

EUROPEAN  
ATHLETICS

EUROPEAN  
RACE WALKING  
TEAM CHAMPIONSHIPS

Poděbrady 2025



# TEAM MANUAL

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# European Race Walking Team Championships Poděbrady/CZE



## Team Manual

European Race Walking Team Championships  
18 May 2025, Poděbrady, Czechia

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## 1. GENERAL INFORMATION

### 1.1 Host Country Czechia

Form of Government	Parliamentary republic
Location	Czechia is a landlocked country in Central Europe. The country borders Poland to the northeast, Germany to the west, Austria to the south, and Slovakia to the east.
Area	78,866 km <sup>2</sup>
Population	10.8 million
Climate	Temperate continental climate
Language	Czech
Religion	80% non-declared or non-religious, 10.3% Roman Catholic
Capital	Prague (Praha)
Local Time	CET (UTC+1)
Electricity	CEE 7 standards, the plugs used are two round pins
Driving	On the right side
Telephone Country Code	+420
Mobile Phone Networks	T-Mobile, O2, Vodafone
Currency	Czech Crown/koruna (CZK, EUR 1,00 = CZK 25,00)

### 1.2 Host City Poděbrady

Poděbrady is a historical spa town in the Central Bohemian Region, Czech Republic. It lies on the river Labe 50 kilometres (31 mi) east of Prague on the D11 highway. It has obtained the status of town from the Czech king in the year 1472. A historic milestone in the life of the town was the year 1905, when it was visited by the German estate owner Prince von Bülow. This well-known water diviner found in the inner courtyard of the castle signs of a strong spring, which was later bored to a depth of 97.6 meters (320 ft). The discovery of carbonic mineral water resulted in the opening of the first spa in 1908. After World War I Poděbrady rapidly changed into a spa town which from 1926 specialized in the treatment of cardiovascular diseases, rapidly gaining renown not only in the Czech Republic, but also abroad in countries including Austria, Germany, Russia and the United States.

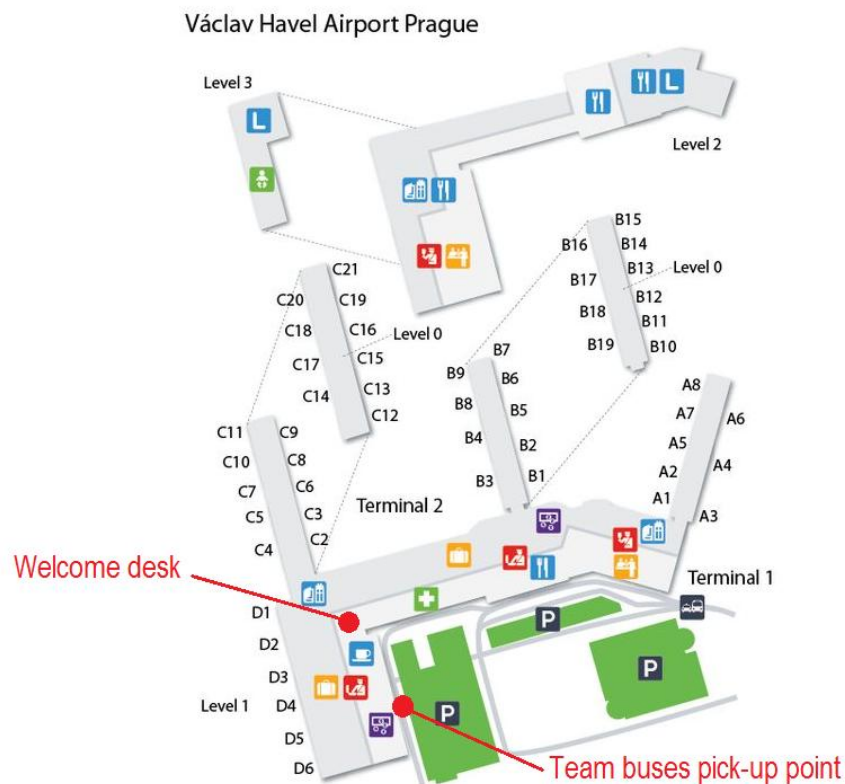
## 2. TRANSPORTATION

### 2.1 Arrivals

#### 2.1.1 Official Airport and Welcome Services

The official airport, located 85 km from Poděbrady, is Vaclav Havel International Airport Prague, where the LOC will provide adequate welcome services.

Upon arrival at Vaclav Havel International Airport Prague 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.



Please report to the Welcome Desk or contact the LOC transportation department (+420 773 899 910 or +420 605 184 013) in case you need any support, or your flight is delayed or cancelled.

The transfer time from the airport to the official hotels is 75-90 minutes approximately, depending on the traffic conditions.

For any last-minute changes after closing of the Final Entries please send updated travel details to [mfeikova@atletika.cz](mailto:mfeikova@atletika.cz) with copy to [competition@european-athletics.org](mailto: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 Arrival By Train

There will be no Welcome Desk at the main railway station in Prague and Poděbrady railway station. Teams arriving by train will be met by LOC representatives and taken to the respective team hotel, according to the arrival times given in the final entry system.

### 2.1.4 Entry visas

The following countries require visas to enter the Czechia and should obtain them from the Czech Embassy or Consulate in their country well ahead before departure to Poděbrady:

Albania<sup>1</sup> – Armenia – Azerbaijan – Bosnia and Herzegovina<sup>1</sup> – Georgia<sup>1</sup> – Kosovo – Moldova<sup>1</sup> – Montenegro<sup>1</sup> – North Macedonia<sup>1</sup> – Serbia<sup>1</sup> – Turkey – Ukraine<sup>1</sup>

Participants who require visas, should fill the form available in appendix 4 and contact LOC as soon as possible but latest by 15 April 2025.

