from Call Room into the infield.

9.4 Competition Preparation

9.4.1 Field Events

In the field events the official trials are supervised by the judges. Athletes may only use the official's markers for the approach. These will be handed out by the competition officials at the competitions area.

All athletes will be entitled to 6 attempts in throwing events and the horizontal jumps.

Height will be announced by the Chief Judge at the beginning of the competition:

High jump: Men 1.70m, Women 1.50m, Pole Vault Men: 4.20m; Women: 3.00m

9.4.2 Combined events:

The starting heights for the Combined events will be as follows:

High jump: Men: 1.70m; Women: 1.55m;

Pole Vault: Men: 3.50m; Women: 2.50m

The athletes competing in relays races, 4 x 100m, 4 x 400m, will have to be represented by a team member to TIC with 1 hour prior to the race.

9.4.3 Relays:

The final relay team and the running order must be submitted to the TIC using the respective form not later than one hour prior to the first call room time for the respective relay.

9.4.4 Starter's commands; A Silent gun will be used

The starter commands will be given in Romanian, as follows:

- For distances up to 400 m. and relays: "pe locuri", "gata", sound of the gun

- For distances of 800 m. and longer: pe locuri sound of the gun
For false start recalls a regular starters' gun will be used. There are false start sensors installed on the starting blocks.

9.5 Timing and measurements

The official timing will be provided by Time Tronics and it will be displayed on the official electronic timing instrument board and photo finish blocks.

The distance measurements will be taken by electronic equipment from Trimble-S3: for the following events: Triple Jump: Long Jump, Shot Put, Discus Throw, Hammer Throw and Javelin Throw. The High Jump will be measured manually.

9.6 Protests and Appeals

Protests will be processed in accordance with IAAF Rule 146.

In the first instance **protests** must be made orally to the Official Judge by the athlete himself/herself or by an official acting on his/her behalf (Rule 146.3). Protests concerning the result or conduct of an event shall be made within 30 minutes of the official announcement of the results of that event (posted on the TIC information board).

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

Fees: a deposit of 70 euros has to be submitted along with the appeal. The 70 euros deposit is not refundable in case the appeal is not in favor of the athlete. The Jury will inform TIC in writing about the decision taken following the appeal.

10. Medical Services

10.1 General

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

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

10.2 Medical Care in the Stadium

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

There will be Paramedics Crew on the infield, supervised by an MD.

10.3 Physical therapy

Physical therapy facility is open during competition. It is provided with equipment and beds.

10.4 Doping Control

10.4.1 General Information

Doping control shall be conducted in accordance with IAAF Rules.

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

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

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

10.4.2 Self-testing

Athletes such as those achieving National Records, who have not been selected for doping control, may present themselves for testing. These athletes must report to the TIC where they will have to complete the "Doping Control Request Form". The cost of this control should be covered by the respective athlete's federation.

11. SECURITY

Instructions given by the LOC, the security personnel and the police have to be followed in all areas, as well as during transfers from one location to another.

The accreditation card must be worn at all times. If an accreditation is lost, this should be reported immediately to the LOC Information Desk or TIC.

12. Ceremonies

12.1 Victory Ceremonies will be awarded at the Track.

12.2 Closing Banquet

The closing banquet will be celebrated on 5 July, 2015 at 21:30 at the Magic Hotel. See annex 3 for directions. Access to dining area is permitted with accreditation card or by invitations, only.

13. Departure

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

Buses schedules will be posted at your hotels and at LOC Information Desk.

