



TEAM MANUAL

1. Championship website

For information and updates, please visit Competition website: [Click here!](#)

2. Final Registration Date

The final date for registration is Monday, August 06. Registration form available on website.

3. Arrival

Bus transports to the hotel have been organized from Central Railway station in Gävle to hotels, according to announced arrivals.

4. Hotel – Accommodation

The national teams will be accommodated in single, double and twin rooms at Scandic Hotel West for teams from Norway, Denmark, Finland, Estonia and Island. Clarion Winn Hotel for Team Sweden.

Link to [Scandic Hotel West](#) – [Clarion Winn Hotel](#)

5. Team Meetings

Conference rooms at the hotel receptions can be used for team meetings, according to your previous booking.

6. Meals

Buffet breakfast will be served from 06.30 to 10.00

Lunch will be served close to the arena.

Buffet dinner will be served at the hotel.

7. Transportation from hotel to competition venue

The organizer provides shuttle bus transports to and from the competition arena.

FRIDAY: Hotel Winn to arena: 15:00 and return 17:30

Hotel Scandic West to arena: 17:00 and return 18:30

- “ - : 18:00 and return 20:30 (2 buses)

SATURDAY: To the arena from both hotels: 09:00 (50 persons) and 11:00 (50 persons)

Return to both hotels: 14:30, 15:00, 16:00 and 16:30

(Bus #1: 14:30 and 16:00)

(Bus #2: 15:00 and 16:30)

SUNDAY: 1 bus (50 persons) from both hotels at 08:30 and 09:00

After the event: 13:45, 14:00, 14:30 and 15:00:

Gavlehov – Central Railroad Station

We suggest NOR and FIN to contact their bus company for you to be picked up at the Gavlehov Stadium.

8. Technical Meeting

The Technical Meeting will be held on Friday August 10 at 18.00 at a conference room at Gavlehov Arena. We gather outside the cafeteria close to the finish line, and take a five minute's walk to the conference room. The agenda for the Technical Meeting will be added here shortly.

The final list of championship participants (including late changes) is required from the Team Leaders at the Technical Meeting. The Members of the Jury will also be announced at the Technical Meeting.

9. Dressing rooms, showers, training and warm-up areas

Dressing rooms and showers are available at the venue. The warming-up area is located inside the indoor arena close by. Except for hammer throwers, the arena infield area can not be used for warming up. For hammer, warming-up in the arena is allowed from 11:30 on Saturday and from 08.30 on Sunday. We also offer a training arena 100m away from the arena where all kinds of throwing events are available. There is also a gym inside the indoor arena. Cross country running is available close by the stadium

10. Opening Ceremonies

A short flag ceremony will take place a few minutes prior to the competition. We need 2 boys and 2 girls to carry your nation flag in front of the main stand. Details will be confirmed at the Technical Meeting on Friday.

11. Call Room

The Call Room will be at the 100m start line, in a tent. Athletes are to be present in the Call Room tent according to appendix 2. It is the responsibility of the Team Leaders to ensure that their athletes are in time. In the Call Room: uniform clothing, cover clothing, shoes and bags will be checked according to the competition rules. No electronic devices will be allowed inside the competition area.

12. Introduction of participants

All participants will be lined up and introduced individually before the start of each event.

13. Personal Implements Check

Personal throwing equipment must be checked and marked as approved by the Technical Manager before the competition. We appreciate receiving your equipment on Friday afternoon/ evening, in the Information, next to the finish line. Personal throwing equipment is returned after the event.

14. Result service

There will be an online result service during the competition. Official results will also be presented continually. Link on website.

15. Medical Aid

There will be a First Aid Group at the Stadium on Saturday and Sunday.

16. Victory Ceremonies

For each event, 1st, 2nd and 3rd place athletes and relay teams will be called to the victory ceremony. The victory ceremony for each event will take place as soon as possible after the event.

WELCOME TO GÄVLE!

On the behalf of the Organizing Committee

Rolf Skalk, Competition Director
Lars Skoglund, Meeting Manager

APPENDIX 2: DRAWING SCHEME

	ISL/DEN	NOR	SWE	FIN	ISL/DEN	NOR	SWI
100	1-5	2-6	3-7	4-8	0/3	2	2
200	4-8	1-5	2-6	3-7	0/2	2	2
400	3-7	4-8	1-5	2-6	0/1	0	2
800	2-6	3-7	4-8	1-5	0/1	0	2
1500	1-5	2-6	3-7	4-8	0/2	0	2
5000	4-8	1-5	2-6	3-7	0/0	2	2
110mH	3-7	4-8	1-5	2-6	0/1	0	2
400mH	2-6	3-7	4-8	1-5	0/0	0	2
3000SC	1-5	2-6	3-7	4-8	0/0	1	2
4x100m	4-8	1-5	2-6	3-7	0/1	1	1
4x400m	3-7	4-8	1-5	2-6	0/0	0	1
HJ	2-6	3-7	4-8	1-5	0/0	0	2
PV	1-5	2-6	3-7	4-8	0/0	0	2
LJ	4-8	1-5	2-6	3-7	0/1	1	2
TJ	3-7	4-8	1-5	2-6	0/0	0	2
SP	2-6	3-7	4-8	1-5	0/0	1	2
DT	1-5	2-6	3-7	4-8	0/0	2	2
HT	4-8	1-5	2-6	3-7	1/0	1	2
JT	3-7	4-8	1-5	2-6	1/1	0	2
100	2-6	3-7	4-8	1-5	1/0	0	2
200	1-5	2-6	3-7	4-8	0/0	1	2
400	4-8	1-5	2-6	3-7	0/0	1	2
800	3-7	4-8	1-5	2-6	0/1	0	2
1500	2-6	3-7	4-8	1-5	0/1	0	2
5000	1-5	2-6	3-7	4-8	0/0	1	2
100mH	4-8	1-5	2-6	3-7	0/0	0	2
400mH	3-7	4-8	1-5	2-6	0/0	1	2
3000SC	2-6	3-7	4-8	1-5	0/0	0	2
4x100m	1-5	2-6	3-7	4-8	0/1	1	1
4x400m	4-8	1-5	2-6	3-7	0/0	0	1
HJ	3-7	4-8	1-5	2-6	1/1	1	2
PV	2-6	3-7	4-8	1-5	0/0	1	2
LJ	1-5	2-6	3-7	4-8	1/0	0	2
TJ	4-8	1-5	2-6	3-7	0/0	0	2
SP	3-7	4-8	1-5	2-6	2/0	1	2
DT	2-6	3-7	4-8	1-5	1/1	1	2
HT	1-5	2-6	3-7	4-8	1/0	1	2
JT	4-8	1-5	2-6	3-7	0/0	1	2