Contact details of the person responsible for visa within the LOC:

**Mrs Lenka Edde**

Direct phone: +420 233 014 418

Mobile: +420 602 885 112

E-mail: ledde@atletika.cz

### 2.1.5 Insurance

According to European Athletics Competition Regulations, 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

The main competition venue is within walking distance from all team hotels therefore no on-site transportation system will operate during the event. In any case, inquiries about transportation could be addressed to the LOC through the Transportation Office located in the Accreditation Centre.

The opening hours of the Transportation Office will be open as follows:

Date	Opening hours
15 May 2025	16:00 – 18:00 <sup>2</sup>
16 May 2025	10:00 – 18:00 <sup>2</sup>

<sup>1</sup> Don't need visa if holders of biometric passport

<sup>2</sup> According to teams' arrival schedule

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Date	Opening hours
17 May 2025	08:00 – 20:00
18 May 2025	06:30 – 20:30
19 May 2025	08:00 – 12:00

### 2.3 Departure

A shuttle service will be in place for team departures. The frequency of this service will be based on the departure schedule, which will be posted at the Information Desk in each Team Hotel at least 24 hours before departure.

Teams will be asked to provide full travel details together with the final entries. Team leader will have to confirm departure details during the accreditation process. Any changes to the provided details shall be communicated to the LOC (through the Transportation Office located at the Accreditation Centre), at least 48 hours before departure.



### 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. The accreditation is **not transferable** and does not allow the holder to take another person beyond checkpoints.

Any lost or damaged accreditation cards should be reported to the Accreditation Centre. 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 Accreditation Centre

The Accreditation Centre will be located at the Congress Centre. 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 Accreditation Centre will be as follows:

Date	Opening hours
Thursday, 15 May 2025	16:00 – 18:00 <sup>3</sup>
Friday, 16 May 2025	10:00 – 20:00 <sup>3</sup>
Saturday, 17 May 2025	08:00 – 20:00
Sunday, 18 May 2025	06:30 – 20:30

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

#### 3.3 Accreditation Procedure

Accreditation cards will be prepared in advance, based on the information provided by the Member Federation through the Final Entries. 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 age group – if necessary
- Uniform, flag and national anthem check
- Collection of competition related forms, information and bibs
- Confirmation of departure details

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<sup>3</sup> According to teams' arrival schedule

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### 3.4 Access Areas for Teams and Special Passes

All team accreditation cards will allow access to the course (for training purposes), changing facilities and physiotherapy rooms. Only athletes who are about to compete will have access to the call room and to the infield on the day of the event.

Special passes will be also distributed to access the personal refreshment stations of the Senior Races (up to 3 per team according to the number of athletes). Those special passes (together with the Team mixed zone passes) will be distributed during the accreditation procedure, upon signature of the Team Leader.

## 4. ACCOMMODATION

### 4.1 General Information

The LOC has made accommodation arrangements for team members in five hotels of similar standard.

The hotels will officially open with full services on 15 May 2025. If members of your federation are planning to arrive earlier, please contact the LOC (Pavel Šikola, [psikola@atletika.cz](mailto:psikola@atletika.cz)) well in advance to make sure specific arrangements are made.

### 4.2 Official Hotels

The official hotels for the European Race Walking Team Championships in Poděbrady are indicated below with the internet address of their home page where further details can be found:

#### Teams Hotels

##### Hotel Libenský\*\*\*\*

Nám. T.G.M. 437/II CZ – 290 33 Poděbrady I  
Tel.: +420 325 606 333  
[www.lazne-podebrady.cz/hotel-libensky](http://www.lazne-podebrady.cz/hotel-libensky)

##### Hotel Zimní Lázně\*\*\*

Hakenova 464/II CZ – 290 33 Poděbrady I  
Tel.: +420 325 606 888  
[www.lazne-podebrady.cz/hotel-zimni-lazne](http://www.lazne-podebrady.cz/hotel-zimni-lazne)

##### Hotel Zámeček\*\*\*\*

Husova 232/II, 290 33 Poděbrady  
Tel.: +420 325 503 300  
[www.lazne-podebrady.cz/hotel-zamecek](http://www.lazne-podebrady.cz/hotel-zamecek)

##### Hotel Bellevue Tlapák\*\*\*\*

Nám. T.G.M. 654/II, 290 33 Poděbrady  
Tel.: +420 325 606 500  
[www.lazne-podebrady.cz/hotel-bellevue-tlapak](http://www.lazne-podebrady.cz/hotel-bellevue-tlapak)

##### Hotel Libuše\*\*\*

Na Valech 254/II CZ – 290 33 Poděbrady I  
Tel.: +420 325 606 777  
[www.lazne-podebrady.cz/hotel-libuse](http://www.lazne-podebrady.cz/hotel-libuse)

##### Hotel Chariclea\*\*\*\*

Libušina, 290 01 Poděbrady  
Tel.: +420 325 606 999  
[www.lazne-podebrady.cz/hotel-charicle](http://www.lazne-podebrady.cz/hotel-charicle)

Reservations will be made by the LOC based on the accommodation requirements indicated in the Final Entries and the hotel allocation will be communicated shortly after the closing of the Final Entries.

#### European Athletics Family Hotel

##### Hotel Chariclea\*\*\*\*

Libušina, 290 01 Poděbrady  
Tel.: +420 325 606 999  
[www.lazne-podebrady.cz/hotel-charicle](http://www.lazne-podebrady.cz/hotel-charicle)



### 4.3 Accommodation Costs and European Athletics Quota

#### 4.3.1 European Athletics Quota

According to Regulation 810.4, the European Athletics shall pay the board and lodging expenses for not more than 2 (two) days and for the following number of scoring athletes:

Senior Men 35 km	max 3 athletes
Senior Men 20 km	max 3 athletes
Senior Women 35 km	max 3 athletes
Senior Women 20 km	max 3 athletes
U20 Men 10 km	max 2 athletes
U20 Women 10 km	max 2 athletes

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

#### 4.3.2 Ratio of Athletes & Officials

The number of team officials in the hereunder chart is also eligible for fixed price accommodation and other benefits. European Athletics will not cover these officials' accommodation costs.