14. Contact details

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

14.1. Organizing Team

Ms. Andra Voicu phone +40 755 062 -678

14.2. Competition technical details

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

15.Appendices

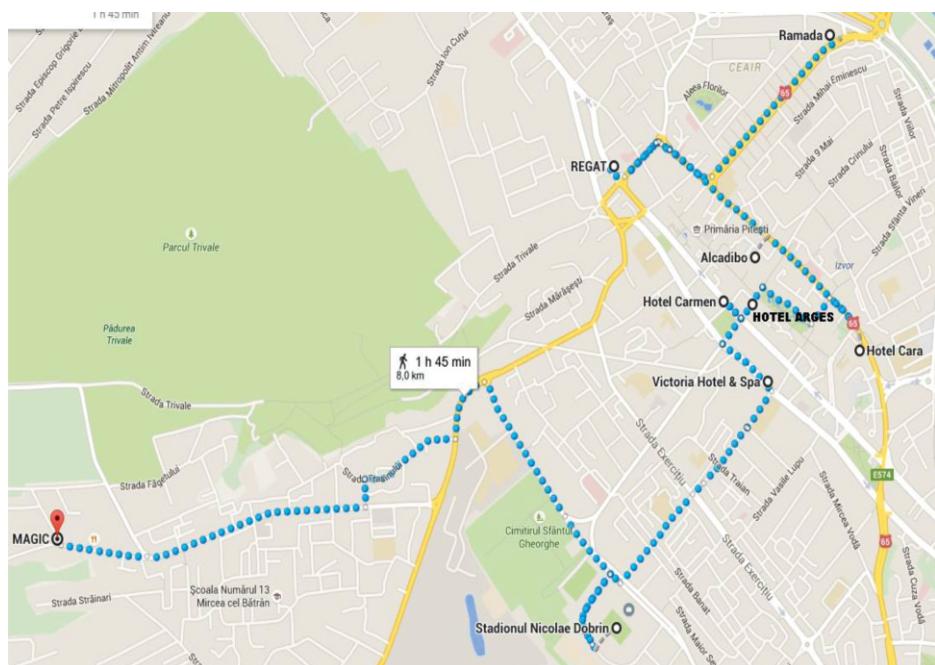
Appendix 1 – Timetable

TIMETABLE							
Session 1				Session 3			
04.07.2015				05.07.2015			
Start Time	Event		M/W	Start Time	Event		M/W
9:30	100m Hurdles	Heptathlon	W	9:30	110m Hurdles	Decathlon	M
9:40	100m	Decathlon	M	9:30	Long Jump	Heptathlon	W
10:15	High Jump	Heptathlon	W	10:15	Discus Throw	Decathlon	M
10:15	Long Jump	Decathlon	M	10:30	Javelin Throw	Heptathlon	W
11:30	Shot Put	Decathlon	M	11:00	Pole vault	Decathlon	M
12:00	Shot Put	Heptathlon	W	Session 4			
Session 2				16:45	Javelin Throw	Decathlon	M
16:30	High Jump	Decathlon	M	17:45	800m	Heptathlon	W
17:30	Opening Ceremony			17:50	1500m	Decathlon	M
18:00	200m	Heptathlon	W	18:00	200m		W
18:00	Pole Vault		W	18:00	Pole Vault		M
18:00	Discus Throw		W	18:00	Long Jump		W
18:10	400m	Decathlon	M	18:00	Hammer Throw - Field 2		W
18:15	400m		W	18:00	Shot Put		W
18:15	Long Jump		M	18:00	Javelin Throw		W
18:25	400m		M	18:10	200m		M
18:35	100m		W	18:20	1500m		W
18:40	100m		M	18:30	800m		M
18:50	400m Hurdles		M	18:50	110m Hurdles		M
19:10	400m Hurdles		W	19:10	Shot Put		M
19:20	3000m St.		W	19:10	100m Hurdles		W
19:20	Discus Throw		W	19:10	High Jump		W
19:30	High Jump		M	19:10	Triple Jump		M
19:30	Triple Jump		W	19:10	Hammer Throw - Field 2		M
19:35	800m		W	19:10	Javelin Throw		M
19:45	1500m		M	19:25	3000m St.		M
19:55	5000 m		M	19:40	5000 m		W
20:15	4 x 100 m relay		W	20:00	4 x 400 m relay		W
20:20	4 x 100 m relay		M	20:10	4 x 400 m relay		M

Appendix 2 - Map of the Stadium, competition & Warm -up area



Appendix 3 - Pitesti City Map: Hotel locations and Routes





DEDEMAN

DEDICAT PLANURILOR TALE



SELGROS
CASH & CARRY

DUNCA EXPEDITII
TRANSPORT & LOGISTIC SERVICES



ROMANIAN ATHLETICS FEDERATION & ASSOCIATION OF BALKAN ATHLETIC FEDERATIONS