APPENDIX 2: DRAWING SCHEME

APPENDIX 3: TECH MEET AGENDA

Call and check procedure

For each event, the call and check procedure begin at fixed intervals prior to the scheduled start time (T).

Event	Call	To field/track
Track events (ex 4x100 m relay)	T-25 min	T-10 min
4x100 m relay	T-30 min	T-15 min
Field events (ex Pole Vault)	T-45 min	T-35 min
Pole Vault	T-60 min	T-45 min

The competitors must attend to the Call Room on time.

Preliminary competition timetable					
Saturday, August 11			Sunday, August 12		
12.30	Hammer	M	09.30	Hammer	W
12.55	Triple Jump	W	09.55	Triple Jump	M
13.00	100m	W	10.00	400mH	W
13.12	100m	M	10.15	400mH	M
13.24	Pole Vault	M	10.20	Pole Vault	W
13.28	Shot Put	W	10.30	200m	W
13.31	3000SC	W	10.36	Shot Put	M
13.50	3000SC	M	10.50	200 m	M
14.10	400m	W	11.10		
14.22	400m	M	11.15	800m	W
14.25	Javelin	M	11.20	Javelin	W
14.35	High Jump	W	11.25	Long Jump	W
14.39	Long Jump	M	11.32	High Jump	M
14.42	100mH	W	11.45	800m	M
15.00	110mH	M	12.05	5000m	W
15.15	1500m	W	12.20	Discus	M
15.20	Discus	W	12.35	5000m	M
15.30	1500m	M	13.00	4 x 400 m	W
15.50	4 x 100 m	W	13.15	4 x 400 m	M
16.05	4 x 100 m	M			

APPENDIX 3: TECH MEET AGENDA

Opening and welcome

LOC Rolf Skalk

1) Presentation of attendants

- Organizers – referees will have a black vest.
- Team representatives

2) Nomination of the Jury of Appeal

- Chairman: Mats Åkerlind (SWE)
- 2 more members from the visiting teams are to be appointed at Tech Meet

3) General Information of the Championship events

- 3.1 The time table has been posted online in advance
- 3.2 For basic rules see Nordic Handbook and IAAF Competition Rules
- 3.3 Starter commands in English: ON YOUR MARKS, SET, STAND UP.
- 3.4 Lane order, jumping and throwing order: According to the teams' entries. In field events, except high jump and pole vault, reverse ranking order will be used for rounds four, five and six.
- 3.5 Throwing equipment's: Personal equipment will be checked and made available for all participants, at the owner's risk. Javelins, shots and discuses must be presented to the Technical Manager not later than 90 minutes before the start of each event. All personal equipment should be retrieved at the Technical Area, close to the throwing events area. In discus we will apply the regulation on closed wing, as adopted by the Swedish Athletic Association.
- 3.6 Poles: All poles will be controlled before the event at the competition site by the Technical Manager.
- 3.7 Opening heights and progression in vertical jumps:
- | | | |
|--------------------|-------------------------------------|-------|
| High Jump, Women: | 157-162-167-171-174-177-180-182-184 | +2 cm |
| Pole Vault, Women: | 340-355-370-380-390-400-410-415-420 | +5 cm |
| High Jump, Men: | 185-190-195-199-202-205-208-210 | +2 cm |
| Pole Vault, Men: | 400-415-430-445-455-465-475-485-495 | +5 cm |

5 General Information

- 5.1 Protest: In English writing at the TIC. Normal protest time is 30 minutes after the official announcement of the results of the event have been published. The time is counted from the moment when the result sheet is attached to the official result board. Organizers' proposal: For the last event on Sunday the protest time is only 10 minutes. The protest fee is 90 euros and payment must be done in cash with the written protest.

APPENDIX 3: TECHNICAL MEETING AGENDA

5.2 Ceremonies:

- Opening ceremony
- Victory ceremonies

5.3 Access to the infield: only the Athlete-Captains of the teams have access the infield. All other athletes have access only for their respective events. Team Officials must not enter the infield during the competitions.

5.4 There is no access to the Time Keeping Building, except for the Competition Officials. Any requests or queries must be addressed to TIC!

6 Confirmation of entries

- Official start lists: Any changes?
- Later changes: Time and place
- Extra participants by organizing country
- Running order in relays: NOT later than 60 min before the start to the TIC.

7 Arena information

- Warmi-up areas
- Location of TIC
- Location of the Technical Manager
- Location of the Call Room
- Location of the result board
- First aid point

8 Doping control

- Cannot be preordered, but the possibility of control exists.
- Procedure in case of National Records requiring the test

9 Any other matters

- Meal time table
- Shuttle bus time table

10 Closing the meeting