<b>Number of Athletes from - to</b>	<b>Number of Team Officials up to:</b>
<b>1 - 3</b>	3
<b>4 - 6</b>	4
<b>7 - 10</b>	7
<b>11 - 15</b>	11
<b>16 - 20</b>	13
<b>21 - 25</b>	17
<b>26 - 30</b>	19
<b>31 - 35</b>	23

Team Officials include: Head of Delegation, Team Leader(s), Coaches<sup>4</sup>, 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.

The teams may purchase additional coach accreditation (without accommodation and transportation but including access to the warm-up, training facilities and team areas). Such additional accreditation(s) 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.

<sup>4</sup> Coaches also include Personal Coaches

### 4.3.3 Accommodation Costs

For all athletes within the European Athletics Quota, the European Athletics will pay for full board accommodation, as stipulated in the European Athletics Competition Regulations (810.4), for a period limited to the number of competition days plus one.

The official period is thus 2 nights: check-in on Saturday 17 May 2025 and check-out on Monday 19 May 2025.

The additional nights have been fixed for Thursday, 15 May and Friday, 16 May 2025. This means that if your team is planning to stay in the official Team Hotels outside the period from 15 May until 19 May (4 nights), the below rates will not apply and a separate agreement will have to be made directly with the LOC/respective hotels.

The following rates apply for team members. This includes full board accommodation.

Team Members	Single room	Twin room
In-quota Athletes during official period	(N/A)	covered by LOC/EA
Accommodation cost	159 EUR per night	244 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 athletes and officials registered in the Final Entries. Additional single rooms can be requested and will be given according to availability. The price for the additional single room is 159 EUR for the full board accommodation for all days.

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 (244 EUR during the official period and for additional nights)

### 4.3.4 European Athletics Regulation 803.7 and 810.8

**803.7** European Athletics may reduce financial support (for travel, board/accommodation grants, etc.) to any European Athletics Member Federation which, after having announced its participation, does not take part or attends the competition with a number of athletes and officials 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).

**810.8** 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 13 May 2025. Advance payments should be made in EUR by bank transfer to the following account:

Owner of the account: CESKY ATLETICKY SVAZ (Czech Athletic Federation)  
IBAN : CZ67 0300 0000 0001 7459 0928  
BIC/SWIFT : CEKOCZPP  
Bank name: Ceskoslovenska obchodni banka, a. s  
Bank address: Radlicka 333/150, 150 00 Praha 5, Czech Republic  
Account Currency: EUR  
VAT Nr.: CZ699005461  
VAT: 12 %

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 credit card (Master card or VISA) or by cash (in CZK or EUR).

#### 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 [psikola@atletika.cz](mailto:psikola@atletika.cz) with copy to [competition@european-athletics.org](mailto: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	07:30 – 10:00
Lunch	11:30 – 14:00
Dinner	17:00 – 19:00 (until 20:30 on 17 May 2025)

On the day of the competition (18 May 2025):

Breakfast	05:00 – 10:00
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Lunch	11:00 – 15:30
Dinner	17:00 – 22:00

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

For lunch and dinner, drinking water is 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 Hotels**

### **4.6.1 Information Boards**

An Information Board will be located in the lobby of each Team Hotel offering relevant information about European Race Walking Team Championships in Poděbrady. Should any of the teams require further information, the LOC remains available through the TIC, located at the Congress Centre (see section 5.1.1).

### **4.6.2 Meeting Rooms**

Due to the configuration of the team hotels no common meeting opportunities will be provided to the teams. We advise the teams to use the public areas of the team hotels or the team physio area available in the Congress Centre.

### **4.6.3 Rooms for Physiotherapy**

Dedicated space for physiotherapy will be provided at the Congress Centre where teams can 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). Please reserve access and treatments through the Technical Information Centre.

Teams could also rent a dedicated room for physiotherapy in Hotel Chariclea on a first come – first serve basis. The rental prices are 50 EUR (Friday – half day) and 100 EUR per day (Saturday, Sunday). For booking contact Pavel Šikola ([psikola@atletika.cz](mailto:psikola@atletika.cz)).

Access to ice (for medical purposes) will be also possible here, moreover team could also place their personal ice jackets/vests to a freezer starting from Friday, 16 May 2025 12:00. Please note it is the responsibility of the teams to properly mark the ice jackets/vests to avoid any possible misuse.

### **4.6.4 Internet Access**

Free internet access will be provided at the Team Hotels and Team Area (Congress Centre).

### **4.6.5 Check-in / check-out times**

Check-in after 13:00 and check-out by 10:00.

Please contact the LOC via [psikola@atletika.cz](mailto:psikola@atletika.cz) for specific arrangements outside these times.

## 5. TECHNICAL INFORMATION

### 5.1 Communication with Teams

#### 5.1.1 Technical Information Centre (TIC)

The TIC is located at the Congress Centre, next to the competition venue (see appendix 3).

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
Thursday, 15 May 2025	16:00 – 18:00
Friday, 16 May 2025	12:00 – 18:00
Saturday, 17 May 2025	08:00 – 20:00
Sunday, 18 May 2025	06:30 – 20:30

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
- Settlement of technical enquiries from delegations
- 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@erwtchpodebrady.com](mailto:tic@erwtchpodebrady.com)) prior to the start of the Championships. When the Team Leaders are collecting the team accreditation cards and bibs 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.

#### Online Confirmation Tool - Virtual TIC

Team Leaders will also be provided with an individual and personalised access to European Athletics Online Confirmation Tool (OCT), where they will be able to

- make their final confirmations,

- download information posted by the LOC / European Athletics (technical information, start box distribution, call room schedule ...)
- fill-in competition forms (question for Technical Briefing, technical enquiries to TIC, withdrawal forms, additional doping control requests...)

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 competition venue on Saturday, 17 May 2025 12:00, in order 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 TIC, 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 orientation visit and the technical briefing.

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

- Timetable amendments (if any)
- Start 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 filled-in online through the Virtual TIC, no later than Friday, 16 May 2025 at 20:00.

There will be no dedicated transport provided for the Orientation visit and technical briefing and Team delegates are kindly requested to walk to the meeting point from the team hotel.

### 5.1.3 Team Leaders' WhatsApp group

A WhatsApp group including all member federations' team leaders will be created on site, in order 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 European Race-Walking Team Championships 2025 will be contested on a 1 km long course (asphalt roads closed to pedestrians and traffic), located in the city park at the colonnade. Detailed map of the course is available in appendix 3 of this manual.

### Start/Finish Area

The start and finish line of the events will be at the city park at the colonnade.



As team hotels are located nearby the competition venue, no dedicated team tents will be provided near the start/finish area, however teams can use their dedicated physio areas (see also section 4.6.3 of this manual) in the Congress Centre to leave their personal belongings.

After the race and having passed the mixed zone (where they will also return the transponders) athletes will receive their personal clothing left in the Call Room.

### **Refreshment and drinking stations**

There will be one Personal Refreshments Station and one Drinking & Sponging Station. Both will be on the right-hand side. One mist station (near to the personal refreshment station) will also be available along the course as well as temporary toilets.

### **Personal Refreshment Station**

According to the number of athletes competing by country, each team will have its own table or share a table with other teams, which will be marked with the national flag and the country code. The tables will be arranged in alphabetical order (by country code).

A maximum of two representatives from each Member Federation (third card on request for the teams with 4 athletes) will be allowed at the tables and appropriate special passes will be provided for the purpose of controlling access – these will be distributed during the accreditation process.

Member Federations will be responsible for bringing refreshments to their tables. If an athlete has no official able to assist him/her, the LOC will ensure that the refreshment is placed on the athlete's table. Athletes concerned must hand in their personal refreshments, adequately marked (athlete's name, bib number, country code, km mark at which the refreshment is to be placed) at the TIC at least 1 hour before the start of the race.

The LOC will provide bottles (two per athlete) and labels for those athletes that need them which will be distributed through the TIC.

Ice for medical and refreshment cooling purposes will be available next to the personal refreshment station. Teams can also obtain a thermo box (one per team) from the TIC latest by Saturday, 17 May 2025 12:00, and these boxes will be provided directly at the personal refreshment station.

### **Drinking and Sponging Station**

At the Drinking and Sponging Station (see venue map in appendix 3 for exact location) the athletes pick up their water by themselves.

Sponges will be available at the Drinking and Sponging Station only.

### **5.2.2 Training and warm-up area**

There will be no area dedicated for training or warm-up and athletes can use the streets around the team hotels and competition venue (Congress Centre) for this purpose.

### 5.2.3 Training at the Course

The course will be open for training according to the following schedule:

Date	Opening hours
Friday, 16 May 2025	16:00 – 19:00
Saturday, 17 May 2025	10:15 – 13:15

### 5.2.4 Team boxes

Team boxes located in the Congress Center next to TIC 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 Regulation 802.7, each European Athletics Member Federation may enter a maximum of 6 (six) athletes in each Senior event, of which a maximum of 4 (four) may participate and a maximum of 5 (five) athletes in each U20 event, of which a maximum of 3 (three) may participate, in accordance with the following age restrictions:

- Only athletes aged at least 20 (twenty) years on 31 December of the year of the competition may participate in the 35 km (Senior Men and Senior Women);
- Only athletes aged at least 18 (eighteen) years on 31 December of the year of the competition may participate in the 20 km (Senior Men and Senior Women);
- Only athletes aged at least 16 (sixteen) years and not more than 19 (nineteen) years on 31 December of the year of the competition may participate in the 10 km (U20 Men and U20 Women).

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

### 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, 17 April 2025
- Deadline for the final entries: Thursday, 8 May 2025, 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 14:00 on Saturday, 17 May 2025**. Confirmation of athletes will not be accepted after the above deadline.

Final confirmations will have to be made online, via European Athletics OCT, which will be accessible at a link to be communicated to the Teams following the final entries (see section 5.1.1).

### **Withdrawals**

Withdrawals after final confirmation, have to be submitted, on the official Withdrawal Form through the Virtual TIC (see section 5.1.1)



## 6. COMPETITION PROCEDURE

### 6.1 Timetable

Please refer to appendix 1 for the competition timetable.

### 6.2 Competition Bibs

#### 6.2.1 General

For individual events, each competitor will receive 3 bibs:

- One name bib with number – to be pinned on the front of the competition clothing
- Two number bib – to be pinned on the back of the competition clothing and the competitor's bag

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

### 6.3 Timing Transponders

A timing transponder to be put on one of the shoes will be handed out in the call room. **Athletes must ensure the proper placement of the transponder.**

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 timing transponder after the race: transponders have to be handed out immediately after the Mixed Zone, at the kit collection area.

### 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/EASExtranet>.

Member Federations shall confirm their team vests. If the uniform on its website. If the uniform displayed differs from your current official uniform, the revised Team Vests form must be uploaded by Thursday, 8 May 2025, 14:00 (CET) using the form sent by European Athletics for that specific purpose. 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 ([List of approved athletics shoes](#)). 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 will be checked after the competition within the Kit Collection Area randomly as well in case of doubts or upon special requests, as well as in case of a World or European Record. In the case of World Records, the shoes will be withheld by the relevant Referee and sent later to the World Athletics as per TR5.

#### 6.5 Call Room

The Call Room is located near to the start area (see detailed venue map in appendix 3). Access will be allowed to athletes only and according to the following reporting times:

Race	Call Room opens	Call Room closes	Leaving Call Room	Start of the race
35 km Men	6:50	7:05	7:20	7:30
35 km Women	6:50	7:05	7:20	7:30
20 km Women	12:00	12:10	12:25	12:35
20 km Men	15:25	15:35	15:50	16:00
10 km U20 Men	14:20	14:30	14:45	14:55
10 km U20 Women	10:50	11:00	11:15	11:25

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.

Refreshments (still water) and toilets will be available next to the Call Room.

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

- Competition Bibs
- Shoes as per TR5
- 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 start area to prepare for the race. A warning signal will be given 5 minutes, 3 minutes and 1 minute before the start of the race.

The clothing items left in the Call Room will be available for collection in the same area after the end of the competition.

## 6.6 Specific Event Procedures

Competition Regulations are available at <https://european-athletics.com/competition-regulations>.

### 6.6.1 Start procedures

The starting order for each event will be based on the respective team standings (scoring teams only) of the previous edition of the European Race Walking Team Championships. Each team shall be lined up behind each other at the start of the respective race. All other teams will be positioned behind in alphabetical order. Selected top athletes might be also presented before of the respective races, taking their start position in front of the teams lined up according to the competition regulation 803.6.

Please note, that the Technical Delegate has the power to alter the above starting procedures in special circumstances. Further information about the start procedures will be confirmed and presented during the technical briefing (see section 5.1.2).

Starter's commands ("on your marks" followed by a shot from the starter's gun ) will be given in English.

### 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 Assistance

During the competition, athletes are not allowed to receive any kind of assistance in any manner. When a competitor is unable to continue due to physical difficulties, he/she must inform the nearest judge. To indicate his/her intention of quitting the race, the runner shall remove the bibs with his/her name and identification number. (A competitor is not permitted to receive assistance from any person other than a member of the designated medical team, who may carry out an on-the-spot medical examination. There are first aid stations located along the route.)

### 6.6.4 Cut-off times

To secure the safe implementation of all six (6) races incorporated to the programme of the European Race Walking Team Championships over one day, cut-off time have been introduced across all events.

The cut-off times set for the European Race Walking Team Championships 2025 will be as follows:

Race	Cut-off mark	Cut-off time
35 km Men	30 km	3:04:00
35 km Women	30 km	3:04:00
20 km Women	16 km	1:32:00
20 km Men	16 km	1:28:00
10 km U20 Men	8 km	44:00
10 km U20 Women	8km	49:00

To be authorised to continue the respective competition, competitors must pass the set cut-off mark before the time limit set. Athletes who exceed the maximum time will be excluded from the competition and listed as DNF of the results list and not considered for the team scoring.

## 6.7 Scoring and ties

The finishing positions of the teams in each event shall be decided according to the aggregates of the finishing places of the first 3 (three) finishers of each team in the Senior events and of the first 2 (two) finishers of each team in the U20 events, the team with the lowest aggregate being the winner, and so on.

If two or more teams have an equality of scores calculated according to the above (802.8 of the competition regulations), the tie shall be decided in favor of the team with the best placed athlete.

Any team finishing with fewer than 3 (three) athletes in the Senior events or 2 (two) athletes in the U20 events shall not be counted in the teams' classification but those athletes shall be included as if they had been participating as individuals.

All athletes finishing shall be classified individually and shall be eligible for individual awards.

## 6.8 Posting board and Penalty Zone

### 6.8.1 Posting board

When a Judge is not completely satisfied that an athlete is fully complying with WA TR 54.2, he/she should, where possible, show the athlete a yellow paddle with the symbol of the offence on each side.

When a Judge observes an athlete failing to comply with WA TR 54.2 by exhibiting visible loss of contact or a bent knee during any part of the competition, the judge shall send a Red Card to the Chief Judge. When four Red Cards from four different Judges have been sent to the Chief Judge on the same athlete, the athlete is disqualified, and he/she shall be notified of this disqualification by the Chief Judge or a Chief Judge's Assistant by being shown a red paddle. The failure give notification shall not result in the reinstatement of a disqualified athlete.

If the Chief Judge or the Chief Judge Assistant informs the athlete of his/her disqualification, the disqualified athlete must leave the course immediately, remove his/her bib numbers and transponder and return to the Post Event Control Area.

Red cards and disqualifications will be posted on an electronic posting board. This will be positioned on the right hand side of the course about 100m away the finish line.

### 6.8.2 Penalty Zone set-up

All events of the European Race Walking Team Championships will be conducted under the WA TR 54.7.3 with the following below arrangements:

- The Penalty Zone will be located close to the start line and in front of the Posting Board (see appendix 3);



- The Penalty Zone will have one entrance and one exit at opposite ends (both of the same size);
- Small barriers and cones will be used to clearly identify the Penalty Zone;
- The athletes are free to stop or continue moving inside the Penalty Zone however there shall be no benches and no access to refreshments, drinking, sponging or other kind of assistance but communication with coaches is allowed.

### 6.8.3 Penalty Zone Operations

WA TR 54. will be applied with the following adaptations.

When an athlete receives 3 Red Cards, he/she must receive a communication from the Chief Judge or his Assistant showing him/her a paddle with the time penalty on both sides, and he/she must stop in the penalty area at the first opportunity.

Depending on the race distance, the following penalty times shall apply:

- 10 km – 1 minute (60 seconds)
- 20 km – 2 minutes (120 seconds)
- 35 km – 3.5 minutes (210 seconds)

At the first opportunity the athlete will be guided by the Chief Judge's Assistant into the Penalty Zone.

The time penalty starts immediately as the athlete enters the Penalty Zone.

The athlete shall be shown an appropriate card notifying him when 10 seconds remain on the penalty.

After the time penalty and following the instructions of the official in charge of the Penalty Zone, the athlete shall re-enter the event.

The athlete is not judged in the Penalty Zone.

If the athlete then receives any additional Red Card(s) (from the judges who had not previously sent him/her one) he/she shall be disqualified and the Chief Judge or his/her assistant must notify the disqualification as soon as possible.

If an athlete receives 4 or more Red Cards before stopping in the Penalty Zone, the athlete shall be disqualified and the Chief Judge or his/her assistant must notify the disqualification as soon as possible.

If an athlete receives the third Red Card at the late stage of the race and it's not possible for the Chief Judge or his/her assistant to notify the athlete that he/she must stop in the Penalty Zone, the athlete shall finish the race and the penalty time shall be added to his/her official time.

The Chief Judge maintains the power to immediately disqualify the athlete in the last 100m of a race (no time penalty).

## 6.9 Timing

The official timing (including split times) will be provided through a certified transponder system.

## 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 athletes' personal bags will be kept in the Call Room, which will also serve as the post event area.

## 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 Virtual 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 155. The nearest hospital to receive emergency cases is in Nymburk located 8km from Podedbrady.

#### 7.1.1 Medical Services in the Team Hotels

The medical centre will be located in the Hotel Libensky and will be open daily, between 16-18 May 2025 from 09:00 until 18:00 and on 19 May from 9:00 until 12:00 During other hours there will be a doctor and nurse on duty and reachable by phone (+420 602 391 314).

#### 7.1.2 Medical Care at the Competition Venue

A medical tent (located near the finish line) will be active at the competition venue for acute medical assistance in line with the below schedule. First aid teams, supervised by doctors, will be also distributed around the course during the competition, including the refreshment station.

Date	Opening hours
Friday, 16 May 2025	16:00 – 19:00
Saturday, 17 May 2025	10:00 – 13:30
Sunday, 18 May 2025	06:00 – 19:00

The LOC medical service will be responsible for any problem concerning the athletes' health during the competition. In case of injuries, only the official 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 tent when an athlete of his/her own team is hurt or is in need of other medical attention.

### 7.2 Physiotherapy Services

#### 7.2.1 Physiotherapy Services in the Team Hotels

There are well equipped physiotherapy facilities available in Hotel Chariclea (with a dedicated entrance from the Letni Lazne (Summer Spa). The physiotherapy rooms are equipped with massage lounge and will be open according to the following schedule:

Date	Opening hours
Friday, 16 May 2025	14:30 – 21:00
Saturday, 17 May 2025	10:00 – 20:00
Sunday, 18 May 2025	08:00 – 18:00

Please reserve access and treatments through the Technical Information Centre. The team physiotherapists and doctors may use the equipment in the physiotherapy rooms in co-operation with the LOC medical staff. Teams could also rent a dedicated room for physiotherapy in Hotel Chariclea on a first come – first serve basis. The rental prices are 50 EUR (Friday – half day) and 100 EUR per day (Saturday, Sunday). For booking contact LOC member Pavel Šikola (psikola@atletika.cz).

### **7.3 Import of Medication and Medical Equipment**

The import, export and transit of habit-forming substances and medicaments to Czechia is regulated by the laws of Czechia. Detailed information can be obtained through the [website of the Customs Administration of Czechia](#).

Please make sure to comply with the requirements applicable to your 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.



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### 7.4.3 Additional Controls

Athletes requiring doping control (e.g. for ratification of performance) may request to be tested by submitting a “Doping Control Request Form” through the Virtual TIC. They will then be escorted to the Doping Control Station from the TIC.

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.

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## 8. CEREMONIES AND SOCIAL FUNCTIONS

### 8.1 Opening Ceremony

Teams are warmly invited for the public opening ceremony of the European Race Walking Team Championships 2025. The ceremony will take place in the heart of spa colonnade (in the middle of racing circuit) on Saturday, 17 May at 20:00. This activity will also include a concert after the official part.

Please note that no official dinner or reception will be hosted after the opening ceremony and dinner will be served in the Team Hotels.

### 8.2 Medal Ceremonies

The medal ceremony for individuals and teams will take place at the competition venue as scheduled on the event programme (see appendix 1).

Note: for the winning, second and third teams, only the scoring members as well as non-scoring members who completed the race shall attend the medal ceremony and receive medals.

Concerned individual athletes and team members should assemble near the Entrance of the Congress Centre 15 minutes before the scheduled start of the given ceremony. 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.

### 8.3 Closing Banquet

Please note, that no Closing Banquet will be organised, and the dinner on Sunday, 18 May will be served in the Team Hotels.

## 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: Mathilde Grenet  
Mobile: +41 75 425 50 00  
Email: [safeguarding.officer@european-athletics.org](mailto:safeguarding.officer@european-athletics.org)

Local safeguarding officer:

Name: Lenka Semerová  
Mobile: +420 728 680 111  
Email: [lsemerova@atletika.cz](mailto:lsemerova@atletika.cz)

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

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## 10. CONTACT DETAILS

For further details about the European Race Walking Team Championships in Poděbrady please contact:

### Local Organising Committee

Marta Feiková  
Na Pískách 2583/8, Praha, Czechia  
Mobile: +420 601 377 887  
E-mail: [mfeikova@atletika.cz](mailto:mfeikova@atletika.cz)

### European Athletics

Avenue Louis-Ruchonnet 16  
1003 Lausanne, Switzerland  
Tel: +41 21 313 43 50  
E-mail: [competition@european-athletics.org](mailto:competition@european-athletics.org)  
Web: [www.european-athletics.com](http://www.european-athletics.com)



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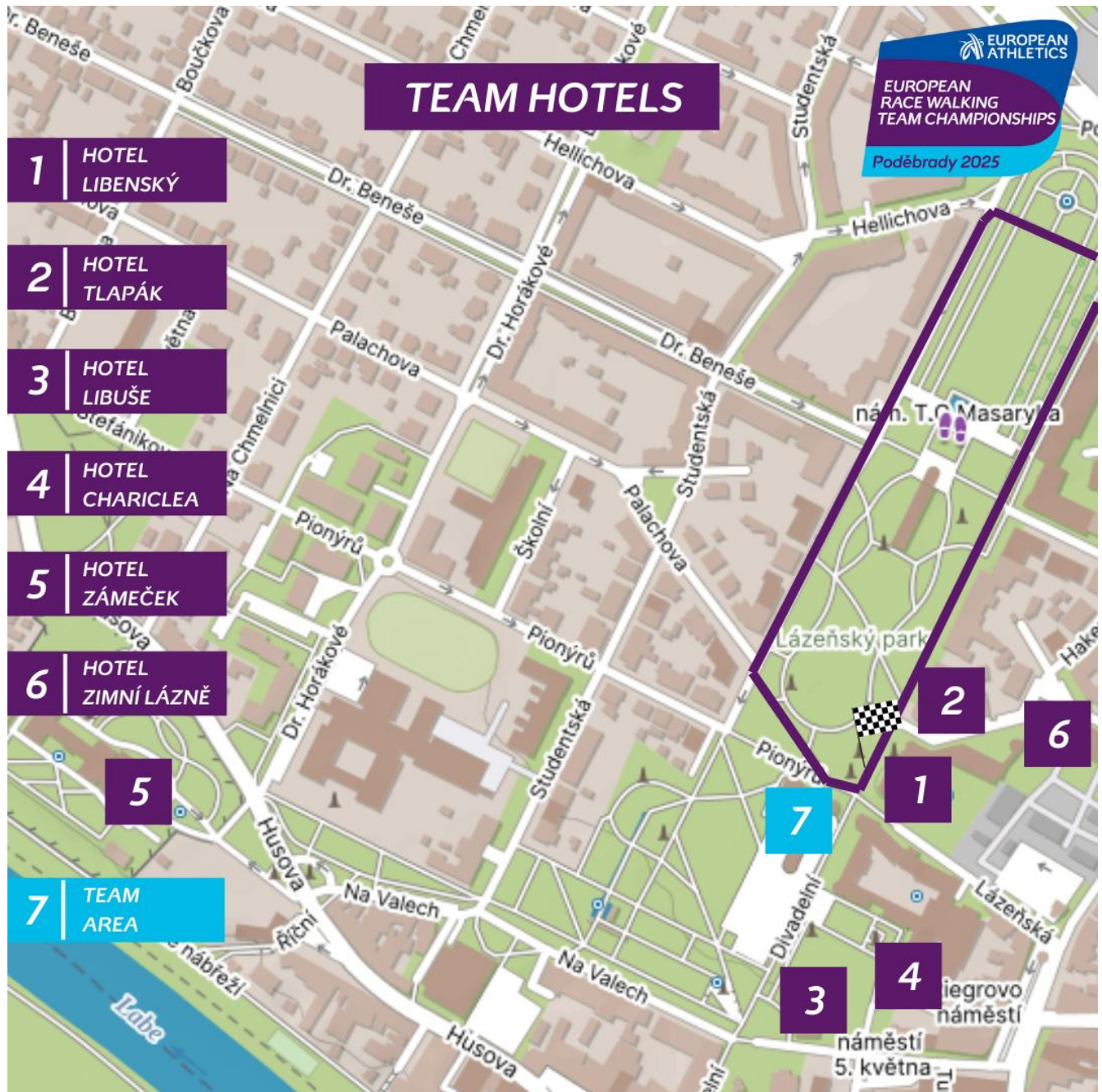
## 11. APPENDICES

- Appendix 1 – Timetable
- Appendix 2 – City map with team hotels & championships sites
- Appendix 3 – Course map
- Appendix 4 – VISA Request Form
- Appendix 5 – Key dates and deadlines

**Appendix 1 – Timetable** (as on 14 March 2025)

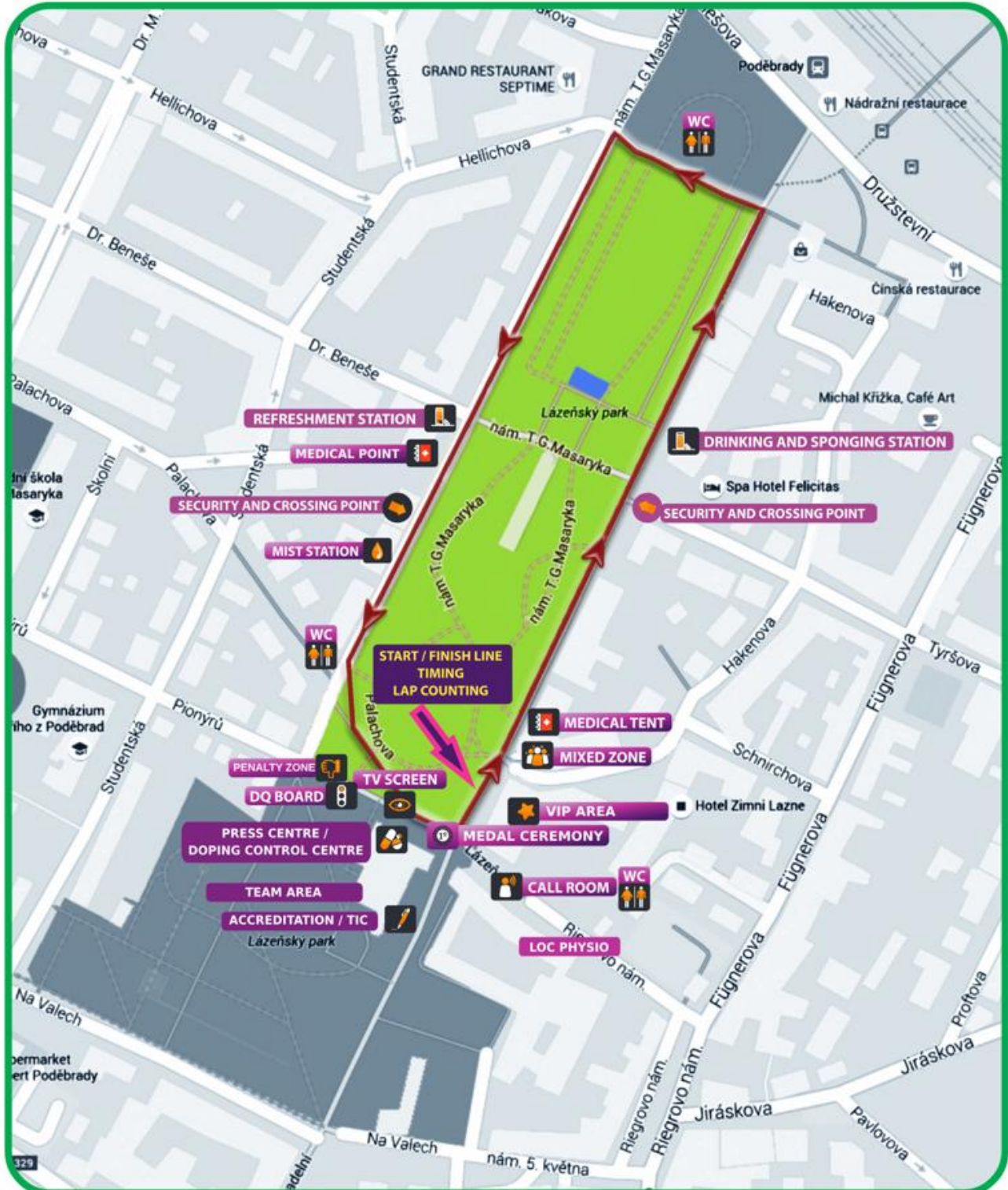
<b>07:30</b>	<b>35km Senior Men &amp; Senior Women</b>
11:10	Medal ceremony (Individual) – 35km Senior Men
11:14	Medal ceremony (Team) – 35km Senior Men
<b>11:25</b>	<b>10km U20 Women</b>
11:40	Medal ceremony (Individual) – 35km Senior Women
11:44	Medal ceremony (Team) – 35km Senior Women
<b>12:35</b>	<b>20km Senior Women</b>
12:55	Medal ceremony (Individual) – 10km U20 Women
12:59	Medal ceremony (Team) – 10km U20 Women
<b>14:55</b>	<b>10km U20 Men</b>
15:10	Medal ceremony (Individual) – 20km Senior Women
15:14	Medal ceremony (Team) – 20km Senior Women
15:20	<i>Medal ceremony (Individual) – 20km Senior Women (Invitational meeting)</i>
<b>16:00</b>	<b>20km Senior Men</b>
16:20	Medal ceremony (Individual) – 10km U20 Men
16:24	Medal ceremony (Team) – 10km U20 Men
18:20	Medal ceremony (Individual) – 20km Senior Men
18:24	Medal ceremony (Team) – 20km Senior Men
18:30	<i>Medal ceremony (Individual) – 20km Senior Men (Invitational meeting)</i>

Appendix 2 – City map with team hotels & championships sites





**Appendix 3 – Course map**







#### Appendix 5 – Key dates and deadlines

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Place</b>
Thursday, 8 May 2025	14:00	Deadline for final entries	Entry system
Tuesday, 13 May 2025	n/a	Deadline for payment of accommodation invoice	Bank transfer
Thursday, 15 May 2025	16:00 – 18:00	TIC open	Congress Centre
Friday, 16 May 2025	12:00 – 18:00	TIC open	Congress Centre
	16:00 – 19:00	Official Training at the Competition Venue	Course
	20:00	Deadline for submitting written questions for the Technical Briefing	Virtual TIC
Saturday, 17 May 2025	08:00 – 20:00	TIC open	Congress Centre
	10:15 – 13:15	Official Training at the Competition Venue	Course
	12:00	Orientation Visit and Technical Briefing	Congress Centre
	14:00	Final Confirmation	Virtual TIC
	20:00	Opening Ceremony	
Sunday, 18 May 2025	06:30 – 20:30	TIC open	Course
	7:30	Start – 35km race (Men & Women)	Course
	11:25	Start – 10km race (Women)	Course
	12:35	Start – 20km race (Women)	Course
	14:55	Start – 10km race (Men)	Course
	16:00	Start – 20km race (Men)	Course

INSTITUTIONS



GENERAL PARTNERS OF CZECH ATHLETIC FEDERATION



MAIN PARTNER OF CZECHATHLETIC FEDERATION



OFFICIAL PARTNERS OF CZECH ATHLETIC FEDERATION



OFFICIAL SUPPLIERS OF CZECH ATHLETIC FEDERATION



LOCAL PARTNERS

